



HSEQ MANAGEMENT SYSTEM

Emergency & Security

HSEQ10.1.3
Emergency Response Plan
Sydney
VERSION 06

Document Control:

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- An up to date version of this HSEQ Management System document is maintained;
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- Current version of the document is readily available to all Managers, Employees and Key Stakeholders.

Register of Amendments					
Ver No	Page no	Date	Description of amendments	Prepared by	Approved by
DRAFT 2	All	1 Aug 13	Consultation Draft – internal	Peter Giesler	Trevor Ballantyne
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4	All	12 May 2016	Review of ERP to update roles & responsibilities as per organisational structure. Removed the Risk Assessment appendix and save in the Risk Assessment system. Updated all flow charts and combined information from the ERA into flow charts for simplification of the document.	Jennifer Stevenson	Jessykah Miles
5	10	20 June 2016	Added the bullet point to clarify that the Emergency Response Plan complies with HPS's EPA Licence requirements.	Jennifer Stevenson	Jessykah Miles
6		28 Dec 2017	Updated the flowcharts to reflect company structure. Updated branding and logos in line with HP Guidelines.	Jennifer Stevenson	Blair Moses
		23 March 2018	Added the Emergency Response flowchart for Fall from Heights. Amended the flowcharts to add more detail regarding the role of Security to act as an escort for Emergency Services. Added the PFSO to be notified for the flowcharts 13.7 and 13.8		

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Glossary of Terms

Term	Definition
Assembly Area	A designated location used for the assembly of emergency affected persons.
Chief Warden	The Chief Warden (or if absent the Acting Chief Warden) is expected to respond immediately to an emergency alarm, determine if an emergency should be declared on the site, determine what emergency procedures should be implemented, and bring the ECO promptly into action. The Chief Warden may also be requested to provide executive advice to the Incident Controller at the Emergency Operation Centre for emergencies affecting the area covered by this Plan
Combat Agency	means the agency identified in the NSW EMPLAN as the agency primarily responsible for controlling the response to a particular emergency. (Also referred to as 'Emergency Services' in this plan.
Control	means the overall direction of the activities, agencies or individuals concerned. Control operates horizontally across all agencies/organisations, functions and individuals. Situations are controlled.
Co-ordination	means the bringing together of agencies and individuals to ensure effective emergency or rescue management, but does not include the control of agencies and individuals by direction.
Dangerous Goods	Any substance or article prescribed as dangerous goods under State and Territory legislation.
EXCO	Executive Committee (General Manager Commercial & Operations; General Manager HR & IR; Chief Financial Officer)
Emergency	An incident which requires a particular and coordinated response and is an event which may require the mobilisation and coordination of emergency services. An emergency may be any occurrence including an accident, dangerous goods spill, fire, flood, storm, tempest, earthquake, explosion that: causes or threatens to cause loss of life or injury to persons or significant damage to property; is of a nature or magnitude that extraordinary measures are required in order to protect life or property.
Emergency Assembly Area	The designated area to which evacuated persons are directed to go immediately upon being evacuated from the worksite or buildings by the Wardens/Area Wardens.
Emergency Control Organisation (ECO)	The Emergency Control Organisation (ECO) is the team which is in place to assess and manage an emergency or chain of emergency incidents.
Environment	Surroundings in which HPS operates, including air, water, land, natural resources, flora, fauna, humans and their inter-relationships. Surroundings in this context extend from within HPS to the local, regional and global eco-systems.

Term	Definition
Environmental Interaction or Event	<p>Emissions to the atmosphere- gases, fumes, exhaust emissions, smoke, dust etc.</p> <p>Discharges such as waters (storm water runoff, liquid waste spills, leaks etc).</p> <p>Discharges to land via solid and liquid wastes, spills, leaks etc.</p> <p>Effects on biodiversity(flora and fauna)</p> <p>Social and heritage considerations (aboriginal, cultural, historical, etc.)</p> <p>Depletion of natural resources (energy, water, materials)</p> <p>Land conservation considerations (land clearing, erosion, salinity, drainage, stability, unique features etc.)</p>
Evacuation	The safe movement of persons from an area of danger to an area of safety
Evacuation Point	The designated location to which evacuated persons are directed to go in order to exit the site safely.
Evidence	Facts, data, opinion or information elicited from all sources in the course of an investigation.
First Aid	A program designed to provide personnel with the knowledge to respond to, and treat injuries.
HPA	Hutchison Ports Australia
Incident	An undesired, unplanned and uncontrolled occurrence which under different circumstances could result in death or serious injury or significant property damage. Also referred to as a near miss occurrence.
Investigation Coordinator	A person nominated by HPS as responsible for the investigation and reporting process of any Serious Incident or Emergency.
Local Area	means the Local Government areas of the City of Botany or the City of Randwick.
Local Emergency Operations Controller (LEOCON)	Means the police officer appointed by the Commissioner of Policy as the Local Emergency Operations Controller for the local government area and is responsible for controlling the allocation of resources in response to an emergency in the local area.
Near Miss	A near miss is an incident that did not result in an injury, illness, damage, environmental impact or operational loss. However under slightly different circumstances the incident may have resulted in actual loss or has the potential to become an uncontrolled event if not treated. Road traffic incidents involving near misses are recorded where the worker is travelling for specific work purposes e.g. travel between work locations (generally would exclude journey to/ from work).
Network	All or any part of the railway infrastructure controlled or owned by an accredited track manager.
Notifiable	A work related injury or incident that must be reported

Term	Definition
Notifiable Occurrences – Rail Safety	A general term for incidents which lead to injury or loss, or which are considered by the responsible authority to have the potential to compromise safety. (Classified as Category A or B of the notifiable occurrences).
On-rail	Any activity carried out on the track infrastructure and within three metres of the nearest running rail.
ONRSR	Office of the National Rail Safety Regulator
PolluPlug System	HPS Terminal is fitted with a manually controlled stop valve in the form of an inflatable bladder called 'PolluPlug' and provides a further safeguard against pollutants from spills entering Penrhyn Estuary. They can be closed (inflated) by HPS staff in the event of a chemical spill or fire on the terminal. Closing these valves would ensure that all pollutants and contaminated fire water are trapped within the drainage system to be pumped out and the trapped pollutants dispose accordingly. The operation of the PolluPlug system is documented in the HSEQ5.7 Operational Environmental Management Plan
Recovery	The process of returning affected facilities to their proper level of functioning following an emergency.
Regulated Reporting	The reporting process in place to meet the requirements of relevant regulators. For rail safety this is typically a condition of accreditation.
Safeworking	The track/ railway managers systems to ensure the safety of rail operations and rail workers on their rail network. Usually outlined in a set of rules, procedures, forma and appendices prescribing the safeworking outcomes.
Shall	Indicates that a statement is a requirement.
Should or may	Indicates a recommended course of action.
HPS	Sydney International Container Terminals
Incident Controller	A member of the emergency services who is suitably trained and empowered to assume control of the emergency response.
Third Party Operator	A rolling stock operator who is accredited by ONRSR to operate in NSW
Track Manager or Railway Manager	The owner or manager of the track, network, depot or siding.
Train Control	Based on systems of controlled separation movements and activities to ensure safe, proper and efficient operation of the network.
Train Control/ Train Management Centre	Track Manager or railway manager's centre that oversees and regulates all on- rail activities.
Train Controller	A worker responsible for controlling the movement of train/ on track vehicles from a train control centre.

1 Emergency Response Statement

Sydney International Container Terminals (HPS) is committed to providing employees and contractors with a safe and healthy work environment, and to providing visitors and customers with a safe and high quality service.

An Emergency is defined as the escalation of an incident, regardless of Incident type which has the potential to cause harm to HPS employees and contractors, the community, the environment and business operations.

An Emergency is an incident or event that:

- has the potential to cause / or requires full site closure or evacuation, or significant isolation and involves multiple emergency services and /or government agencies to respond.
- may have significant impact on HPA's reputation or business continuity,
- significantly impacts on community, stakeholders, or customer relationships
- may have significant impact on neighbouring businesses or community,

HPS manages emergencies, in accordance with the following Hutchison Ports Australia plans and procedures

- **HSEQ8.1.1 Incident Reporting Notification and Investigation Procedure**
- **HSEQ10.1 Emergency Preparedness and Response Policy**
- this Emergency Response Plan (ERP).

The ERP documents the procedures, facilities and organisational roles/responsibilities required to ensure that HPS is capable of effectively managing an emergency. The Emergency Control Organisation (ECO) is comprised of site personnel who have operational and business knowledge and have the capacity to make strategic decisions in the best interest of the company with due regard to legal, commercial, ethical and community considerations.

2 Scope

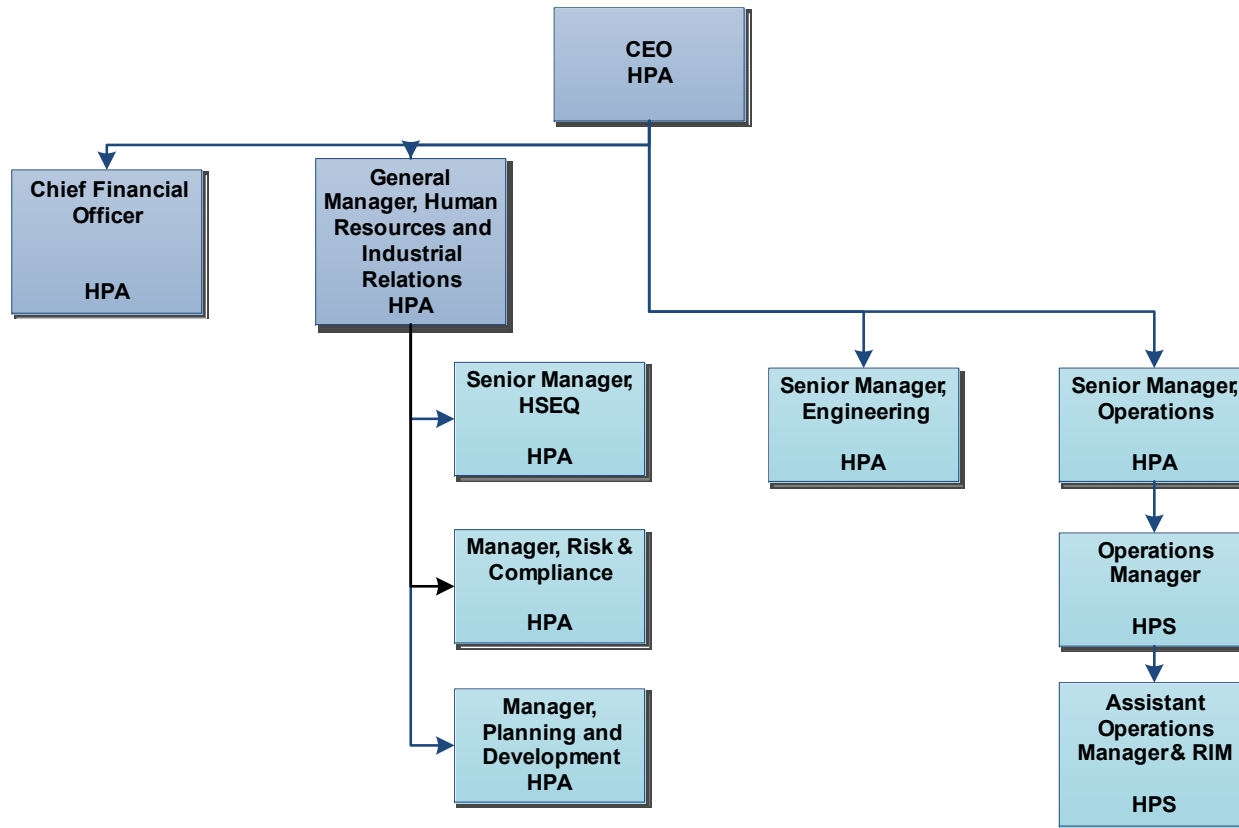
This Emergency Response Plan relates to the HPS Container Terminal and Rail Depot critical incidents and emergencies only on the site and details the arrangements for control and coordination of an effective response to, recovery from, and the provision of aid, to an emergency in the areas covered by the plan. This plan applies to all HPS employees and contractors and HPS operations including rail operations on the track network, depots and sidings.

This plan operates in conjunction with the Port Botany Emergency Plan. Additionally, response measures are also detailed in Vessel Specific Procedures.

Emergencies related to dangerous goods within other Terminals and other NSW Ports and Port Authority of NSW controlled areas are to be managed through their respective emergency response and incident plans.

Organisational Chart, HPA and HPS

The HPA and HPS organisational chart below illustrates the structure and relationships between HPA and HPS. Other positions within HPA will provide support to the HPS operational team to achieve effective implementation of this Emergency Response Plan



3 Purpose

The purpose of this Emergency Response Plan is to:

- address the requirements of The Ministers Conditions of Approval taken from the Consolidated Instrument of Approval DA-494-11-2003-i - Schedule C Terminal Operations (NSW Department of Planning) modification 15 (MOD 15) dated 8 June 2013, that relate to emergency and incident management
- address the requirements of the Port Botany Expansion Environmental Impact Statement, URS Australia, 2003
- meet the requirement of HPS's Environmental Protection Licence and the Pollution Incident Response Management Plan (PIRMP) as defined in the Protection of the Environment Operations Act 1997 Part 5.7A and Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012.
- comply with the Port Botany Emergency Plan
- provide HPS employees and contract service providers with procedures for the response and management of an emergency and provide guidelines that should be followed by the ECO in the event an incident occurring on site is escalated to either Status 1 or Status 2 emergencies including emergencies associated with yard and rail operations under the jurisdiction of HPS.

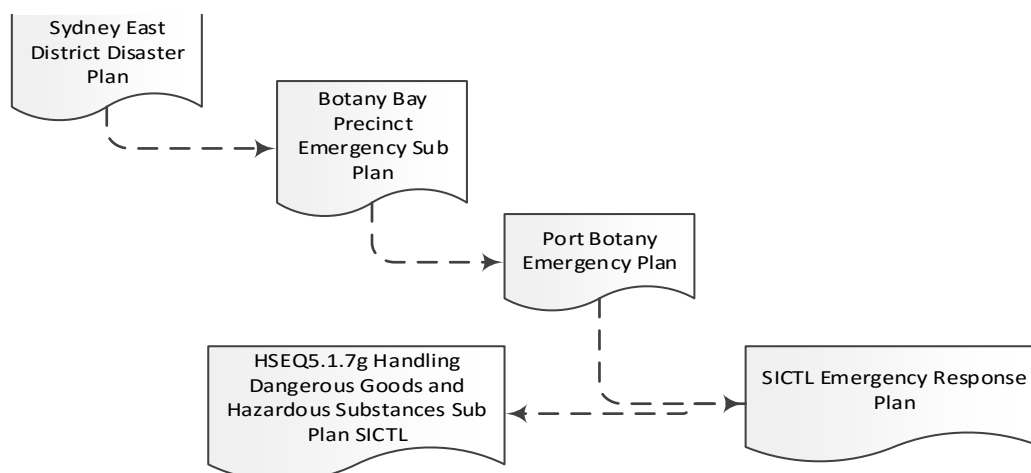
This plan will:

- Assist in the control of risks and advance safety performance
- Provide procedures in compliance with the provisions and principals of legislation, Australian Standards, Regulatory accreditation, and State operating requirements Provide procedures in compliance with the Track Manager's requirements
- Provide guidelines and a consistent approach for employees in the management of emergencies.

HPS understands the preparing for emergency situations greatly reduces the risk of injury, illness, and fatalities, and may limit the damage done to infrastructure and surrounding areas. Well developed and rehearsed emergency preparations assist management and internal emergency response personnel to respond quickly and effectively to an emergency.

This Plan details the procedure for dealing with any emergency or critical incident on the HPS Hayes Port site and has been prepared by HPS to provide guidance, details responsibilities and lines of communication for effective emergency management.

This Emergency Response Plan comes under the umbrella of the Port Botany Emergency Plan which is a sub-plan of the Sydney East District Disaster Plan (DISPLAN).



4 Drill, Exercises and Review

Drills and exercises shall be carried out to ensure that all personnel are familiar with the actions to be taken in the event of an emergency situation. Responses to scenarios will be discussed periodically in conjunction with toolbox talks at site.

Drills and exercises

- 12 months an evacuation exercise is held testing the emergency response planning.
- 12 months an environmental incident exercise is held.
- 24 months a desktop exercise is conducted in-house with representatives from HPS.

The effectiveness of the exercise in conjunction with the ERP is to be evaluated and documented.

Where inadequacies are identified they should be addressed through assigning appropriate corrective actions and ensuring that the actions are closed. All exercise reports and associated actions are to be recorded. Other organisations including, other third party operators and Emergency Services should be invited to attend any drills or exercise of this plan. A real time emergency may count as a test of this plan.

The emergency exercises should assess:

- Existing risk assessments
- Issues identified in previous exercises
- The effectiveness of procedures and other requirements
- Control and supervision of emergency response
- Response times
- Interfaces between organisations, agencies
- Emergency communications
- Work health and safety requirements
- Environmental damage
- Training needs and communication of the emergency plan
- Adequacy of equipment and use
- Site clean-up

4.1 Review and Update

The results of the emergency planning exercise shall be reviewed and improvements made to the procedures as necessary.

The ERP will be reviewed and updated as necessary fulfilling the following condition:

- Every year; or
- When major changes which may affect the Emergency Response coordination or capabilities have occurred; or
- Following routine testing of the plan; or
- Following an actual emergency; or
- Before the installation and commencement of new plant and equipment.

During the review, the following aspects are also to be considered:

- Lessons learned from an emergency;
- Changes in legal requirements;
- Improvements to effectiveness in terms of response strategy, management and communication;
- Developments in the latest techniques/technology in handling an emergency;
- Changes to, or movement of personnel within the organisation;
- Changes to contact numbers of internal and external organisations; and
- Revisions to existing, or availability of Emergency Management tools and equipment and resource suppliers and contractors.

4.2 Training

HPS is committed to providing training to the Emergency Control Personnel. This includes the following:

- All personnel shall be provided with Emergency Response instruction and training as part of the Induction and Operational Orientation Training on how to respond to emergencies and on the use of emergency equipment available.
- Chief Warden training on being appointed to a position and every year thereafter for Chief and Acting Chief Wardens
- Warden training on being appointed to that position and every two years thereafter for wardens
- Occupational First Aid Training for nominated personnel

4.3 Consultation

In developing this ERP HPS consulted with Office of Environment and Heritage (OEH), Department of Planning & Infrastructure (DoP&I), Botany City Council and Operational Community Consultative Committee (OCCC). HPS will consult with the NSW Emergency Services and in accordance with the Rail Safety (Adoption of National Law) Act 2012, third party operators via Safety Interface Agreements (SIA) and adjoining track owners (ARTC, Rail Corp).

4.4 Interface with Neighbouring Sites

HPS in regards to this ERP will interface with neighbouring tenants of Port Botany through the existing Port Botany Emergency Plan. In case of a notifiable emergency at the HPS controlled site, the appointed Chief Warden/Communications Officer will contact and alert the Incident Controller and LEOCON as required in the existing Port Botany Emergency Plan. Also, the Chief Warden (or

appointed delegate in his/her absence) will be the contact/liaison point for the Port Botany Incident Controller and LEOCON to notify HPS of any emergencies and evacuations.

In addition, HPA Senior Manager HSEQ will participate in the meetings of the Port Botany Emergency Response Committee to keep abreast of any pertaining issues that could affect or require changes to be made to the HPS Emergency Response Plan. The Senior Manager HSEQ will advise the Port Botany Emergency Response Committee of any impending changes to the HPS Emergency Response Plan.

5 Principles of Emergency Prevention, Response and Recovery

Element	Port Facility Operators	Whole Of Port Perspective
Prevention	Produce, revise, test and exercise Emergency Response Plan Train employees, contractors and visitors.	Produce this Plan. Site emergency exercises
Response	Advise external emergency services as required. Before external emergency services arrive: First aid Advise employees, contractors, visitors Contain (if practical) Evacuation (as appropriate) Partial or full shut down (as appropriate) Security When external emergency services arrive: Provide specialist advice / liaison Media Advise "neighbours" as required. Advise NSW Ports Advise Harbour Master Sydney Ports Corporation, Security, and as required.	Monitor Make strategic decisions regarding: Shipping movements Threats to other Port Facility Operators and effects on their business operations. Advice and assistance to affected Port facility Operators on matters where qualified to do so.
Recovery	Advice and assistance to own employees. Business continuity.	Assist Port Facility Operators &/or shipping to resume operations.

5.1 Emergency Risk Assessment

As part of the development of this plan, a comprehensive risk assessment has been undertaken. Reviews will be undertaken every two years and whenever a new risk or changed risk is identified.

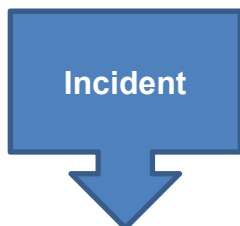
6 Emergency Management

6.1 Classification of Emergency Status

The emergency management structure is designed for managing an escalating incident and once activated will assist in the resolution and recovery of the incident/emergency.

The Emergency Management classification consists of:

- Incident Response – in accordance with **HSEQ8.1.1 Incident Reporting, Notification and Investigation Procedure**
- Emergency Response – for incidents escalated to a **Status 1** emergency; appointment of the Chief Warden or Acting Chief Warden, and activation of the ECO (refer to this Emergency Response Plan)
- Emergency Management - required for incidents escalated to a **Status 2** emergency; appointment of the Chief Warden who shall (in consultation with HPS EXCO and other senior management and Emergency Services) authorize the Communications Officer to notify the relevant representatives of the Port/Site Precinct Emergency Plan that an emergency has occurred that may affect people, property and the environment outside the terminal.



- Implement Incident Procedures in accordance with **HSEQ8.1.1.1 Incident Reporting, Notification and Investigation Procedure**.
- Manage the incident at the location/site level (first aid and/or Emergency Services may be called to assist with the treatment of the incident, ie Ambulance or HAZMAT).



- Emergency Status 1 is an escalating incident which is confined to the terminal and requires the activation of the site ERP and the ECO in order to support the affected location/site and to take on the overall management of the emergency. Status 1 emergencies may potentially result in serious injury or fatality or causes serious environmental effects or ongoing social issues or attracts significant local/state/national media attention or involves a serious breach of regulation and potential for prosecution and/or moderate damage to mission critical equipment/facilities leading to a moderate loss of operations and which requires a coordinated response beyond normal site incident management procedures.
- Total estimated cost (inclusive of all safety, health, operational, environmental and community related costs) <\$A 1 Million
- Chief Warden is appointed and directs the Area Wardens, Wardens and Communications Officer to take the necessary action.
 - Emergency Services arrive at site and takes control.



- Emergency Status 2 is an emergency that affects HPA business continuity or one that activates the Port/Site Precinct Emergency Plan and requires the assistance of Government authorities. Status 2 emergencies may potentially result in major health effects/fatalities, or very serious environmental impacts, or very serious widespread social/cultural impacts or attract public outcry, and/or severe reputation damage/threat to licence to operate, or attract significant fines and prosecutions, or result in serious damage to mission critical equipment/facilities, seriously affecting future operations and requiring a joint and corporate (strategic) response. It is an emergency which attracts major media and stakeholder interest and/or public outrage and threatens the Company's reputation, image, financial standing and ability to operate.
- Total estimated cost (inclusive of all safety, health, operational, environmental and community related costs) >\$A 1 Million
- The emergency has extended beyond the boundaries of the affected area or site.
 - Chief Warden in consultation with senior management and Emergency Services shall authorise the Communications Officer to notify the relevant representatives of the Port/Site Precinct Emergency Plan.

6.2 Warning of Emergency

6.2.1 Site Controlled Emergency

The Shift Leader and / or Area Warden will advise the Chief Warden of any incident or event which has the potential to escalate into an emergency or may require the support of additional resources (other than resources allocated by HPS) and in particular any incident involving hazardous or dangerous goods.

The Chief Warden shall then assume overall responsibility for contacting the emergency services, train control, governing authorities and other functional areas as applicable in the ERP. However, the Communications Officer, Shift Leader, Security Personnel or Area Wardens can also contact the emergency services in case of an emergency and as per directions from the Chief Warden.

Responsibility of contacting and advising neighbouring areas (i.e. Port Botany tenants and other neighbours) lies solely with the Chief Warden and Communications Officer.

The primary means of disseminating warning and advice to the personnel working on the site will be through hand held two way radio systems and the Emergency Warning and Intercommunication System (EWIS). Secondary means of communicating and disseminating information shall be via the mobile phone network. Truck drivers will be notified via communication from the Yard Team Leaders, Security personnel at the entrance gates, or the emergency alarms and messages broadcast over the electronic notice board where applicable.

6.2.2 Escalated Emergency Warning

The Chief Warden will advise the Incident Controller of any event which apparently has the potential to escalate into an emergency or may require the support of additional resources and in particular any incident involving hazardous or dangerous goods.

Responsibility of contacting the Emergency Services and Functional Areas relating to the emergency, including advising neighbouring areas and the next higher level of control will be vested in the Chief Warden.

Normally, warnings to the public will be authorised and released by the person or agency in Control of the event. However, if there is an urgent need for localised warnings, then these may be authorised by the Emergency Services, the Chief Warden or the LEOCON, as appropriate.

The normal means of disseminating warnings and advice are to be utilised. In some circumstances, particularly if there is a need for urgent evacuations or other actions, warnings will be reinforced by the following methods:

- Use of the Port Botany Emergency Alarm Radio (PBEAR).
- Use of public address systems fitted to Emergency Services vehicles.
- Evacuation teams, to carry out physical searches
- Provide to persons within the evacuation area with:
 - Instruction to evacuate, and
 - Locations of Evacuations Centres
 - Location of Evacuation Centres if private transport is to be used.
 - Any other special details.
 - Arrangements or assistance for injured persons unable to self-evacuate.

6.3 Evacuation

6.3.1 Site Controlled Evacuation

The HPS Evacuation Procedures detailed in this plan must be followed for an emergency that requires the evacuation. All employees and contractors working on site are trained in the evacuation procedures and these procedures will be tested on a regular basis to ensure that there is a situation of 'operational readiness' in the event the procedures are required to be activated. The Chief Warden (in consultation with the Engineering or Operations Manager and/or Area Wardens, if required) will determine the need for evacuation. If it is determined that the evacuation is only required for a specific area, the Chief Warden is to effectively communicate to the site that an evacuation is taking place, and for those not in the affected area to continue with their duties, until notified by the Chief Warden that either a full site evacuation is required, or the emergency situation has been rectified.

6.3.2 Terminal Evacuation

Area Wardens on instruction from the Chief Warden, having consideration to circumstances at the time, will arrange for the evacuation of all personnel at the "safest" assembly point and on arrival "victim registration" is to be effected for all evacuees including contractors and visitors and any missing personnel reported to the Chief Warden. The Chief Warden will determine when return of evacuees is possible.

6.4 Recovery Plan

The Chief Warden (in consultation with the Engineering Manager and/or Operations Manager) shall make the necessary arrangements for the recovery of the emergency site. A suitable recovery plan shall be developed as necessary.

Consideration should be given to the:

- Onward transport or transshipment of freight
- Recovery of damaged and disabled vehicles
- Transport of others including train crew / vessel crews at the site

The recovery or transshipment of dangerous goods or environmentally sensitive substances shall be done in consultation with the relative emergency or environmental services authorities

6.5 Investigation

The Chief Warden shall ensure completion of the **HSEQ10.1.1.1 Emergency Report** and applicable statutory reports, and initiate a formal investigation. The investigation should at a minimum consider the following:

- Cause of the Incident, and other contributing factors;
- Mitigating actions taken;
- Effectiveness of the response procedures;
- Preventive actions required in future; and
- Improvements to the Emergency response plan

While much of the investigation process will be conducted at the affected site it is essential that the:

- Overall investigation process is controlled by a nominated Manager as appointed by the HSEQ Senior Manager at the time of the emergency.
- The Engineering Manager / Operations Manager identifies specialist employees and/or external advisors that are required to assist in the investigation process.
- All reports are to be authorised by the General Manager, Commercial and Operations and be marked "For Legal Advice – Privileged and Confidential".

- The ECO assumes responsibility for ensuring that any remedial actions identified are properly implemented, and any lessons learnt are incorporated into improvements in the ERP.

6.6 Debrief and Corrective Action

6.6.1 Debrief and Review

Debriefing of the emergency is to include discussion amongst the ECO, Wardens and other key personnel (as deemed necessary by the Chief Warden). Similarly, debriefing of an emergency is to include discussion amongst the Health and Safety Representatives (HSR) and / or WHS Committee.

The HSEQ10.1.1.7 Emergency Debrief Form shall be completed.

6.6.2 Corrective Action

HSR's are to work in consultation with the site HSEQ Senior Manager to manage the development and implementation of corrective action as applicable to emergency which occur in specific areas of respective responsibility.

6.6.3 Records

All records produced from an emergency or relevant to the same will be stored in within the Safety & Compliance department.

6.7 Incident Safety Notice

In the event of an emergency the **HSEQ8.1.1.5 Incident Notice Form** shall be made available to all employees within 24 hours, if possible. The HSE Senior Manager is to provide the details to be contained in the Incident Notice. This Incident Notice must be approved by the General Manager Commercial and Operations prior to circulation.

- Where appropriate, this Incident Notice shall be posted on the Safety Notice board.
- An updated Incident Notice shall be made to all employees should further significant information on the emergency become known.
- A final Incident Notice upon completion of the investigation must be prepared and circulated. This Safety Notice should be circulated within 7 days of the completion of the investigation.

6.8 Incident Reporting and Notification

All Agencies and Statutory Authorities that have notification requirements, agreements or legislation in place to do so, must be advised within the specified reporting time frames.

The responsibilities and reporting requirements for the notification of incidents are defined in **HSEQ8.1.1 Incident Reporting, Notification and Investigation Procedure**.

7 Initial Assessment of Emergency

In the event of an emergency occurring on the site, the following steps shall be taken by Chief Warden / Area Wardens and Managers.

That is, follow the DRACE process.

- Danger - Perform a Quick Assessment
 - Am I in danger Remove yourself from danger.
Do nothing to place yourself in danger.
 - Are others in danger Do what you can to assist or remove others from danger
without placing yourself in danger.
Administer first aid.
 - Is the environment affected Protect the environment where possible. Contact the
HSE Manager
- Rescue – If safe to do so
 - Assist persons in immediate danger, if safe to do so.
 - Remove people from immediate danger, if safe to do so.
 - Summon the first aid officer if persons are injured
- Alarm -
 - Alert all persons in the immediate area.
 - Notify the Management Staff.
- Contain – If safe and trained to do so
 - Contain the risk if it is safe to do so and you are trained to do so.
 - In case of a small fire, assess if safe and contain fire (be aware of dangerous fumes)
and use correct fire extinguisher.
 - Activate spill containment system
 - Shut down all flammable equipment. If possible move vehicles & plant out of area.
- Evacuate
 - The site or area will be evacuated if appropriate. The Area Warden must immediately,
if there is a dangerous situation like a fire or gas leak, suspicious object, bomb threat
etc., lead all employees, visitors and contractors to the designated Assembly area.
 - If possible or necessary shut down all equipment and move vehicles/plant out of area.

8 Activation of the Port Botany Emergency Plan

The arrangements detailed in the Port Botany Emergency Plan will be activated by the Incident Controller in consultation with the Chief Warden.

The arrangements in the Port Botany Emergency Plan will apply during operations whether under the control of the Chief Warden or an Emergency Services Controller.

A formal declaration of an Emergency is not required for the arrangements detailed in the Port Botany Emergency Plan to apply. Situations involving hazardous materials must involve limited manning of the Site by at least Police, NSW Ports and Fire Brigade.

The Incident Controller will activate the plan when:

- the Incident Controller has received advice from the Chief Warden that a single agency incident is likely to develop into a multi-agency response.
- the Incident Controller has received confirmed reports from any source that an emergency has occurred.
- the Incident Controller has been notified that an emergency in an adjoining Area is likely to impact on this Area.
- the Incident Controller has received advice of an impending emergency.
- directed by the DEOCON or LEOCON.

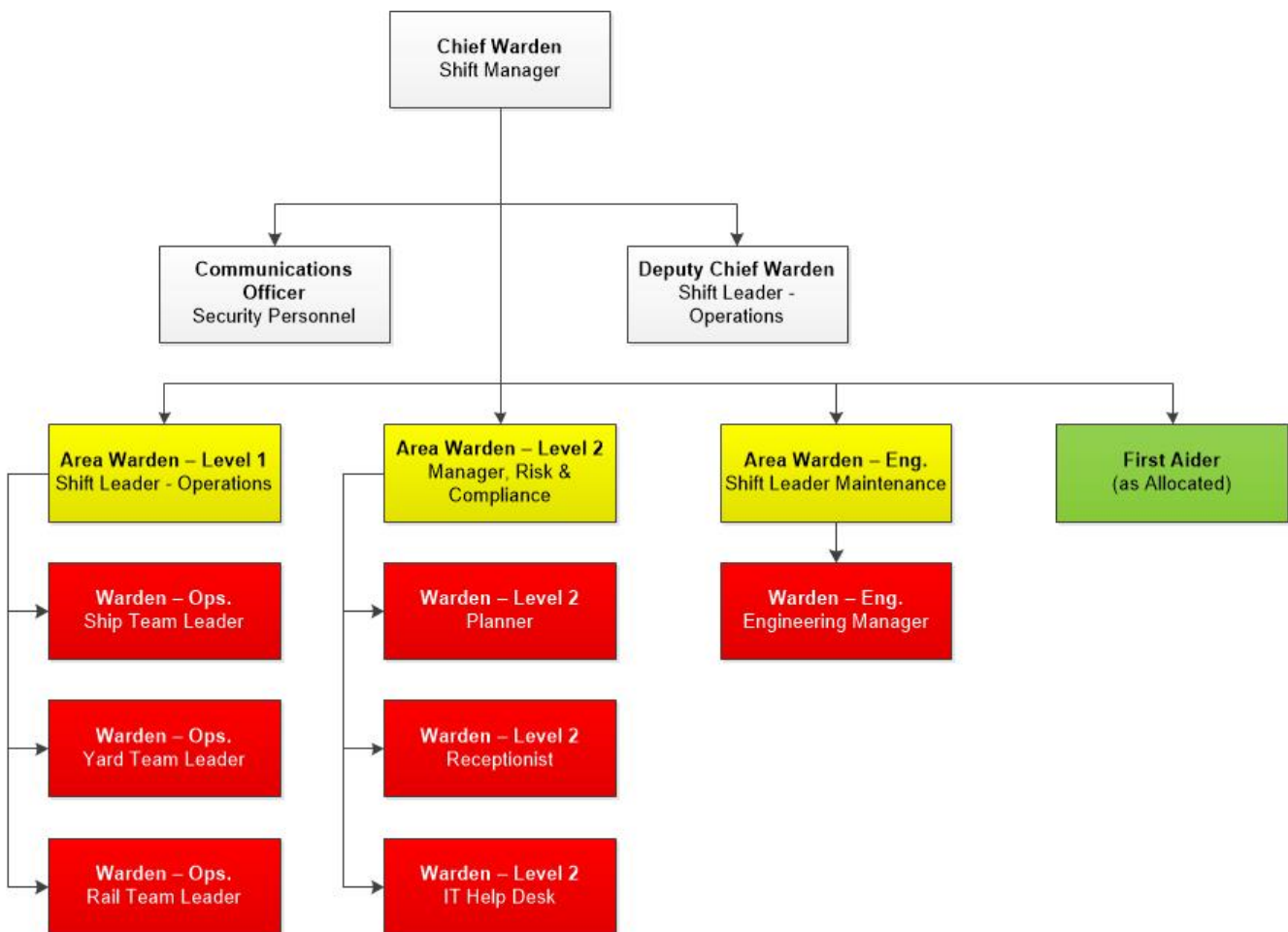
9 Emergency Response Actions

Whether an emergency is a full scale flood, fire, “Act of Terrorism” etc. or an incident being handled internally such as a collision in a yard, it is vital that consistent and effective response procedures be in place and be applicable to all types of emergencies.

Emergency Response Actions are detailed in Section 13 of this plan

10 Emergency Response Roles and Responsibilities

Forming a response team and assigning responsibilities is one of the crucial steps in emergency response. The response to an emergency shall depend on its type and the risks to people and property. The below diagram outlines the HPS Emergency Control Organisation:



10.1 Appointment of Chief Warden

The Chief Warden has been appointed to provide direction and information to all parties throughout the duration of the emergency as well as establish and maintain records for each incident, which must be kept readily accessible and retrievable for use by authorised officers in accordance with this Plan.

The Chief Warden's responsibilities are:

- Act as Liaison Officer of HPS Terminal. Ensure the implementation of the HPS Emergency Response Plan and coordinate response on site until arrival of Emergency Services and Incident Controller.
- Ensure that another manager of HPS has delegated responsibility for, and authority to act as "deputy" or "back-up" to the appointed Chief Warden in his/her absence.
- Arrange for Port Botany Emergency Plan resources to be available to respond, to provide mutual aid, assistance and executive advice outside the area, at the request of the Incident Controller.
- Liaise with the Responding Manager to the incident
- Liaise with neighbouring business and government agencies as required
- Activate the Emergency Response Team as required
- Evaluate the severity, potential impact, safety concerns, and response requirements based on the initial information provided by the Responding Manager to the incident
- Coordinate the application of the Emergency Response Plan until relieved or when no longer required.
- Arrange shut down and isolation of HV power in the event of a fire in the ASC stacks or as requested by Emergency Services
- Facilitate liaison between Emergency Services and HPS Maintenance to confirm shut down and isolation of HV power
- Assume a supporting and advisory role when Emergency Services have command of the site.
- Assume control of the complete site in the absence of, or until the arrival of, Emergency Services.
- Trained and competent in understanding what evidence is required to be collected and will also be responsible for its preservation and security.
- Make necessary arrangements for the recovery of the emergency site.
- Be identified by wearing a suitably marked High Visibility vest at all times during the Emergency.
- Activate additional response contractors and local resources (as required)
- Confirm safety aspects at site, including need for personal protective equipment, and potential need for evacuation
- Communicate and provide briefings to managers, as appropriate
- Coordinate/complete additional internal and external notifications
- Communicate with Emergency Response Team, as the situation demands
- Direct response and clean-up operations
- Taking appropriate personal protective measures
- Notifying Terminal management and HSE Manager of the emergency situation
- Advising personnel in the area of any potential threat and/or initiate evacuation procedures
- Ensure that the relevant Regulator, and other Statutory Authorities, is notified in accordance with the requirements of the organisation's Accreditation and the relevant Acts.
- Ensure the completion of the **HSEQ10.1.1.1 Emergency Report**.

10.1.1 Emergency Control Organisation (ECO)

The number of personnel required in the Emergency Control Organisation will depend on the size and complexity of the incident. The duties of each position may be performed by the ECO directly or delegated as the situation demands. The ECO should always be responsible for directing the response activities and should assume the duties of all the primary positions until the duties can be delegated to other qualified personnel.

ECO (Area Warden and Wardens) responsibilities include:

- Assist with the development, communication, monitoring and review of the Emergency Response Plan.
- Ensure the implementation of the Emergency Response Plan and coordinate response on site until arrival of Chief Warden or Emergency Services if required.
- Control and coordinate as appropriate the activities of all individuals / agencies (other than Emergency Services) at the site in the event of an emergency.
- Ensure that individuals/groups attending on-site emergencies are escorted and briefed on site about the location and extent of emergency and other related issues.
- Designate equipment / personnel assembly areas, marshalling areas, briefing area, evacuation assembly area, etc. for use in emergencies.
- Initiate initial response actions if they are the first person on the scene
- Taking appropriate personal protective measures
- Advising personnel in the area of any potential threat and/or initiate evacuation procedures
- Restrict access to the incident scene and surrounding area as the situation demands. Take any other steps necessary to minimize any threat to health and safety
- Request medical assistance, if necessary
- Verify substance released and obtain Safety Data sheets, as necessary
- Identify and isolate source to minimize product loss
- Coordinate further response actions with the Chief Warden and Emergency Services.

10.1.2 Engineering Manager / Operations Manager

The Engineering Manager / Operations Manager or the person delegated will attend all emergencies, on site and undertake the following when advised of an emergency:

- Obtain details of the incident.
- Ensure the safety of employees, contractors and public as a matter of priority
- Contact emergency services if required
- Stop all train and road movements if required
- Ensure the safety and security of the train in accordance with procedures (if required)
- Advise Train Control Centre if required
- Confirm emergency services have been advised if required
- Ensure site is not disturbed except for providing first aid
- Advise General Manager Commercial and Operations / Rail Infrastructure Manager of escalated emergency
- Ensure the implementation of the Emergency Response Plan and coordinate response on site until arrival of Emergency Services or Chief Warden.
- Ensure that individuals/groups attending on site emergencies are escorted and briefed on site about the location and extent of emergency and other related issues.
- Designate equipment / personnel assembly areas, marshalling areas, briefing area, evacuation assembly area, etc. for use in emergencies.

10.1.3 HSEQ Senior Manager

The HSE Manager has responsibility for the following:

- Coordinate the development, communication, monitoring and review of the Emergency Response Plan.
- Ensure the effective implementation of the Emergency Response Plan.
- Review the Emergency Response Plan following an emergency or emergency training exercise (as required).
- Document emergency response, investigate, amend plans and procedures and prepare reports. Report to Senior Management and agencies as appropriate.
- Ensure that all Emergency Response infrastructure and equipment is fit for purpose and maintained within the appropriate timeframes.
- Manage external contracts relating to Emergency Infrastructure.
- Be the primary environmental contact point in relation to environmental emergency response.
- Assist and advise the Chief Warden on the response required to manage the environmental impact from the emergency.
- Act to ensure reasonable steps are taken to avoid or minimise unintended or adverse environmental impacts, and failing the effectiveness of such steps, to direct that relevant actions be ceased immediately should an adverse impact on environment be likely to occur

10.1.4 Managers / Shift Leaders / Team Leaders

Managers / Shift Leaders / Team Leaders have responsibility for the following:

- Ensure that all Emergency Response infrastructure and equipment in area under control is fit for purpose and maintained within the appropriate timeframes.
- Ensure that all issues that have contributed, or may contribute, to an Emergency Situation are addressed effectively with ongoing controls implemented.
- Fulfil requirements as per HPS Emergency Response Actions and report any potential emergency situation to Area Warden.
- Manage site access for personnel and contractors and ensure only authorised personnel are on the site. Prevent public access to the site. Monitor boundary conditions and ensure site security.

10.1.5 Employees

Employees have responsibility for the following:

- Comply with the requirements in the Emergency Response Plan.
- Actively participate in Emergency Response training.
- Promptly report any incidents or 'near misses' that may contribute an Emergency Situation to Manager / Supervisor.
- Report to supervisor any deterioration or damage to Emergency Response Infrastructure that may impact on the effectiveness of the Emergency Response Plan.

10.1.6 Security

The Security personnel have responsibility for the following:

- Ensures that individuals/ groups attending emergencies are escorted and briefed on site about the location and extent of the emergency and other related issues (e.g. emergency equipment/ manifest locations) and maintain access control.
- Whenever an emergency requires the evacuation of the HPS Terminal or Depot ensures that no access to the terminal is allowed other than emergency services.
- Act as the Communications Officer in the event of an Emergency.

10.1.7 Contractors and Visitors

All contractors, visitors and other persons entering or performing work within the HPS Site have responsibility for the following:

- Comply with the requirements of this Emergency Response Plan.
- Actively participate in Emergency Response training.
- Promptly report any incidents or 'near misses' that may contribute to an Emergency Situation.
- Report any deterioration or damage to Emergency Response Infrastructure that may impact on the effectiveness of the Emergency Response Plan.

10.2 Rail Emergencies (only)

Train Crew, (if a train is involved)

Train crews that work within HPS Depot Terminal will be trained in incident and emergency management and trained to assist with the communication process as part of their Induction to the site.

10.2.1 Train Crew responsibilities include:

- Advise the Track Manager's Train Control Centre
- Advise HPS Shift Leader, Rail Team Leader and Rail Infrastructure Manager
- Advise Emergency Services, if required
- Ensure the safety and security of the train in accordance with procedures
- Provide a warning and ensure the safety of other trains in accordance with procedures if required
- Account for all persons on the train if required
- Determine access requirements to the occurrence site
- Maintain communications with the Train Control Centre
- Make sure that emergency services, the Train Control Centre and HPS Shift Leader have been advised of dangerous goods
- If necessary to evacuate, and safe to do so, the train crew shall take the Dangerous Goods documentation with them in order it is available to the emergencies services
- Warn others of any dangers present
- Assist those in danger to move to a place of safety
- Identify and record names and contact details of persons involved in the emergency leaving the site
- Assist other employees and contractors when required
- Take control of the occurrence site when required.

10.3 Preservation of Evidence

It is important to ensure any evidence that may assist the investigation be preserved on site. In the first instance this responsibility will fall to the Manager responding to the incident until the ECO and Chief Warden takes over this responsibility.

The Chief Warden will be responsible for the security and preservation of identified site evidence or any possible evidence, including that at any other relevant sites.

10.4 Termination of Emergency

Following the emergency being under control and any clean up completed the Chief Warden shall:

- Make an inspection of the site and ensure that the site is safe for the re commencement of operations
- Ensure that all personnel contractors and visitors on site or area involved with the emergency have been accounted for and advised of the commencement of operations
- Advise the Engineering Manager and / or Operations Manager.
- Advise the Track Manager's Incident Management Co-ordinator or Train Control Centre if required

10.5 Post Emergency Debrief

Following the emergency a debrief shall be arranged with personnel involved and others as necessary to review the emergency response process and to provide feedback on performance and where possible improvements to procedures that may be necessary. The **HSEQ10.1.1.7 Emergency Debrief Form** should be completed.

11 Communication

A communication centre will be established in the HPS offices which will be manned 24hrs by security.

Security Office will act primarily as an emergency communications centre and will respond to emergencies and incidents reported on site. The communications centre will have both two way radios with some dedicated frequencies and land line communication and hold a register of all emergency services contacts, site operation telephone numbers and site designated radio channels. Operational personnel will be issued with a radio during each shift, including Shift Leaders, Team Leaders as well as all operational equipment will be fitted with radios.

A dedicated Emergency channel when activated will broadcast across all channels. In circumstances where emergency response assistance is necessary, Port Botany Emergency Alarm Radio (PBEAR) provides 24 hour air access/coverage for notification of emergencies within the Port Botany Precinct.

11.1 Emergency Phone Numbers

- | | |
|--|-----|
| • Police, Fire and Rescue, Ambulance | 000 |
| • Emergency contact number when using a mobile phone | 112 |

11.1.1 HPS ECO Contacts

HPS Contacts		
Chief Warden	Shift Manager	Phone: 9578 8546 Mobile 0455 065 551
Communications Officer	Security	Phone: 9578 8505
Deputy Chief Warden	Shift Leader Operations	Phone: 9578 8579
Area Wardens	Shift Leader Operations	Phone: 9578 8579
	Risk & Compliance Manager	Phone: 9578 8528
	Maintenance Shift Leader	Phone: 9578 8561
Wardens	Rail Team Leader	Phone: 9578 8515
	Yard/Ship Team Leader	Phone: 9578 8595
	Reception	Phone: 9578 8500
	Engineering Manager	Phone: 9578 8563

Emergency Response Plan - HPS

The ECO shall develop and maintain a formal and identifiable list of contact phone numbers for use during an incident.

Business / Service	Location	Phone
Ambulance	Prince of Wales Hospital	000
ARTC Network	General Operations Sydney Operations Manager	02 6924 9806 0427 612 178
Ausgrid		131 388
Australian Transport Safety Bureau		1800-011-034
Environmental Protection Authority	EPA	131 555
Fire Brigade	Botany Fire Station 3 Banksia Rd, Botany	000
Harbour Control	Port Authority of NSW Vessel Traffic Service (VTS)	02 9296 4999
Hospital	Prince of Wales Hospital Barker Street, Randwick NSW	02 9650 4000
Independent Transport Safety Regulator (ONRSR)	Level 1, 75 Hindmarsh Square Adelaide SA	NSW Branch 02 8263 7100
Medical Centre	Botany Medical Centre 1419 Botany Road, Botany	02 9700 1115
NSW Local Public Health Unit	Locked Bag 88, Randwick 2031	Ph: 02 9382 8333 AH Ph: 02 9382 2222
NSW Ports	Safety & Security Manager	0410 459 439 1300 922 524
Office of Transport Safety Investigations	Level 17, 201 Elizabeth St Sydney NSW	
Poisons Information		131 126
Police	965 Botany Road, Mascot	000
Port Authority of NSW	Level 4, 20 Windmill Street Walsh Bay, NSW	02 9296 4999
SafeWork NSW	(previously WorkCover)	131 050
Sydney Airport Corporation Limited (SACL)	General 24hr Emergency Contact	02 9746 9555
Sydney Water		132 090
Traffic Management Centre (TMC)		131 700
Transport Management	25 Garden St Everleigh NSW	02 8396 1400
Rail Operators		
Pacific National		0438 489 620 or (02) 9893 2801
Sydney Rail Services		1300 475 154
Qube Logistics		1800 724 502
Southern Shorthaul Rail		1300 669 847
ESPEE		0402 006 072
Freightliner		0428 203 331

12 Port Botany Emergency Radio & Alarm System

All terminals at Port Botany have been provided with a common frequency Radio and Alarm System, which is owned and maintained by NSW Ports. The system is intended to provide a quick method of alerting and advising and then updating all the other terminals at Port Botany of any event /incident / accident / emergency in the port area. Due to the sensitivity of the port area this system should be used to communicate to all other terminals the reason for attendance of any of the emergency services (i.e. Police, Fire Brigade and Ambulance) at the port. The Radio and Alarm System has been installed at the location on each site which is continuously manned, typically the Security Office.

Each terminal has been assigned an identification number starting from 01 (list of identification numbers are located on the radio). During normal operations the radio alarm units will display 00.

To notify the other terminals at Port Botany of an event/incident/accident/emergency follow the steps below:

- **To activate alarm:** Lift the protection cover on the left-hand side red switch and depress for 2-3 seconds. The alarm (a continuous electronic siren emanating from the radio speaker) in all of the other terminals but not the initiating terminal will be activated. The identification number of the site where the alarm was triggered will appear in the digital display e.g. 01.
- **To silence alarm:** Depress the left-hand side green switch or press the talk button on the microphone once.
- **Communications:** Within 30 seconds of activating the alarm the initiating terminal should commence broadcasting advice on the event/incident/accident/emergency. Communications can be carried out at any time between radio bases without activating the alarm buttons and simply talk on the radios direct to any station or all station on the net, although the system is for port emergencies in particular.
- **Faults:** Contact the Sydney Ports Corporation Harbour Control on 9296 4000.

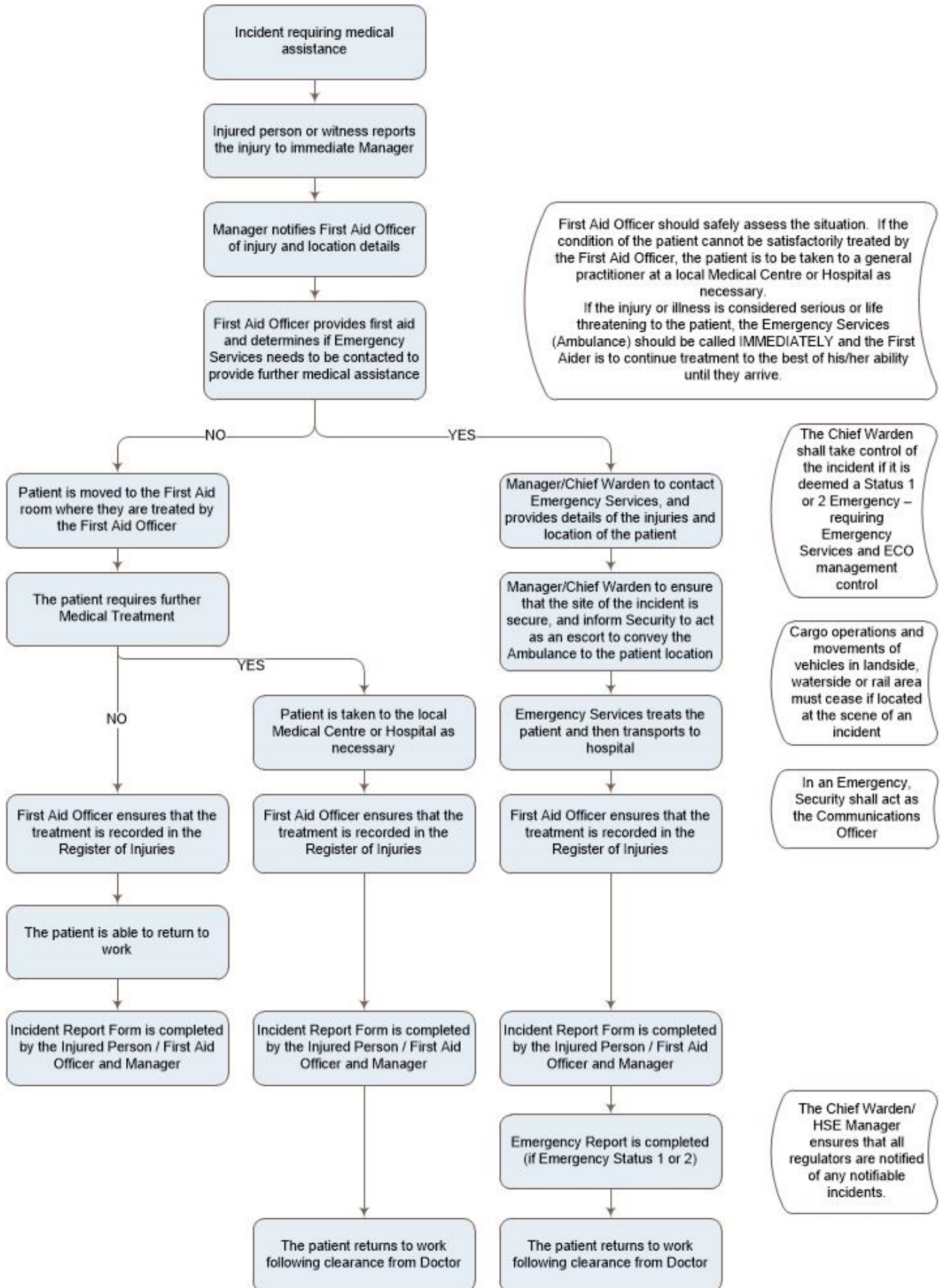
RADIO No.	COMPANY	Address	PHONE NUMBER
01	NSW Ports Bulk Liquids Berth 1	Gate B42, Charlotte Rd, Port Botany	9666 4906
02	Sydney Ports – Brotherson House	Gate B103 Penrhyn Road, Port Botany	9316 5046
03	NSW Ports Bulk Liquids Berth 2	Gate B42, Charlotte Rd, Port Botany	9316 0777
04	Caltex Banksmeadow	Gate B115, Penrhyn Rd Port Botany	9695 3600 or 9695 3670
05	Origin Energy	Gate B35 Friendship Rd Port, Botany	9316 3800
06	DP World	Gate B34 Friendship Rd, Botany	9394 0900 or 9394 0948
07	Elgas	Gate B44 Charlotte Road, Port Botany	9666 5625 or 8336 4200
08	Qenos Hydrocarbons	Gate B40 Friendship Rd Port Botany	9666 4028
09	Patricks	Gate B114a Penrhyn Rd Port Botany	9394 9999 or 9394 0348
10	Patricks Port Botany Container Park	Gate B29 Friendship Rd Port Botany	9666 3622
11	Qube	Gate B5 Bumborah Point Rd Port Botany	9666 3466
12	Qube (POTA)	Gate B2 Botany Road, Port Botany	9316 9743
13	Terminals	Gate B38 Friendship Rd Port Botany	9316 9743
14	Vopak Site A	Gate B33 Friendship Rd, Port Botany	9666 4455
15	Sydney Ports Coastal W'shop	Gate B107 Penrhyn Road, Port Botany	9316 7906
16	NSW Police Force – Mascot	965 Botany Road, Mascot	9316 6955
17	Sydney Buses	Bumborah Pt Rd, Port Botany	9582 7629
18	Patrick Port Services	Gate B33 Friendship Rd, Port Botany	9316 1411
19	Customs	Gate B15 Bumborah Point Rd Port Botany	
20	ACFS	Gate B53 Simblist Rd, Port Botany	9695 1510
21	Not used		
22	Vopak Site B	Gate B47 Friendship Rd, Port Botany	9666 4455
23	Svitzer Tugs	Gate B104a Penrhy Rd, Port Botany	
24	HPS	Gate B150 Sirius Rd, Port Botany	9578 8505
25	WSI International	Gate B9 Bumborah Pt Rd, Port Botany	9666 5700
26	Tyne ACFS	Gate B8 Bumborah Pt Rd, Port Botany	9666 4101

13 Emergency Response Actions

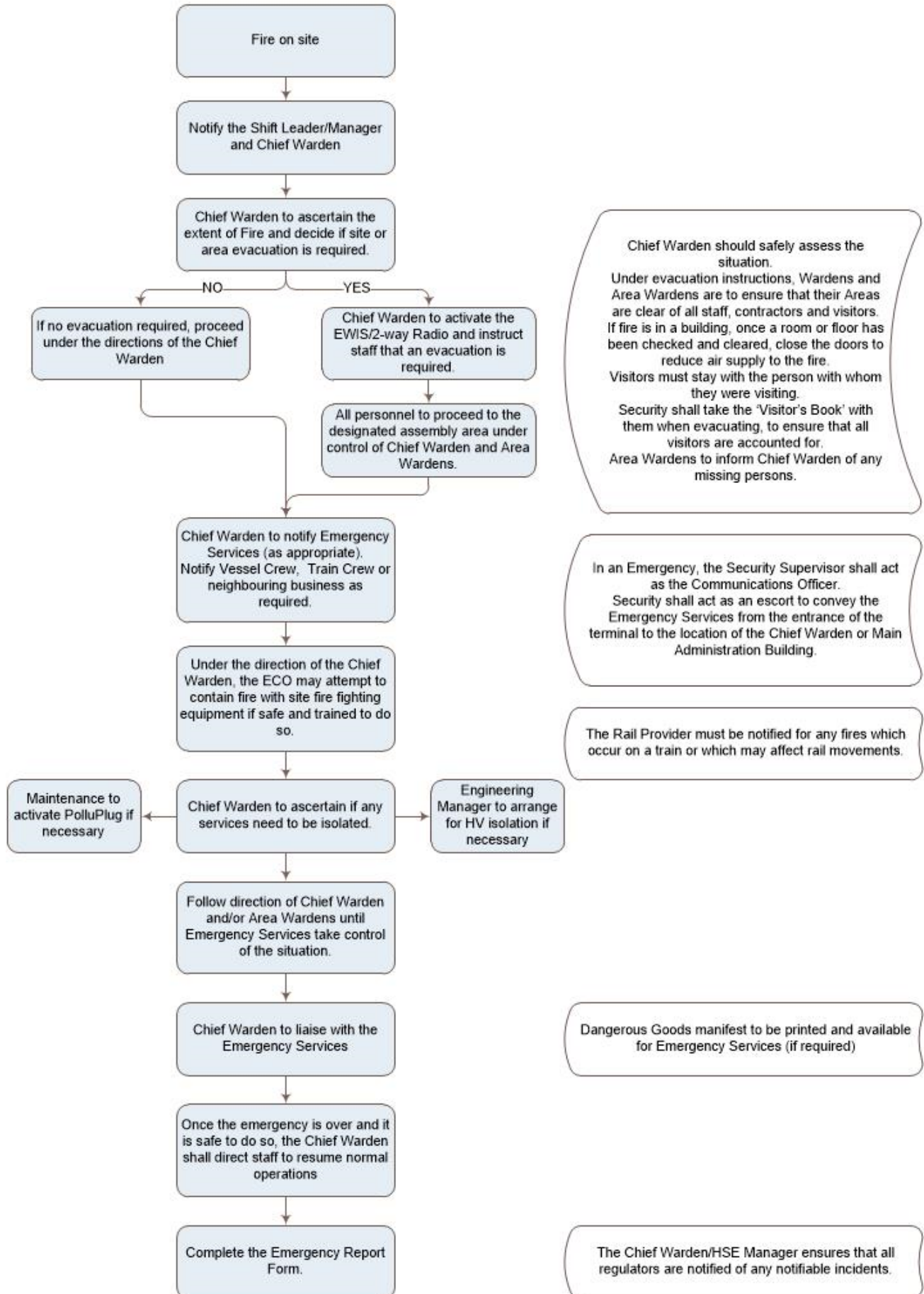
Emergency Response Actions are activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual ERP predators and bringing them to justice.

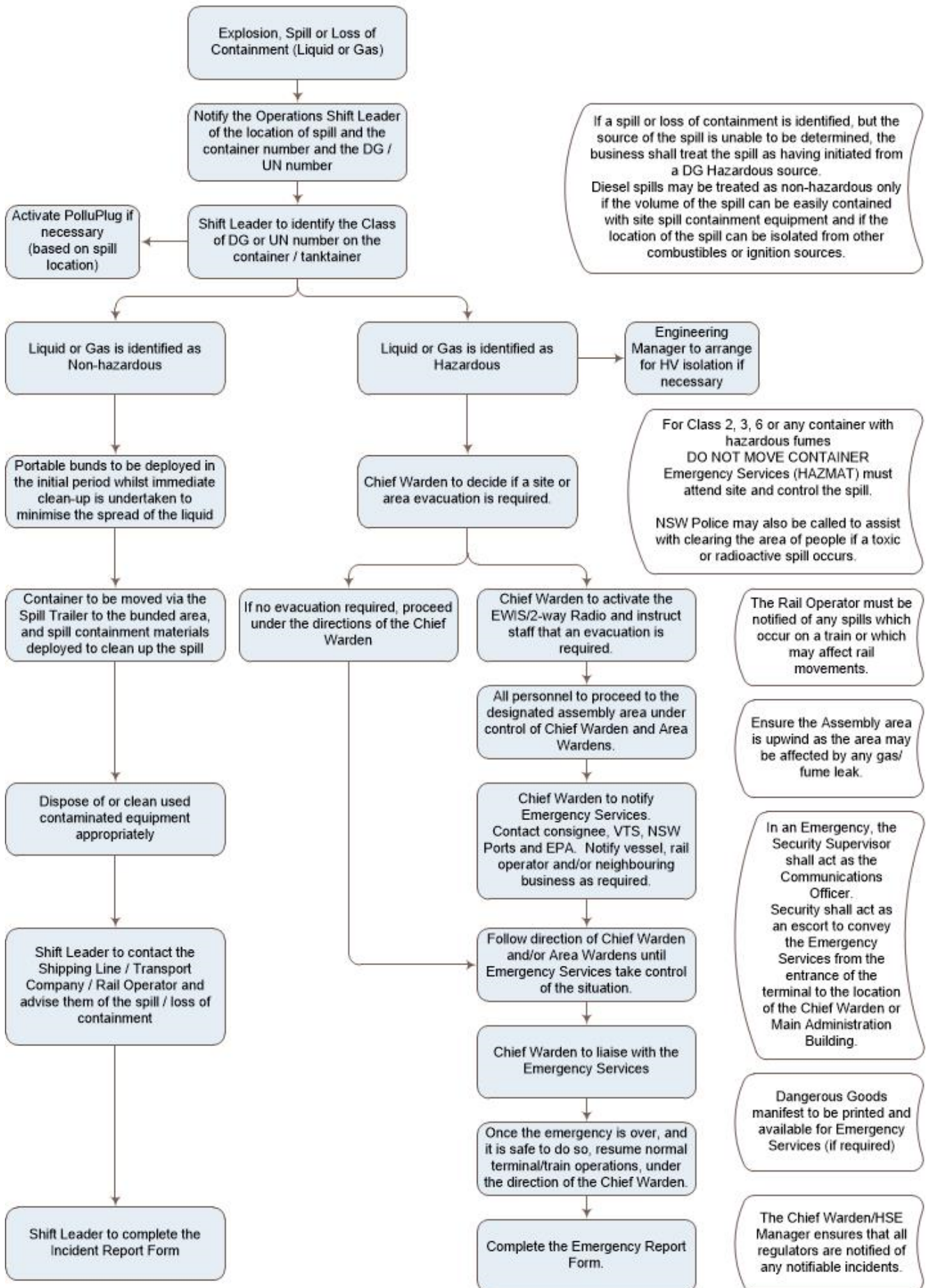
13.1 Medical Response Incident



13.2 Fire Incident



13.3 Explosion, Spill or loss of Containment

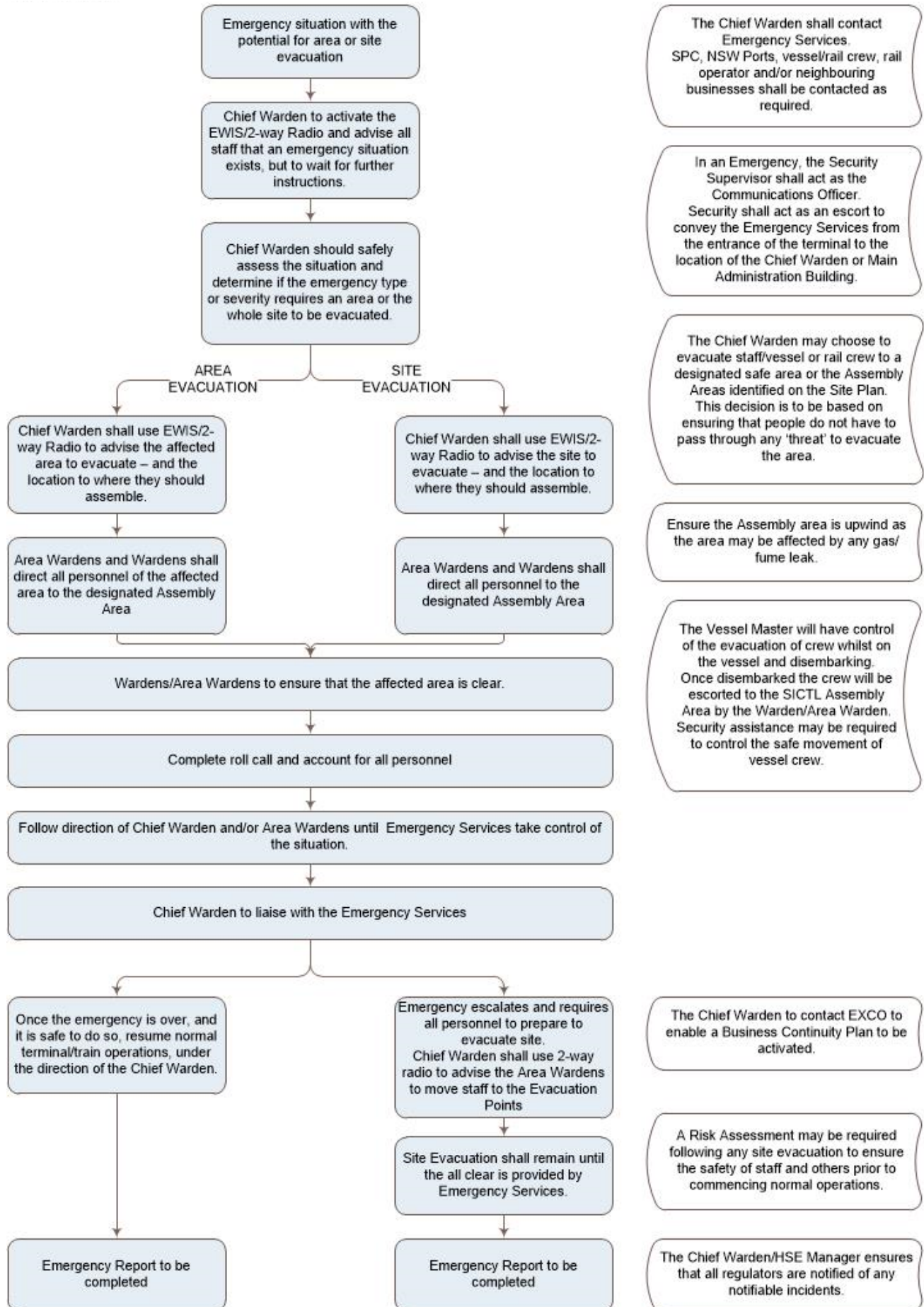


Dangerous Goods Spill Information Form

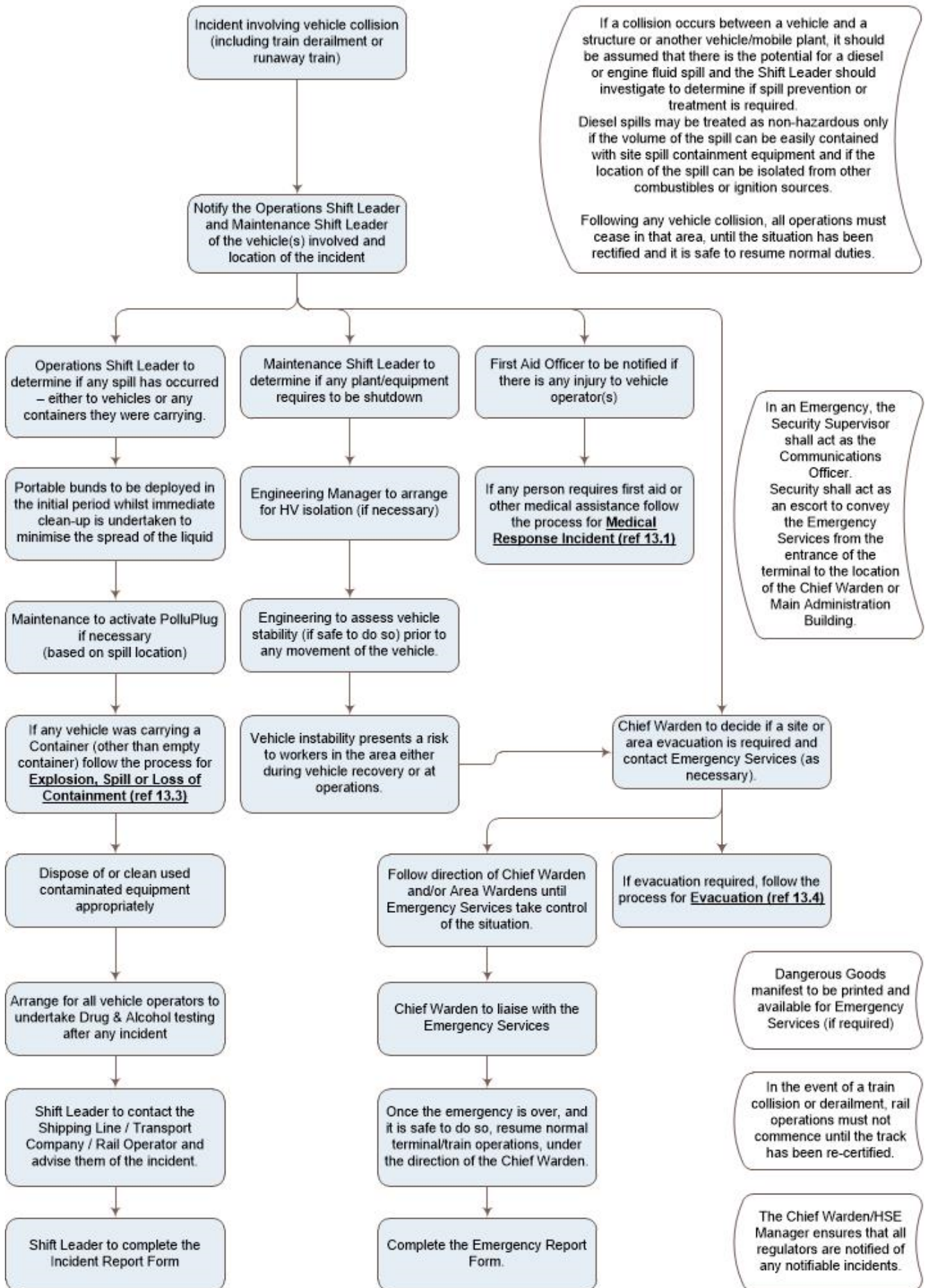
 Collect the following information as **soon as possible** after an incident

Source of Spill Incident ie: derailment, collision, fire, leakage	
Any injured persons?	
Exact location of incident	
Product details including Name, UN number, Class	
Details of consignor / consignee and emergency telephone numbers.	
Other dangerous goods in the vicinity	
Size of the spill or leakage.	
Presence of any stormwater drains nearby	
Extent of damage to vehicles, tanks, containers of dangerous goods involved in incident	
Nature of the terrain and accessibility to the incident site	
Weather or other environmental conditions ie: wind direction, rain, extreme heat	
Additional Information	

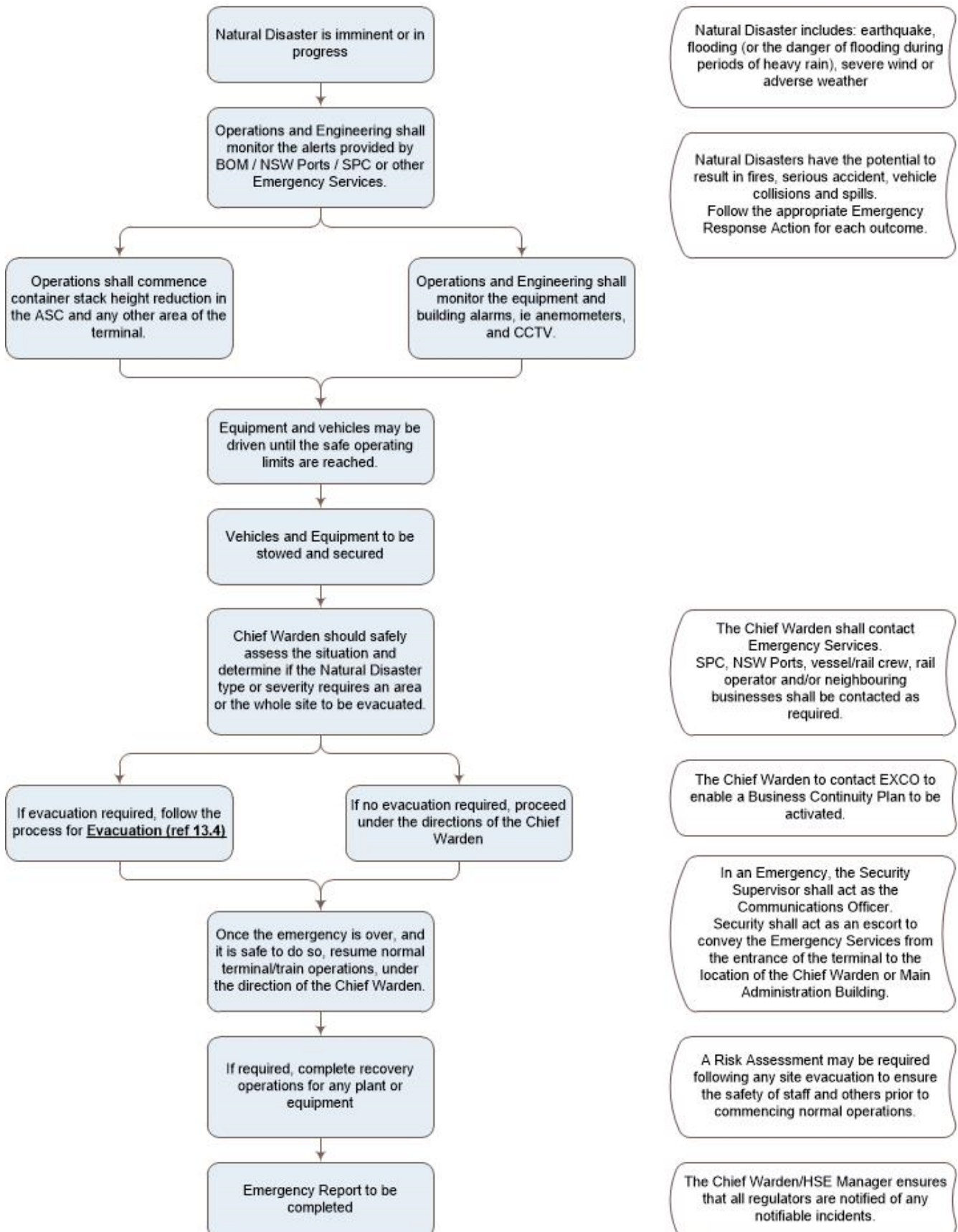
13.4 Evacuation



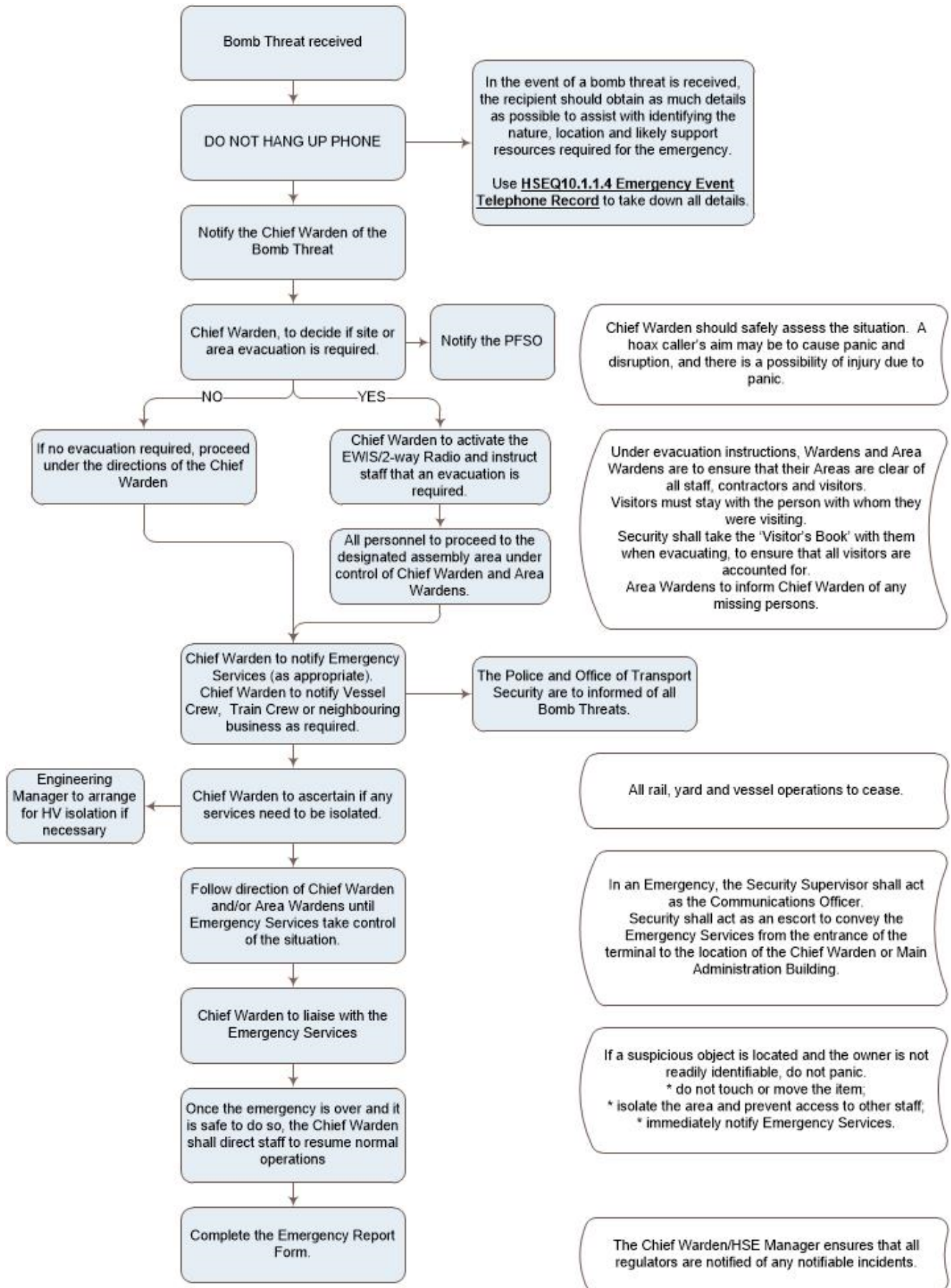
13.5 Vehicle Collision



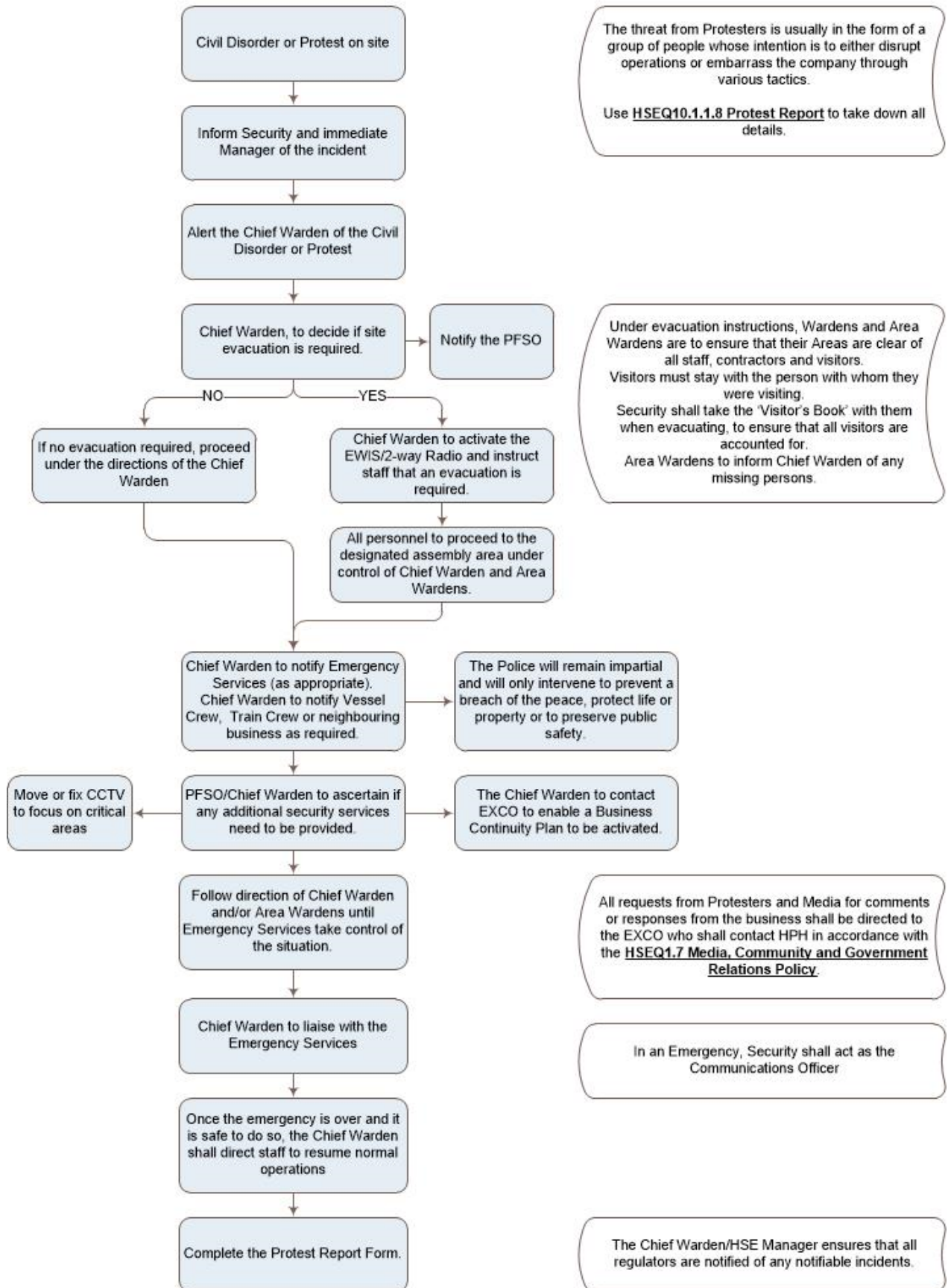
13.6 Natural Disaster



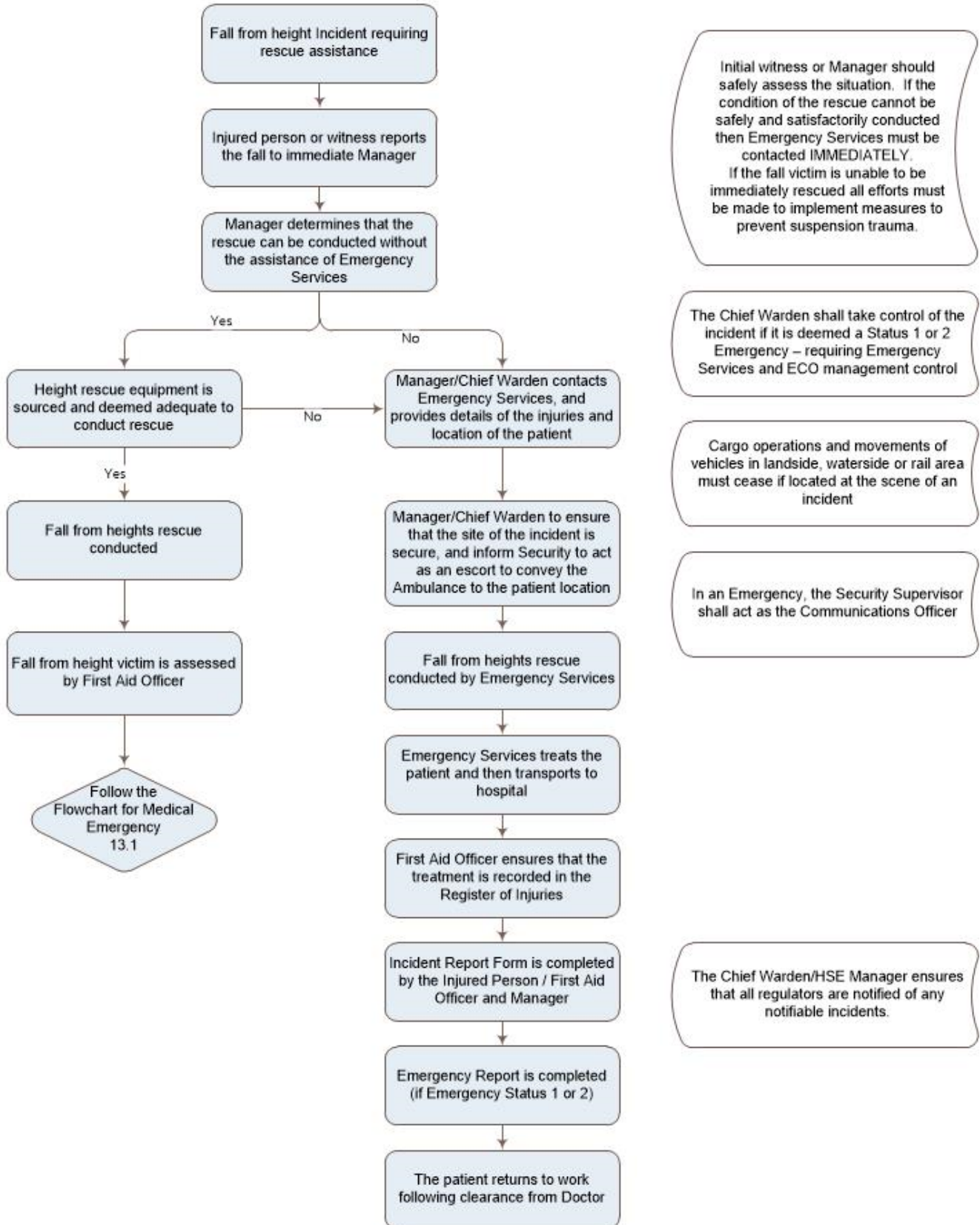
13.7 Bomb Threat



13.8 Civil Disorder and Protest

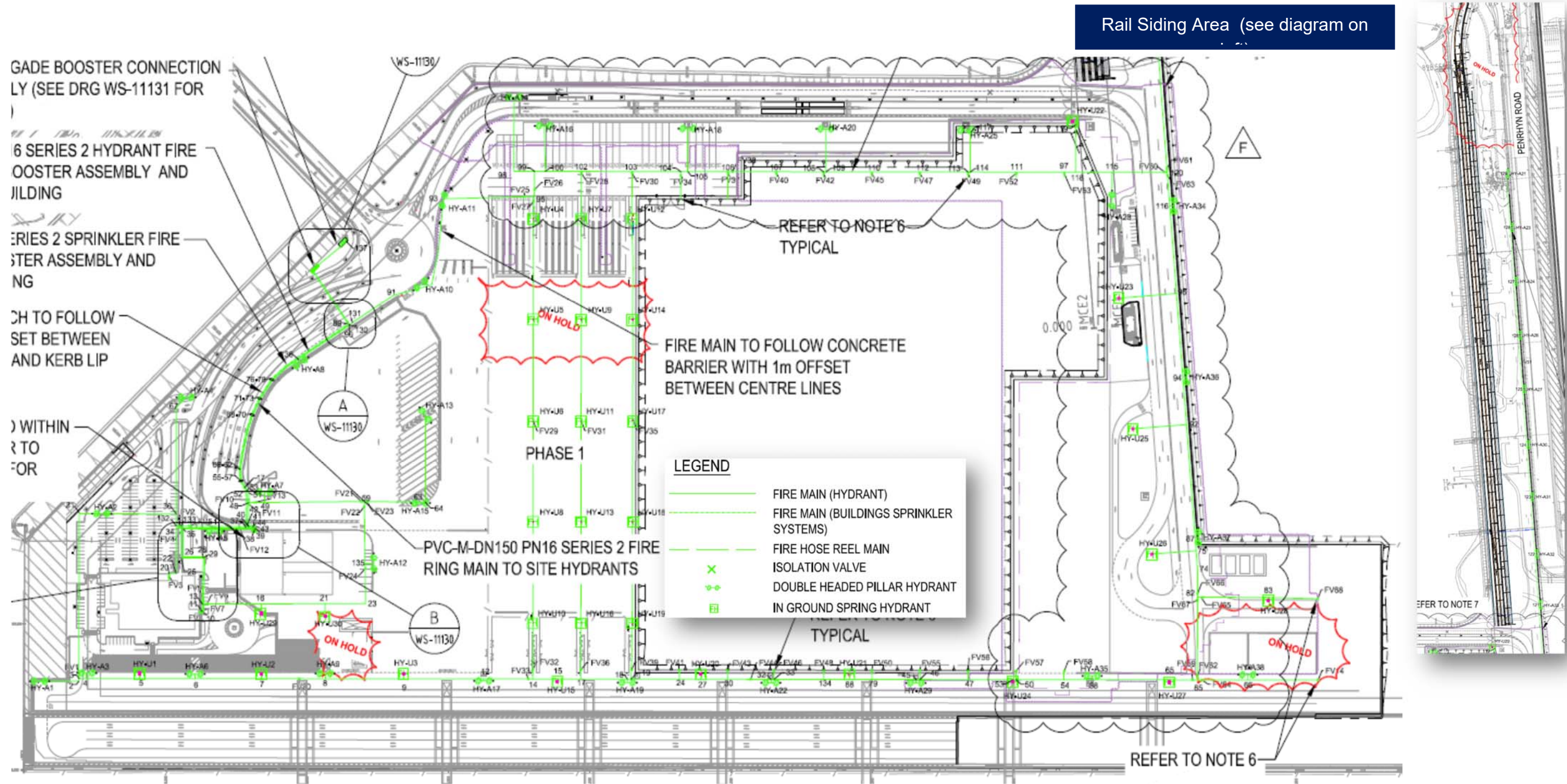


13.9 Fall From Heights Emergency



14 Appendix

Fire Hydrant Location Plan



HPS Site Evacuation Plan

