



ANGLESEA POWER STATION

ANGLESEA EMERGENCY PLAN

Site Address: Camp Road

Anglesea 3230

Victoria

CONTENTS

1. GENERAL	5
1.1 INTRODUCTION, PURPOSE AND SCOPE	5
1.2 EMERGENCY PLAN REVIEW, AMENDMENT AND REVISION	6
2. REGULATORY CORRELATION TABLE	7
3. FACILITY INFORMATION	8
3.1 LOCATION	8
3.2 CLIMATE AND NATURAL PHENOMENA	8
3.3 PRODUCTION PROCESSES	8
3.4 PERSONNEL	9
3.5 HAZARDS	9
3.6 HAZARDOUS SUBSTANCES/DANGEROUS GOODS	10
3.7 PROTECTION OF SURFACE WATER	10
3.8 WORKPLACE SECURITY	10
4. EMERGENCY PREPAREDNESS	11
4.1 EMERGENCY RESPONSE TEAMS	11
4.2 CONTROL ROOM	12
4.3 COAL MINE	12
4.4 EXTERNAL EMERGENCY SERVICES	12
4.5 EMERGENCY RESPONSE EQUIPMENT	13
4.6 FIRE PREVENTION	13
4.7 FIRE WARNING AND SUPPRESSION SYSTEMS	13
4.8 RELEASE PREVENTION AND CONTROL	14
4.9 PERSONNEL TRAINING	16
5. STANDARD EMERGENCY RESPONSE PROCEDURES	18
5.1 INDIVIDUALS(s) INVOLVED IN OR WITNESSING THE INCIDENT	18
5.2 CONTROL ROOM	19
5.3 RECEPTION	20
5.4 EMERGENCY WARDENS	20
5.5 COMMUNITY RELATIONS	21
5.6 ACTIVATION OF THE CRISIS MANAGEMENT PLAN	21
5.7 WORKCOVER NOTIFICATION	21
5.8 MANAGING MEDIA	23
6. MEDICAL EMERGENCIES	24
6.1 BASIC LIFE SUPPORT	24
6.2 PRIORITY OF TREATMENT/TRIAGE	24

6.3 ACTION IN THE EVENT OF A FATALITY	24
6.4 HELICOPTER EMERGENCY RESPONSE TO SITE	25
7. FIRE/EXPLOSION	26
8. SPILL/RELEASE CONTROL PROCEDURE	27
9. RESCUE	30
10. ASBESTOS EMERGENCIES	31
11. BOMB THREAT	31
11.1 WRITTEN THREAT	31
11.2 TELEPHONE BOMB THREAT	31
11.3 EVALUATION OF THE THREAT	32
11.4 DEALING WITH A SUSPECTED BOMB	32
11.5 ERT RESPONSIBILITIES	32
11.6 EVACUATION DISTANCES	33
11.7 INVESTIGATION OF SUSPECT OBJECT	33
11.8 RE-OCCUPATION	33
11.9 MEDIA MANAGEMENT	33
12. SUSPICIOUS MAIL	34
12.1 DEALING WITH SUSPICIOUS MAIL	34
13. EVACUATION	37
13.1 EVACUATION ASSEMBLY AREAS	37
13.2 EVACUATION PROCEDURE	37
14. CHLORINE LEAK	39
15. HYRDOGEN EMERGENCY	41
16. BUSHFIRE	42
16.1 FIRE BEHAVIOUR	42
16.2 BUSHFIRE HAZARDS	42
16.3 PREPARATION	42
16.4 STRATEGY	43
16.5 RESPONSIBILITIES	44
17. COAL FIRE	46
17.1 FIRE BEHAVIOUR	46
17.2 COAL FIRE HAZARDS	46
17.3 PREPARATION	46
17.4 STRATEGY	46
18. OTHER EMERGENCY SITUATION	47

18.1 KIDNAP, HOSTAGE OR SIEGE.....	47
18.2 SITE PLANT BLACK PROCEDURE.....	47
18.3 UNAUTHORISED ENTRY TO PLANT.....	47
18.4 CHEMICAL SPILLS ON PUBLIC ROADWAYS AND HIGHWAYS.....	48
18.5 ADVERSE WEATHER CONDITIONS	48
18.6 PERSONNEL OVERDUE WHEN WORKING IN FIELD	49
18.7 EARTHQUAKE.....	50
18.8 CRANE RESCUE.....	51
19. EMERGENCY RESPONSE INFORMATION.....	53
19.1 GENERAL	53
19.2 EMERGENCY CONTACT DETAILS.....	53
19.3 REGISTER OF EMERGENCY RESPONSE EQUIPMENT.....	53
19.4 MANIFEST OF DANGEROUS GOODS.....	53
19.5 SITE MAPS	53
19.6 LOCATION OF HARD COPIES.....	54
20. APPENDIX A – ROLES AND RESPONSIBILITIES MATRIX	55
21. APPENDIX B - BOMB THREAT CHECK LIST (FOR RECIPIENTS OF TELEPHONE CALL)	62
22. APPENDIX C – RADIO PROCEDURE	63
23. APPENDIX D – COMMUNICATIONS.....	68
24. APPENDIX E – PROCEDURE FOR NOTIFICATION OF ELECTRICAL INCIDENTS.....	70
25. APPENDIX F – RESPONSIBILITIES OF EXTERNAL AGENCIES	72

1. GENERAL

1.1 INTRODUCTION, PURPOSE AND SCOPE

The purpose of this plan is to enable an effective response to any emergency occurring at Anglesea Power Station. It provides clear and concise guidelines for the preparedness for and response to emergencies that may occur.

Priorities in an emergency are:

1. Protection of human life
2. Protection of the environment
3. Protection of property

Anglesea Power Station uses a six step response procedure to ALL emergencies:

1. Assess the emergency – size and location, risk to health and the environment
2. Protect people – use evacuation, fire, search and rescue and ambulance procedures if necessary
3. Take immediate temporary control if safe, appropriate and possible to do so
4. Notify the appropriate people
5. Implement the control strategy
6. Follow up – environmental incident report, investigation, review procedures, communicate changes

For the purposes of this plan, an emergency is defined in line with the Emergency Management Act 1986 amended 2012 as an “actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person at Anglesea Power Station or which destroys or damages or threatens to destroy or damage any property at Anglesea Power Station or endangers or threatens to endanger the environment or an element of the environment”, including but not limited to:

- Earthquake, flood, wind-storm or other natural event; and
- Fire; and
- An Explosion; and
- A road accident or other industrial accident; and
- Plague or epidemic or contamination; and
- Warlike or terrorist act; and
- A hijack, siege or riot; and
- A disruption to an essential service.

Emergencies at Anglesea Power Station may be dealt with at any of the following levels:

- Area Level – an emergency occurring within a production area (power station operations, mining operations or maintenance) that is dealt with and resolved using area resources only.

- Plant Level – an emergency occurring within one or a number of areas that requires the deployment of plant emergency response capability.
- Civil Agency Deployment – an emergency occurring at Anglesea Power Station that requires the involvement of one or more civil agencies, such as the Country Fire Authority (CFA), State Emergency Services (SES), Police or civil ambulance services onto the plant site or Anglesea Power Station property.
- Crisis – an emergency or other situation arising at Anglesea Power Station that causes the Crisis Management and Recovery plan to be instigated and the Crisis Control Centre established.
- Disaster/State of Emergency – an emergency occurring at Anglesea Power Station that is declared by State authorities as an emergency under Section 23.1 of the Emergency Management Act or where a local emergency is declared in conjunction with the Surf Coast Shire and/or civil agencies. For this type of situation to occur, the emergency is likely to be of significant scope and impact as to warrant the declaration of a “crisis” at Anglesea Power Station and the activation of the Crisis Control Centre and the deployment of a number of civil agencies to the site.

In any circumstance, where one or more civil agencies are involved in managing an emergency, special procedures will apply to aspects of the response in line with the Australian Inter-Service Incident Management System and the State Health Emergency Response Plan.

1.2 EMERGENCY PLAN REVIEW, AMENDMENT AND REVISION

The Anglesea Emergency Plan will be tested and reviewed at least annually to ensure that the plan accurately reflects current site conditions and emergency risks. In addition the plan will be revised if the following occur:

1. Failure of an emergency response procedure;
2. Changes in evacuation routes or assembly areas;
3. Changes to the design, construction, equipment, operation or maintenance of the location that increases the potential for fires, explosions, or releases of oil, hazardous materials or hazardous wastes
4. Changes to the designation of incident commanders, emergency response co-ordinators or equipment
5. Modification of environmental permits or changes in applicable regulations
6. Other changes that materially affect the implementation of the emergency preparedness and response plan.
7. Updated information becomes available

Anglesea Power Station will seek written input by the Country Fire Authority (CFA) into the Emergency Plan as required by the Dangerous Goods (Storage and Handling) Regulations 2012.

Revisions or amendments will be undertaken in response to that input.

2. REGULATORY CORRELATION TABLE

Topic	Emergency Plan Section
Environmental	
Environmental Protection Act 1970 184 amended 2013	Section 4, 7 & 8
State Environmental protection Policies (SEPP)	
<ul style="list-style-type: none"> • Air Environment • Water 	Section 4,7 Section 4,7 & 8
Occupational Health & Safety	
Occupational Health & Safety Act 2004 021 June 2013.	Section 3-14
Occupational Health & Safety Regulations 2007 010 Amended 2013.	Section 4 & 9
Coroners Act 2008 015 amended 2013	Section 6.
Radiation Regulations 2007 004 amended 2013	Section 10
Radiation Act 2005 016 amended 2012	
Chemical Storage & Handling	
Dangerous Good Act 1985, version 083 amended 2012.	Section 3, 4, 7 & 8
Dangerous Goods (Storage & Handling) Regulations 2012, version 001	Section 3, 4, 7 & 8
Road Transport (Dangerous goods)Act 1995 version 024	Section 4
Occupational Health and Safety Regulations 2007 (Hazardous Substances)	Section 3, 4, 7 & 8
Emergency Management	
Emergency Management Act 1986 version 045, amended 2012	Section 4, appendix C, D & E
Emergency Management Regulations 2003	Section 4, appendix C, D & E
Country Fire Authority Act 1958 version 145, amended 2013	Section 4, appendix C,D
Country Fire Authority Regulations 2004 016 amended 2013	Section 4, appendix C,D
State Health Emergency Response Plan	
SHERP Victoria Edition 3 2013	
Electricity Safety Act 1998	
Electricity Safety (Management) Regulations 1999	

3. FACILITY INFORMATION

3.1 LOCATION

The Anglesea Power Station is located 1.5km north of the town of Anglesea in Victoria. The plant comprises a 160MW power station and coal mine. Both these facilities occupy a 7145 ha mining lease. This is broken into two overlapping sections – 795 ha of specified area used for mining operations and 6472 ha of Land for Conservation, known as the Anglesea Heath.

3.2 CLIMATE AND NATURAL PHENOMENA

The weather conditions in Anglesea are generally those associated with temperate climates. Severe weather conditions, such as tornadoes, hurricanes and storms do not generally occur, although the site is subject to strong coastal winds and heavy rain, especially in the winter. Temperatures are generally mild, rarely dropping below zero, but summer temperatures may rise to around 40 degrees Celsius for short periods.

The plant has assessed that, due to the weather conditions, there is no need for “severe weather shelters” in the event of an evacuation.

Notwithstanding this, the following weather hazards exist and may create or exacerbate an emergency situation:

- High summer temperatures leading to potential heat exhaustion/heat stroke amongst the work force.
- Strong and gusty winds creating a hazard to individuals working at heights.
- Strong and gusty winds creating a hazard from poorly stored equipment being blown around the site.
- Flooding due to heavy rains.
- Severe storm conditions and the potential for lightning strikes.
- Environmental release creating internal or external hazards being exacerbated by prevailing weather conditions.
- High temperatures, dry conditions or strong winds increasing fire risks at the plant.

The plant is not located in an earthquake zone or in any area assessed to be particularly susceptible to natural disasters. Localised flooding and high wind may create a temporary hazard or exacerbate an existing emergency situation.

3.3 PRODUCTION PROCESSES

Operations at Anglesea Power Station centre on the generation of electricity from brown coal. Coal is mined from the open pit mine located approximately 2km west of the power station. The coal is transported to a primary crusher by haul truck. From there conveyors transport the coal into the power station bunkers.

Pulverised coal is burnt in the power station furnace to produce super heated steam. The super heated steam spins the turbine, which drives the 30 tonne generator rotor at a rate of 3000 revolutions per minutes. This energy is used to create electricity.

The combustion of coal produces exhaust gases that are released to atmosphere through a single stack after flowing through electrostatic precipitators to remove fine particulate matter.

The plant uses both mains water and groundwater to conduct its operations.

3.4 PERSONNEL

Anglesea Power Station currently engages approximately 83 direct employees in addition to a small number of contractors. The total interaction numbers do not occur at any one time thus the most creditable weekday on site number ranges between 50-60 people. Weekends and night shift utilise less personnel numbers than Monday to Friday business hours.

Consideration for emergency response has been incorporated into the plan by providing response capabilities (manning & equipment) catering for all times of the plant's operations (24/7).

3.5 HAZARDS

As with any large industrial complex, Anglesea Power Station operations create an environment where there is a range of potential hazards. These hazards may lead to an emergency situation and include but are not limited to:

- Fire – the plant contains a number of areas where significant thermal energy is created, such as the boiler furnace and in relation to the supply of high voltage electricity. Work around the plant also includes frequent “hot work”, such as welding.
- Explosion – Plant operations involve a range of materials and processes that, under certain unstable conditions, may give rise to a large explosion and widespread damage.
- Entrapment – the plant has several hundred designated confined and restricted spaces, into which personnel and contractors are routinely required to access and carry out work. These spaces are often difficult to get into and may be problematic and time-consuming to extract from in an emergency.
- Working at height – maintenance activity occurs at the plant in a number of places above ground and at significant height. Individuals work in harnesses and on safety lines, so there is potential for fall-related injury, such as “harness hang” syndrome or other fall-related incidents.
- Medical emergencies – Anglesea Power Station could experience a range of injuries in its day-to-day operations, from strains and strains to burns, crush injuries and lacerations. There is the potential for major injuries to occur, such as cardiac arrest, serious burns and trauma injury. There is also a risk of injury from mechanical and mobile equipment in use at the plant and significant kinetic and stored energy around the plant in the production process presents a potential hazard to operators.
- Road traffic accidents – as a busy plant with a substantial number of heavy vehicle movements, mainly in the mine area, similar hazards to those encountered on public roads may be present on site.
- Hazardous materials – a number of hazardous materials are stored and/or used at the site. The key hazardous substances that may be involved in an emergency situation are:
 - Sulphuric acid.
 - Sodium Hydroxide
 - Chlorine gas
 - Hydrogen gas
 - Diesel.

3.6 HAZARDOUS SUBSTANCES/DANGEROUS GOODS

The types and quantities of hazardous substances and dangerous goods used and stored at Anglesea Power Station are kept to a minimum. All dangerous goods and hazardous substances have been risk assessed and controls implemented to ensure that they are used, stored and labelled correctly. All persons handling these substances have been trained in the identification, hazardous properties, correct storage, use and emergency procedures associated with each material used. Standard work procedures have been established and regularly reviewed. Dangerous Goods storage areas are the responsibility of the department utilising the stored material. The areas are inspected as per written procedures for spill control, vessel integrity, maximum allowable amounts and containment.

3.7 PROTECTION OF SURFACE WATER

The potential for spilled substances to reach ground water is very low. All storage areas have secondary containment devices in place, either interceptors, secondary bunding or drip pans, and absorbent material is available either within the storage locations or from the Emergency Response Store. All site run off enters the stormwater ponds through the drainage system where containment can be further undertaken in the event of a spill. The stormwater is pumped to either Ash Pond 1 or 2 and additional containment can occur there prior to off-site discharge at SP1.

The ash water system is effectively a closed loop system, with only a small bleed across to Ash Pond 2 for discharge. There is no direct discharge to the environment from Ash Pond 1.

All cooling tower blowdown is discharged to Ash Pond 1 prior to discharge through EPA licenced discharge point SP1.

The site has two wash down areas which contain triple interceptors for the collection of hydrocarbon materials.

Sewerage is not connected to the town sewerage system. The mine is connected to an on-site septic treatment system. The power station is connected to an on-site secondary treatment lagoon system.

3.8 WORKPLACE SECURITY

The security of the plant is maintained by the following measures:

- Strict site entry requirements, including area specific inductions that provide authorisation to individuals to work at the plant.
- A perimeter fence.
- CCTV of the main gate access point
- One entry point to site and electronic access control system
- Rules relating to personal protective clothing on site, meaning that unauthorised intruders would be physically identifiable.
- Vehicle access controls to the site.
- 24 hour staffing of the main entry/egress route.

4. EMERGENCY PREPAREDNESS

This section describes the plans, systems, equipment and trained resources available to Anglesea Power Station for response to a broad range of emergency situations that could potentially affect the location.

4.1 EMERGENCY RESPONSE TEAMS

- Anglesea Power Station has its own emergency response teams with the capability to provide at least an initial response to any emergency arising at the plant or its external facilities. An emergency response team (ERT) is available 24hrs/365days. The members of the ERT are trained to assume leadership for management of emergencies. Their authority must be respected..
- During normal working hours the emergency response siren will notify the Emergency Response Team. The make up of the team can be found here [\[D0083229\]](#).

The control room are responsible for either calling in ERT members or activating emergency services.

SKILLS

All emergency response personnel are trained in the following nationally accredited skills:

- Confined Space rescue (AFAC 2.17C)
- Breathing Apparatus & Search and Rescue (CFA accredited course)
- Fire/Emergency Response Team Operations (includes Hazmat training)
- Advanced First Aid
- Semi automatic Defibrillation
- Heavy Vehicle Training as required
- Rescue from Heights Training
- Atmospheric Testing (selected team members only)
- Command & Control (incorporated in annual training at CFA Facility)

MEDICAL FITNESS

- All ERT members need to participate in the “Fire Fighter Medical Evaluation” undertake an annual medical in order to be classified as fit to conduct internal structural fire fighting. Where an individual’s fitness does not meet these criteria, his/her emergency response duties are to be adjusted accordingly.

4.2 CONTROL ROOM

The Control Room is located on the mezzanine floor of the power station building. This office is staffed 24 hours a day and is the central coordination and control centre in the event of an emergency. The control room personnel remain responsible for the safe operation of the power station at all times.

All plant emergency communication and alarm systems terminate at the Control Room, including but not limited to the following:

- Plant Public Address (PA) system.
- Plant VHF radio control stations.
- The plant dedicated emergency telephone extension number (222).
- Smoke and sprinkler alarm systems.
- Switchyard alarms.
- Air compressor system alarm.
- Fire pump controls.
- Direct line to Point Henry Switchyard
- Emergency lighting.
- Area alarms (such as chlorine alarm).

The control room personnel have exclusive responsibility to operate the power station and close down equipment in a controlled manner should a critical incident occur. Control room personnel will use their judgement to determine the course of action and will liaise with emergency services personnel to secure the incident area.

4.3 COAL MINE

Mine personnel have responsibility to protect mining equipment during day shift. On night shift control room personnel will assume responsibility for co-ordinating emergency response for the mine incident area. If required, mining personnel will be called in to operate mining equipment when deemed necessary by control room personnel.

Dangers to mining equipment must be considered when there is a risk of fire, flood or other adverse weather conditions and typically, control room operators should not enter the mine area during hours of darkness due to the unfamiliarity and inherent area dangers

4.4 EXTERNAL EMERGENCY SERVICES

Under the State Health Emergency Response Plan (SHERP) the plant's emergency response capability may be augmented by civil emergency response personnel, such as the Country Fire Authority (CFA), State Emergency Service (SES), Rural Ambulance Victoria (RAV) or police. The state and nature of the emergency will dictate the health and medical response. Regular liaison takes place between the plant's emergency services organisation and civil agencies and a number of Anglesea Power Station ERT members are also part-time SES or CFA members. Joint training exercises have been carried out between Anglesea Power Station Emergency Response Teams and the CFA. These exercises normally occur on an annual basis.

4.4.1 ACCESS ARRANGEMENTS

EMERGENCIES

As a general rule, access by personnel from civil emergency response organisations – police, CFA, SES etc – is to be regulated by standard Anglesea Power Station policies. In addition

to this, arrangements are to be made by the Alcoa Anglesea emergency response group to induct as many local civil emergency personnel (to at least Level 1) as possible. The civil agencies are given the opportunity to be orientated to the Anglesea Power Station site.

In addition, efforts are made to include civil emergency services in joint training exercises. These exercises provided the opportunity for the teams to work together and identify the strengths that each has so that in the event of an emergency they can combine their resources for the best possible outcome. These exercises also help the external agencies to become more familiar with the hazards that can be encountered during an incident at Anglesea Power Station.

NON EMERGENCIES

In the event that civil agency personnel require access to site on occasions when there is no emergency response, normal plant policies and procedures apply in relation to site induction and Personal Protective Equipment.

4.5 EMERGENCY RESPONSE EQUIPMENT

Anglesea Power Station has a Fire Truck available for use by the Emergency Response Team

There is a wide range of other response equipment available for use. Equipment is stored in the vehicle, emergency response store, gatehouse, control room and first aid room and can be rapidly deployed to where it is needed. Extra fire fighting and spill containment supplies are stored in the Emergency Response Store and spill kits are also located at oil/chemical storage areas across site.

A full listing of the emergency response equipment is recorded in the Register of Emergency Response Equipment (link below)

[Register of Emergency Response Equipment](#)

A full listing of first aid kits and cabinets and grab bags is recorded in the following register [[D0125089](#)].

A full listing of fire blanket locations is recorded in the following register [[D0157459](#)]

4.6 FIRE PREVENTION

There are a number of procedures in place at Anglesea Power Station that are designed to prevent unplanned fires occurring, including:

- The work planning and hazard assessment process, which identifies fire risk and instigates procedures to manage such risks.
- A permit system for hazardous and non-hazardous hot work, such as welding, grinding, oxy-acetylene cutting, sanding etc.
- Maintenance of surrounding landscape and bush land buffer zone to reduce risk of bush fires spreading from outside in and inside out.
- Restrictions placed on hot work during fire danger periods.

4.7 FIRE WARNING AND SUPPRESSION SYSTEMS

In addition to fire prevention, Anglesea Power Station has installed a number of fire suppression systems, designed to reduce the impact and spread of fires and to provide early activation of emergency services. These systems are as follows:

- Automatic sprinkler systems installed on all conveyer systems cooling tower, transformers and Stores. These systems activate the fire pump by pressure drop (under **800kpa**).

- Smoke and/or thermal detection systems in the Engineering Building, Control Room, PABX Room, #1 and #2 Emergency Generators and Cable Vault.
- Fire proof cabinets for storing flammable substances.
- Fire hydrants and hoses.
- Hose reels.
- Fire extinguishers.
- All Mine earth moving equipment has foam fire suppression units installed

Sprinkler and smoke detection systems are linked to alarm panels at the Control Room and monitored 24hrs per day. These systems are checked routinely for serviceability.

Anglesea Power Station has the following capability to respond to fire at the plant:

- Fire extinguishers installed in all areas, in accordance with Australian Standards.
- Independent, electric (backed up by diesel generator) operated fire pump, delivering 8000 LPM at 850 kpa to fire hydrants and hose reels around the plant.
- A fire truck available 24hrs
- A 60,000L water cart in the mine area with the ability to provide a mobile water supply

4.8 RELEASE PREVENTION AND CONTROL

4.8.1 OVERVIEW

The Anglesea Power Station holds an EPA licence and is ISO 14001 certified. An integral part of the Environmental Management Plan and ISO 14001 certification is the maintenance of the Environmental Aspects and Impacts Registers. These registers are established and maintained by the appropriate area personnel and identify activities with the potential to significantly affect the environment. These impacts are then rated for their potential severity, the existing controls are identified and action plans for improvement are developed.

The Environmental Aspects and Impacts Registers can be viewed by ***clicking on the link below***

[Master Index for Environmental Aspects & Impacts Registers](#)

4.8.2 DANGEROUS GOODS/HAZARDOUS SUBSTANCES

Extensive physical and procedural controls exist to minimise the possibility of environmental, health and safety incidents involving dangerous goods, hazardous substances or processes at Anglesea Power Station. All storage areas have secondary containment devices in place, interceptors, secondary bunding or drip pans.

The operating areas are responsible for developing and maintaining Standard Work Instructions (SWI's) for the safe handling, use and disposal of materials, chemicals and any other hazardous substance/Dangerous Goods within their work place.

The operating areas are responsible for the installation and maintenance of "spill kits" in close proximity to major storage areas for hazardous materials. These kits contain protective clothing for responders as well as absorbent materials - "sorbents" - for applying to the spill.

Spill kits are located at:

- Emergency Response Storage Shed
- Mezzanine Floor
- Ground Floor

The spill kits are specially designed to assist the person who notices a spill who can use the chemsorb pillows/booms to divert the spill away from stormwater drains. Each chemsorb pillow will hold on average of 5 litres of liquid. They are suitable for use on acids, alkalis, alcohols, oils, chlorinated solvents, hydrocarbon solvents, petroleum and distillates.

Other material available for small liquid spills is coconut fibre absorbent media.

4.8.3 SOLID & LIQUID WASTE

Solid and liquid materials contaminated by process and deemed not suitable for reuse are managed as per the Environmental Protection (Prescribed Waste) Regulations 1998. Contracts are in place for handling liquid and material waste including spills. Up to date contact details for these contractors are maintained in the Emergency Contact List. ***(Click on the link below to view this document)***

[Emergency Contact Details](#)

4.8.4 RADIATION SOURCES

At Anglesea Power Station there is a register outlining the particular details of lasers on site [[D0169454](#)]. Any other radiation sources are brought on site for a particular purpose and details of such are recorded on the onsite radiation source register (hard copy held by Environmental Scientist).

4.8.5 INCIDENT REPORTING

The Anglesea Power Station Environmental Scientist is responsible for all environmental release reporting procedures in accordance with State and Federal Legislation and Alcoa Mandated Standards.

4.8.6 FURTHER INFORMATION

Further information regarding management of Hazardous Substances and Dangerous Goods can be found by reviewing the Vic Ops Hazardous Materials Management Program [[D0163392](#)]

A full listing of the Hazardous Materials stores on site can be found in the Index of Hazardous Materials Registers [[D0246836](#)]

The Dangerous Goods Manifest as required by the Dangerous Goods (Storage and Handling) Regulations 2012 can be located here [[D0064552](#)].

4.9 PERSONNEL TRAINING

4.9.1 ALL EMPLOYEES

All new Anglesea Power Station employees and contractors receive a general site induction. Included in the induction material is general information regarding:

- the emergency management plan,
- how to summon help in an emergency,
- evacuation procedures and location of evacuation assembly areas
- response to spill, leakage or emission
- chemical & hazardous material, MSDS and Chemweb.

Employees and contractors are required to do a competency assessment every 3 years and must achieve a score of 100%. The induction must be repeated if a score of <100% is achieved.

4.9.2 TRAINING IN USE, STORAGE AND HANDLING OF HAZARDOUS MATERIALS

At Anglesea Power Station, the responsibility for training those responsible for using, storing or handling hazardous materials rests with the area line management, with advice from the Environmental Scientist and Safety Co-ordinator. This training should ensure that individuals are able to quickly recognise spill/release hazards and can call for emergency assistance if required.

General awareness training for hazardous substances/dangerous goods is delivered as the February Theme of the Month training.

4.9.3 TRAINING AREA WARDEN/WARDEN TRAINING

Area Wardens and Wardens have been identified to assist with evacuation procedures. These individuals undertake training relevant to their position. Refresher Training is repeated every 2 years.

Evacuation drills are scheduled to allow employees to participate in at least one drill per year.

4.9.4 TRAINING IN PHONE THREAT

Phone Threat Checklists have been distributed to Control Room operators to use in the event of receiving a telephone threat.

4.9.5 TRAINING OF EMERGENCY RESPONSE TEAM

The Emergency Response Team Members receive training in the following:

- Confined Space rescue (AFAC 2.17C)
- ***Breathing Apparatus & Search and Rescue (CFA accredited course)***
- Fire/Emergency Response Team Operations (includes Hazmat training)
- ***Advanced First Aid***
- Semi automatic Defibrillation
- Heavy Vehicle Training as required
- Rescue from Heights Training
- Atmospheric Testing (selected team members only)
- Command & Control (incorporated in annual training at CFA Facility)

An Annual training programme is developed for the emergency response team to ensure that their skills are kept up to date. The refresher training is typically organised to maximise use of training drills. The response to a wide range of emergencies is tested and evaluated by the trainers.

As far as practical the annual training programme incorporates joint training exercises on site with external emergency services such as the CFA.

5. STANDARD EMERGENCY RESPONSE PROCEDURES

This section outlines the **standard emergency response procedures** that apply to all emergencies at Anglesea Power Station. Emergency Response means any action/s taken by individuals as a result of an emergency occurring. .

Additional information regarding response to specific emergencies is covered in detail in subsequent sections of this emergency plan.

5.1 INDIVIDUALS(S) INVOLVED IN OR WITNESSING THE INCIDENT

Any person detecting an emergency situation at Anglesea Power Station should:

1. Assess the immediate dangers to themselves and others.
2. Call for assistance from those nearby if appropriate and call the Control Room by:

Phoning ext. [REDACTED]

Radio Call on Channel 1

Give details of the incident as follows:

- Your name.
 - Your location and contact number.
 - Type of emergency that you are reporting.
 - Location of the emergency.
 - Number of people involved/injured.
 - Action that you have taken.
 - Do not hang up until you are told to do so unless you are in an unsafe situation.
3. Initiate first response to the incident within the limits of competence and training if safe to do so. First response may include:
 - CPR or other first aid.
 - Isolating equipment
 - Attempt rescue of any person in immediate danger
 - Attempting to locate and eliminate the source of leak, spill, or fire
 - Initiating area evacuation
 4. Respond to instructions issued by the ERT on their arrival at the scene.
 5. If you are not able to assist with the emergency, go to the emergency muster area and follow instructions issued by the public address system.

5.2 CONTROL ROOM

1. Initiate an emergency response by sounding the emergency siren
2. Notify mine personnel of emergency via radio/telephone. Mine ERT to contact Control Room for further instructions.
3. Determine wind direction for selection of muster area and evacuation route. Generally this will be under the water tower for all personnel. However, see Chlorine Leak procedure (Section 14) for details on selection of muster area in the event of a chlorine leak. The alternate emergency must areas are Thompson's yard or the area between the Cooling Tower and Ash Pond #2.
4. Communicate details of the emergency to the ERT. After hours this task must be undertaken by the person assigned to control access via the main gate.
5. Only use the public address system to direct **all** personnel (Alcoa and contract) to an alternate safe muster area. It is expected that there would be a minimum of 3 and a maximum of 70 personnel on site at any one time depending on the time of day. Typically weekday day shift numbers would range between 50 and 70.
6. Notify emergency services (telephone 000). Ensure a person is assigned to meet emergency services when they arrive at the front gate and direct them to the scene of the emergency.
7. Work with the ERT and/or Emergency Services to manage the emergency

DIAL 000 for FIRE BRIGADE, POLICE AND AMBULANCE		
Fire Brigade	Geelong	5221 2755
Dept. of Environment and Primary Industries (Burning off & bushfires)		5233 5565
Ambulance	Emergency calls	000
Police	Anglesea	5263 3468
	Geelong	5225 3100
S.E.S (Melbourne Dispatch)		9696 6111
Surfcoast Medical Centre 2 McMillan St, Anglesea	Business Hours	4215 6700
Surf Coast Medical Centre 100 Surf Coast Highway, Torquay	Business Hours	4215 7900
Geelong Hospital (Accident & Emergency)	All Hours	5226 7564
Victorian Workcover Authority	Business Hours	5226 1200
	Emergency	132360
Environmental Protection Authority	All Hours	1300372842
BOC – All gases except Chlorine & LPG	After Hours (Emerg)	1800 653 572
	Business Hours	5272 2654
Orica- Caustic & Sulphuric Acid	All Hours	8368 8000
Orica – Chlorine Emergency Response	All Hours	1800 033 111
Transwest Haulage Emergency Response (Sulphuric Acid)	All Hours	1800 039 005
ELGAS	All Hours	131 161
Poisons Information Centre	All Hours	131 126
TransPacific/ Nationwide Oil (Chemical / oil spills)	All Hours	9357 9333
	Emergency	1800774557
Energy Safe Victoria	All hours	1800000922

The Environmental Scientist is responsible for making reports to the EPA.

Anglesea Power Station Personnel: (after hours)	
Emergency Response Team	Sounding the emergency siren will notify Emergency Response Team. [D0083229] Emergency Response Team Register.
Power Station Manager	[REDACTED]
Mine Manager	[REDACTED] or [REDACTED]
Environmental Scientist	[REDACTED]
Station Chemist	[REDACTED]
Emergency Response Co-Coordinator	[REDACTED] or [REDACTED]
Safety Co-ordinator	[REDACTED]
Maintenance Manager	[REDACTED]
Operations Area Supervisor	[REDACTED]
Director of Safety	[REDACTED]
Director of Corporate Affairs	[REDACTED]

5.3 RECEPTION

During normal office hours Tuesday to Thursday the receptionist will be present. Prior to evacuation, the receptionist must:

- Open security gate
- Transfer security gate phone over to the Control Room
- Night switch the switchboard

Upon arrival at the emergency muster area, the receptionist must report to warden and may be given additional duties including:

- Assisting ERT
- Managing calls through the switchboard – e.g. emergency services, governmental authorities, news media, Alcoa personnel and their families and the public
- Locating resource personnel
- Transmission of radio and public address messages.

5.4 EMERGENCY WARDENS

Emergency wardens are nominated personnel from each work area who are not members of the ERT. Responsibilities of the Emergency Wardens include:

- Evacuation of personnel in their area via a safe route to the emergency muster area
- Conduct roll call
- Notify Control Room of any person unaccounted for
- Arrange first aid for any injured personnel at emergency muster area
- Notify control room if medical assistance is required
- Ensure personnel remain in safety of emergency muster area until notified by a member of the ERT, the Control Room or a member of the Emergency Services that it is safe to leave
- Monitor safety of the emergency muster area

- If further evacuation is required, manage in consultation with the ERT, Control Room or Emergency Services
- Use the loud hailer if addressing the assembled work force.
- Administration Emergency Warden takes Visitor's Book to muster area for checking safety of visitors
- Administration Emergency Warden to nominate a gate keeper to monitor the front gate to restrict traffic movement after they have been marked off the roll.

5.5 COMMUNITY RELATIONS

The Director of Corporate Affairs is responsible for developing and releasing media reports, in conjunction with plant management and external agencies as deemed appropriate.

5.6 ACTIVATION OF THE CRISIS MANAGEMENT PLAN

A crisis is defined by Alcoa as: -"A sudden event or series of events that seriously threatens Alcoa's people, operations, assets, environment, or long-term prospects and reputation". Anglesea Power Station has established a Crisis Management and Recovery (CMR) Team and a Crisis Management and Recovery (CMR) Manual [[D0144285](#)].

The purpose of the site Crisis Management and Recovery (CMR) Team is to control and minimise loss (human, financial, resource, and reputation) related to an escalating critical incident or crisis, and to protect the interests of all the stakeholders associated with the business. The manual gives clear guidelines for crisis classification, for the call-out procedure, as well as team and members active roles in bringing an issue to resolution.

5.7 WORKCOVER NOTIFICATION

5.7.1 WHAT TO REPORT:

Notice of incident:

The employer must notify Victorian Workcover Authority immediately after the employer becomes aware of an incident at a workplace, which results in;

- (a) The death of any person; or
- (b) A person requiring medical treatment within 48 hours of exposure to a substance; or
- (c) A person requiring immediate medical treatment as an in-patient in a hospital; or
- (d) A person requiring immediate medical treatment for –
 - (i) the amputation of any part of his or her body; or
 - (ii) a serious head injury; or
 - (iii) a serious eye injury; or
 - (iv) the separation of his or her skin from underlying tissue (such as degloving or scalping); or
 - (v) electric shock; or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations.

5.7.2 NOTICE OF DANGEROUS OCCURRENCE:

The employer must notify Victorian Workcover Authority immediately after the employer becomes aware of an incident at a workplace, which exposed a person in the immediate vicinity of the incident to an immediate risk to the person's health and safety through -

- (a) the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in item 2 of Schedule 2 of the Occupational Health and Safety (Plant) Regulations 1995. Note: Plant is defined in the Regulations to cover items such as lifts, cranes, pressure equipment, machinery, hoists, powered mobile plant, lasers, turbines, explosive-powered tools, scaffolds and temporary access equipment. The Regulations do not cover hand-held plant and plant which relies exclusively on manual power for its operations. (i.e. Everything from a potline to a portable cement mixer.); or
- (b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) the collapse or partial collapse of any part of a building or structure; or
- (d) an implosion, explosion or fire; or
- (e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985 (examples of dangerous goods on Victorian Operations sites include compressed air and gasses, fuel, acids and alkalis (for clarification see the site emergency plans)); or
- (f) the fall or release from a height of any plant, substance or object.

5.7.3 WHO MUST REPORT

The Supervisor or designated representative of the business unit most closely associated with the incident or dangerous occurrence shall report all notifiable incidents to WorkSafe.

Notification:

Step 1: Immediate Notification

Telephone Victorian Workcover Authority on 132 360

Provide details of:

- The name and address of the place where the incident occurred
- Ensure that you specify whether the incident was mine or power station specific as the contact inspectors may be different
- The name of any injured persons, the details of the injury and a brief description of what happened
- Contact details of a person at the incident site
- Whether the police, an ambulance or other emergency service is attending or has attended the scene.

The Victorian Workcover Authority officer receiving the call will record details of the incident and issue a Reference Number. The Reference Number is proof that immediate notification has been completed. Record this number on the incident form in EHSIMS.

Step 2: Written notification within 48 hours

With the assistance of the Safety Co-ordinator, the Victorian Workcover Authority Incident Notification Form shall be completed and faxed to Victorian Workcover Authority. The Reference Number, received when immediate notification was made, must also be included on the form.

Fax No: (03) 9641 1091

[Online Incident Notification Form](#)

Record Keeping

The employer must keep a copy of all written records (for a minimum of 5 years).

A copy of all written records must be forwarded to the location Safety Department at the same time Victorian Workcover Authority is notified.

5.8 MANAGING MEDIA

All communications with the news media will be managed by the Power Station Manager, or Director of Corporate Affairs

- Treat media representatives with respect.
- When speaking to media representatives choose your words carefully and well: - It is likely they will report your words as you said them and assume what you say and do will be broadcast or appear on the printed page.
- Don't make any statement or answer any questions but tell them you will get someone in authority to talk to them.
- If they have made contact by telephone obtain the name of their organisation, their name, and telephone number. Repeat the details back to the representative to ensure you have noted the details correctly.
- Pass the request to the Power Station Manager as quickly as possible.
- Ensure gate is manned or closed and request media representatives stay outside of the plant, unless specifically invited inside, for their own and the safety of other personnel.
- Under no circumstances are media representatives permitted to have free access to the plant.
- If granted permission for access by the Power Station Manager, it will be to specifically designated areas with an informed escort.
- Police will be responsible for control of errant media personnel.

6. MEDICAL EMERGENCIES

6.1 BASIC LIFE SUPPORT

A medical emergency is a sudden, unexpected health event that may threaten life limb or well-being. Anglesea Power Station's approach to medical emergencies is consistent with that taught by workplace first aid accredited trainers, such as St John's Ambulance. That is, those medical responders must always follow the basic life support guidelines

6.2 PRIORITY OF TREATMENT/TRIAGE

The ERT member at the scene of an incident will be responsible for prioritising treatment of casualties and their evacuation to hospital.

The aim of the Triage process is to ensure that the most good is done for the largest number of people. It only applies to a situation where there are a number of casualties to be sorted. Triage is the classification and sorting of casualties for the purpose of management and evacuation, according to the degree of urgency. ***In emergencies where there is an incident site and more than one health agency is involved, the ambulance service will appoint a Health Commander who will co-ordinate the Health and Medical activities and resources of an incident.***

6.3 ACTION IN THE EVENT OF A FATALITY

The Coroner, his delegate or an appropriately qualified medical practitioner are the only people who can formally declare that a fatality has occurred. Therefore, all medical casualties are to be treated as "live" until formally declared otherwise by an appropriately qualified person. In the event of multiple casualties and the need to prioritise treatment, emergency response personnel may "assess" that a person is deceased and, therefore, implement triage as appropriate.

In the event of a fatality occurring at Anglesea Power Station, it will be necessary to engage the Victoria Police, the Coroner and the Victorian Workcover Authority in the immediate follow-up and investigation. The following procedure should be followed:

- Emergency response personnel should continue to provide first aid treatment as appropriate.
- Control Room to inform Victoria Police of suspected fatality.
- The Victoria Police have the responsibility to call in the Coroner if a fatality has occurred.
- Emergency response team members to preserve the integrity and dignity of the scene.
- The notification of next of kin or dead, missing or injured persons is a Police responsibility.
- **NO ALCOA EMPLOYEE** may advise anyone of the above unless authorised on a case by case basis by the senior police officer in charge of the operation
- The police may request the assistance of Alcoa staff in the performance of this duty. If an Alcoa is assisting, they should always have another person with them, as this can be a very traumatic situation.
- Any Alcoa employee who receives an inquiry about the well-being of another person must refer the enquirer to the Police

The Victorian Workcover Authority has issued the following checklist of steps for employers to follow in the event of a workplace death:

1. Generally, the police, Coroner's Office and Worksafe Victoria staff require the site of a fatality to be left untouched. However, where necessary, make sure that the worksite is safe for employees, emergency personnel and investigation staff.
2. When investigator asks for a senior manager to be at the incident site, delegate this responsibility to the most appropriate manager.
3. Clarify with the investigation team and the police the procedures for the removal of the deceased.
4. Prepare personnel records with contact details of the next-of-kin or family for the police and Emergency Services.
5. After the police have informed next-of-kin about the death, you, or a senior company representative, should visit the deceased's family as soon as possible and preferably in the company of a workmate of the deceased. The workmate should feel comfortable about accepting this responsibility.
6. If the family wishes a religious representative to attend the deceased, you should make the necessary arrangements with the police.
7. When the deceased is removed from the site, invite employees to form a guard of honour as a mark of respect and farewell. If the family want to be present, you should arrange transport for them. Uninvited people should be removed from the vicinity.
8. Witnesses and/or supervisors will be required to speak to investigators and/or make affidavits, and you should make sure that work records can be accessed.

Further details can be obtained by accessing Victorian Workcover Authority website.
<http://www.worksafe.vic.gov.au/>

6.4 HELICOPTER EMERGENCY RESPONSE TO SITE

No permanent landing site has been established on the Anglesea Power Station site. However, three locations within the site have been identified as possible landing areas:

1. Area between Ash Cell A and Ash Cell B
2. Park Up area in front of Mine Workshop
3. Main employee car park

The actual location will be determined on the day of the emergency in conjunction with the controlling emergency services. If no location on site is found to be suitable, a number of sites within the Anglesea township can be used – i.e. Anglesea Football Oval, Anglesea Primary School.

7. FIRE/EXPLOSION

In the event of a fire/explosion/rescue, the **standard emergency response procedures** as outlined in Section 5 are to be followed. Those in the immediate vicinity or those witnessing the explosion should take cover from the blast and flying debris. If there is no cover, drop to the ground; face down with hands over the head and with the head towards the source of the explosion. Wait until the blast and back blast have passed and debris has stopped falling.

In general terms, the response to a fire/explosion will include the following steps and actions:

1. The Control Room will activate the ERT as required.
2. The Emergency Response Team (ERT) will take control of the situation.
3. In conjunction with Area Personnel, the ERT will try to ascertain what has occurred, assess the situation, identify any casualties and assess the dangers. Where an explosion has occurred, consideration needs to be given to the possibility of a secondary explosion/device. The building is also likely to be structurally unsafe.
4. If required the ERT initiates evacuation, cordons off the area and stops other processes or operations that may interfere with response procedures.
5. External emergency services are called as required and escorts are deployed to Plant protection to escort them to the scene.
6. Before attempting a response to the fire/explosion the ERT must assess the risks to life/health, property and the environment. The protection of human life is the highest priority and the response should reflect this. However it is important that an assessment be made as quickly as possible of any potential environmental impacts from the incident.
7. The ERT establishes a plan of attack for tending to casualties, any rescue operations, fire fighting and protecting the environment.
8. Process hazards which may impact on the ERT are made safe prior to commencement of response activities. Assistance may be required from area Trades/production personnel to isolate equipment.
9. On arrival of the emergency services, the ERT will brief them including any safety and environmental considerations.
10. The CFA Incident Controller may take charge of the incident and in consultation the ERT will establish the incident management structure, formulate and implement a response plan.
11. On completion of emergency response activities the ERT coordinates the recovery of emergency services to full readiness and any clean up that is required.

8. SPILL/RELEASE CONTROL PROCEDURE

In the event of a chemical spill, the **standard emergency response procedures** as outlined in Section 5 are to be followed.

As per the Dangerous Goods Act 1985, any fire, explosion, spillage, leakage or escape involving Dangerous Goods should be reported to the nearest fire authority or to a police station.

In general terms, the response to a chemical spill will include the following steps and actions:

STEP 1 – ASSESS HAZARD/DANGERS AND INITIAL RESPONSE

- As per general emergency response procedure outlined in Section 5.
- Ensure dangers to personnel are removed and first aid is applied to those who need it. In all cases commence first aid as quickly as possible. Call ambulance (Tel: 000) for transport to Geelong Hospital
- Cordon area
- Isolate equipment/vessels as necessary

Material	Hydrocarbons	Liquid Based	Solids	Gases
	Fuels, Oils	Sodium Hydroxide, Sulphuric acid	Coal fines	Chlorine, Acetylene, Hydrogen, LPG, Nitrogen, Argon, Oxygen.
First Aid - eyes	Hold eyes open and wash continuously with water for at least 15 minutes.	Hold eyes open and wash continuously with water for at least 15 minutes.	Hold eyes open and wash continuously with water for at least 15 minutes.	Hold eyes open and wash continuously with water for at least 15 minutes.
First Aid - skin	Immediately remove all contaminated clothing, including shoes. Wash affected area with water for 15 minutes.	Immediately remove all contaminated clothing, including shoes. Wash affected area with water for 15 minutes.		Bathe affected area with water, immersing if possible
First Aid - inhalation	Remove patient to fresh air, lie down, and rest. If patient is not breathing, ensure clear airway and apply artificial respiration.	Remove patient to fresh air, lie down, and rest. If patient is not breathing, ensure clear airway and apply artificial respiration.		Remove patient to fresh air, lie down, and rest. If patient is not breathing, ensure clear airway and apply artificial respiration.

STEP 2 – CLASSIFY SEVERITY OF SPILL AS PER THE FOLLOWING MATRIX

Material	Hydrocarbons	Liquid Based	Solids	Gases
	Fuels, Oils	Sodium Hydroxide, Sulphuric acid	Coal fines	Chlorine, Acetylene, Hydrogen, LPG, Nitrogen, Argon, Oxygen.
Minor spill:	Spill is contained on either concrete or bitumen.		Localised impact within the power station	Release of gas that can be isolated without requiring evacuation of people in the area.
Major spill:	Spill comes in contact with unprotected ground		Widespread impact within the power station	Release of gas that requires evacuation of people in the area.
Extreme spill:	Any impact outside the premise boundary with the potential to cause environmental impact or community concern			

STEP 3 – PREVENT FURTHER SPILLAGE AND CONTAIN THE SPILL

Material	Hydrocarbons	Liquid Based	Solids	Gases
1. Prevent Ignition	<ul style="list-style-type: none"> - Remove all ignition sources. - Barricade and erect signs as necessary. - Call Emergency Response Team if there is potential fire risk 	Not applicable	Prevent further release of solids by controlling the source	<ul style="list-style-type: none"> - Evacuate the area. - Remove all ignition sources. - Call Emergency Response Team on 222
2. Prevent further spill	Close valve, isolate line, plug leak, empty leaking tank into another container or place container under leak	Close valve, isolate lines, plug leak, empty leaking tank into another container or place container under leak	Prevent further release of solids by controlling the source	Close valve, isolate line or plug leak if safe to do so.
3. Contain spilt material	<ul style="list-style-type: none"> - Construct earth bund or dam water course- use gravel, ore clay. - Contain with absorbent booms and pillows. Booms can be used on top of water to absorb oil. - DO NOT dilute or disperse with water 	<ul style="list-style-type: none"> - Construct earth bund; dam watercourse use gravel, ore, and clay. - Contain with absorbent booms and pillows. - DO NOT neutralise caustic or acidic spills 	- Wet material down if appropriate	

It is important to stop any spill from entering the stormwater drainage system including the Anglesea River/mixing zone.

STEP 4 – NOTIFY THE APPROPRIATE PEOPLE

ALL SPILLS	<input type="checkbox"/> Notify the Area Manager or the responsible person nominated in charge immediately. <input type="checkbox"/> Area Manager or responsible person will notify the Control Room <input type="checkbox"/> Area Manager or responsible person will complete IHS incident reports and informs the Plant Manager. <input type="checkbox"/> Area Manager will notify the Environmental Scientist.
MAJOR SPILLS	<input type="checkbox"/> As per ALL spills. <input type="checkbox"/> The Environmental Scientist in conjunction with the Control Room will notify the CFA. <input type="checkbox"/> Environmental Scientist will notify EPA if required. <input type="checkbox"/> Area Manager or Safety Manager will notify the Victorian Workcover Authority if required.
EXTREME SPILLS	<input type="checkbox"/> As per MAJOR spills. <input type="checkbox"/> The Plant Manager and or their Responsible person for Media liaison will prepare a press release if required.

STEP 5 – CLEAN UP THE SPILL AND THE ENVIRONMENT

MATERIAL	HYDROCARBONS	LIQUID BASED	SOLIDS	GASES
RECOVER ALL MATERIAL	<ul style="list-style-type: none"> - Wear suitable personal protective equipment. - Use oil skimmer, absorbents, or vacuum truck. 	<ul style="list-style-type: none"> - Wear suitable personal protective equipment including rubber or plastic gloves, overalls, boots and face shield. Trousers must be worn on the outside of boots. - Neutralise spilt acid with lime or soda ash (obtainable from Emergency Response Store) - Dilute with large amounts of water applied carefully. Apply water as a spray and work at the edges of the spill. 	<ul style="list-style-type: none"> - Wear suitable personal protective equipment. - Use Loader, bobcat truck to take solids to suitable disposal area. 	<ul style="list-style-type: none"> - Dissipate the gas if safe to do so. Increase ventilation.
CLEAN UP ENVIRONMENT	<ul style="list-style-type: none"> - Dig out contaminated soil and dispose to the Land farm. - Recovered Liquids will need to be disposed of as a prescribed waste. Store in 205L labelled drums in MRF. 	<ul style="list-style-type: none"> - Dig out contaminated soil and dispose to appropriate area. - Dispose of recovered liquids to appropriate area. 	<ul style="list-style-type: none"> - Dig out contaminated soil and dispose to appropriate area. 	

Step 6 – FOLLOW UP

1. MONITOR ENVIRONMENTAL impacts	- Monitor Surface water, ground water and air quality as appropriate.
2. REVIEW the response to the spill	- Check actual performance against procedure. - Conduct a review or an investigation if appropriate.
3. COMPLETE all reporting.	- Raise an Environmental Incident report as soon as practicable after the spill.
4. MODIFY practices to prevent a re-occurrence	- Modify procedures as found to be necessary from investigation. - Communicate findings with all relevant site personnel.

9. RESCUE

The Emergency Response Team has the capability to provide a rescue response for confined space, trench, heights and entrapment situations, including vehicle accidents.

Where a rescue is required **standard emergency response procedures as outlined in Section 5 are to be followed**. In addition a rescue response will include the following considerations and action:

- The confined space attendant should never place him/herself in danger by attempting a rescue from a confined space
- Note: Multiple fatalities have occurred as a result of employees entering a confined space to rescue another employee without using appropriate personal protective equipment.
- The attendant should try to maintain voice/visual contact with the casualty while waiting for the ERT to arrive.
- The ERT establishes a plan of attack for the rescue and attending to the casualty..
- Hazards which may impact on the ERT are made safe prior to commencement of response activities. **For confined space rescues the atmosphere must be tested to ensure that it is not explosive.**
- External emergency services are called as required (ambulance, CFA and/or SES)
- Depending on the circumstances and the assessment that has been made rescue may be carried out immediately or initial first aid/stabilisation of the casualty may be attended to prior to any rescue attempt
- On arrival of the emergency services, the ERT will brief them regarding what has occurred and what actions have been taken to date
- The CFA/SES Incident Controller may take charge of the incident and in consultation the ERT will establish the incident management structure and formulate and implement a plan.
- First aid efforts will continue until the casualty has been handed over to the care of the paramedics.
- Attention should be given to witnesses who may be understandably shocked by the incident.

10. ASBESTOS EMERGENCIES

In the event of an accidental spill of friable asbestos, the following shall occur:

- All personnel shall immediately vacate the area, erect a barricade at a distance of five (5) metres around the asbestos and notify the Control Room on extension [REDACTED] or [REDACTED]
- An Emergency Response Team member shall notify the Asbestos Co-Coordinator and the Environmental Scientist. The Asbestos Co-Coordinator will co-ordinate the cleanup, removal and disposal of the asbestos. This will generally involve the services of an approved Class A asbestos removal contractor.
- An incident report shall be initiated to ensure the source of the spill and the appropriate remedial action are followed up by the Area Manager.

In the event of a fire involving equipment or a building, which contains friable asbestos, the external emergency response personnel shall be notified of the presence of asbestos by the site's emergency coordinator. Information on known asbestos locations is in the Asbestos Containing Materials Register and Risk Assessment [[D0070781](#)]

11. BOMB THREAT

A bomb threat may be received directly at the site or indirectly via the Police. The Police Bomb Squad must be notified immediately if a bomb threat is received direction at Anglesea Power Station. Bomb threats may be in one of the following forms:

- Written threat
- Telephone threat
- Suspect object

11.1 WRITTEN THREAT

If a bomb threat is received in writing the following guidelines should be followed:

- Keep the letter including any envelope or container and avoid unnecessary handling
- Place in a plastic envelope to protect the evidence
- Contact Control Room on [REDACTED] immediately.

11.2 TELEPHONE BOMB THREAT

The receiver has a critical role to play when a threat call is encountered. A legitimate caller telephoning with desire to avoid injury or death may be prompted into giving a great deal of valuable information. Persons in this situation must remain calm and extract details that are crucial to assist management and the police in reaching decisions, perhaps aid in the detection of the device, or, the ultimate prosecution of the offender. A telephone threat checklist is an invaluable tool to threat interpretation (Appendix B).

- Obtain as much information as possible from the caller and keep them on the line as long as possible.
 - Act as if you have not understood the message,
 - Ask the caller to repeat the message,
 - Ask where the bomb has been placed, in what building,
 - When it will explode,
 - Why was this location selected,

- Should we evacuate,
- Why has the bomb been placed,
- What type of bomb,
- What do you want us to do, etc.

- Once the connection has been broken, hang up the phone in case caller recalls.
- Record the exact time.
- Notify the Control Room.
- Immediately complete Bomb Threat Checklist, noting:
 1. exact wording of the message,
 2. type of voice, (male, female, and child),
 3. distinguishing features of the callers voice,
 4. distinguishing noises or details noticed during the call.

NOTE: The Bomb Threat Checklist is reproduced in Appendix B.

11.3 EVALUATION OF THE THREAT

A bomb threat may be real or hoax. Every threat has to be treated as genuine until proven otherwise. **On receipt of a threat the police should immediately be advised.** The police in conjunction with management will evaluate the threat and decide the course of action to take.

11.4 DEALING WITH A SUSPECTED BOMB

The following procedure should be followed in the event of a bomb or suspicious package being discovered at the plant:

- **If a suspect object is located it must UNDER NO CIRCUMSTANCES BE TOUCHED in any way whatsoever.** The triggering of the device may rely on the finder touching or moving it in some way. The finder should:
 - Immediately evacuate the area to a safe distance and stay out of LINE OF SIGHT to the device. The key to effective evacuation in response to a bomb threat is DISTANCE and getting out of the LINE OF SIGHT.
 - Notify the Control Room on [REDACTED] or [REDACTED] immediately. ***Do not use portable radios or mobile telephones in the vicinity of a suspected device (Remote controlled devices may be actuated by Radio transmitters).***
 - If safe to do so, open windows and doors to disperse blast pressures in the event of the device functioning inside a building.
 - If possible and safe, switch off all machinery, power, gas, etc. in the area.
 - All personnel will adhere strictly to instructions given by emergency response personnel.

11.5 ERT RESPONSIBILITIES

- Ensure that the Area and Plant Manager has been alerted
- Have the plant ERT with emergency vehicles at the ready.
- Ensure no heavy vehicles are operating in the area.
- Ensure that **RADIOS** and **MOBILE PHONES** are turned off, within the vicinity of the object.

- Ensure that the Police have been notified and receive advice on what should be done until their arrival.
- Advise persons in the immediate area to evacuate as considered necessary, in consultation with the Police and management.

11.6 EVACUATION DISTANCES

The following evacuation distances should be used as a guide only. The distance and location of evacuation points in the event of a real or suspected device are to be confirmed by the senior emergency response person at the scene. In all cases, evacuation must occur to places outside the "LINE OF SIGHT" to the device:

- Car bomb or vehicle borne device: 300m.
- Letter bomb, incendiary or small device: 150m – 200m.
- Parcel bomb: 200 – 250m.
- Have the area closed off as deemed necessary to reduce entry by unauthorised persons.

11.7 INVESTIGATION OF SUSPECT OBJECT

The **Police**, assisted by members of the **Victoria Police Bomb Squad** will undertake the investigation of any suspect object located.

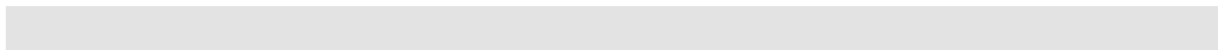
11.8 RE-OCCUPATION

The scene will remain under the control of the police until the area is declared "safe" and control restored to the organisation for subsequent re-occupation.

11.9 MEDIA MANAGEMENT

It is important to note that "publicity" may be partly or wholly the intent of the perpetrators of bomb related incidents, including hoaxes. Therefore, all official contacts with external parties, especially the media are to be made through the Anglesea Power Station Community Relations staff.

If individuals are approached directly for information or comment about an incident, they should be politely referred to Anglesea Power Station Community Relations staff. Under no circumstances should information be given out by unauthorised personnel.



12. SUSPICIOUS MAIL

It is important that personnel handling incoming mail, packages and stores be vigilant to the risks posed by suspicious mail or other items delivered to the plant. Such vigilance may need to be heightened during times of increased threat from terrorist or other sources.

Suspicious or hazardous mail may take the following forms:

- Dangerous chemical or biological agents/substances sealed in an envelope or package.
- An improvised explosive device sent via mail.
- Threatening letters to staff.

These types of parcels may be unlabelled, arrive by an unusual delivery service or could be ticking etc

The **Australian Bomb Data Centre** recommends the following system for helping to identify suspicious mail

SUSPICIOUS MAIL

E xcessive securing material	P roper names and title not, or incorrectly used
X cessive weight	A ddress – handwritten or poorly typed
P rotruding wires or tin foil	R estrictive markings eg. “CONFIDENTIAL”
L opsided or unevenly weighted	C ommon words misspelt
O ily stains and discolourations	E ither unusual or foreign origin
S tiff or rigid envelope	L acks address of sender
I s package expected	
V isual distractions	
E xcessive postage	

12.1 DEALING WITH SUSPICIOUS MAIL

12.1.1 PERSON FINDING SUSPICIOUS MAIL

If an item is considered suspect for whatever reason the following steps should be taken to ensure personnel safety:

- Check for a delivery docket.
- Check with the addressee if he/she is expecting the item. If a return address is on the article, check with the originator. Check with courier if details are known.
- **UNDER NO CIRCUMSTANCES** should any attempt be made to open the item, as it is generally this action that will cause the device to function.
- **Suspect items should not be transported or carried through congested areas** as this could expose people to unnecessary hazards

- Isolate the article and notify others in the area. Handle it carefully and place the suspected mail in a safe isolation area. Suspect items **should not be placed in confined spaces** such as filing cabinets or cupboards as this will only increase the blast effect if it functions. Where possible the article should be placed in an area where the gases produced by an explosion can be vented, for example near an open window.
- Direct any other staff member(s) who were in the immediate location at the time of opening to stay there.
- Do not touch any other staff member.
- Direct any staff not in the immediate vicinity to leave the area and cordon the area off if possible
- Advise that the air conditioning will be switched off.
- Obtain as much information as possible (without handling the suspect item) for the bomb technician in relation to dimensions, balance, stains, type or construction of the package and its exact location.
- Call Control Room on [REDACTED] and provide details
- **If a hazardous substance** is suspected
 - Stay in your work area and prevent others from entering
 - Keep your hands away from your face to avoid contaminating your eyes, nose and mouth
 - If possible (without leaving your work area) wash your hands
 - Consider the potential for cross-contamination and isolate those potentially contaminated from others in the immediate areas.
- **If a bomb is suspected**, initiate evacuation and prevent others from entering the building
- The emergency siren may be sounded to evacuate unaffected personnel from the building, but you must stay where you are and wait for the arrival of the emergency response personnel and follow their direction

12.1.2 EMERGENCY RESPONSE TEAM

This procedure is to be used as a guide and may differ according to the specific situation.

If a **bomb** is suspected, the Emergency Response Team (ERT) will follow the Suspected Bomb procedure previously outlined in this section.

If a **hazardous substance** is suspected the following actions are taken by the ERT

1. Contact emergency services (police, CFA, ambulance)
2. Arrange for the affected building air-conditioning to be isolated.
3. Co-ordinate evacuation of the building. Thought should be given to the appropriate muster point given the location of the suspicious parcel and the associated meteorological conditions.
4. Attend to any exposed employees. The employees should be calmly reassured that it is unlikely that they have, in fact been exposed to a harmful substance – but that precautionary decontamination is advised. The ERT member must wear the following PPE:
 - Self Contained Breathing Apparatus
 - Hooded splash suit
 - Rubber gloves
 - Rubber boots

5. Decontamination. The ERT member escort the employee/s to a nearby showering facility – outside safety showers are preferable.

The employee should be thoroughly washed while clothed – then, while showering, remove outer clothing down to his/her underwear. Care must be taken to avoid excessive exposure to cold and protect the employees' privacy.

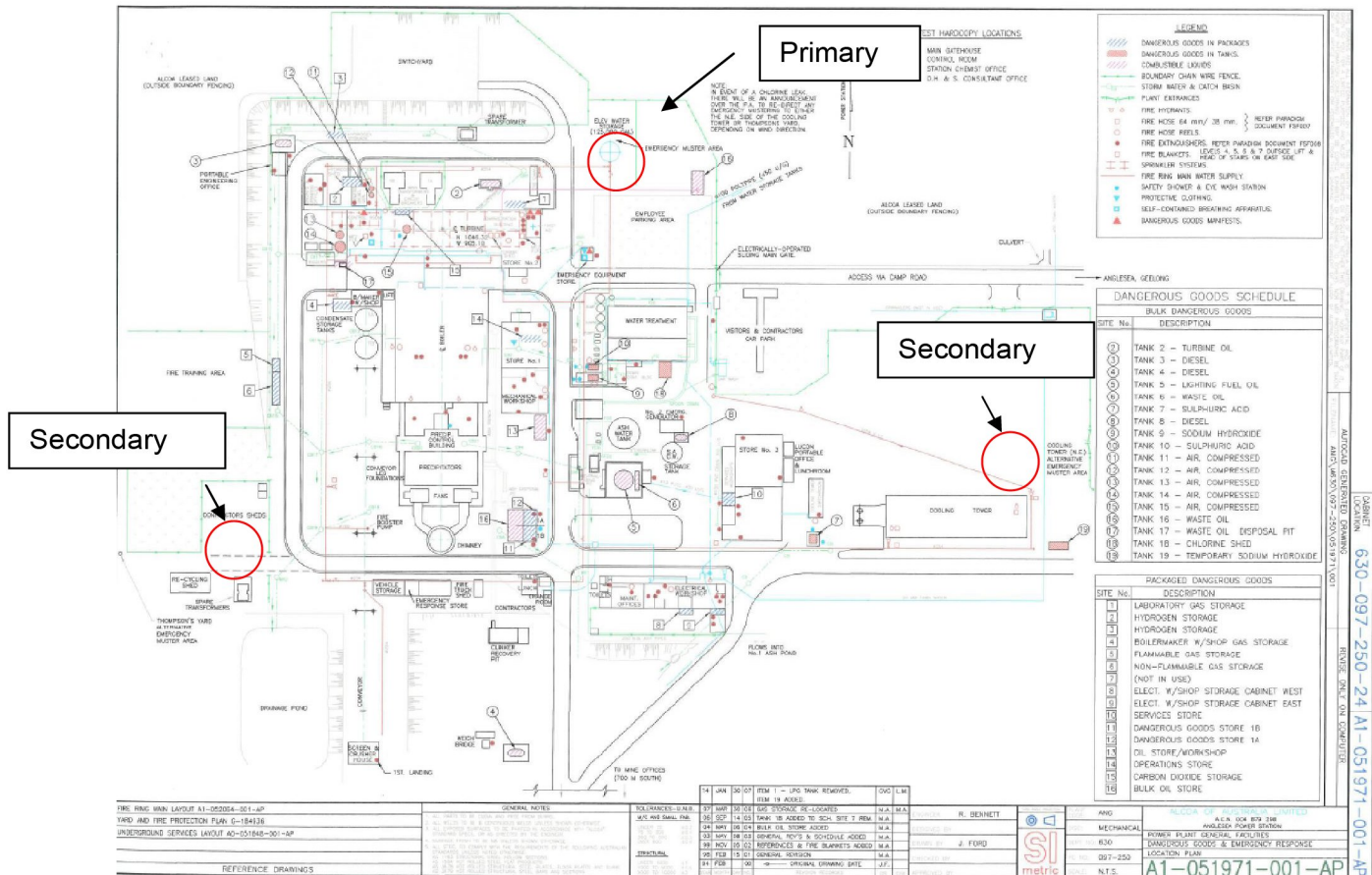
Provide towels, coveralls and blankets and transport the employee to a warm, quiet area to await further instruction from outside services

The ERT members then decontaminates him/herself by showering

Any further decontamination of the area will be at the direction of outside emergency services.

13. EVACUATION

13.1 EVACUATION ASSEMBLY AREAS



Anglesea Power Station has identified three evacuation assembly areas shown on the map above.

During an evacuation, personnel are required to move to the **designated primary assembly area** unless advised otherwise.

13.2 EVACUATION PROCEDURE

Normally the decision to evacuate is made by the Control Room/ERT but the Area Warden can make the decision to evacuate the building/area if circumstances warrant it.

When an evacuation is required:

- **Control Room** are contacted to initiate the evacuation alarm for the affected area/s
- On hearing the alarm, **all personnel** are required:
 - Stop work and leave the workplace in a safe state (if possible)
 - Move in an orderly fashion to the designated assembly area
 - Wait at the assembly area until receive further instruction.
 - Act under the instruction of the Area Wardens/Wardens.
- **The Area Warden:**
 - Ensures that the Emergency Response Team has been notified.
 - Implements the emergency procedures for their building/area.

- Check the floor area to ensure that people have evacuated to the designated assembly area.
- Performs a roll call at the assembly area and reports any missing persons and their last known location to the Area Warden. **Note this role call should include any visitors and contractors listed as working in the area.**
- Notifies the control room if anyone is missing.
- If safe to do so the ERT will initiate search of any missing personnel

14. CHLORINE LEAK

Chlorine is a clear amber colored liquid which vaporises to a greenish yellow gas at a temperature of 34°C. This gas is heavier than air. As a gas it has a penetrating and characteristic pungent odour and attacks moist tissue including the respiratory tract and eyes.

The storage area and the water pre-treatment house are equipped with chlorine leak detectors which sound a distinctive alarm if chlorine is detected.

The following step by step procedure should be used in the event of a chlorine leak:

1. Person finding leak – clear the area of personnel
2. Notify the Control room on [REDACTED] to sound the chlorine emergency siren
3. Determine the wind direction using the wind sock on top of the water treatment plant adjacent to the chlorine shed.
4. Evacuation of all personnel from down-wind of the leak (notification using PA system). Use of self contained breathing apparatus may be required. Self Contained Breathing Apparatus is available both at the Gate House and the Control room
5. Emergency evacuation area to be assigned up wind of leak.
6. Notify ERT of emergency details – location, wind direction, rescue of personnel.
7. ERT to co-ordinate the notification of Emergency Services (telephone 000)
8. ERT to co-ordinate the notification of Orica (telephone [REDACTED] 24 hrs/day)
9. If necessary, establish road blocks to ensure emergency services personnel are not exposed to gas cloud across access road.
10. Water fog may be used to dissipate chlorine gas but water **should not** be sprayed on to chlorine leak. Liquid chlorine should be dammed to prevent entry into drains and hollows.
11. Upon arrival of emergency services personnel, ERT members to assume a support role.

DO NOT ATTEMPT TO STOP LEAK UNLESS ABLE TO DO SO WITHOUT RISK TO SAFETY.

In the event of a MAJOR leak, it will be necessary for the Shift Supervisor to notify:

- All personnel to move upwind of the leak. (Notification using the PA system).
- Emergency Response team
- Emergency Services – telephone 000
- Fire Brigade – phone Anglesea 5263 1421 (or Geelong 5221 2755)
- Local Police – phone Anglesea 5263 3468 (or Geelong 5225 3100)
- Orica – phone Melbourne 1800 033 111 (phone is manned 24 hours a day)
- Station Chemist
- Environmental Scientist (who will notify EPA if necessary)
- Safety Co-ordinator (who will notify Victorian Workcover Authority if necessary)

- Power Station Manager
- Power Production Area Supervisor

First Aid

If chlorine has entered the eyes or is on the skin, irrigate copiously for at least 20 minutes with fresh water. Ensure patient receives medical attention urgently.

In the event of personnel being overcome by chlorine:

1. Remove the patient to fresh air.
2. If the breathing has ceased, commence artificial respiration at once.
3. Arrange for medical treatment

Surfcoast Medical Centre

2 McMillan St, Anglesea VIC 3230
(03) 4215 6700

Geelong Hospital Accident and Emergency
Ambulance

52267564
000

15. HYRDOGEN EMERGENCY

Hydrogen is a colourless, odourless gas. The gas is much lighter than air. It is supplied under pressure in red gas cylinders. The gas is highly flammable and readily forms an explosive mixture with air. Leaks may ignite spontaneously at room temperature. It burns with a colourless flame.

The following step by step procedure should be used in the event of a chlorine leak:

1. Clear area of personnel
2. Notify control Room on ext 222
3. Shut off all engines, electrical equipment and any other sources of ignition
4. Before entering suspected leak areas, check for fire with straw broom or similar to determine if gas has ignited. If escaping gas has ignited, allow to burn under supervision. Cool cylinders with water from a protected location. DO NOT approach cylinders suspected to be hot and removal any cool cylinders from the path of the fire.
5. Stop leak ONLY if safe and possible to do so.
6. Evacuate to a safe area upwind of leak.

In the event of a MAJOR leak it will be necessary for Power Production Personnel to notify:

- All personnel to evacuate area (notification via PA system)
- Emergency Response Team – to be on Standby
- Emergency Services – telephone 000
- Fire Brigade – phone Anglesea 5263 1421 or Geelong 5221 2755
- Local Police – phone Anglesea 5263 3468 or Geelong 5225 3100
- Power Station Manager
- Operations Area Supervisor

16. BUSHFIRE

In the event of a major bush fire threatening the Power Station/Mine the following should apply.

Safety of all personnel (employees, contractors and visitors) is our first priority. This also includes persons who may decide to evacuate from the town to the power station site (as occurred during the Ash Wednesday fire).

Roads off site may become impassable due to fallen trees, fallen powerlines, police roadblocks, heavy traffic, etc. therefore travel to and from the station must be done early. Personnel must either evacuate early or take shelter in the power station buildings. Late evacuation is NOT an option.

The following persons should leave site for travel home if safe to do so, after notifying their supervisor:

- Persons with property threatened or likely to be threatened by fire.
- Persons with medical conditions that would become aggravated during the bushfire emergency (i.e. asthma, heart conditions, anxiety / stress related conditions, etc.).
- Persons with family responsibilities with the likelihood of being delayed and who are unable to make alternative arrangements.
- Persons who are not required for essential positions;

Some essential personnel are those involved with Power Station Operations, Emergency Response, Mining Operations, First Aiders, High Voltage Operators, Reception and Management Representatives

16.1 FIRE BEHAVIOUR

A bushfire in our location will most likely consist of the following phases;

1. Massive **Spotting**, where air-borne embers starting numerous fires ahead of the main fire.
2. Followed by a **Crown Fire**, where fire will move quickly through the canopy (crowns) of the trees.
3. Followed by a **Surface Fire** in the fuels located between the forest floor and the tree canopy (note: this fire moves slower than the crown fire).

16.2 BUSHFIRE HAZARDS

Radiant Heat is the biggest killer in bushfires and is negated by sheltering behind solid objects, i.e. sheltering inside buildings.

Smoke will severely reduce visibility i.e. it can turn day into night, which makes vehicle operation extremely hazardous and also has severe impact on health i.e. breathing difficulties and debris in eyes are the two major injuries that will be experienced.

16.3 PREPARATION

Power Station

1. Control Room is to call out ERT members to assemble at gatehouse (using the PA system is preferable to the emergency siren as a full evacuation to the assembly area may not be desirable).
2. Control Room is to notify Mine ERT members via radio or phone.
3. Power Station ERT members are to liaise with Mine ERT members via radio or phone.

4. Power Station Operators will be guided by [opg024 Bushfires](#) (controlled documents)
5. Rotating PSO3 Operators from maintenance are to contact the control room to provide assistance with plant operations, preparations, etc.

Coal mine

1. Mine ERT members are to liaise with Power Station ERT members via radio or phone.
2. Mine operations will be guided by SWI – Management of Hot Coal and Coal Fires [D0144714](#)
3. Move mobile equipment off coal surfaces – to park-up area or onto overburden.
4. The water cart should be filled with water and strategically located for access immediately after the main fire front has moved through. It should be parked away from any combustible.
5. Secure mine workshop and mine outbuildings from ember attack.
6. Move coal mine personnel's vehicles to power station car park.
7. Mine personnel to assemble at power station reception and await direction.

16.4 STRATEGY

Take shelter until the bushfire front passes, after which the ERT will patrol and suppress any spot fires threatening our assets, prioritising on those assets that would result in lengthy delays to production. Some of these assets include coal handling equipment, switch rooms, mine coal surfaces, etc. For any coal fires caused by bushfire ember attack or similar external source, refer the section 17 Coal Fire.

At no time will the ERT enter surrounding bushland or treed areas, even after the fire has passed.

Notify Station Personnel

Once the ERT Leader has been appraised of the situation and the course of action has been decided upon it is important to brief all personnel, (employees, contractors and visitors), of what is known about the fire situation, what is being done and what is expected of them.

Consider:

- Face-to-Face briefing. Activate fire siren to assemble personnel under elevated water tank assembly point, but consider holding the briefing in a large sheltered area such as the power station mechanical maintenance workshop.
- A briefing over the radio for the mine crew may be required if equipment is still being moved up.

16.5 RESPONSIBILITIES

Power Station:

	Day Work	Day Shift	Night Shift
	Mon – Fri 7am – 5pm	Mon – Fri after 5pm, & Weekends 7am – 7pm	7pm – 7am
Power Station Management	<ul style="list-style-type: none"> Co-ordinate activities with Control Room 	<ul style="list-style-type: none"> Co-ordinate activities with Control Room 	<ul style="list-style-type: none"> Co-ordinate activities with Control Room
Administration	<ul style="list-style-type: none"> Maintain reception presence and switchboard manning. 	N/A	N/A
Operations	<ul style="list-style-type: none"> Follow Link to opg024 Bushfires 	<ul style="list-style-type: none"> Follow Link to opg024 Bushfires 	<ul style="list-style-type: none"> Follow Link to opg024 Bushfires Call in personnel if equipment needs to be moved off coal surfaces, and they can travel to site safely. <ul style="list-style-type: none"> If the threat of fire to the mine is imminent, call-in at least two experienced operators from the roster to undertake coal fire fighting duties (where safe to do so).
Maintenance	<ul style="list-style-type: none"> Rotating PSO3's contact the Control Room (to assist with plant operation and isolations). Escort visitors to reception (if required). 	N/A	N/A
Emergency Response Team	<ul style="list-style-type: none"> Assemble at gatehouse. Liaise with Mine ERT. 	<ul style="list-style-type: none"> Assemble in Control Room. Call-in additional ERT personnel (if able to travel safely to station), assemble in Control Room. 	<ul style="list-style-type: none"> Assemble in Control Room. Call-in additional ERT personnel (if able to travel safely to station), assemble in Control Room.
Contractors & Visitors	<ul style="list-style-type: none"> Leave site if safe to do so, ensuring normal site supervision is notified and normal sign-out provisions are followed. If not safe to leave site, assemble at reception. 	N/A	N/A

Coal Mine

	Day Work	Day Shift	Night Shift
	Mon – Fri 7am – 5pm	Mon – Fri after 5pm, & Weekends 7am – 7pm	7pm – 7am
Mine Management	<ul style="list-style-type: none"> • Co-ordinate activities with Control Room 	<ul style="list-style-type: none"> • Co-ordinate activities with Control Room 	<ul style="list-style-type: none"> • Co-ordinate activities with Control Room
Coal Production, Overburden Removal	<ul style="list-style-type: none"> • Move equipment off coal surfaces. • Park up equipment. • Secure buildings • Move private cars to station car park. • Assemble at reception. • Water cart to be filled with water and located immediately at main fire front. <p>If a Total Fire ban day is declared and/or the threat of fire to the mine is high, organise a call-in roster for the night shift.</p>	<ul style="list-style-type: none"> • Move equipment off coal surfaces. • Park up equipment. • Secure buildings • Move private cars to station car park. • Assemble at reception. • Water cart to be filled with water and located immediately at main fire front. • If a Total Fire ban day is declared and/or the threat of fire to the mine is high, organise a call-in roster for the night shift. 	<ul style="list-style-type: none"> • Call in personnel if equipment needs to be moved off coal surfaces, and they can travel to site safely. • If the threat of fire to the mine is imminent, call-in at least two experienced operators from the roster to undertake coal fire fighting duties (where safe to do so).
Mine Workshop	<ul style="list-style-type: none"> • Secure buildings. • Move private cars to station car park. <p>Assemble at reception.</p>	<ul style="list-style-type: none"> • Secure buildings. • Move private cars to station car park. • Assemble at reception. 	N/A
Emergency Response Team	<ul style="list-style-type: none"> • Liaise with PS ERT. Follow instructions from ERT Leader. 	<ul style="list-style-type: none"> • Liaise with PS ERT. • Follow instructions from ERT Leader. 	<ul style="list-style-type: none"> • Call in personnel if required and they can travel to site safely.
Contractors & Visitors	<ul style="list-style-type: none"> • Leave site if safe to do so, ensuring normal site supervision is notified and normal sign-out provisions are followed. • If not safe to leave site, assemble at reception. 	<ul style="list-style-type: none"> • Leave site if safe to do so, ensuring normal site supervision is notified and normal sign-out provisions are followed. <p>If not safe to leave site, assemble at reception.</p>	N/A

17. COAL FIRE

In the event of a coal fire the following should apply.

Safety of all personnel (employees, contractors and visitors) is our first priority. This also includes any emergency personnel, such as the CFA, who may have been called to provide assistance in extinguishing any large coal fires.

17.1 FIRE BEHAVIOUR

Coal, in its pre-mined state, may give off some vapour, a feature that can be observed on cold mornings during mining operations. This normal feature is not an issue, but when observed in loose or cracked coal for prolonged periods, can be an indicator that the coal is self-heating. When coal begins to self-heat, it starts to steam, the warm coal may be seen to sweat and there may be areas coated with a white discolouration. If left unattended, the coal will continue to self-heat to its critical temperature when ignition will occur in the form of observable 'blue' smoke, acrid smell and the potential to smoulder and burn as embers and flame. The source 'hot spot' must be found and dealt with to alleviate the burning process.

Coal can also be ignited from external sources such as spotting from wildfires (for procedures (see 16. Bushfires above).

17.2 COAL FIRE HAZARDS

Burning coal can give off a strong acrid odour and a range of gases, however the most significant gas to be aware of, from a safety perspective, is carbon monoxide. Precautions should be taken to monitor for this gas whenever working on a coal fire

Coal, which has reached a certain temperature, may continue to heat up and eventually catch fire. If hot coal is sent to the Power Station, there are potentially serious risks to people and plant, for example:

- a major fire if the hot coal is stored for too long due to coal system stoppages caused by breakdowns, maintenance or mill changes,
- potential explosion if coal dust is ignited eg in the dust collection system
- damage to conveyor belting if stopped with hot coal on it

17.3 PREPARATION

1. Daily inspection tours of the mine shall include observing for potential hotspots using both odour and visual indicators to highlight any issues [D0268651](#).
2. Any odours or observed vapours arising from coal areas shall be assessed for potential further heating and removed if assessed as a potential coal fire source.
3. Housekeeping of coal fines and disturbed coal is critical in maintaining a proactive approach to coal fires. Coal of this nature should be mined at the earliest possible time and any loose coal should be cleaned up on a regular basis as part of the mining process.
4. Final coal batters shall be covered with overburden at the earliest practicable time.
5. The mine water cart should be left full at all times in case of emergency requirements.

17.4 STRATEGY

18. The SWI – Management of Hot Coal and Coal Fires shall be followed [D0144714](#)

18. OTHER EMERGENCY SITUATION

18.1 KIDNAP, HOSTAGE OR SIEGE

In the event of a hostage, kidnap or siege type situation arising at Anglesea Power Station, it is highly likely that the person(s) perpetrating the incident will be armed and/or dangerous. In addition to following the **standard emergency response procedures (Section 5)** the following guidelines should be followed by the ERT

- Avoid contact/confrontation with the assailants
- Contact the police immediately
- Remove staff and visitors away from the area
- Assemble personnel with direct knowledge of the events and try to ascertain the following details:
 - Exact location of the incident
 - Number and names of hostages
 - Number of assailants
 - Weapons – type and number
 - General nature of the situation i.e. criminal, domestic, mentally disturbed
- Assist the police on their arrival

Under no circumstances should personnel at Anglesea Power Station attempt to rescue a hostage or persons from a kidnap or siege situation. Such actions are most likely to endanger the captive as well as the prospective rescuer.

18.2 SITE PLANT BLACK PROCEDURE

The Anglesea Power Station Site Plant Black Procedure details the response initiated during a power blackout to the site. The procedure requires certain steps to be taken to ensure the safety of all personnel working at Anglesea Power Station.

D0010539 OPG013 - Site Plant Blackout Procedure

18.3 UNAUTHORISED ENTRY TO PLANT

Employees confronted by unauthorised personnel on the premises should take the following steps:

- If you believe the person is not likely to threaten your safety ask them to leave the premises immediately.
- You may need to escort them to the nearest exit for their own safety.
- During normal working hours notify Power Station Manager or Mine Manager.
- After hours notify the Control Room.
- If they threaten you in any way or appear likely to be threatening or are involved in suspicious and/or unlawful activities observe their movements from a safe distance.
- Arrange for the police to remove them.
- Note description, vehicle registration, activity involved in, etc.
- If it is necessary to call the police for removal of unauthorised personnel after hours the Power Station Manager must be notified.

18.4 CHEMICAL SPILLS ON PUBLIC ROADWAYS AND HIGHWAYS

This applies particularly to deliveries to the Anglesea Power Station.

The driver of the vehicle is responsible for managing the emergency and must take the following actions:

- Notify the Police or Fire Brigade of the incident as soon as possible.
- Notify the prime contractor as soon as possible.
- Provide reasonable assistance to an authorised officer or officer of an emergency service, as required by the officer.

The driver of the vehicle must take all safe and practical steps to:

- Carry out any emergency procedures recommended in the emergency information.
- Carry out procedures set out in any emergency plan.
- If there has been an escape of flammable goods – to prevent other vehicles, other dangerous goods and any source of ignition including people carrying mobile phones/radios from coming within 15 metres of the driver's vehicle, or, if a greater distance is specified in emergency information relating to the flammable dangerous goods, that distance.
- Warn or cause to be warned any person in the vicinity who may be at risk.
- Prevent or minimise the escape of the dangerous goods and their entry into drains, sewers or water courses.

Alcoa's involvement in this type of emergency is to provide assistance as appropriate. If the driver is injured his welfare must be attended to and in this circumstance the Emergency Response Team Leader must ensure the above actions are carried out on the driver's behalf.

18.5 ADVERSE WEATHER CONDITIONS

18.5.1 RAIN

Flooding resulting from widespread heavy rainfall over an extended period presents a risk to the mine particularly when rainfall at the power station is not indicative of rainfall in the catchment areas of Salt and Marshy Creeks. There will be adequate warning if the water level in the diversion channel is monitored regularly when these conditions occur.

*If concerned flooding of the mine may occur the **Mine Manager** should be contacted so preventative action can be arranged.*

18.5.2 WIND

Destructive winds rarely occur at the power station, however an awareness of the effects caused by strong winds need to be known.

Strong wind during dry, hot periods in summer add considerably to the potential for damage from bush fires.

During dry, hot periods, dust from the mine can become airborne leading to dust being blown into Anglesea. This can result in community complaints.

Mine personnel should be alerted if dust is coming from the mine so dust suppression measures can be taken.

Persistently windy conditions can cause cladding and roof sheeting to be released. Dangers posed include injury to personnel, damage to plant and short circuiting of electrical equipment from airborne sheeting.

If there is some warning of an impending wind storm, possible steps to take include:

- Remove or anchor items with the potential to become wind-borne missiles in the area around the offices and workshops.
- Isolate electrical lines where possible, especially if the weather is hot and dry, and the risk of fire is high.
- Direct all employees to safe sheltering places within the offices, workshops and Security Guardhouse.

After the wind has abated, account for all people, and inspect all buildings, facilities and roads to ensure they are safe to use before work resumes. Injured people, damaged storage tanks, or fallen power lines require an urgent response.

The following points should be taken into account to ensure that personal safety is optimised during destructive winds:

- Seek shelter, preferably in a permanent, well-built building, to avoid being hit by flying debris.
- Think about where to shelter within the building if the roof were blown off (under a desk or table, or in a basement).
- If forced to travel in a vehicle, expect to meet obstacles across the road, including live electric power lines.
- If caught outside, shelter in a vehicle, or behind large immovable objects such as fallen logs.
- Don't shelter downwind of large trees which have the potential to fall.

18.5.3 ELECTRICAL STORMS

Lightning can cause death or serious injury to personnel and damage to property. If a person has been struck by lightning immediately commence first aid treatment and arrange for urgent medical assistance. If alive, their injuries are likely to be severe.

18.6 PERSONNEL OVERDUE WHEN WORKING IN FIELD

Field workers must inform members of their team of their intended work location and their estimated time of return (ETR) before going out into the field.

- At 30 minutes after the field worker's estimated time of return (ETR) their team try to contact the person by radio, at 5 to 10 minute intervals.
- At 60 minutes after ETR, the field worker's supervisor is contacted, and attempts are made to locate the field worker at home, or other likely location.
- If the field worker is not found off site, then the Emergency Response Team is notified.
- Emergency Response Team members start searching in the field, at the field worker's intended work location.
- The State Emergency Service (SES) is placed on standby.
- At 2 hours after ETR, the SES is asked to assist with the search.
- The Power Station Manager and the Police are notified.
- The search continues until the person is found.

18.7 EARTHQUAKE

Earthquakes are not common in Victoria.

Earthquakes are not directly life-threatening, but their effects are. The main hazards are collapsing buildings and structures, falling debris, electrical hazard and fire.

EMERGENCY RESPONSE

1. RAISE the alarm (Phone [REDACTED]) to initiate emergency response.
2. EVACUATE the occupants of all buildings to a safe muster area.
3. ACCOUNT for all employees.
4. ATTEND to those people injured.
5. ISOLATE power and water to damaged buildings.
6. ORGANISE a search for anyone missing.

Heavy equipment may be needed to move building debris to facilitate the search. Turn off all engines from time to time to listen for signs of life from anyone trapped under rubble.

7. Keep ERT crew on ALERT in case fire breaks out.
Emergency water supplies may be needed if tanks or pipes are damaged.
8. CHECK all buildings for structural damage and electrical safety before allowing their re-occupation.
9. CHECK all tanks, especially those containing hazardous materials for damage and leaks, and damage to their tank stands.
Temporarily bund if necessary.
10. CHECK all roads and conveyors for obstacles and damage before normal operations recommence.
11. CHECK all bridges for structural damage before driving over or under them.

In a Building

Timber or steel framed buildings are more flexible and are less likely to collapse than masonry buildings.

If caught in an office building or crib room during an earthquake, stand in a doorway, or shelter under a strong table or desk, in case the roof or walls collapse, or heavy items from the ceiling or roof fall through to the floor. Avoid basements.

In workshops, shelter under benches, or in office doorways. Beware of heavy objects which could fall, such as machines on stands, overhead cranes, electric motors, roll-up doors, overhead tanks and heavy light fittings.

Evacuate the building (especially masonry buildings) as soon as safe or possible to do so, watching out for falling objects as you emerge into the open.

In a Vehicle

If driving, stop at a safe spot, away from overhanging branches, tall trees, power poles, power lines and bridges.

After the earthquake is over, proceed with caution, watching out for obstacles on the road such as power lines or trees, damaged bridges, and large cracks or bumps in the road. Don't risk driving over or under bridges before they are checked, except in a life-threatening emergency.

In the Open

If in the open during an earthquake - stay there. Keep clear of potential falling objects such as buildings, trees, towers, overhead tanks, power poles and power lines.

18.8 CRANE RESCUE

Access to the 45 Ton turbine crane poses particular problems. It is an important part of emergency preparedness to consider issues of crane access and rescue in advance.

General initial emergency response across the Anglesea site is by the Emergency Response Team (ERT). It is expected that ERT access to any onsite emergency will take no longer than 3-4 minutes.

As the incident controller, the ERT will then make decisions regarding treatment, rescue and any need for external emergency services.

This procedure outlines the general emergency procedures used in rescuing an injured, ill or stranded person from a crane.

General Crane Rescue Procedure:

The following is the general procedure to be followed by ERT members in crane rescue procedures.

- Responsibility for making specific decisions as to the exact procedure in any incident is that of the attending ERT. At all times the safety and well-being of trapped person/s and emergency responders will be given priority.
- Emergency notification is by immediate notification to Control Room by plant phone (extension [REDACTED]), mobile phone ([REDACTED]) or plant radio set to channel 1. This procedure is detailed fully in the Plant General Emergency Notification and Evacuation Procedure.
- Response to an emergency involving a person or persons on a crane will be by the Emergency Response Team. Standard rope rescue equipment likely to be needed in a crane rescue is located in the Emergency response Store.
- On arrival the ERT will perform a situation assessment and will advise the Control Room if outside emergency services are required.
- ERT members are equipped and trained in first aid and rescue. The equipment and method used to rescue a casualty or stranded crane driver will be determined at the time by the ERT depending on the particular circumstances – including :
 - Crane location
 - Casualty condition - Injury or illness
 - Availability of EWPs
 - Other circumstances e.g. fire, fumes

If there is no urgency about rescuing the person/s trapped in or on the crane, the ERT will consider the use of Elevated Work Platform (such as a scissor lift) to safely transport the trapped person/s to the ground. This would depend on the position of the crane at the time of the emergency.

In all circumstances the crane is to be isolated according to LOTO procedures before any attempt to access the crane using an elevated work platform. All precautions must be taken to ensure the crane cannot move when being accessed.

If a casualty is injured the ERT will attend and stabilise the casualty before rescuing them, from the crane. If the casualty needs to be lowered to the ground quickly then the ERT would most likely use the following equipment:

- Stretcher
- Mechanical Advantage Device
- Other rope rescue equipment.

Access to crane by Emergency Responders

Crane rescue as described above is dependent on emergency responders (ERT) being able to safely access the trapped person/s.

19. EMERGENCY RESPONSE INFORMATION

19.1 GENERAL

In the event of an external emergency situation, the following website may provide additional information:

<http://portal.em.vic.gov.au/referencedocuments/SCC-Daily-Intel-Summary.pdf?v=3>

In the event of an external fire emergency situation, the following resources will provide additional information:

- Vic Emergency Website – <http://www.emergency.vic.gov.au/map#now>
- ABC Radio 774 on portable radio in control room or via internet on http://www.abc.net.au/radio/player/beta.#live/local_melbourne

The information in this section is primarily for use by the Emergency Response Team and external emergency services. It provides them with important information to enable them to respond appropriately to an incident. These documents are managed separately from the Emergency Plan to allow them to be rapidly updated to maintain currency and to keep the information to a size that is easy to use in an emergency. Links to the documents (except site maps) included in this section are included below.

19.2 EMERGENCY CONTACT DETAILS

[D0083229](#)

19.3 REGISTER OF EMERGENCY RESPONSE EQUIPMENT

[D0028888](#)

19.4 MANIFEST OF DANGEROUS GOODS

[D0064552](#)

19.5 SITE MAPS

Description	Drawing Number
Dangerous Goods and Emergency Response Location Plan	A1-051971-001-AP – Power Station
	A1-051971-002-AP - Mine
Fire Ring Main Layout	A1-052064-001-AP

19.6 LOCATION OF HARD COPIES

In compliance with the Dangerous Goods (Storage & Handling) Regulations 2012, these documents are kept in a place where they are readily accessible to the emergency services. The locations of hard copies are listed below:

1. Control Room
2. Environmental Scientist – Dangerous Goods Manifest
3. Maintenance Manager
4. Mine Manager
5. Operations Area Supervisor
6. Power Station Manager
7. Reception
8. Station Chemist
9. Emergency Response Co-ordinator

20. APPENDIX A – ROLES AND RESPONSIBILITIES MATRIX

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
All workers	<ul style="list-style-type: none"> Do not respond to incident unless trained and confident to do so (eg. CPR\use fire extinguisher) Withdraw to a safe area, unless instructed by the ERT to do otherwise. Provide assistance and advice as requested by emergency responders Ensure other staff\personnel are safe Evacuate the area expeditiously if ordered to do so Keep your personal contact information up to date in My Alcoa. 		<ul style="list-style-type: none"> If practicable & safe, fight the fire with available resources. Assist emergency personnel as requested. Know how to use a fire extinguisher Comply with SWI's when carrying out Hot Work 	<ul style="list-style-type: none"> Assist emergency personnel as requested 	<ul style="list-style-type: none"> Report to Control Room 	<ul style="list-style-type: none"> Report to Control Room 	<ul style="list-style-type: none"> Where possible & safe to do so, wardens move throughout the building\area to ensure all persons have been evacuated. Perform Area Warden Role Wardens: <ul style="list-style-type: none"> Ensure orderly flow of persons to the assembly area Assist persons with disabilities Perform a roll call at the safe assembly area and report any missing persons and their last known location to Area Warden Report to the Area Warden on completion of required activities
Supervisors (as for all workers plus....)	<ul style="list-style-type: none"> Ensure the crew ERT's receive required training Ensure that the required number of ERT's are available on each shift Include emergency preparedness in work planning process Ensure wardens have been nominated & trained 	<ul style="list-style-type: none"> Encourage personnel to undertake basic first aid training Sponsor CPR and other emergency response training as 	<ul style="list-style-type: none"> Check fire extinguishers regularly Ensure other personnel in the area are safe Ensure Hot Work policy is adhered to in 	<ul style="list-style-type: none"> Ensure Confined Space & Fall prevention policies are adhered to in your area Post incident, resume control and 	<ul style="list-style-type: none"> Ensure crew members know the hazmat hazards in your area and follow the appropriate SWI's Know the location and contents of spill packs in your area. Understand the 	<ul style="list-style-type: none"> Ensure appropriate personnel receive training Arrange for bomb threat drills to be practiced Post-incident, 	<ul style="list-style-type: none"> Decide the need for an evacuation, and then notify Plant Protection Office. Instruct all personnel (including contractors) to endeavour to make the workplace safe. Evacuate all personnel to the designated assembly

Authorisor: [REDACTED] Version: 4.1 Current Id: 26137/268963 Mod: 06-Jan-15 Print: 22-Jun-15 Page: 55 of 77

Responsible Person: ANG Power Station Manager

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
	<ul style="list-style-type: none"> • Be available at close hand if required by the emergency response personnel • Assist in the provision of resources to manage the incident as requested by Emergency Response Coordinator \ERT's • Ensure area emergency response equipment (eg. fire extinguishers) are serviceable • Understand the Emergency Management Plan • Resist the urge to 'manage' the emergency incident • Ensure the safety of other personnel • Be available at close hand if required by the emergency response personnel • Keep other staff/personnel informed as much as possible • Inform the 'line' as far as practicable and keep them informed as events unfold • Assist in the provision of resources to manage the incident as requested by ERT's • Be available to manage and follow-up and 	<p>required for area</p> <ul style="list-style-type: none"> • Post-incident, resume control and coordinate area recovery and incident follow-up as appropriate • Ensure roads and access ways are unobstructed and that emergency response vehicles can gain access to egress from the incident safely and without delay. 	<p>your area</p> <ul style="list-style-type: none"> • Assist and advise fire fighting teams as required • Post incident, resume control and coordinate area recover and incident follow up as appropriate • Ensure roads and access ways are unobstructed and that emergency response vehicles can gain access to and egress from the incident safely without delay 	<p>coordinate area recovery and incident follow up as appropriate</p> <ul style="list-style-type: none"> • Ensure roads and access ways are unobstructed and that emergency response vehicles can gain access to and egress from the incident safely and without delay 	<p>emergency response procedures for incidents involving hazmat etc.</p> <ul style="list-style-type: none"> • Ensure hazard assessments are completed and SWI's developed for all hazmat etc. used and/or stored in your area • Understand the emergency response procedures for incidents involving hazmat etc. • Carry out regular reviews of hazard assessments in relation to hazmat • Ensure that regular checks of spill packs in area are carried out. • Ensure roads and access ways are unobstructed and that emergency response vehicles can gain access to and egress from the incident safely and without delay. 	<p>resume control and coordinate area recovery and incident follow-up as appropriate.</p>	<p>area</p> <ul style="list-style-type: none"> • Direct the wardens to check the floor area to ensure people have evacuated to the assembly area. • Monitor people at the assembly area some may need reassurance • Assist the Emergency Response Co-ordinator and Emergency Response Team if requested • Wait at the designated assembly area until informed by the Emergency Response Co-ordinator that it is safe to return to the area. • Arrange for evacuation plan to be practised in accordance with plan. • Ensure that any gaps identified during incidents/drills are closed.

Authorisor: [REDACTED] Version: 4.1 Current Id: 26137/268963 Mod: 06-Jan-15 Print: 22-Jun-15 Page: 56 of 77

Responsible Person: ANG Power Station Manager

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
	<p>recovery operations after the incident</p> <ul style="list-style-type: none"> Notify the Emergency Response Coordinator of any changes to emergency contact details in your area 						
Contractor Supervision (as for all workers plus.....)	<ul style="list-style-type: none"> Understand the Emergency Management Plan Coordinate emergency response procedures for contractors with area supervision Keep the ERT informed of any changes to the contact details for key personnel and emergency contacts 				<ul style="list-style-type: none"> Ensure personnel understand the risks and procedures in relation to hazmat as appropriate to the areas in which they work 		<ul style="list-style-type: none"> Ensure that all contractors onsite are familiar with the evacuation plans Ensure that contractor facilitators can account for their personnel in the event of evacuation
Area Management (as for all workers plus.....)	<ul style="list-style-type: none"> Review Emergency Plan annually Ensure all area contingencies\risks are covered by the plan Ensure your contact details are up to date in the plan 				<ul style="list-style-type: none"> Ensure appropriate contingency plans are in place to minimise the potential impact of any spill and/or release Understand the plants Emergency plan and contribute to its review. 		
Plant Manager (as for all workers)	<ul style="list-style-type: none"> Review Crisis Management Plan annually Sponsor CMR training at least annually 						

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
Control Room Operators (as for all workers plus....)	<ul style="list-style-type: none"> Review and update Emergency Contact list 6 monthly Activating the incident log and recording details of the call for assistance Calling the Emergency Response Co-ordinator & ERO's to respond as necessary Initiating calls to external agencies as appropriate and coordinating their arrival, briefing and escort as necessary Ceasing all other high risk work around the plant in accordance with extant policy (eg. Confined Spaces) Provide support as required by Emergency Response Co-ordinator & ERO's Activate the emergency evacuation alarm(s) as required. Assist line management with contacting personnel when requested 		<ul style="list-style-type: none"> Obtain all relevant details from the person reporting the fire and relay to Emergency Response Co-ordinator Coordinate call out of ERTs if required Coordinate the safe arrival and deployment of external services are required Maintain a full and accurate log of events Report fire to CFA 		<ul style="list-style-type: none"> Ensure that Emergency Information is available as required for external emergency services or cleanup contractors Maintain up to date contact lists for releases\spills 		<ul style="list-style-type: none"> Activate emergency evacuation alarm for the specific area(s) on the PA & Plant Radio system Telephone the facilitator or responsible person of the affected area to request a full or partial evacuation of all occupants in the building to the designated assembly area Request Emergency Response Team members report to Control Room if outside normal work hours Confirm with Emergency Response Coordinator that the area evacuation has been implemented Notify all other areas, of the specific area(s) that are under evacuation and that NO one is permitted to the area(s) Log and record ALL information on the appropriate forms Situate a person at the other plant entrances to stop people entering the plant. If the entire plant is to be evacuated due to major fire, explosion or bomb threat the Police must be called immediately

Authorisor: [REDACTED] Version: 4.1 Current Id: 26137/268963 Mod: 06-Jan-15 Print: 22-Jun-15 Page: 58 of 77

Responsible Person: ANG Power Station Manager

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
Emergency Response Coordinator (as for all workers plus....)	<ul style="list-style-type: none"> Review and update Emergency Management Plan as required Communicate changes to the plan and coordinate plant emergency response training Ensure ERT structure is kept current and appropriate training is given To get to the scene safely and without delay Assess situation and dangers on arrival Take control of incident and coordinate internal emergency response activities until conclusion of the incident or until relieved of this duty by an external agency under the provisions of this plan Report the initial assessment of the situation to the PPO and request back up as required Take command of ERT's and any other personnel involved at the scene Assess the need for and initiate evacuations as required Assess the need to call for other activities, such as 	<ul style="list-style-type: none"> Ensure ERT's are appropriately trained Coordinate the first aid response by the Emergency Response Team Consider the need for an ambulance Call for external assistance as appropriate 	<ul style="list-style-type: none"> Ensure ERT's are appropriately trained Emergency Response Co-ordinator is to deploy the fire tender and activate ERTs as required Assess the situation on arrival and arrange initial deployment fire fighting team Extinguish or contain fire using plant fire fighting resources and equipment Call for external assistance if fire cannot be extinguished using plant resources Coordinate with CFA officers the management of the fire 	<ul style="list-style-type: none"> Ensure ERT's are appropriately trained 	<ul style="list-style-type: none"> Review and update Emergency Management Plan as required Ensure ERT's are appropriately trained to deal with releases\spills Ensure local emergency services can respond effectively to releases\spills when requested Understand the full range of hazards associated with hazmat located at the plant. Maintain currency in dealing with release\spill emergency procedures Call for external or specialist assistance as appropriate 	<ul style="list-style-type: none"> Ensure Control Room & ERT's are appropriately trained 	<ul style="list-style-type: none"> Ensure annual calendar for evacuation drill is developed Monitor complete with scheduled evacuation drills Review evacuations debrief minutes and update the Emergency Plan as necessary. Upon arrival at the incident, assess the situation and report this information back to the Control Room Operators, requesting assistance and backup if required Consider the need to evacuate and call the evacuation if necessary State whether full or partial evacuation is required Ensure the Control Room Operators are notified that the evacuation of the affected area is complete Be sure to inform the Control Room Operators of any special hazards associated with the emergency. Keep the plant protection office informed with regular situation reports Coordinate Emergency

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
	<p>hazardous work\confined space entry, to be halted whilst the emergency is dealt with and take action as necessary</p> <ul style="list-style-type: none"> Keep area personnel informed at the scene as far as is practicable If external agencies are deployed, coordinate their arrival, briefing and response to the incident Keep the plant protection office informed with regular situation reports 		<ul style="list-style-type: none"> On completion of fire fighting task, coordinate the recovery of emergency services to full readiness 				<p>Response Team members</p> <ul style="list-style-type: none"> If safe to do so, situate a person at area entry points to stop vehicles and people entering the area.
Crew ERT's (as for all PA personnel plus....)	<ul style="list-style-type: none"> Respond to instructions given by the Emergency Response Coordinator Carry out first aid, fire fighting, rescue or other activities as directed and within the limitations of training received 	<ul style="list-style-type: none"> Carry out first aid activities as directed and within the limitations of training received Assess the need for an ambulance and notify HRO of requirements 			<ul style="list-style-type: none"> Understand the hazmat hazards and spill\release responses in your area 		
Power Station Environmental Scientist (as for all workers plus....)	<ul style="list-style-type: none"> Facilitate the review and update hazmat sections of plan as required Facilitate annual check of spill kits 	<ul style="list-style-type: none"> Resource to provide more detailed information about the chemical properties of a material, or advise of 	<ul style="list-style-type: none"> Provide advice as required on potential chemical contaminants, levels, appropriate respiratory 		<ul style="list-style-type: none"> Oversee the management of the plant's dangerous\hazardous materials manifest Review and update emergency procedures and 		

Authoriser: [REDACTED] Version: 4.1 Current Id: 26137/268963 Mod: 06-Jan-15 Print: 22-Jun-15 Page: 60 of 77

Responsible Person: ANG Power Station Manager

POSITION	GENERAL	MEDICAL	FIRE	RESCUE	HAZMAT\ DANGEROUS GOODS	BOMB THREAT	EVACUATION
		potential contaminants in an area of work potential exposure levels etc	protect etc.		contacts in respect of spills/releases as appropriate and provide specialist advice in relation to spill/release response procedures		
Administratio n Assistant (as for all workers plus....)	<ul style="list-style-type: none"> • Ensure emergency response training records are maintained 				<ul style="list-style-type: none"> • Understand the procedure for handling suspicious mail • Understand the bomb threat procedure • Have telephone bomb threat warning forms available for use. 		

21. APPENDIX B - BOMB THREAT CHECK LIST (FOR RECIPIENTS OF TELEPHONE CALL)

BOMB THREAT CHECKLIST

QUESTIONS TO ASK

- When is the bomb going to explode?
- Where did you put the bomb?
- When did you put it there?
- What does the bomb look like?
- What kind of bomb is it?
- What will make the bomb explode?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name?
- Where are you?
- What is your address?

EXACT WORDING OF THREAT

Report the call **immediately** to the Power Station Manager or Fuel Production Manager

RECIPIENT

Name (print): _____
Telephone: _____
SIGNATURE: _____

REMEMBER

KEEP CALM AND DON'T HANG UP

CALLER'S VOICE

Accent (specify): _____

Any impediment (specify): _____

Voice (loud, soft etc): _____

Diction (clear, muffled etc): _____

Speech (fast, slow etc): _____

Manner (calm, emotional etc): _____

Did you recognise the voice? _____

If so, who do you think it was? _____

Was the caller familiar with the area? _____

THREAT LANGUAGE

WELL SPOKEN? _____

INCOHERENT? _____

Taped? _____

Message read by caller? _____

Abusive? _____

Other? _____

BACKGROUND NOISES

Street noises? _____ House noises? _____

Aircraft? _____ Music? _____

Local call? _____ STD call? _____

Machinery? _____ Long distance? _____

Voices? _____

Other? _____

OTHER

Sex of caller? _____ Estimated age? _____

CALL TAKEN

Date: _____ Time: _____

Duration of call: _____

Number called: _____

REMEMBER

Submit this checklist and Incident Report as soon as possible.

Auth

Responsible Person: ANG Power Station Manager

22. APPENDIX C – RADIO PROCEDURE

Receiving a message

When you are in a position to receive a message, a procedure for answering is as follows:

- 1 Give the call sign of the station calling,
- 2 Give your call sign,
- 3 Say, 'GO AHEAD',

For example:

You receive a call: 'Tanker 34, this is Smithfield Base'.
 You reply: 'Smithfield Base, this is Tanker 34, GO AHEAD, OVER'.

or
 'XY34, this is VL9XY Base'
 WLM Base, this is XY34, GO AHEAD, OVER'.

This will acknowledge to the calling station that you are able to hear them and that you are prepared to take their message. Be aware that there may be some variation in the pro-words used for receiving a message. Another common pro-word used by some agencies is to say, 'SEND' instead of 'GO AHEAD'.

Transmitting a message

Before beginning, think carefully about whom you are calling and what you want to say. Before you transmit you should listen to make sure you are not breaking in on other transmissions.

Your transmissions must be clear and concise. Consider also that if a radio message is commenced too quickly after the microphone is pressed, the first part of the message may be lost. To prevent this you should pause briefly after pressing the microphone.

The following is an example of an accepted procedure for transmitting a message. Be aware that your agency may use a different procedure to the one outlined. As discussed, you must identify the Standard Operating Procedures used by your agency.

1. Give the call sign of the station being called.
2. Give your call sign.
3. Follow with the pro-word, 'OVER'.
4. The station being called will acknowledge and advise, 'GO AHEAD'.
5. Repeat the call sign of the station being called.
6. Give your call sign.
7. Give your message.
8. Finish with the pro-word 'OVER' if you require acknowledgement or further transmission. Finish with the pro-word 'OUT' if you have finished and do not require further transmission.

For example:

You initiate a call: 'Smithfield Base, this is Johnson Tanker, OVER.'
 You receive a reply: 'Johnson Tanker, Smithfield Base, SEND, OVER'.
 You send your message: 'Smithfield Base, Johnson Tanker out for fuel, 'OUT'.

Emergency transmissions

If your transmission relates to an, emergency, you should use your agency's emergency radio procedures. One-example of such a pro-word is the term Emergency. This call has absolute priority over all other transmissions. If you hear your agency's emergency key word or phrase, stop all transmissions and listen. Familiarise yourself with your agency's emergency transmission procedures.

Voice procedure

During radio communications you can ensure that messages are clear by speaking correctly. The following factors are very important:

Rhythm

- speak naturally and with a normal rhythm.
- speak in complete phrases that make sense.
- do not use speech fillers such as er, um and ah, as these interrupt the rhythm.

Speed

- speak steadily at medium speed.
- if your message is to be written down, pause between phrases. Release transmit button during pauses to conserve power and to allow an emergency message access to the network.

Volume

- talk slightly louder than in a normal conversation, but do not shout.
- do not allow your voice to fade away at the end of a message.
- keep your mouth close to the microphone and at a constant distance.
- speak across the microphone.

Pitch

- your voice should be pitched higher than normal.
- avoid dropping your voice on the last syllable of each word and on the last word in each phrase, as voices normally do in natural conversation.
- avoid dropping your voice at the end of a sentence.

Sentences

Sentences should be short with easily recognisable words. Avoid words likely to cause confusion. Where appropriate, use the phonetic alphabet to clarify or reinforce the transmission content.

Correcting mistakes

When sending a message, you may realise you have made a mistake. To fix the mistake the word 'CORRECTION' is used. The last word correctly transmitted is repeated as a **catchword**.

For example:

'Abbeyvffie, this is Abbeyville pumper, fire is under control. CORRECTION, is not under control, over.

The word 'is' was the last correct word transmitted and is repeated as the catchword.

Repetitions

To provide emphasis, or to ensure comprehension by the receiver, the sender may repeat a word, phrase, or a complete message using the pro-words 'I SAY AGAIN'.

For example:

'Pumper 19 you are to remain at the end of Black Street. I SAY AGAIN, at the end of Black Street, OVER.'

If a message was unclear, sometimes the receiver may ask that a message, or part of it, be repeated. A receiver asks for repetition or correction by using one of the following phrases:

- SAY AGAIN
- SAY AGAIN word after
- SAY AGAIN all between
- SAY AGAIN word before
- SAY AGAIN all before
- SAY AGAIN all after

For example:

'Pumper 19, your last message was interrupted. SAY AGAIN all after fire has crossed..., OVER.'

PROWORDS

Prowords are pronounceable words or phrases which will ensure the exact meaning is conveyed to a receiver.

Fire fighters should become familiar with common prowords because by using them you can reduce time spent transmitting messages. At an incident, less time- spent on the radio can mean quicker and more effective actions.

The following is a series of Prowords that are used.

PROWORD	MEANING
AFFIRMATIVE	Yes or Correct (Not to be confused with 'Roger').
ALL STATIONS	General or collective call to all stations in the network.
CANCEL	Appliances or service nominated are no longer required to proceed.
CONFIRM	Confirm message or portion indicated.
CORRECTION	An error has been made in my last transmission.
DISREGARD	Delete all reference to my last transmission.
EMERGENCY	Use when priority or emergency access is required to a busy radio channel.
E.T.A.	Estimated time of arrival.
E.T.D.	Estimated time of departure.
FIGURES	Used before groups of figures in spoken messages.
FIRE CALL	Used to pre-empt a dispatch or assignment of mobile appliances to attend a call. It is also used by appliances reporting fire calls to the communications centre.
I SAY AGAIN	<u>I am repeating</u> my last transmission.
I SPELL	I shall spell the next word phonetically.
NEGATIVE	No, that is incorrect or Permission not granted.
NOTHING HEARD	Unable to establish communications
OUT TO YOU	Used during multiple station transactions where termination is required to one or more but not all stations.
RADIO CHECK	Used by stations to establish the strength and readability of the reception of each other.
ROGER	Message received and understood.
SAY AGAIN	Repeat your last transmission.
SEND	I am ready to receive your transmission.
STANDBY	Remain on alert and await further instructions.
WAIT	I am not ready to receive you and will call back when ready.
WILCO	Message received and understood and will <u>comply</u> with it.

GLOSSARY OF TERMS & KEYWORDS

It is important that you have an understanding of the following terminology:

TERM OR KEYWORD	MEANING
INVESTIGATING	Further investigation is required to establish the status of the fire call or alarm.
NOT YET UNDER CONTROL	Fire or Incident requires additional appliances/ manpower to bring it under control or has the potential to spread.
STOP	Indicates that the resources that are in attendance at the incident are sufficient and that any resources presently en-route are no longer required and may return to station.
SIT REP	Situation report giving pertinent details.
UNDER CONTROL	Appliances in attendance or en-route are likely to be sufficient for the containment of the fire.
WORD BACK	Wordbacks are a precise definition of the type and condition of the fire or incident.

23. APPENDIX D – COMMUNICATIONS

1. Radio

CFA Contact can be made with the Anglesea Fire Brigade by selecting channel [REDACTED]

Allocated Channels

Channel [REDACTED]	Operations
Channel [REDACTED]	Coal Mining
Channel [REDACTED]	Overburden
Channel [REDACTED]	CFA Anglesea Brigade
Channel [REDACTED]	717 – Civil Maintenance (Services)
Channel [REDACTED]	711 – Mechanical Maintenance
Channel [REDACTED]	715 – Electrical Maintenance
Channel [REDACTED]	Mine Workshop
Channel [REDACTED]	Commissioning
Channel [REDACTED]	Commissioning
Channel [REDACTED]	Commissioning
Channel [REDACTED]	Commissioning

Note: The Control Room radio scans all radio channels

2. Telephone

Plant emergency number - Internal	[REDACTED]	(rings in Control Room)
External	[REDACTED]	(rings in Control Room)
Control Room	Panel Operator PSO 6 desk UA desk Silent Number	[REDACTED]
Switchboard	Internal External	[REDACTED]
Reception		[REDACTED]
Mobile phone	any carrier	[REDACTED] (Extreme emergencies only)

3. Carrier Line

Dedicated phone intended for access to Power System Control but in an emergency can be used to call Pt Henry Switchyard.

Obtain access by selecting the appropriate button on the phone.

4. Facsimile

Reception
Control Room
Civil Maintenance
Mine
Project
Electrical
Supply
Maintenance



5. Public Address System

Access obtained by *0 (Any phone)

6. Fire Siren (Emergency Alarm)

A two toned wailing siren transmitted over public address system and supplemented by a mechanical siren located at the water treatment plant. The system is tested every Thursday at 1400. Prior to, and at completion of testing, an announcement is made over the public address system.

7. Chlorine Alarm

Situated in the chlorine compound and sounds in the event of a Chlorine leak. The alarm is tested every weekend. Prior to, and at completion of testing, an announcement is made over the public address system.

24. APPENDIX E – PROCEDURE FOR NOTIFICATION OF ELECTRICAL INCIDENTS

1. Purpose

To provide a consistent approach for reporting notifiable incidents of an electrical nature to Energy Safe Victoria (ESV) and if Medical treatment to Victorian Workcover Authority (VWA).

2. Objective

1. To ensure timely notification to the VWA and ESV in accordance with Statutory requirements.
2. Specify notifiable incidents of an electrical nature
3. Identify specific responsibility.
4. Identify record keeping requirements in accordance with Statutory requirements.

3. What and When to Report

3.1 SERIOUS INCIDENT

The employer must:

1. Report all known details to Energy Safe Victoria by phone (1800 000 922) as soon as practicable after the employer becomes aware of an incident of an electrical nature at a workplace which results in or has the potential to result in;
 - a) The death of or injury to a person ; or
 - b) Significant damage to property ; or
 - c) A serious risk to public safety
2. **Send a completed Electrical Incident Confirmation Form [\[D0028919\]](#).
Form to be sent to the ESV within 2 business days of becoming aware of the incident.**

3.2 MINOR INCIDENT

The employer must send a completed Electrical Incident Report Form [\[D0028920\]](#).
Form to be sent to the ESV within 20 business days of becoming aware of an incident of an electrical nature which results in a person:

- a) Making accidental contact with; or
- b) Receiving an electric shock;
as a result of direct or indirect contact with any electrical installation.

4. Who Must Report

The Supervisor or designated representative of the business unit most closely associated with the incident or dangerous occurrence will report all notifiable incidents to Energy Safe Victoria.

5. Record Keeping

The employer must keep a copy of all written records for a minimum of 7 years.

A copy of all written records must be forwarded to the Environmental and Occupational Hygiene Consultant at the same time Energy Safe Victoria is notified.

6. Definitions

'INCIDENT OF AN ELECTRICAL NATURE'	Means an accident or dangerous occurrence involving energised electrical conductors.
'Employer'	Means the employer who has the management or control of the workplace where an incident has occurred, regardless of whether the person who dies, is injured or was exposed to an immediate risk to his or her health and safety as a result of the incident is (or was) employed by that employer.

7. References

Electrical Safety (Network Assets) Regulations 1999 Part 2 Sections 7 & 8.

25. APPENDIX F – RESPONSIBILITIES OF EXTERNAL AGENCIES

The following notes are to assist those managing emergencies at APS to engage the appropriate external agencies in an effective manner:

RURAL AMBULANCE SERVICE – VICTORIA

RESPONSE ACTIVITIES

- Triage of casualties and provision of first aid and invasive treatment.
- Transport of casualties to definitive medical care.
- Assistance with coordination of medical teams.
- Provide support to other agencies, where appropriate in the response to, and management of emergencies.

RECOVERY ACTIVITIES

- Provision of assistance and advice for persons affected by an emergency.

VICTORIA POLICE

PREVENTION ACTIVITIES

- Development of community emergency awareness through the provision of information and education in the media and other means.

RESPONSE ACTIVITIES

- Responsible for the preparation of regional emergency response plans.
- Support to agencies / organisations in the preparation of emergency management plans.
- **Control agency for;**
- Search and rescue on land and Victorian waters, other than for Australian Defence Force ships and planes.
- Road and other accidents (unless otherwise designated).
- Rescue in caves and mines.
- Explosive devices.
- Threats to life and property (unless otherwise designated).
- Responsible for the effective cooperation of resources or services in response to emergencies.
- **Responsible for;**
- Evacuation – in consultation with the control agency and other expert advice.
- Registration of evacuees – In conjunction with the Australian Red Cross.
- Provision of media cooperation (where no other facility exists).
- **Support to other agencies in;**
- Provision of personnel

- Provision of land, air and water transport.
- Dissemination of public information.
- Access to communications.
- Coronial investigations

RECOVERY ACTIVITIES

- Ensure effective interface between response and recovery activities.
- Provision of support within the affected community in conjunction with recovery agencies.

COUNTRY FIRE AUTHORITY

PREVENTION ACTIVITIES

The CFA works with the community to improve prevention, mitigation and community preparedness through education and fire protection activities such as;

- Development / enforcement of relevant legislation and regulations.
- Planning and / or implementing improved safety and warning systems.
- Support to development of an aware and prepared community.
- Provision of support through information, resources or cooperation to other organisations or personnel preparing for or engaging in prevention tasks.
- Planning and / or providing anything ancillary to the matters listed above.

RESPONSE ACTIVITIES

- Rescue of persons endangered by:
 - Burning, collapsed or damaged buildings
 - Damaged vehicles involving fire or hazardous chemicals or materials.
 - Industrial machinery, lifts, cranes boilers and pressure vessels.
 - Trenches and tunnels.
 - Emergency situations generally
 - Suppression of uncontrolled fires
- Control of other dangerous or hazardous situations such as oils and hazardous materials spills.
- Protection of property and the environment from fire damage.
- Support to other agencies in the response to emergencies.
- Investigation in the causes of fire.

RECOVERY ACTIVITIES

- Provisions of assistance and advice to persons whose premises have been affected by fire.

VICTORIA STATE EMERGENCY SERVICE

PREVENTION ACTIVITIES

- Provision of advice, information education, training and assistance to municipal councils, other agencies and the community in relation to emergency management principles and practices.
- Assistance to municipal councils in the development of emergency management plans including assistance to incorporate a risk management approach to emergency management planning.

RESPONSE ACTIVITIES

- Provide the emergency response development function to each emergency response region.
- Rescue of persons from, or endangered by;
 - Road, rail and aircraft accidents.
 - Industrial accidents, (Confined Space Rescue, Lift, trenches & Tunnels).
 - Buildings damaged or collapsed
 - Other emergency or dangerous situations.
- Control agency for storm, flood and earthquake
- Support agency for search and rescue on land, including caves, and on water.
- Secondary support agency for evacuation.
- Manage evacuation centres.
- Co-ordinate the provision of;
 - Emergency relief services to persons affected by of responding to an emergency.
 - Emergency supply to response agencies.

RECOVERY ACTIVITIES

- Assist in the transition from emergency relief coordination to recovery coordination.
- Provide human and other resources for recovery activities where appropriate.

ENVIRONMENTAL PROTECTION AUTHORITY (EPA)

PREVENTION ACTIVITIES

- Enforcing of the Environment Protection Act 1970.
- Enforcing the Pollution of Waters by Oil and Noxious Substances Act 1986.
- Training external agencies in the management of hazardous material incidents.
- Providing chemical information to other agencies.
- Licensing and inspecting industrial facilities.
- Tracking prescribed wastes from generation to disposal.
- Control agency for pollution of inland waters.

RESPONSE ACTIVITIES

The Authority is responsible for:

- Assessing the environmental impacts of emergencies.
- Determining practical measures to protect the environment.
- Advising the emergency services on the properties and environmental impacts of hazardous materials.
- Undertaking legal proceeding as appropriate.

RECOVERY ACTIVITIES

The authority is responsible for:

- Assessing environmental impacts of emergencies.
- Ensuring that appropriate disposal methods are adopted.
- Advising affected persons on the properties and environmental impacts of hazardous materials.
- Undertaking legal proceeding as appropriate.
- Implementing the Community Environmental Trauma Protocol when required.

VICTORIAN WORKCOVER AUTHORITY (VWA)**PREVENTION ACTIVITIES**

- Promote health and safety management systems.
- Development and publishing of codes of practice, guidance notes alerts and a wide range of health and safety books and leaflets.
- Investigation and reporting on;
 - Workplace fatalities, accidents / incidents resulting in serious injury.
 - Incidents involving transport of dangerous goods and chemicals.
 - Use, storage and handling of dangerous goods and chemicals.
 - Inspection and certifications / authorisations / approvals under health and safety and dangerous goods legislation.

RESPONSE ACTIVITIES

- Technical support to other agencies mainly in the area of chemicals and dangerous goods.
- Investigation into the causes of accidents and incidents.

DEPARTMENT OF ENVIRONMENT & PRIMARY INDUSTRIES (DEPI)**RESPONSE ACTIVITIES**

- Responsible for wildlife cleaning and rehabilitation due to marine pollution as the Primary Agency under the Victorian Marine Pollution Contingency Plan (**VICPLAN**).
- Responsible as the primary agency for foreshore clean up for oil spills on the foreshore of crown lands managed directly by the DNRE.
- Provide advice to response agencies regarding the impact of an emergency, other than marine pollution, on flora and fauna.

- Response to emergency flood situations within its parklands.
- Control agency for waterway pollution within its operating area.
- Support agency for fire situations within its parklands.

RECOVERY ACTIVITIES

- Rehabilitation of wildlife affected by and emergency.
- Rehabilitation of flora and fauna affected by an emergency within its parklands.
- Advice to community on rehabilitation flora and fauna.
- Clearing and restoration of roads, bridges and other assets on public land affected by an emergency.

OFFICE OF THE CHIEF ELECTRICAL INSPECTOR

PREVENTION ACTIVITIES

- Develop and administer regulations to ensure;
 - Safety of the supply of electricity
 - Safety of electricity products
 - Safety of electrical installations
 - Safety standard of electrical workers.
- Develop and administer code of practice for power-line clearance (vegetation) to minimise the danger of bushfires and electrocution caused by power lines in contact with vegetation.
- Investigate electrical accidents / fatalities and analyse accident trends to develop preventative measures.
- Conduct public awareness campaigns.
- Prevent corrosion and associated leakage of underground / underwater structures such as gas, oil, water pipelines and electrical supply / telecommunication cables due to stray electrical current.

RESPONSE ACTIVITIES

- Attend sites of serious electrical accidents to conduct investigations.
- Act to relieve dangerous situations due to electrical causes if required in addition of electricity distribution companies.

RADIATION SAFETY UNIT, DEPARTMENT OF HUMAN SERVICES

PREVENTATIVE ACTIVITIES

- Programmes to protect occupational and public health by minimising exposure to ionising radiation.
- Provide information/reports on matters relating to the administration of radiation legislation.

RESPONSE ACTIVITIES

- Provide advice to response agencies regarding the impact of an emergency
- Response to radiation leaks and emergencies
- Survey teams to measure gamma/beta dose rates and evaluate unknown situations.