

**GDF SUEZ
HAZELWOOD MINE**

**EMERGENCY RESPONSE PLAN
HAZELWOOD MINE**

REVISED MAY 2013

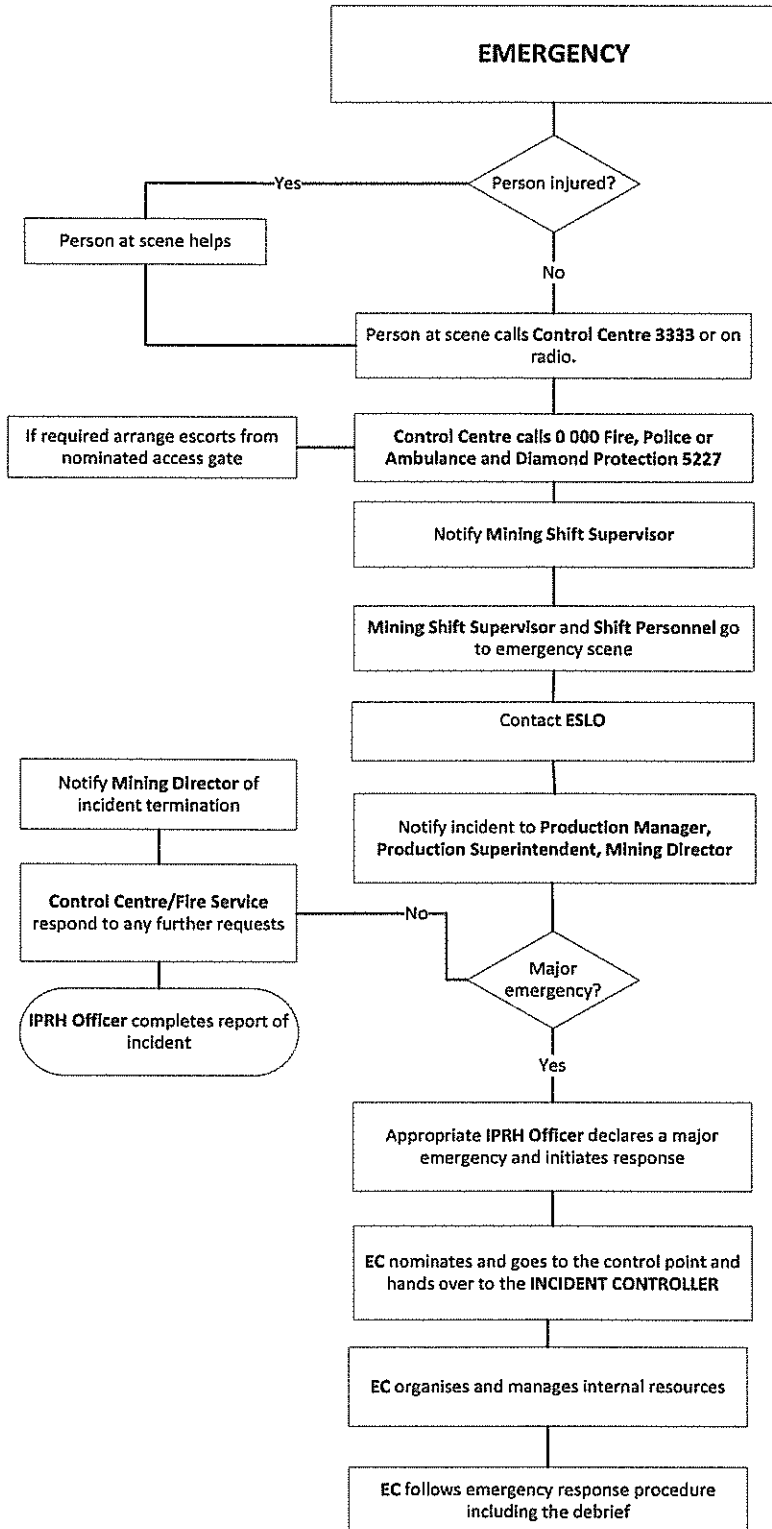
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1. EMERGENCY RESPONSE FLOW CHART



2. EMERGENCY RESPONSE PROCEDURES

2.1 EMERGENCY

An emergency is a serious incident; see **Section 5.4** and **Section 7** for definitions and types. See decision flow charts **Section 1**.

2.2 ATTEND TO PATIENT

It is the responsibility of the person at the scene of an incident to make sure that any injured people are clear of any further risk of injury and then to administer first aid.

2.3 CONTACT CONTROL CENTRE (OR FIRE SERVICE FOR FIRES)

After attending to any injured the person at the scene of an incident is to contact the **Control Centre** Phone **5135 3333** or by using the radio/emergency button.

All fires and Emergencies calls are to be called in on **5135 3333** and the following information provided to the operator:

- Name and section of person making call.
- Size & type of incident and any nearby plant in danger
- Location of incident.
- Number of injured. (*Do not give patient's name over radio*).
- What assistance is required?
- If any Rescue Service is required.
- Any other relevant information as requested by the **Control Centre**.
- Remain at scene until relevant assistance arrives. (Small coal fires can be difficult to locate)

2.4 CRITERIA FOR CALLING ETERNAL COMBAT AGENCY (other than CFA)

The appropriate external combat agency (such as ambulance, CFA or police) is to be called for any one or more of the following circumstances, unless in the opinion of the Emergency Commander, who may choose to consult with the Emergency Services Provider, the incident can be confidently and expeditiously managed with existing resources:

- When the person making the initial emergency call to 3333 requests an ambulance
- When a victim has (or is suspected of having) internal, or serious, injuries
- When Hazelwood's emergency service provider is required to wear breathing apparatus
- When Hazelwood's emergency service provider is required to initiate rescue action
- When there is a civil disturbance, bomb threat or terrorist threat
- When, in the opinion of the Emergency Commander, external support is required

2.5 PROTOCOL FOR REPORTING FIRES TO THE C.F.A.

All calls to the C.F.A. are to be via Telstra's **000** phone number.

All fires shall be reported to the **C.F.A.** on days of declared Total Fire Bans for the Victorian Eastern Total Fire Ban District or at any time that the Hazelwood Mine has declared a Fire Alert.

At all other times, the **C.F.A.** response is to be requested immediately when:

- The fire becomes beyond the capability of the mine fire crews in attendance; or
- The initial response has exceeded 30 minutes.

2.6 PROCESS IF THE MINE CONTROL CENTRE IS LEFT UNATTENDED

- The Mine Emergency phone is auto diverted to the Station Emergency number (3333 or 5135 3333) after 6 rings. **There is no requirement for the CCA to divert the phone at any time.** The phone call will be answered by Station Operations Unit Attendant.
- If an emergency call has been received in the CCA's absence, a red flashing light on the emergency phone will indicate that an emergency call has been made. Once returned, the CCA must then call the Station Control Room on ext.5515 to confirm the nature of the call.
- The CCA must contact the Mining Shift Supervisor immediately regarding any emergency call

2.7 CONTACT COMBAT AGENCY

The **Control Centre** will contact the required combat agency by phoning **0 000**. Pass on all relevant details and direct them to the appropriate Gate. Also contact DIAMOND Protection (**5227**) or external on **5135 5227** and the **Mine Production Manager**.

2.8 DISPATCH SHIFT PERSONNEL

Supervisor and appropriate shift personnel are to be dispatched to the emergency scene. If a shift first aider is required, select from the list in the Control Centre.

If escort pilot vehicle(s) are required, the Control Centre will direct a vehicle to both the Hazelwood Power Station Main Gate and Hazelwood Mine Gate A to escort the emergency service vehicles to the scene of the emergency incident.

Access to coal surfaces by non-compliant vehicles (i.e.: ambulances/emergency services vehicles) is only to be under the escort of a fire tanker at all times.

2.9 MAJOR EMERGENCY

The Mining Shift Supervisor must assess the size or seriousness of the emergency. If the emergency is, or has the potential to escalate to a serious, large, or complex incident, a full-blown emergency response must be initiated immediately.

2.10 RESPOND TO FURTHER REQUESTS

The Control Centre and/or Fire Services will monitor the Radio and Phone responding to any further requests from the scene of the incident.

2.11 POST INCIDENT REPORTS

The **Mining Shift Supervisor** is to complete a report on the incident.

For persons who have been exposed to trauma during the incident, consideration should be given to arranging for an **ITIM Counsellor** to talk to these people. Notification of the relatives of any casualties must be arranged through the **Significant Issue Management Team** who will give consideration to using the services of **ITIM** and / or the **Police**.

2.12 DECLARATION OF FULL BLOWN EMERGENCY

The **Mining Shift Supervisor** and **GDF SUEZ Senior Managers** are authorised to declare a full-blown emergency response. The most appropriate officer will declare an emergency and carry out the **Emergency Commander (EC)** role as set out in **Section 6.1**. The **EC** is to contact the **Director of Mining**, his deputy, or another Senior Manager who may arrange for the **Significant Issue Management Response** to be implemented.

2.13 ALLOCATION OF INTERNAL RESOURCES

The **EC** will initiate any local action to contain or make safe the incident scene until support arrives and will contact Hazelwood personnel to form the Emergency Team.

2.14 SET-UP EMERGENCY COMMAND CENTRE & HAND OVER TO INCIDENT CONTROLLER

The **EC** must set up and go to the **EMERGENCY COMMAND CENTRE (ECC)** and await the arrival of the Incident Controller from the responsible combat agency. On the arrival of the **Incident Controller** the **EC** will hand over control to the **Incident Controller**. The **EC** assists the **Incident Controller** and continues to supervise the Mines internal resources.

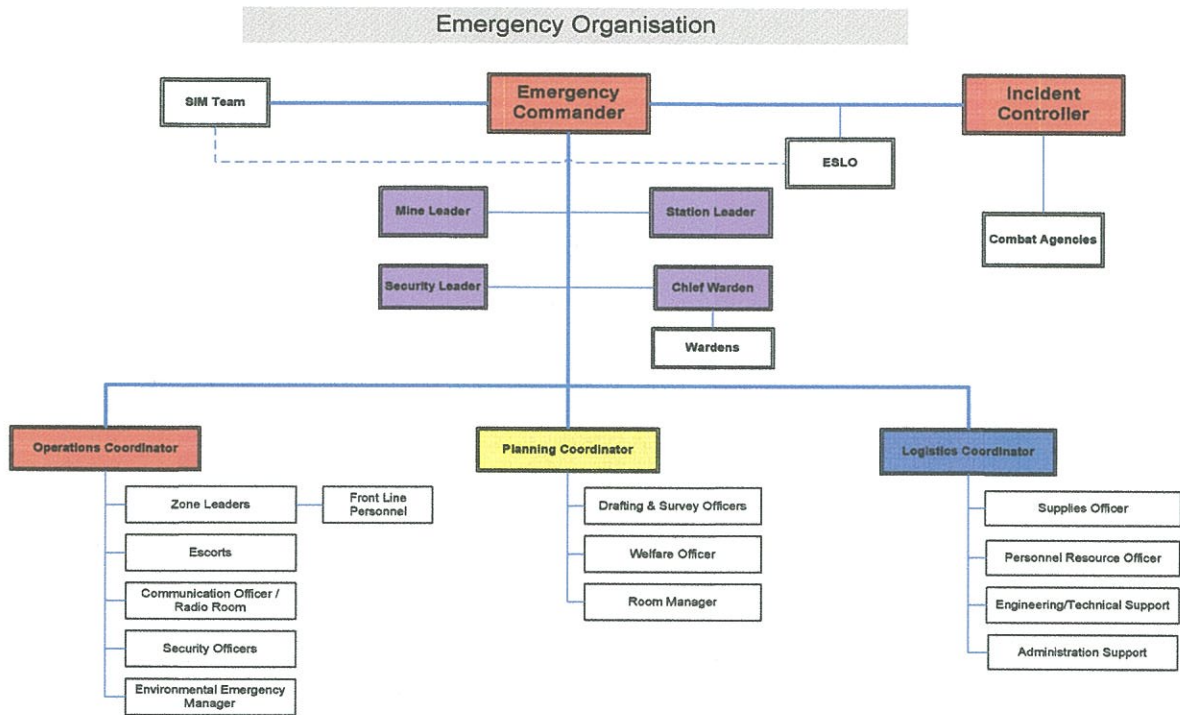
2.15 ORGANISE INTERNAL RESOURCES

The **EC** is responsible for the organisation and the continued management of the Mine's personnel and with the agreement of the **INCIDENT CONTROLLER** will use this Plan. The **EC** will also ensure that senior IPRH management personnel are kept well briefed, and that all significant decisions, actions and activities are recorded. The **EC** remains responsible to the **Incident Controller** for the duration of the emergency.

2.16 INCIDENT RESOLUTION AND DEBRIEF

After the incident is resolved the **EC** will remove his tabard and manage any other problems that arise. For persons who have been exposed to trauma consideration should be given to arranging for an **ITIM** counsellor. A debriefing session is to be conducted to evaluate the effectiveness of the response. Senior Management is to appoint a Chairperson and convene this debriefing session. The Chairperson is to ensure all the appropriate personnel, documentation; materials are available for perusal and discussion and arrange for a report to be written.

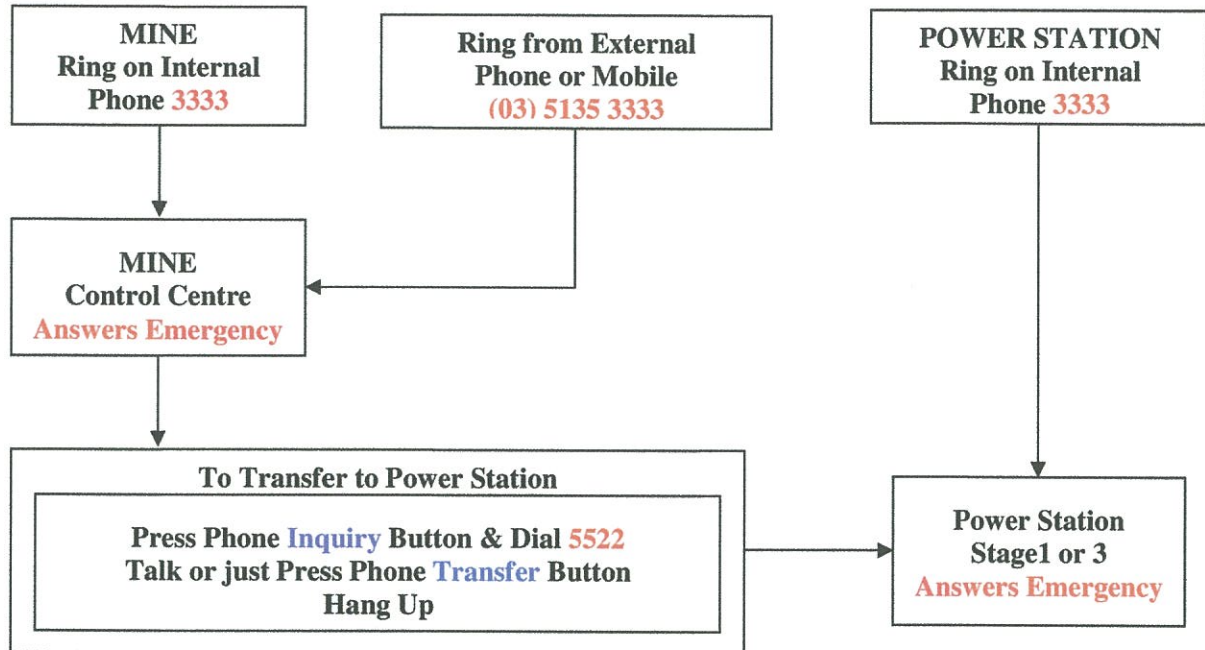
3. EMERGENCY ORGANISATION



The organisational structure shown above caters for a major event involving both Mine and Station. It is the Emergency Commander's duty to resource the Emergency Response Team to the extent necessary for each particular event.

4. EMERGENCY PHONE NUMBERS

4.1 HAZELWOOD EMERGENCY RESPONSE PHONE MAP



4.2 HAZELWOOD MINE CENTRES

Name	Location	Phone
Mine Control Centre	All Hours	5135 3333
Emergency Command Centre No. 1 (ECC-1)	Training Centre	5135 5809 & 5135 5808
Emergency Command Centre No. 1 (ECC-1)	Radio	205 & 211
Emergency Command Centre No. 2 (ECC-2)	Fire Service Office	5135 5777
Emergency Command Centre No. 3 (ECC-3)	Control Centre	5135 5882 & 5135 5888

4.3 OUTSIDE AGENCIES

Name	Phone	Alternate
Emergency Services	0 000	
Diamond Protection, Emergency No.	5135 5227	
Morwell Fire Brigade (fire calls only)	5134 2132	0 000
Morwell Fire Brigade (business)	5134 4544	
Police Emergency calls	0 000	
SES Emergency calls	5136 4444	
Poisons Information	131126	
Work Safe Victoria Inspector	5173 8915	0421 416 001
Work Safe Victoria	132 360	5174 8900 (Traralgon)
Energy Safe Victoria - Electrical	1800 000 922	
Department of Primary Industry	0429 400 569	

4.4 OTHER EMERGENCY CONTACTS

Name	Phone	Alternate
ITIM Counsellor (24 hours)	1800 337 068	
Industrial Chaplain (Les Medley)	5135 5226	
EPA (Gippsland Branch)	5176 1744	
Recovery/Decontamination - Veolia	5173 3400	
Recovery/Decontamination - Dasma Industries	5134 1455	
Recovery/Decontamination - AsClear	5133 6200	
Recovery/Decontamination - BMS Catastrophe A	1800 812 999	

4.5 OUTSIDE BUSINESS CONTACTS

Name	Phone	Alternate
<i>Plant Issues</i>		
BMT WBM – Peter Essig	8620 6100	0402 482 911
MMHE – Klaus Haberler	9832 0844	0447 351 475
<i>External Contacts</i>		
Ecogen Energy - Jeeralang Power Station- Switchboard	5120 2900	
Energy Brix Australia Corporation – EBAC Switchboard	5120 4200	
GDF SUEZ Mitsui - Loy Yang B P/S Switchboard	5177 2000	
Loy Yang Power - Loy Yang A P/S - Switch Board	5173 2000	
NEMCO - National Grid Operator (Emergency Calls)	1800 111 164	
Origin Energy - Gas & Electricity Producer Customer Service	132 461	
TRU Energy - Yallourn W P/S - Customer Service/Emergency	133 466	
SP Ausnet – Transmission - Customer Service	131 799	
Diamond Protection - General Enquiries	5135 5288	
Latrobe City - General Enquiries	1300 367 700	0408 512 953 (AH)
Paperlinx	5132 2215	
Boom Sherrin	5135 3281	
Gippsland Water	5177 4600	1800 057 057
Pine Gro – Monash Way	5122 2036	0438 513 095
Pine Gro Products – Rail Rd		0418 369 461
RTL - Site Supervisor	5135 5840	0412 842 236
Bureau of Meteorology - East Sale	5444 2381	
Bureau of Meteorology - Senior Forecaster	(03) 9669 4921	

4.6 PHONE NUMBERS OF PERSONNEL IN EMERGENCY ROLES

Name	Phone	Alternate
<i>Matrix Leadership Team</i>		
Chief Executive Officer	[REDACTED]	[REDACTED]
Mine Director	[REDACTED]	[REDACTED]
Director Power Generation	[REDACTED]	[REDACTED]
People, Culture & Environment Director	[REDACTED]	[REDACTED]
Chief Financial Officer	[REDACTED]	[REDACTED]
Shared Services Director	[REDACTED]	[REDACTED]
Stakeholder Management & Risk Director	[REDACTED]	[REDACTED]
Strategy, Planning & Programs Director	[REDACTED]	[REDACTED]
Carbon, Efficiency & Improvement Director	[REDACTED]	[REDACTED]
Asset Management Director	[REDACTED]	[REDACTED]
<i>Emergency Commander / Incident Controller / Mine Leader</i>		
Garry Wilkinson	[REDACTED]	[REDACTED]
Mining Shift Supervisor	[REDACTED]	[REDACTED]
Stan Kemsley	[REDACTED]	[REDACTED]
Rob Dugan	[REDACTED]	[REDACTED]
<i>Emergency Services Liaison Officer (ESLO)</i>		
Darren Grieve	[REDACTED]	[REDACTED]
Romeo Prezioso	[REDACTED]	[REDACTED]
Bob Knight	[REDACTED]	[REDACTED]
Alan Roach	[REDACTED]	[REDACTED]
Rob Dugan	[REDACTED]	[REDACTED]
Chris Morley	[REDACTED]	[REDACTED]
<i>Administrative Support / Personnel Resource Officer</i>		
Cheryl Blowers	[REDACTED]	[REDACTED]
Pina McCafferty	[REDACTED]	[REDACTED]
Rebecca Rogers	[REDACTED]	[REDACTED]
<i>Operations Co-ordinator / Planning Co-ordinator / Logistics Co-ordinator</i>		
Mining Shift Supervisor	[REDACTED]	[REDACTED]
Matt Weddell	[REDACTED]	[REDACTED]
Dean Suares	[REDACTED]	[REDACTED]
Noel Coxall	[REDACTED]	[REDACTED]
1x7 Mining Services Co-ordinator	[REDACTED]	[REDACTED]
<i>Technical Support - Civil, Mining, Geology</i>		
Jayantha Fernando	[REDACTED]	[REDACTED]
James Faithful	[REDACTED]	[REDACTED]
Richard Polmear	[REDACTED]	[REDACTED]
Rob Dugan	[REDACTED]	[REDACTED]

Name	Phone	Alternate
<i>Technical Support - Electrical / Controls</i>		
Peter Brimblecombe	[REDACTED]	[REDACTED]
Steve Dargan	[REDACTED]	[REDACTED]
Laina Zajarski	[REDACTED]	[REDACTED]
<i>Technical Support - Mechanical</i>		
Stan Kemsley	[REDACTED]	[REDACTED]
Gary Honeychurch	[REDACTED]	[REDACTED]
Dean Soares	[REDACTED]	[REDACTED]
Noel Coxall	[REDACTED]	[REDACTED]
Mark Trippit	[REDACTED]	[REDACTED]
<i>Environmental Emergency Manager</i>		
David Froud	[REDACTED]	[REDACTED]
Kevin Jones	[REDACTED]	[REDACTED]
David Addis	[REDACTED]	[REDACTED]
<i>Zone Leaders</i>		
Dean Soares	[REDACTED]	[REDACTED]
Noel Coxall	[REDACTED]	[REDACTED]
Trevor Shaw	[REDACTED]	[REDACTED]
Kerry Clissold	[REDACTED]	[REDACTED]
Mine Shift Manager	[REDACTED]	[REDACTED]
<i>Escorts</i>		
Bob Mansell	[REDACTED]	[REDACTED]
Alex Chisholm	[REDACTED]	[REDACTED]
Sam Conway	[REDACTED]	[REDACTED]
<i>Supplies Officers</i>		
Adrian Huizer	[REDACTED]	[REDACTED]
Keith Dixon	[REDACTED]	[REDACTED]
Shane Mann	[REDACTED]	[REDACTED]
John Beckman	[REDACTED]	[REDACTED]
<i>Drafting & Survey Officers</i>		
Terry McDonald	[REDACTED]	[REDACTED]
Bob Mansell	[REDACTED]	[REDACTED]
John McCormack	[REDACTED]	[REDACTED]
<i>Media Officers</i>		
Lauren Carey	[REDACTED]	[REDACTED]
Trevor Rowe	[REDACTED]	[REDACTED]
Doug Day	[REDACTED]	[REDACTED]

Name	Phone	Alternate
<i>Communications Officer / Radio Room</i>		
Peter Brimblecombe	[REDACTED]	[REDACTED]
Steve Dargan	[REDACTED]	[REDACTED]
<i>Chief Warden</i>		
Pina McCafferty	[REDACTED]	[REDACTED]
<i>Wardens</i>		
Peter Brimblecombe	[REDACTED]	[REDACTED]
Laurie Jackson	[REDACTED]	[REDACTED]
<i>Welfare Officer</i>		
Glenn Asling	[REDACTED]	[REDACTED]
Adrian Marshall	[REDACTED]	[REDACTED]

4.7 INCIDENT CONTROL CHANNELS – CHANNEL 33

It is intended that the Incident Control Channel provide a radio communication means for the Emergency Commander and other key personnel who the EC requests to transfer to that channel.

Channel 33 provides a radio repeater channel:

- that is for the Emergency Commander, Diamond Protection, and other key personnel
- whereby one person can talk at a time but everyone else on the channel can listen
- that is available to personnel with a dual mode trunking/conventional radio
- that can interconnect with the PABX or public phone system

Note: It is ***not*** intended that everyone involved with the emergency will use Channel 33.

How to Switch Your Portable Radio to Channel 33

(from trunking mode)

1. Press side button 2 (middle small button on LHS)
(For a mobile radio, press and hold the "P" key)
2. Rotate top rotary knob to display "CONV"
3. Press side button 2 again then wait a few seconds for the radio to change to conventional mode
4. Use the rotary knob to select Channel 33.

Phone Dialling To, or From, Channel 33

- To talk from a phone to someone on Channel 33, dial 5833 from any phone extension
- To accept an incoming phone call on Channel 33, press and hold the PTT button then press **
- To make a phone call from Channel 33, press and hold the PTT button then press ** (number to be dialled)# then release the PTT button.
- To call an external number use the same procedure as above but insert a "0" before the phone number
- To hang up a call, press and hold the PTT button then press ##

5. SCOPE AND PURPOSE OF THE PLAN

5.1 SCOPE

The **HAZELWOOD MINE'S EMERGENCY RESPONSE PLAN** includes guidelines on how to combat major emergencies and on how to interface with external agencies. The document conforms to the requirements of the **Emergency Management Act 1986**, and is compatible with the **State Emergency Plan**.

5.2 OTHER GDF SUEZ, HAZELWOOD EMERGENCY PLANS

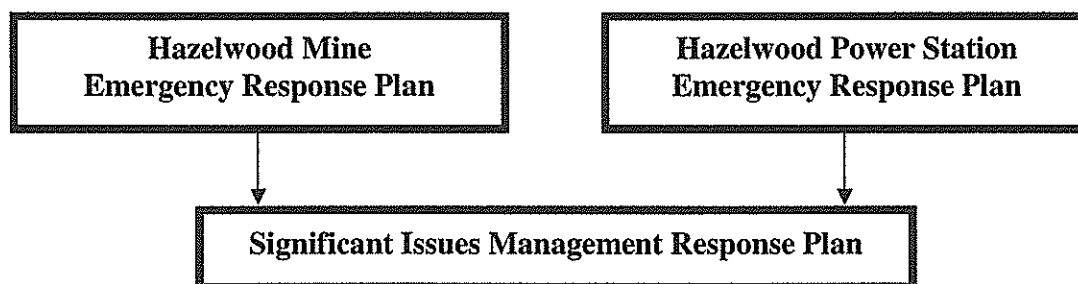
The following **Emergency Plans and Instructions** complement the **Mine, Emergency Response Plan**, and are not intended as a replacement, they are intended to focus on specific or wider issues. Sufficient procedures and information is contained within the **Mine, Emergency Response Plan** to combat actual operational emergencies. Intranet links are provided to these paradigm documents when viewing this document on Active Net.

5.2.1 SIGNIFICANT ISSUES MANAGEMENT RESPONSE PLAN – Paradigm Document ID 6841

The **Significant Issues Management Response Plan** will put appropriate management structure and resources in place to enable **GDF SUEZ Hazelwood** to manage any major emergency that may befall the business.

This plan complements this Hazelwood Mine Emergency Response Plan and will facilitate strategic management of issues beyond the direct operational response.

The **Hazelwood Mine Emergency Response Plan** and the **Hazelwood Power Station Emergency Response Plan** appropriately dictate the response to actual emergencies but do not focus on the wider organisational issues. The **Significant Issues Management Response Plan** will address these broader issues.



5.2.2 EMS EMERGENCY PREPAREDNESS PLAN – Paradigm Document ID 1553

The purpose of this procedure is to complement this **Hazelwood Mine Emergency Response Plan** and to describe how **GDF SUEZ Hazelwood** responds to environmental emergency situations, accidents and incidents that may occur. The **EMS Emergency Preparedness Plan** also describes the process to be followed to reduce and/or eliminate the environmental impact of emergency or accident events.

5.3 PURPOSE

The purpose of this plan is to ensure a coordinated response to emergencies in the Mine and provide for appropriate assistance from external emergency services and smooth transfer of control to an external agency if the need arises. The Emergency Response plan will:

- Control or limit the emergency and decrease the risk to life, property and environment.
- Ensure effective communication of all vital information.
- Facilitate resumption of normal operations at the end of the emergency
- Provide a basis for training personnel in the handling of emergencies and provide a model for improving emergency procedures.

5.4 DEFINITION OF AN EMERGENCY

An emergency exists when there is a threat or a potential threat to:

- Serious injury
- Major outbreak of fire
- Major spillage or exposure to hazardous substances
- Significant failure to the workings of the Mine (batter collapse, dump slip etc.)
- Entrapment of a person
- Explosion or threat of explosion, including bomb threats
- Machinery out of control (major machine collapse, vehicle or plant accident)
- Failure of dam or flooding
- Terrorist threat
- Any other which has the potential to cause serious injury or threaten the Mine
- Environmental Emergency exists when there is a threat or a potential threat of:
 - Outbreak of fire that has the potential to spread beyond the initial point of ignition, resulting in the release of pollutants to the atmosphere or to waterways.
 - Failure of a dam or flooding, releasing vast quantities of turbid (dirty) water, saline water or contaminants into local streams.
 - Spillage of oil that can potentially reach the receiving environment.
 - Spillage of a hazardous substance that can potentially reach the receiving environment.

Incidents, which require the implementation of this **EMERGENCY RESPONSE PLAN**, will typically be very large, serious or complex requiring the assistance of outside agencies.

In an emergency, there may be a warning stage or it may be instantaneous (explosion, batter collapse or machine failure). An emergency can escalate from a minor to a major emergency – for emergencies with this potential, the appropriate external agencies must be notified at an early stage.

Note: A coal fire or series of spot fires that do not spread beyond their initial point of ignition does not constitute an emergency notifiable to CFA. Mine Fire Alerts are not notifiable. The **Hazelwood Mine Fire Instructions** presents the protocol for the **Fire Services** to contact the CFA on any reported outbreak of fire in the **Hazelwood Mine**.

5.5 DECLARATION OF AN EMERGENCY AND SEEKING ASSISTANCE

5.5.1 EMERGENCIES WITHIN THE HAZELWOOD MINE BOUNDARY

The **Mining Shift Supervisor** will always initially be the **Emergency Commander (EC)** until a more senior GDF SUEZ Officer takes command. The nature of the emergency will be a critical factor as to who takes control. The **EC** declares an emergency and organises the first resources to combat the emergency, and notifies the appropriate combat agency, **ESLO** and Availability Officers. The **EC** is to also contact the **Director Mining**, his deputy, or another Senior Manager who may arrange for the **Significant Issue Management Response** to be implemented. Coal mining activities will continue if possible.

5.5.2 EMERGENCIES OUTSIDE THE HAZELWOOD MINE BOUNDARY

In the event of an outside emergency requiring **GDF SUEZ - Hazelwood** assistance, requests for assistance and resources will be directed through the **ESLO** who will consult with the **CEO** and the **Director of Mining** before authorising the release of any resources.

5.6 ALARM SYSTEMS

The **Hazelwood Mine** has Emergency Sirens, Flashing Red Lights and Radio Alert Messages.

There are two types of emergency alerts:

- A. MINE FIRE ALERT** - Flashing Red Lights and the Fire Alert Radio Message will be activated.
- B. MINE EVACUATION ALERT** - Flashing red lights, the Mine Evacuation Radio Message and Mine Sirens will be activated. On activation all personnel are to evacuate to their designated assemble points.

The revolving red lights are located:

- At the **Mine Control Centre**
- At the **Mine Fire Service Office**
- On all **Dredgers** **D9, D10, D11, D24 & D25**
- On the **Travelling Stacker** **TS2**

The Mine Administration Office has smoke detectors and an electronic alarm. Cancellation of emergency alarms is only to be carried out following instructions from the Mine **EC**, or the **Administrative Office Warden**. The Mine and Office sirens are a continuous alarms, which are tested every Thursday at 1000 hours.

5.7 NOMINATIONS FOR EMERGENCY ORGANISATION POSITIONS

Personnel nominated for emergency roles are listed in **Section 4.6**. All other Personnel are to stand by their normal posts in an emergency/fire alert and wait for directions from their line Supervision. Mobile phones should be carried and set to ring.

1. Only when directed by their normal supervisors, are people to report to the Emergency Organisation

5.8 INCIDENT CONTROLLERS [from outside agencies]

The **CFA Incident Controller (Senior Fire Brigade Officer)** takes charge of:

- Fire fighting
- Hazardous Material Spillage - control [including - Identification, Containment, and making safe]
- Rescue

The **Police Forward Commander or Incident Controller** takes charge of:

- Perimeter control, road accident and traffic control
- Coordination and Evacuation
- Disaster victim registration/identification
- Investigation (Coronal/Criminal)
- Property security
- Support to Fire Brigade
- Bomb threats

The **Ambulance Commander** takes charge of:

- Treating victims
- Rescue & Transport

The **SES Commander** takes charge of:

- Rescue
- Windstorm / flood damage / earth movements control

The **Work Safe Victoria** and **EPA** in conjunction with the **CFA** take charge of:

- Dangerous goods spillage

The **Health and Community Services Department** takes charge of:

- Food poisoning / wilful contamination
- Accidents with radioactive material

NOTE: These people will be clearly identified by coloured tabards (vests) and/or armbands.

5.9 HAND OVER AND WORKING WITH EXTERNAL AGENCIES

The combating agency senior officer is called the Incident Controller. The **GDF SUEZ Hazelwood EC** will brief the **Incident Controller** on the situation as part of the hand over. The briefing may cover:

- Location, nature and status of the emergency
- Details of personnel injured or trapped
- Action taken to date including combat plans in place or being prepared
- Details of hazardous materials involved
- Particular plant hazards
- Location of equipment & plant
- Access to buildings & plant
- Location of all personnel involved

5.10 TERMINATING THE EMERGENCY

Resumption of normal operations depends on damage, debris and the need to preserve evidence.

The Incident Controller will arrange for any outstanding actions to be completed before declaring the emergency ended. The **EC** and/or **Director of Mining** will participate in the joint agency debriefing.

Critical Incident Stress debriefing of all **GDF SUEZ Hazelwood** personnel exposed to trauma will also be arranged immediately. **ITIM** is one suitable resource for trauma debriefing

6. EMERGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency or potential emergency or when requested to 'stand by' all personnel who have a role to play in the emergency organisation shall carry their mobile phones with them, phones should be set to ring. *See clause 4.6 for nominated emergency officers and their telephone numbers*

6.1 EMERGENCY COMMANDER (EC)

The EC is responsible to the **Incident Commander** for managing response activities.]

For an emergency involving both **Hazelwood Mine & Hazelwood Power Station**, the **SIM Team** will nominate an **Emergency Commander** to lead a combined Emergency Response Team.

Role responsibilities and check list:

1. Don vest and establish a Control Point in the field for scene management.
2. If required, establish an **Emergency Command Centre (ECC No. 1, 2 or 3)**. Arrange for the emergency phones to be manned immediately and if necessary obtain the assistance of one of the other nominated **Emergency Commanders**.
3. Nominate nearest site access gate either the **Hazelwood Power Station Main Gate** or **Hazelwood Mine Gate A** (refer to **Hazelwood Mine Emergency Access Routes** drawing **M151D009**). Notify **Diamond Protection (5135 5355)** of incident and nominated access gate, requesting their escort assistance as required.
4. Request nominated officers to assume the roles of **Operations Coordinator, Logistics Coordinator and Planning Co-ordinator**.
5. Request **Emergency Services Liaison Officer** or Deputy to attend and arrange liaison and notification procedures with external agencies.
6. On the arrival of the combatant authority **Incident Controller**, conduct a change over briefing and assume a joint operations role as officer in charge of **GDF SUEZ Hazelwood** resources providing assistance.
7. Assist the **Incident Controller** to establish an assembly area for resources.
8. If required, the **EC** is to allocate designated zones appropriate to the emergency incident.
9. Request **Logistics Officer** to arrange support services, such as catering, transport, medical support, critical incident stress debriefing, and next of kin information as required.
10. Request the attendance of a **Media Spokesmen**, to manage the media by ensuring coordinated joint news releases occur from the **Emergency Command Centre**.
11. Ensure the chronological logs are retained regarding times, messages received, instructions given, arrival and departure of personnel from the incident scene, etc.

Termination of an Emergency and Debriefing:

1. Arrange Critical Incident Stress debriefing of all personnel exposed to trauma.
2. Arrange a debrief for all **GDF SUEZ Hazelwood** resources and participate in any inter-agency debrief.
3. Ensure evidence required for enquires is protected from disturbance.
4. **GDF SUEZ Hazelwood** to complete investigation report as required.

6.2 EMERGENCY SERVICES LIAISON OFFICER (ESLO)

The **ESLO** assists the **EC** and has a comprehensive knowledge of the **Emergency Response Plan**.

Role responsibilities and check list:

1. Don vest and obtain briefing from the **EC**, then assist the **EC**.
2. Act as the point of contact between **IPRH** and external agencies
3. The **ESLO** is to contact the **Director of Mining**, his deputy, or another Senior Manager who may arrange for the **Significant Issue Management Response Plan** to be implemented.
(Refer to **Section 3.2.1**)
4. Arrange the commitment of resources from **IPRH** when requested from external agencies.
5. Represent **IPRH** and possess a detailed directory to its structure and **ERP**.
6. Attend all briefings and planning conferences at the incident and brief the Significant Incident Management Team regarding the incident.
7. Establish communications equipment and facilities for the **ECC (ECC-1, ECC-2 or ECC-3)**.
8. Know the function of all external agencies and the names and rank of their officers
9. For insurance claim incidents notify **Insurance Manager John Yanac** [REDACTED]
10. Communicate with the **SIM Team**, as required.

6.3 MINE LEADER / STATION LEADER

The **Mine Leader** and **Station Leader** are responsible to the **EC** and have comprehensive knowledge of the operation of the Mine / Station.

Role responsibilities and check list:

1. Provide technical and administrative guidance
2. Liaise with Mine /Station.
3. Provide Mine / Station status updates to the **EC**
4. Decision-making on behalf of the Mine / Station
5. Provide direction to and oversee the **Operations Co-ordinator, Planning Co-ordinator and Logistics Co-ordinator**, as required.
6. Provide short-term relief to the **EC**

6.4 SECURITY LEADER

The **Security Leader** is responsible to the **EC** and has knowledge of the security of the security function.

1. Under direction of the **EC**, supervise and manage security personnel within the field.
2. Manage security camera equipment.
3. Manage and co-ordinate security resources
4. Manage and liaise with **Communication Room Security Radio Operator**.

6.5 OPERATIONS CO-ORDINATOR

Responsible to the EC for the overall direction of field activities.

Role responsibilities and check list:

1. Don vest and obtain briefing from the EC; work closely with the EC, the **Logistics Co-ordinator** and **Planning Co-ordinator** as a team and direct the persons who are responsible to you.
2. Appoint **Radio Monitors**
3. Provide the EC with information of likely field requirements as early as possible.
4. Assemble, brief and allocate tasks to teams of **IPRH** and Contract personnel.
5. Direct and control field operations.
6. Ensure that access to work site and other areas are restricted.
7. Co-ordinate requirements to ensure that access to emergency areas and civil infrastructure is maintained throughout the emergency i.e. mine roads, surface drainage, water supply and pumping infrastructure.
8. Communicate emergency status continually with other Emergency staff.
9. Assist in debriefing arrangements.

6.6 PLANNING CO-ORDINATOR

Responsible to the EC for planning to combat the emergency.

Role responsibilities and check list:

1. Obtain a briefing from the EC and work closely with the EC, the **Operations Co-ordinator** and **Logistics Co-ordinator** as a team and direct the persons who are responsible to you.
2. Obtain maps and plans of the **Hazelwood Mine** and set them up at the **Emergency Command Centre (ECC-1, ECC-2 or ECC-3)** – these may include progress plans, route maps, tanker fill points, wall maps, aerial photographs, conveyor layouts, electrical distribution maps etc.
3. Collect and analyse incident information including prediction, inform **Logistics Co-ordinator** of additional resource requirements.
4. Maintenance of register recording the location and task of resources deployed.
5. Provide the EC with alternative strategies and plans as required.
6. Establish routes in and out of the emergency area.
7. Provide a guide service for parties in and out if required (call up **Escorts**)
8. Establish an observation patrol.

6.7 LOGISTICS CO-ORDINATOR

Responsible to the EC for **Logistics Co-ordinator** for providing logistics to combat the emergency.

Role responsibilities and check list:

1. Appoint **Supplies Officers**.
2. Obtain a briefing from the EC and work closely with the EC, the **Operations Co-ordinator** and **Planning Co-ordinator** as a team and direct the persons who are responsible to you.
3. Takes charge of **IPRH** vehicles and manage an emergency vehicle pool.
4. Notify Administrative Support Officer of appointees.
5. Move to **ECC (ECC-1, ECC-2 or ECC-3)** and establish vehicle pool, materials issuing centre, medical room, canteen and rest area.
6. Determine stocks of critical materials (fire fighting and first aid equipment, PPE, water, radios, CO Monitors, etc.).
7. Advise EC of logistics status.
8. Provide services and materials as requested to combat the incident.
9. Coordinate internal/external resources required by the EC.
10. Ensure that chronological logs are kept of messages and resources.
11. Estimate future requirements and discuss with EC.
12. Plan shifts for teams and resources in long-term incidents.
13. If necessary, arrange for critical incident stress debriefing and next of kin information.

Preparation:

1. Knowledge of what may be required and where and how to obtain it.
2. The **Fire Service Officer** is responsible for maintaining stocks of fire fighting equipment.

6.8 ZONE LEADER

Zone leaders are responsible to the **Operations Co-ordinator** for groups of teams and would only be required when numerous teams are required for combating the emergency.

In the case of a fire emergency, then each coal level may be treated as a separate fire zone and may have a **Zone Leader** allocated to co-ordinate the Mine and **CFA** resources. The **CFA** may deem that the **Zone Leader** be part of their strike team.

Role responsibilities and check list:

1. Don vest
2. Follow the directions of the **Operations Co-ordinator**.
3. If required, to direct the field activities of Front Line Personnel
4. If required, to assist with the field activities of the **CFA** strike teams
5. Record the names of personnel under their charge at the start of the emergency and at the end (or when relieved)
6. Ensure that personnel receive food and rest

6.9 FRONT LINE PERSONNEL

Responsible to the **Zone Leader**

Role responsibilities and check list:

1. Respond as directed for each particular emergency.
2. May be sourced from the following groups:
 - Operations
 - Maintenance
 - Office personnel
 - Alliance partners & contractors
 - Security personnel
 - Rescue / First Aid personnel
 - Chem Lab staff

6.10 ESCORT

Responsible to the **Operations Co-ordinator** for guiding teams around the mine.

Role responsibilities and check list:

1. As directed by **Operations Co-ordinator**, determine routes in and out of the emergency area.
2. Guiding work parties as required in and out of this area.
3. Ensure access to coal surfaces by non-compliant vehicles (i.e.: ambulances/emergency services vehicles) is under the escort of a fire tanker at all times.

6.11 COMMUNICATIONS OFFICER / RADIO ROOM

Responsible to **Operations Co-ordinator**

Role responsibilities and check list:

1. Provide communication link from **Radio Monitors** to the **ECC (ECC-1, ECC-2 or ECC-3)**.
2. Ensure Communications Room is operational on all required channels.
3. Manage portable radios
4. Liaise with Communication technicians for technical issues (e.g. Phone, fax, radio)

The **Communications Officer** should know source of supply of emergency communication equipment.

6.12 SECURITY OFFICERS

Responsible to the **Security Leader**

Role responsibilities and check list:

1. Respond as directed by the Security Leader

6.13 WARDENS

Responsible to **Operations Co-ordinator**

Role responsibilities and check list:

1. **Assembly Area Wardens** provide leadership at the Evacuation Assembly points
2. **Building Wardens** – during an evacuation are responsible for clearing their building (or part thereof) and reporting same to their **Assembly Area Warden**

6.14 ENVIRONMENTAL EMERGENCY MANAGER

Responsible to **Operations Co-ordinator**

Role responsibilities and check list:

1. Ensure that sufficient stocks of emergency or spill response equipment are available at IPRH to meet the requirements for minor spillage as defined on Work Instruction)# EMERGENCIES, AS 16 HAZARDOUS MATERIALS INCIDENT PROCEDURE
2. Draft incident reports and raising the required concerns in Paradigm to ensure that corrective actions are taken by relevant personnel.
3. Follow-up and regularly monitor the effectiveness of corrective actions to ensure that incidents are not repeated.
4. Training emergency personnel to prevent and mitigate environmental impacts associated with emergency situations.
5. Ensuring that Environmental Issues are assessed in order that Emergency Personnel can manage and control emergency environmental incidents.

6.15 DRAFTING & SURVEY OFFICERS

Responsible to **Planning Co-ordinator** for providing maps to combat the emergency.

Role responsibilities and check list:

1. Provide plans as required.
2. Establish and maintain a 'wall chart' of the operation.
3. Provide pathfinders with maps of travel routes in and out of area.
4. Keep up to date access road layout within the **Hazelwood Mine** and have copies available

6.16 WELFARE OFFICER

Responsible to the **Planning Co-ordinator** for overall welfare of all personal responding to the emergency.

Role responsibilities and check list:

1. Ensure that personnel fighting fires are issued with CO monitors and have their health monitored.
2. Routinely check that personnel are getting sufficient breaks and monitor fatigue levels.
3. Ensure that personnel located away from the emergency receive meals and appropriate breaks.
4. Review general health and safety activities and ensure follow up on deficiencies.
5. Ensure that personal participating emergency are adequately cared for and to assist with appropriate support.

6.17 ECC ROOM MANAGER

Responsible to **Planning Co-ordinator**.

Role responsibilities and check list:

1. Obtain brief from **EC**.
2. Record/report 'time in' and 'time out' for work parties to **Planning Co-ordinator**, maintaining record of work parties by leader names
3. Organise assembly areas and traffic control to **Incident Controller** requirements.
4. Ensure the assembly area is clearly identified and signposted.
5. Nominate locations for the mustering of specialised combat agencies.
6. Determine from the **Planning Officer** the expected number of resources to be assembled.
7. Ensure that information is recorded and conveyed to the **Personnel Resource Officer**.
8. Ensure orderly disestablishment of assembly area when notified by **EC**.
9. The **Room Manager** shall manage the organisation of the **ECC** which includes security requirements, ensuring the maintenance of personnel logs and information flow between participants, in particular new entrants, as the incident progresses.

6.18 SUPPLIES OFFICER

Responsible to the **Logistics Officer** for establishing and managing an emergency vehicle pool at the Mine Office. Also for obtaining the necessary plant, equipment, materials and services to combat the emergency.

1. Ascertain the location of all Mine pool vehicles.
2. Consolidate pool vehicles at the **Mine Office** or the **ECC**.
3. Register and log all pool vehicle movements.
4. Establish and manage an emergency vehicle pool at the **ECC (ECC-1, ECC-2 or ECC-3)** liaising with **Supplies Officer**.
5. Establish and manage a materials issuing centre at the **ECC (ECC-1, ECC-2 or ECC-3)**.
6. Obtain supplies via normal requisitioning procedures or by direct purchase.
7. Arrange plant and equipment hires if required.
8. As requested, provide materials and services to combat the incident, including:
 - Arranging delivery to site as required.
 - Advising the requesting party that delivery is imminent.
 - Maintaining records of materials supplied.
9. Maintain up to date information of where materials and services can be obtained
10. Establish and maintain a medical room, canteen and rest area at the **ECC (ECC-1, ECC-2 or ECC-3)**.
11. As required by the **Logistics Officer**, organise rosters for teams and resources for long-term incidents.

6.19 PERSONNEL RESOURCE OFFICER

Responsible to **Logistics Co-ordinator**.

Role responsibilities and check list:

1. Ensure all personnel who are part of emergency teams are registered.
2. Work in liaison with the assembly area officer to organise work groups into teams
3. Maintain a register of work party leaders.
4. Record time in and out of work parties.
5. Record all equipment and plant movements onto and off the site.
6. Provide messages and telephone attendants as required.
7. Obtain a briefing from, and pass on relevant information to the **Logistics Co-ordinator**.
8. Record all information required by **EC**.
9. Arrange for aids (white boards, plans, and maps) to be available as required at the (**ECC-1, ECC-2 or ECC-3**).

6.20 ENGINEERING / TECHNICAL SUPPORT

Responsible to **Logistics Co-ordinator**.

Role responsibilities and check list:

1. Provide specialised technical assistance.
2. Provide emergency power supply and switching
3. Provide support for civil infrastructure i.e. power supply to pump stations and building lighting and power.

6.21 ADMINISTRATIVE SUPPORT

Responsible to **Logistics Co-ordinator** and provides administrative assistance in the receipt and dissemination of information.

Role responsibilities and check list:

1. Immediately determine (from the **EC**) who is filling the emergency organisation roles and pass this information and the **ECC** phone numbers (**ECC-1** Training Centre **5970**, **ECC-2** Fire Service **5777**, **ECC-3** Control Centre **5888** or **5882**) to:
 - everyone in the emergency organisation
 - the **Production Manager** and the **Shift Production Manager**
 - the **Fire Service Office**
 - **Diamond Protection**.
2. Monitor the emergency phones and radios. Log all incoming and outgoing calls.
3. Arrange a telephone answering roster in the event of long emergency.
4. Maintain the normal administrative functions of the **Hazelwood Mine**.

7. TYPES OF EMERGENCIES

7.1 INTRODUCTION

Emergencies will fall into two main categories:

- emergency situations caused by natural events; or
- emergency situations caused by civil disturbances.

Minimising the risk to the environment must also be considered when preparing to combat an emergency situation.

7.2 SERIOUS INJURY TO A PERSON

Follow **Emergency Response Plan Flow Chart** - see **Section 1**.

Note: **Diamond Protection** provides an **Emergency First Aid and Rescue Service (5135 5355)**.

7.3 PERSON(S) IN THE HAZELWOOD SLOT BUNKER (HSB)

- Press the emergency stop buttons on all conveyors within the **Hazelwood Slot Bunker** and all **Discharge Ploughs**. These emergency stops are located in the Operator's Cabin.
- Follow the **Emergency Response Plan Flow Chart** - see **Section 1**
- No person shall enter the area inside the bunker handrails unless attached to a safety harness and only with the approval of the **Mine Shift Manager** and only if the conveyors and discharge ploughs are stopped. **Diamond Protection** personnel (5135 5227) are trained to carry out the rescue.
- Notify the **Power Station** of the incident and do not restart the Discharge Ploughs.

7.4 MAJOR OUTBREAK OF FIRE

- Declare a Fire Alert
- Follow the **Emergency Response Plan Flow Chart** - see **Section 1**
- Follow the **Hazelwood Mine Fire Instructions** – Paradigm Document ID 2758
- Fire has the potential to release quantities of airborne pollutants and the Fire Fighting response may cause waste water to carry contaminants from the immediate area to the environment.
- For large brown coal fires there is also a high probability that low oxygen levels will persist in the fire zone which in turn may create high levels of carbon monoxide (CO) instead of carbon dioxide (CO₂). Follow the **Hazelwood Mine Fire Instructions** for the precautions for working in areas of the likelihood of Carbon Monoxide (CO).
- In most instances, using the correct method to combat a fire will extinguish the fire in the minimum time, thereby ensuring minimum damage to the plant and environment.
-

7.5 SPILLAGE OR EXPOSURE TO HAZARDOUS/TOXIC MATERIALS

The following **Work Instructions /Procedures** describe how GDF SUEZ Hazelwood manages its emergency response for the spillage of Hazardous / Toxic / Non Toxic Materials which can potentially reach the receiving environment. Spillage control measures emphasis the need for containment and proper clean-up and disposal of pollutants. The **CFA** and the **EPA** must be notified if a spill in excess of 200 litres occurs.

7.5.1 PERSONNEL EXPOSED TO HAZADROUS / TOXIC MATERIALS

- If a person or persons become unconscious due to exposure to hazardous materials in a confined space immediately contact **Diamond Protection (5135 5355)** and request a response from a rescue team equipped with breathing apparatus (BA).
- No one is to enter the space without BA. Fire Service personnel are also trained in the use of BA.
- For spillage incidents a nominated specialist officer must be notified to manage the incident. Material Safety Data Sheets (MSDS) for all hazardous materials used in the Mine can be found in **Info Safe** - a computer program on the network. The MSDS contains the necessary procedures to respond to and control the incident.

7.5.2 HAZARDOUS / TOXIC MATERIAL SPILLS RESPONSE

- Follow the decisions of the **Emergency Response Plan Flow Chart - See Section 1**
- Follow the **Hazardous Materials Incident Control Guide [HAZMIG]** (refer to signs on trucks)
- Evacuate the immediate area around the spill
- Place barriers or post personnel at suitable points to prevent unauthorised access.
- Refer to the following procedures:
AS 16 HAZARDOUS MATERIALS INCIDENT PROCEDURES – Paradigm Document ID: 987
- **AS 12 ASBESTOS HANDLING PROCEDURE** – Paradigm Document ID: 2332
- Obtain any other necessary information to combat the spill from the **Info Safe** System and the **Paradigm Controlled Document** section.
- Contain the spill (sandbag) if safe to do so.
- If the substance cannot be readily identified, it should be treated as toxic and the **CFA, EPA & Work Safe Victoria** notified immediately.
- All hazardous materials stored on site are listed in the site manifest and a copy is located in the Hazelwood Director of Mining office and a copy at Power Station Main & Mine Rear Slide entrance gates.

7.5.3 HAZADROUS / NON TOXIC MATERIAL SPILLS RESPONSE

Any significant spillage of non-toxic pollutants such as oil, diesel, is to be reported on the emergency number (3333) immediately and the following actions carried out:

- Contain spillage and prevent it entering drains.
- Refer to Work Instruction **Hydrocarbon Spill – Major [Para-Link]**
The purpose of this work instruction is to describe the method by which GDF SUEZ Hazelwood cleans-up major spills of oil or diesel (Hydrocarbons) which could result in serious environmental pollution.
- If necessary shut down Dewatering Pumps.
- Notify **CFA, EPA, & Work Safe Victoria**.
- Notify the Chemical Incidents / Environmental Officer (refer to emergency phone listings).
- Notify the **ESLO** (refer to emergency phone listings).
- Assist the Combat Agency if requested with, "kitty litter", clay, sandbags, etc.
- Cordon-off (using para-webbing or similar) the affected area.
- Arrange for site clean-up and disposal of contaminated materials as soon as possible.
- (Refer to **Section 4.4**) for authorised contractors for Mine Site clean-up).

7.6 SIGNIFICANT FAILURE TO THE WORKING OF THE MINE

In the event of a batter collapse, or dump slip, that traps or injures a person or damages plant or makes normal operations impossible:

- Follow **Emergency Response Plan Flow Chart** - see **Section 1**
- Evacuate the area around the slip
- Place barriers or post personnel at suitable points to prevent unauthorised access.
- Notify the **Director of Mining**, the **Production Manager**, or **Availability Officer** who may contact the **Mine Geologist** for expert advice to manage the clean-up and investigate the reasons for the incident. The **Director of Mining** must arrange for **Work Safe Victoria** to be notified at the earliest practical time.
- The risk to rescue personnel must be evaluated before rescue takes place.
- Where there is an incident involving a ground movement which is unexpected and of significance, especially when it may put at risk Mine personnel, public safety, environment, infrastructure or coal supply to generation, the Department of Primary Industry must be contacted.

7.7 ENTRAPMENT OF A PERSON

In the event of an emergency involving entrapment the **Director of Mining** must:

1. Follow **Emergency Response Plan Flow Chart** - see **Section 1**
2. Notify **Work Safe Victoria**

If external combat resources are required contact the **CFA** and **AMBULANCE** and (if required) the following specialist support:

- Entrapment in a vehicle **SES**
- Entrapment in plant **RTL**
- Entrapment in a land slip **RTL or Mine Geologist or Mine Engineer**
- Entrapment in a major machine collapse **BMT WBM or MMHE**
- Entrapment in the Hazelwood Slot Bunker **Diamond Protection (5135 5355)**
(Diamond Protection are available on site to support external agencies as required)

7.8 EXPLOSION AND BOMB THREAT

7.8.1 EXPLOSION

Follow **Emergency Response Plan Flow Chart** - see **Section 1**

7.8.2 BOMB THREAT

In the event of an emergency involving a Bomb Threat, follow **Emergency Response Plan**. Evacuation procedures should be immediately instigated. (All bomb threats must be treated as genuine and potentially dangerous until specific evidence to the contrary can be established).

It is mandatory for the Police to be called.

7.8.3 CHECK LIST

It is of paramount importance to get as much information as possible from the caller following the checklist will facilitate this:

FOR USE BY PERSON RECEIVING THE CALL, ASK:

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?

RECORD

- Date and time of call.
- Exact wording of threat.
- Sex of caller and their accent.
- Estimate age.
- Speech (tick box):
 - Slow
 - Rapid
 - Normal
 - Excited
 - Loud
 - Stutter
 - Distinguished
 - Slurred
 - Sincere
- Background Noises.
- Number at which call was received.
- Name of person receiving call.
- Location.

GENERAL

Keep the caller talking. Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or death, request more data by expressing desire to save lives.

NOTIFY

Immediately report the call to the **Senior Officer** in the **Hazelwood Mine** [*who is to report the threat to the Police*] and the **Control Centre (5135 3333)**.

7.9 MACHINERY OUT OF CONTROL / VEHICLE COLLISION

There is some risk of major machine collapse or a vehicle or plant accident. In the event of an emergency involving machinery out of control:

- Follow **Emergency Response Plan Flow Chart** - see **Section 1**
- Evacuate the immediate area around the machine/vehicle
- Place barriers or post personnel at suitable points to prevent unauthorised access.
- For internal combat resources see **Section 4.6** for responsible persons.
- If additional specialist external combat resources are required contact-
- Major machine collapse **BMT WBM** or **MMHE**
- Plant/vehicle accident **SES**

7.10 FAILURE OF A DAM OR FLOODING

There is a minor risk of flooding from outside the **Hazelwood Mine**, and a risk of a Fire Service Main's failure, which would cause local damage and flooding. In the event of this emergency:

- Follow **Emergency Response Plan Flow Chart** - see **Section 1**
- Contact the 1x7 Mining Services Supervisor for early isolation of the Fire Service Main.
- Contact the **Availability Officer** or Mining Shift Supervisor for a plan of action.

The **Hazelwood Mine**, as a result of its extensive catchment area, will, in the event of major flood, require full operation of its Dirty Water Pump operation. This water is discharged back to the Power Station site, where it is currently dosed for flocculation to ensure it settles out in the Works Effluent Pond. In the event of a major flood the Polymer dosing system at the station should be monitored for its performance to suitably cope with the volume of water to be treated.

If a localised flood occurs it would also be expected that the catchment of Morwell River (the receiving waters) would also be in flood, which would see the flows from the business being extremely insignificant in respect to the overall situation of water quality. However the ash dams and dirty water systems should be closely monitored to minimise any impact on the environment.

7.11 CONTINGENCY PLAN FOR TERRORIST ATTACKS

7.11.1 Low Alert

A decision is made to prepare for deterioration of conditions. There is no public announcement at this stage. There are no threats evident at this stage.

Senior management will implement the low alert plan with the objective of heightening the level of awareness amongst staff and ensure an appropriate level of protection:

7.11.2 Medium Alert

There is evidence of threats towards the **Hazelwood Mine** or any other specific targets within the **Latrobe Valley** or **Victoria**. Typically these targets would be power generators or other major utility companies whether State owned or privatised.

Senior management will implement the medium alert plan with the objective of:

- Increase protection to staff and properties commensurate with increasing threat profile
- Actively investigate and gather intelligence about the origins of any threatening actions.

7.11.3 High Alert

There is evidence of threats towards the Hazelwood Mine, any of its facilities or staff.

Senior management will implement the high alert plan with the objective to evacuate staff at risk and secure the facilities.

Actions to be taken are:

- Notify **Director of Mining** or Deputy who in turn will notify **CEO** or Deputy. The **Significant Issue Corporate Response Plan** will be activated.
- Seek assistance from Police (contacts should be made at the highest possible level) and/or professional risk consultants.
- Consider evacuating staff or shutting down facility under threat.
- For all other **Hazelwood Mine** facilities.
- Deploy guards at perimeter exits/entries and Key Points of facilities.
- Deploy guard patrol both at the internal and external vicinity of facilities.
- Step up control of people access to facilities, requiring registration and display of identification as well as search.
- Restrict access to Key Points or their vicinity by authorised staff only.
- Restrict access to facilities to **Hazelwood Mine** vehicles only.

7.11.4 Alert Deactivation

The reduction or deactivation will be after consultation with polices, emergency services, Professional Risk Consultants and other peers.

8. EVACUATION PROCEDURES

8.1 MINE ADMINISTRATION OFFICES

The Person discovering a fire in the office must:

- Report the fire immediately on the emergency number **5135 3333**
- Contact the Mine Control Centre **5135 5882** to activate the building electronic alarm; or
- Walk around sounding the Signal Air Horn(s) located in the Administration Room
- Immediately notify a **Warden**

In the event of a fire in the office personnel must:

- Evacuate the building
- Move their vehicle from the car park
- Assemble at the office assembly area opposite the Contractor building.

If fire or smoke cuts off the exit, use a chair or other heavy object to break a window as a means of escape. **DO NOT ENTER SMOKE** (it may be highly toxic) unless there is absolutely no alternative, and then pass through it as quickly as possible and try to avoid inhaling the fumes.

The **CHIEF WARDEN** is: Pina McCafferty [REDACTED]. Deputies are Laurie Jackson [REDACTED] and Peter Brimblecombe [REDACTED]. If they are absent, then the person acting in their job position assumes the responsibility.

FIRE WARDEN – CHECK LIST

- If notified of a fire in the building, **IMMEDIATELY EVACUATE** the building.
- Call **5135 3333** and request the **CFA** to attend.
- If alerted by the fire alarm, immediately investigate and ascertain if there is a fire or a false alarm. If there is a fire, then **EVACUATE** the building and call **5135 3333** and the **CFA**.
- Ensure that the **MAIN POWER SUPPLY** switch is turned **OFF**.
- Check that all offices, toilets, storerooms, closets, etc., are vacated.
- Assemble all evacuees from the building in the **ASSEMBLY AREA** opposite the mine administrative building. Check if any group has a member unaccounted for.
- Check right around the building - through windows for anyone still inside; direct outside people to assembly area; have all entrances guarded; ensure all vehicles are parked clear of building.
- If safe to do so, authorise a group of volunteers to re-enter the building to extinguish the fire.
- Stand by to report to the Incident Controller when the **CFA** arrives.

8.2 EVACUATION PROCEDURE FOR THE HAZELWOOD MINE

In emergency situations necessitating evacuation, a taped radio message will be broadcast and evacuation sirens and red flashing red lights will be activated. If evacuation procedures are activated all personnel in the mine are to:

- Make jobs safe, and immediately exit the Mine via the main access routes if possible
- In the event of a Dredger Fire, crews will escape from the Dredger if necessary utilising the fire escape equipment provided.
- Contractor personnel are to assemble back at their respective depots and report to their immediate supervision for roll call and await further instructions.
- Maintenance and 2x12 personnel are to assemble at **Assembly Area No. 3** in front of the Contractor building or as instructed over the radio system and report to their supervision for roll call and await further instructions.
- 1x7 Mining Gang personnel are to assemble at the **Assembly Area No. 2** in the **Fire Services Storage** yard or at **Assembly Area No. 3** in front of the Contractor building.
- Throughout the emergency situation all personnel are to be on the lookout for others who may not have heard the evacuation order and inform them of the evacuation.
- Or as deemed applicable in the circumstances by the EC.

8.3 EVACUATION PROCEDURE FOR HAZELWOOD SLOT BUNKER (HSB)

- In the event of an emergency in the **Hazelwood Slot Bunker**, the bunker attendant(s) shall immediately make an emergency call to **5135 3333** and pass on information regarding the emergency as requested.
- If the nature of the emergency is such that they feel that they need to evacuate the bunker for their personal safety or are directed to evacuate the bunker by either the **Mine Shift Manager** of the **Hazelwood Mine** or **Hazelwood Power Station**, then they shall state '*we are evacuating the bunker*'.
- Shut down all conveyors in the bunker and evacuate by the safest route – **DO NOT USE THE LIFTS**. Evacuation routes are down the fire escape stairs located either side of the lift well or down one of the rising conveyor walkways i.e. alongside of M171, M172, M173 and M174.
- Once at ground level and away from any immediate danger call **the Control Centre (5135 3333)** and report your location and await further instructions from the **Mine Shift Leader**.

9. COMMUNICATION WITH MEDIA, PUBLIC & STAKEHOLDERS

All media enquiries must be referred to a member of the IPRH **Public Affairs staff** as quickly as possible.

Public comment on an emergency is the responsibility of the IPRH **CEO** or their delegated **Public Affairs** spokesperson. Where possible, a release of a joint media statement may be made with the combating agencies.

All other personnel shall not respond to media questions about an emergency situation. Should media representatives appear at any access gates, they should be denied access until the arrival of the **Public Affairs staff**, or unless specifically authorised by the **CEO** of GDF SUEZ Hazelwood or their nominated deputy.

All communication with other stakeholders is to be made on an as-needs basis for operational purposes only. If the emergency escalates to the extent that the **SIM Team** is activated, they will take over the control of communication, except for necessary operational contact.

10. STATUTORY INVESTIGATIONS

Statutory investigations may follow any emergency.

10.1 CORONIAL ENQUIRES

Coronial enquiries will be held in the case of any fatality or notifiable emergency, which a coroner considers in the public interest. In these cases preservation of evidence is critical. The **EC** will ensure that there is no disturbance of the scene apart from that necessary to control the emergency. Any disturbance will be with the approval of the **Senior Police Officer** on site. The police will manage all aspects of a coronial inquiry.

10.2 CRIME SCENE

When the **EC** becomes aware that an emergency is potentially the result of criminal activity, it is essential that appropriate crime scene preservation measures be put in place. In such circumstances, notify the Police and follow the advice/requirements of the **Senior Police Officer** before any action is taken. The **EC** should also alert **Diamond Protection** of the situation as soon as possible.

10.3 OTHER DEPARTMENTAL INVESTIGATIONS

Other relevant Government Authorities may decide to investigate an emergency e.g.; **Environment Protection Authority, DPI** or **Work Safe Victoria**. They should be directed in the first instance to the **Director of Mining** or their delegate.

11. TRAINING AND DEVELOPMENT

Training will be arranged for **GDF SUEZ Hazelwood Mine** personnel following training needs analysis of the skills and knowledge required for their emergency duties.

This training and development may include:

- Australian Inter agency Incident Management training for all **Emergency Commanders & ESLO's**.
- **Emergency Commanders, Logistics Officers, and Planning Officers** are to brief their subordinates at least annually.

Evaluation of this plan will be conducted through emergency exercises, which are considered to be the main training and development for Emergency Personnel. These will be simulated emergencies, which may involve external combat agencies. One exercise will be conducted annually at the direction of the **Director of Mining**. A report on the evaluation of the exercise should go to the **Safety Management Review Committee**.

12. GLOSSARY AND ABBREVIATIONS

CFA	State Government Country Fire Authority
CO	Chemical Symbol for Carbon Monoxide
CO ₂	Chemical Symbol for Carbon Dioxide
DPI	State Government Department of Primary Industries
DSE	State Government Department of Sustainability and Environment
EC	Emergency Commander (<i>Role</i>)
ECC	IPRH Emergency Command Centre (ECC No. 1, 2 or 3)
EPA	State Government Environment Protection Authority
ERP	Emergency Response Plan
ERT	Emergency Response Team
ESLO	Emergency Services Liaison Officer
ETA	Expected Time of Arrival
HAZMIG	Hazardous Materials Incident Control Guide (Manual)
HSB	IPRH Hazelwood Slot Bunker
MSDS	Material Safety Data Sheet
MSS	Mining Shift Supervisor
O/B	Overburden
PCB	Poly Chlorinated Bi-phenyl
PPE	Personal Protective Equipment
SES	State Government State Emergency Service
SIM	Significant Issue Management
WSA	State Government Work Safe Victoria

13. DOCUMENT CONTROL/DISTRIBUTION

This document is controlled using the Paradigm System. The only controlled copy of this plan is the current version in Paradigm, which can be found in the **Emergency Plans** section.

MANUAL DISTRIBUTION LIST

- State Government POLICE
- State Government STATE EMERGENCY SERVICE
- State Government COUNTRY FIRE AUTHORITY
- ESLO's
- CEO
- Director of Mining
- Director of Generation
- Mine Production Manager
- Mine Technical & Services Manager
- Ambulance Victoria
- Chemical & Environment Manager
- DIAMOND PROTECTIVE SERVICES (*Mine Site Contractor*)
- BELLE BANNE (*Mine Site Contractor*)
- LEND LEASE(*Mine Site Contractor*)
- R.T.L (*Mine Site Contractor*)
- HAZELWOOD MINE ADMINISTRATION – BOXES
- HAZELWOOD EMERGENCY COMMAND CENTRE (ECC-1) – BOXES
- HAZELWOOD MINE FIRE SERVICES (ECC-2) – BOXES
- HAZELWOOD MINE CONTROL CENTRE (ECC-3) – BOXES
- HAZELWOOD POWER STATION MAIN GATE EMERGENCY – BOXES

14. RESPONSIBILITIES OF THE DIRECTOR OF MINING

The **Director of Mining** is responsible for ensuring compliance with this **Hazelwood Mine Emergency Response Plan** and the **Hazelwood Mine Fire Instructions**, to achieve this he shall:

- Ensure all personnel are aware of their responsibilities regarding an emergency situation.
- Ensure that all **GDF SUEZ Hazelwood Mine** personnel receive training that will enable them to perform their nominated Emergency Organisation duties.
- Establish and maintain a statement of major resources available within the division.
- Review, at the end of each year, this **Emergency Response Plan - Hazelwood Mine** and the **Hazelwood Mine Fire Instructions** – Paradigm Document ID: 2758.

15. APPENDIX 1 STANDING OPERATING PROC: CFA REGION 10

**SUBJECT: COUNTRY FIRE AUTHORITY AND ELECTRICITY AGENCIES;
JOINT EMERGENCY OPERATIONS IN THE LATROBE VALLEY**

REVIEWED: 20 August 2007 **NEXT REVIEW:** During 2011

15.1 OBJECTIVE

To document procedures for combating fires and other incidents occurring on property owned or managed by Electricity Generating Agencies* and for which the CFA has a statutory responsibility.

- Definition: Electricity Generating Authorities are:

TRU Energy Ltd
Loy Yang Power Ltd
GDF SUEZ Hazelwood Pty Ltd
GDF SUEZ Mitsui Pty Ltd
Ecogen Energy Ltd

Yallourn W Power Station
Loy Yang A Power Station
Hazelwood Power Station
Loy Yang B Power Station
Jeeralang Power

15.2 RESPONSIBILITIES

- 15.2.1 The CFA has a statutory responsibility for the prevention and suppression of fires within the Country Area of Victoria which includes property and assets owned or managed by one of the Electricity Generating Authorities. The CFA also has the responsibility for the overall control of an incident involving one of the Electricity Generating Authorities property and assets for which CFA is the combat agency.
- 15.2.2 For incidents of fire (including Hazardous Materials) the CFA is the designated "combat agency" and will also assume Control at these incidents.
- 15.2.3 The Electricity Generating Agencies have unique expertise in the operation of their facilities and expert knowledge in the processes and products associated with these operations. This includes factors, which will inevitably impact on strategies aimed at controlling any abnormal or emergency occurrence.

15.3 ACTIONS FOR FIRE/INCIDENT WITHIN A WORKS AREA OF AN ELECTRICITY GENERATING AGENCY

- 15.3.1 All fires which have spread or have a potential to spread beyond the initial point of ignition and may result in a threat to life or the assets of one of the Electricity Generating Authorities will immediately be reported to the appropriate CFA.
- 15.3.2 All other incidents for which the CFA is the designated "combat agency" will also be immediately reported to the CFA.
- 15.3.3 On the basis of the initial report from one of the Electricity Generating Authorities, the CFA will initiate a response at the discretion of the CFA Duty Officer concerned and will advise the Electricity Generating Authorities.
- 15.3.4 On being advised that the CFA is responding to the fire/incident, the Electricity Generating Authority will indicate the controlled entry point for the CFA and will arrange for a representative at that point to guide incoming appliances to the fire/incident location.
- 15.3.5 Upon arrival at the incident, the CFA Officer in Charge will consult with the EC and where applicable also consult with the contracted Emergency Services Officer in charge. The CFA Officer in Charge will then assume the responsibility of Incident Controller.
- 15.3.6 The Incident Controller will establish an appropriate structure in accordance with the Incident Control System and will maintain liaison with Senior Managers of the Electricity Generating Authority throughout the incident.
- 15.3.7 The Incident Controller will develop fire/incident objectives and strategies in consultation with appropriate Managers of the Electricity Generating Authority who will be identified on site as the EC.
- 15.3.8 The EC will maintain liaison with the Incident Controller and provide advice to assist in determining appropriate control objectives and strategies.
- 15.3.9 The EC will retain the command of Electricity Generating Authority personnel present at the incident, but will act in accordance with the instructions of the Incident Controller.

15.4 FIRES/INCIDENT OUTSIDE THE ELECTRICITY GENERATING AUTHORITY WORKS AREAS

- 15.4.1 The Electricity Generating Authority will immediately report all fires/incidents detected to the CFA who will initiate the necessary response.
- 15.4.2 Where Electricity Generating Authority personnel are already in attendance at the fire/incident, the first arriving CFA Commander will confer with the Agency Crew Leader as to the control strategies in place and the allocation of tasks and resources.
- 15.4.3 The senior CFA Officer present will assume the role of Incident Controller and will develop ongoing control strategies and tactics in consultation with the Electricity Generating Authority Crew Leader as necessary.

15.5 ACTIONS FOR AN ALARM WITHIN ELECTRICITY GENERATING AGENCY WORKS AREA

- 15.5.1 The Agency will immediately report the alarm to the appropriate **CFA Fire Station**.
- 15.5.2 The **CFA Duty Officer** will initiate a response and will advise the Agency accordingly. **CFA** vehicles will respond **Code 3** [normal road traffic regulations]
- 15.5.3 The Agency will advise the appropriate **CFA Fire Station** of any upgrade or downgrade required, depending on the incident status.

15.6 SUPPORT TO CFA FROM ELECTRICITY GENERATING AGENCIES

Where support from an Electricity Generating Authority is requested to a fire/incident outside the normal Electricity Generating Authority turnout radius, the **CFA Duty Officer** will direct the request for assistance to the Electricity Generating Authorities Emergency Services Liaison Officer. The Electricity Generating Authority will provide support to the **CFA** within the limits necessary to maintain security over their assets and associated responsibilities

15.7 ELECTRICITY GENERATING AGENCY OPERATING PROCEDURES

The **CFA** and the Electricity Generating Authority will develop internal agency operating procedures in accordance with and in support of this Standing Operating procedure.

15.8 HOUSEKEEPING/MAINTENANCE PROBLEMS

Any housekeeping or maintenance problems observed by or reported to the **CFA Commander** shall be brought to the attention of the Agency Commander on the scene.

15.9 CONTRACTORS ON ELECTRICITY GENERATING AUTHORITY ASSETS

These Standard Operating Procedures are deemed to apply to all contractors working in and around the assets owned and managed by the Electricity Generating Authority.

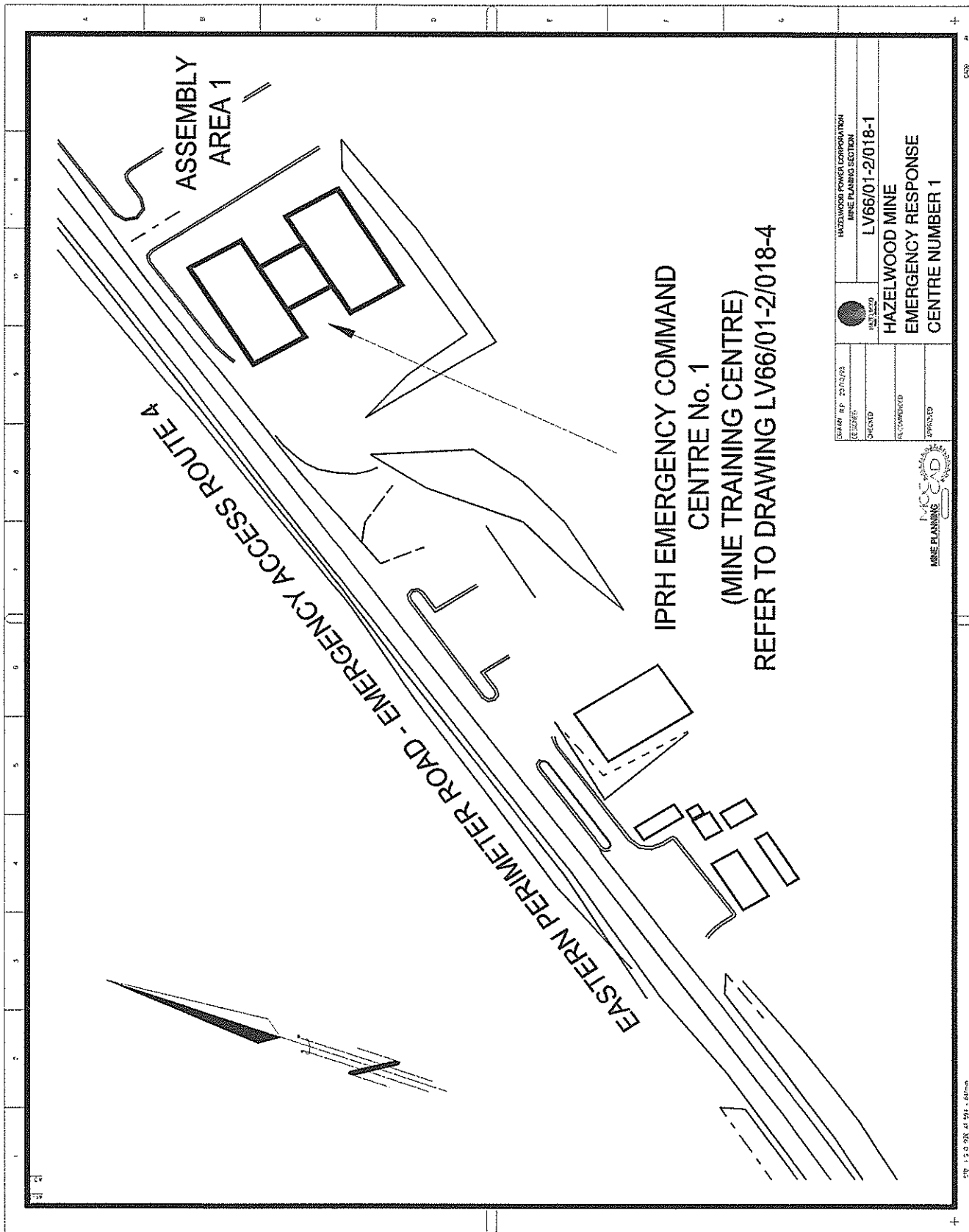
16. APPENDIX 2 HAZELWOOD MINE MAPS

Emergency Command Centres No. 1, 2 and 3 (ECC-1, ECC-2 & ECC-3).

Emergency Evacuation Assembly Areas No. 1, 2 and 3.

Emergency Access Routes No. 1, 2, 3 and 4.

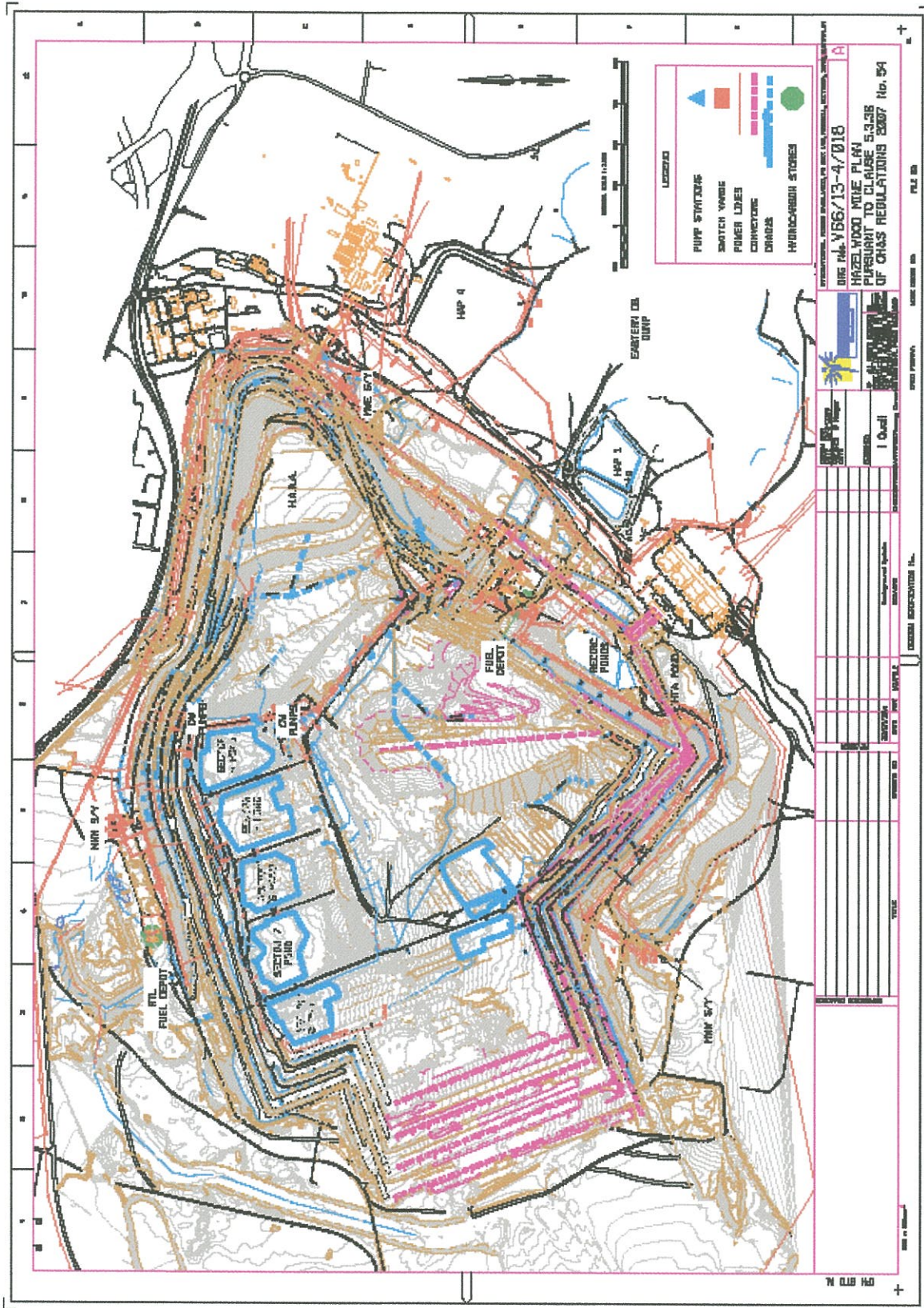
<u>Drawing Nos.</u>	<u>Title Description</u>
M012D018-1	IPRH Emergency Command Centre No. 1 (ECC-1) (Hazelwood Mine Training Centre) Location Map Drawing No. LV66/01-2/018-1
M012D018-4	IPRH Emergency Command Centre No. 1 (ECC-1) (Hazelwood Mine Training Centre) Layout Drawing No. LV66/01-2/018-4
M012D018-2	IPRH Emergency Command Centre No. 2 (ECC-2) (Hazelwood Mine Fire Service Office) Location Map Drawing No. LV66/01-2/018-2
M012D018-3	IPRH Emergency Command Centre No. 3 (ECC-3) (Hazelwood Mine Operations Depot & Hazelwood Mine Control Centre) Location Map Drawing No. LV66/01-2/018-3
M151D009-I	Hazelwood Mine Emergency Access Routes Map (Power Station Main Gate & Gate A)
LV66/13-4/018	GDF SUEZ Mine Plan Pursuant To Clause 5.3.36 of O. H. & S. Regulations 2007 No. 54

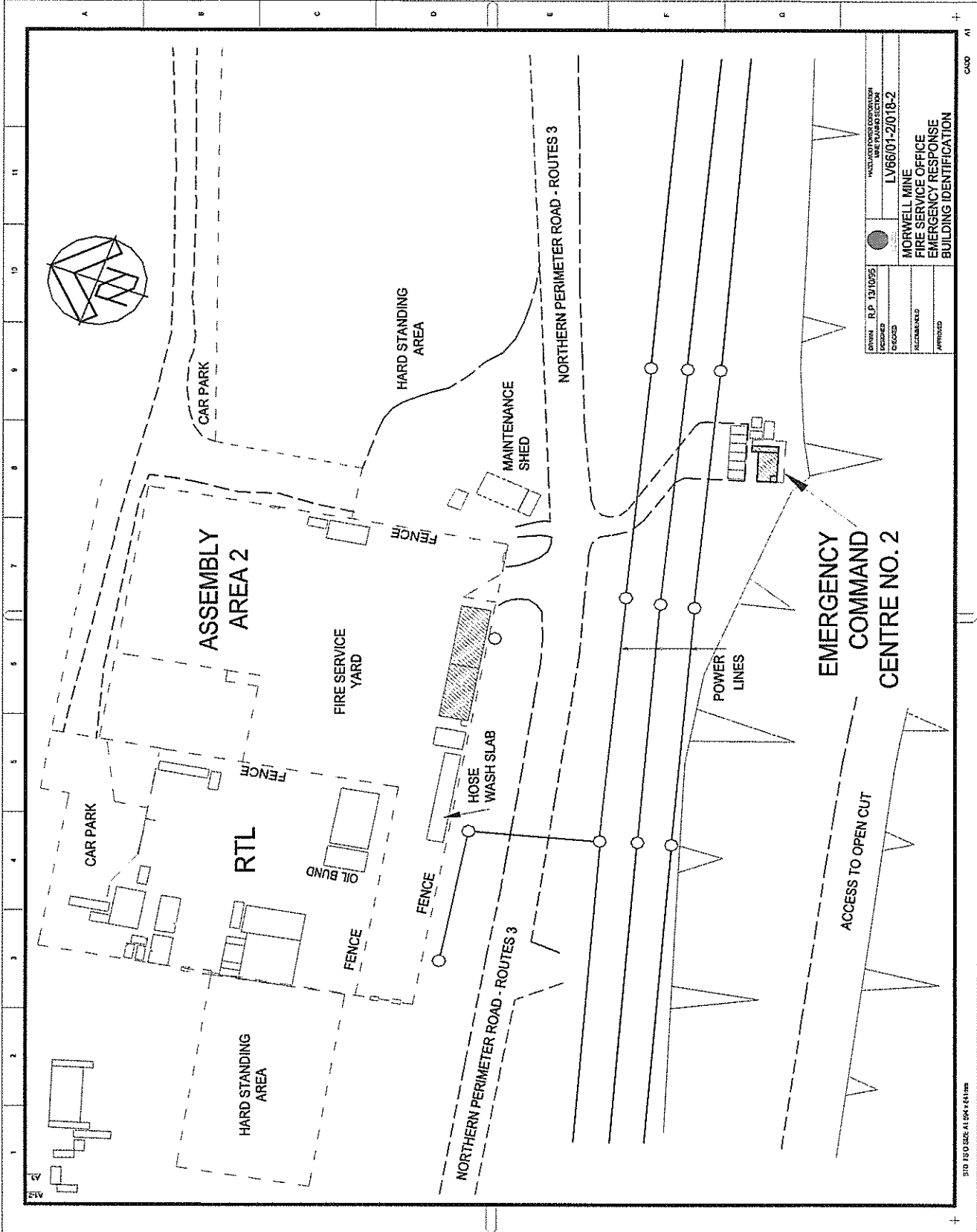


REVISION	DATE	BY	DESCRIPTION

HAZELWOOD POWER CORPORATION
HAZELWOOD MINE PLANNING SECTION
LV66/01-2/018-1
HAZELWOOD MINE
EMERGENCY RESPONSE
CENTRE NUMBER 1

MOE
MINE PLANNING
DESIGNED
CHECKED
APPROVED





DATE	R.P. 13/10/23		MORWELL MINE FIRE SERVICE OFFICE EMERGENCY RESPONSE BUILDING IDENTIFICATION
DESIGNED			
CHECKED		REVISIONS	APPROVED

