

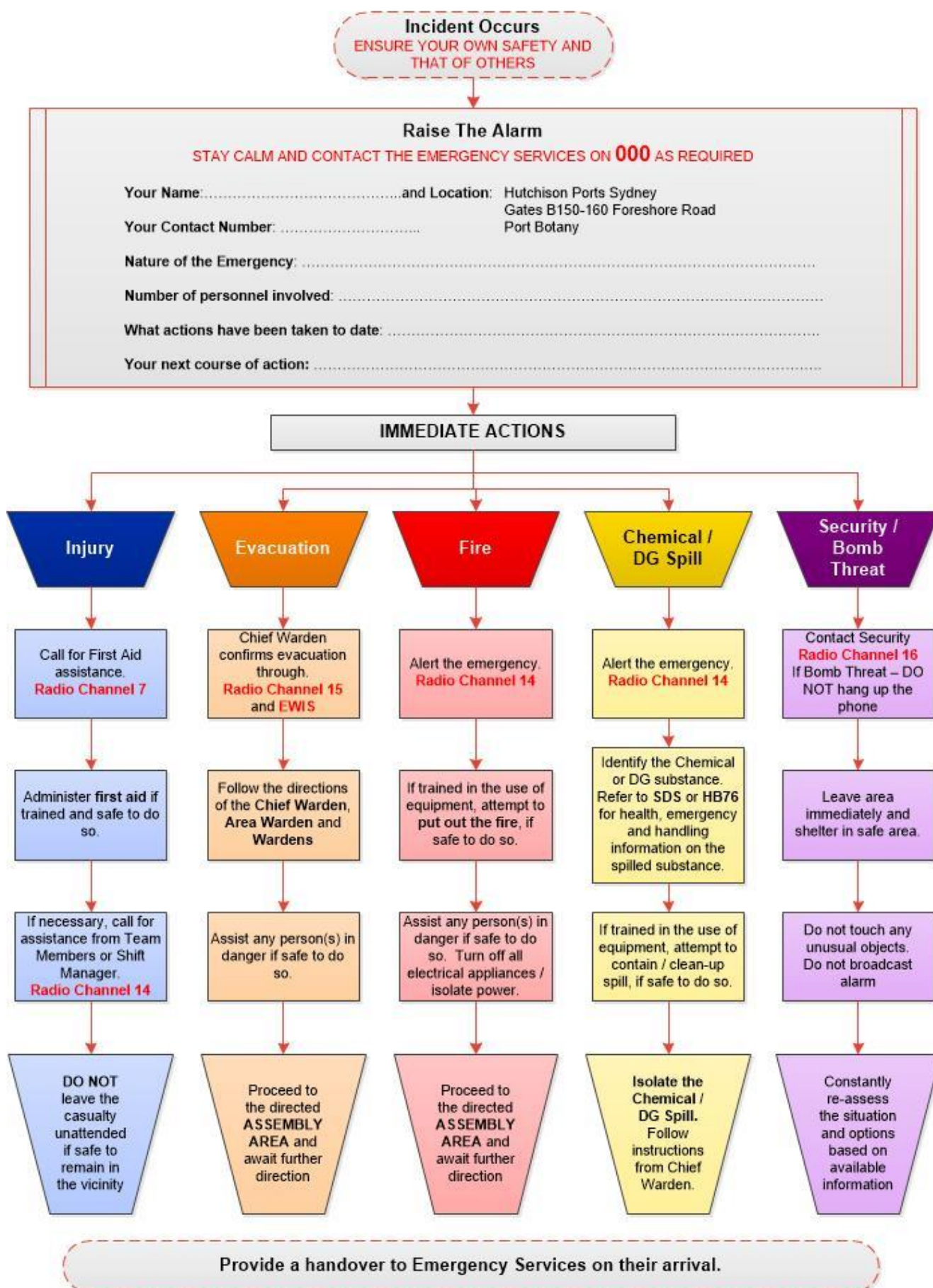


HSEQ MANAGEMENT SYSTEM

Emergency & Security

HSEQ10.1.3
Emergency Response Plan
Sydney
VERSION 11

Immediate Response Guide to Emergencies



Document Control:

Document control shall be in accordance with the HPA Document Control and Records Management Policy (HSEQ9.1) and the Document Control & Information Management Procedure (HSEQ9.1.1), ensuring that:

- An up to date version of this HSEQ Management System document is maintained;
- Records of superseded versions of the document are retained for a minimum of 7 year; and
- 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	01-08-13	Consultation Draft – internal	Peter Giesler	Trevor Ballantyne
DRAFT 3	All	15-07-13	Consultation Draft – external	Peter Giesler	Trevor Ballantyne
DRAFT 3A	All	31-07-13	External stakeholder consultation comments incorporated	Peter Giesler	Trevor Ballantyne
1	All	18-09-13	Comments from DP&I incorporated	Peter Giesler John Ieroklis	Trevor Ballantyne
2	All	03-10-13	Amend ERA to align titles in line with Rail Safety Act Incorporate comments from Fire Safety Study feedback	Peter Giesler John Ieroklis	Trevor Ballantyne
3	10, 11, 19, 27, 32, 34, 47, 50, 63, 65, 66, 69, 72	17-10-13	Comments from NSW Fire Brigade on Fire Safety Study incorporated	Peter Giesler John Ieroklis	Trevor Ballantyne
4	All	12-05-16	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	20-06-16	Added the bullet point to clarify that the Emergency Response Plan complies with HPS's EPA Licence requirements.	Jennifer Stevenson	Jessykah Miles
6		28-12-17 23-03-18	Updated the flowcharts to reflect company structure. Updated branding and logos in line with HP Guidelines. 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	Jennifer Stevenson	Blair Moses

Register of Amendments					
Ver No	Page no	Date	Description of amendments	Prepared by	Approved by
7	All	25-01-21	Added Radio Channels and broadcasting information	Jennifer Stevenson	Chris Barber
		05-03-21	Complete general review and update of the plan in alignment with AS3745-2010.		
		31-03-21	Presented draft to WHS Committee for consultation.		
		21-07-21	Incident Notification: DPIE included as authorities to be notified of incidents ERP updated to incorporate the requirements of PIRMP. Included the Chemical Register. Updated all flowcharts	Dozie Egeonu & Jennifer Stevenson	
8	47	19-11-21	Minor update to the External Notification Table (NSW Ports)	Jennifer Stevenson	Chris Barber
9	32	20/05/22	Included 12.7 Secondary (alternate) Terminal Exit Point	Jennifer Stevenson	Chris Barber
	45	13/07/22	Update of the Civil Disorder and Site Intrusion flowchart 13.10		
10	14	16-01-23	Updated ECO chart	Jennifer Stevenson	Chelle Harkin
	10		Added the Emergency detail for Security Incidents – call 000 for Police.		
	6		Further definitions for acronyms AMSA, PFSO and VTS applied in the table.		
	59	01-03-23	Pollu-Plug activation in Appendix F		
11	20	20-11-23	Updated to include Section 7.1: Pollution Incident Response Management Testing	Gabrielle Pei Tiatia	Jennifer Stevenson

A person using Hutchison Ports Australia documents or data accepts the risk of:

- Using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and
- Using the documents or data for any purpose not agreed to in writing by Hutchison Ports Australia

Emergency Plan Distribution

This ERP shall be available at all times to staff via the SharePoint HSEQ Management System, and will also be uploaded to the company website at:

<https://www.hutchisonports.com.au/hutchisonports-sydney/>

Emergency Response Action procedures will be printed and provided to all members of the ECO in the **Emergency Response Guidebook**

This document is Copyright, other than for the purposes of and subject to the provisions of the Copyright Act, no part of it may be reproduced in any form or by any process without the prior permission of Hutchison Ports Australia
The information contained in this manual is Confidential and is not to be used or disclosed to any person without the prior approval of Hutchison Ports Australia

Contents

Definitions and Abbreviations	6
1 Emergency Response Statement	8
2 Scope.....	9
2.1 Identification of the Facility	9
2.2 Site Activities	9
3 Hazards and Risk Assessment.....	10
3.1 Inventory of Pollutants.....	12
4 Safety and Emergency Features	12
4.1 Safety Equipment on site	12
4.2 Minimizing Harm to Persons	13
5 Emergency Roles and Responsibilities	14
5.1 Emergency Organisation Structure.....	14
5.2 Emergency Planning Committee (EPC).....	14
5.3 Emergency Control Organisation (ECO).....	15
5.4 Other Managers, Employees, Contractors and Visitors	18
6 Training and Awareness Support	18
6.1 Emergency Control Organisation	18
6.2 Emergency Response - General Awareness.....	18
6.3 First Aid Training	19
7 Testing of the Plan.....	19
8 Emergency Response Plan Review	20
9 Consultation	21
10 Principles of Emergency Management.....	22
11 Classification of Emergency Status.....	23
12 Emergency Management.....	24
12.1 Initial Assessment of Emergency	24
12.2 Warning of Emergency.....	25
12.3 Site Control and Communication	27
12.4 Port Botany Emergency Radio & Alarm System.....	28
12.5 Rescue	30
12.6 Evacuation.....	30
12.7 Secondary (alternate) Terminal Exit Point	32
12.8 Termination of Emergency – All Clear	32
12.9 Recovery	33
12.10 Media Response	33
12.11 Incident Reporting and Notification	33
12.12 Debrief, Investigation and Corrective Action.....	33
12.13 Emergency Communication and Dissemination	34
13 Emergency Response Actions	34
13.1 Medical Emergency	35
13.2 Fall from Heights Emergency.....	36
13.3 Fire Emergency	37
13.4 Dangerous Goods or Chemical Spill (solid, liquid or gas)	38
13.5 Oil or Fuel Spill	40
13.6 Serious Vehicle Accident or Collision (including Rail Incident)	41
13.7 Maritime Incident / Vessel Allision	42
13.8 Natural Disaster / Adverse Weather	43
13.9 Bomb Threat.....	44
13.10 Civil Disorder or Site Intrusion.....	45
13.11 Evacuation.....	46
Appendix.....	47
A. External Notification Table	47
B. Safety Data Sheet Register.....	54
C. Site Plan – Terminal Layout.....	56
D. Fire Hydrant Location Plan.....	57
E. Automated Stacking Crane (ASC) Area – Special Notes for Fire Services	58
F. Activation of Pollu-Plug	59
G. Emergency Evacuation Plan	60
H. HPS Building Sample Plans.....	61

Definitions and Abbreviations

Term	Definition
AMSA	Australian Maritime Safety Authority
Assembly Area	A designated location where people assemble during the course of an evacuation.
Automated Stacking Crane (ASC)	The terminal features Automated Stacking Crane (ASC) blocks where most of the containerised cargo moving between ship and shore will be placed whilst awaiting transit. Each ASC block contains 9 lanes of containers across its width, 68 rows across length and can stack containers 5 high.
Broadcast Messages	<p>Radio broadcasting at HPS in the case of an emergency is the responsibility of the Operations Shift Manager.</p> <p>Broadcast radio channel is – 15</p> <p>Note – Emergency and Broadcast messages will be transmitted to all radios and takes priority over ALL other radio transmissions.</p>
Chief Warden	<p>The Chief Warden is expected to oversee the immediate response to an emergency alarm.</p> <p>The Chief Warden will determine if an emergency should be declared on the site and what emergency procedures should be implemented. The Chief Warden may also be requested to provide advice to the Incident Controller or LEOCON for emergencies affecting the area covered by this Plan</p>
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.
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	HPA Executive Committee (Chief Executive Officer; Chief Financial Officer, and General Manager HR & IR)
Emergency	An emergency is an event that: causes or threatens to cause loss of life or injury/illness to persons or significant damage to property which may require the immediate mobilisation and coordination of emergency services in order to protect life and/or property.
Emergency Control Organisation (ECO)	The Emergency Control Organisation (ECO) is the team appointed by the business to direct and control the implementation of the terminal's emergency response procedures.

Term	Definition
Emergency Planning Committee (EPC)	The persons responsible for the documentation and maintenance of an emergency plan.
EPA	NSW Environment Protection Authority
Evacuation 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.
First Aid	A program designed to provide personnel with the knowledge to respond to and treat injuries.
First-attack firefighting equipment	Portable fire extinguishers, fire hose reels and fire blankets, which are used to fight fires in their early stages.
First-response emergency equipment	Resources, such as automatic external defibrillators (AEDs), spill kits and first aid kits, which are used to address various emergency scenarios in their early stages.
Incident	An unplanned and uncontrolled event which has or could result in death, injury / Illness or property damage which requires normal response from the business or a combat agency or agencies.
Incident Controller	A member of the emergency services who is suitably trained and empowered to assume control of the emergency response.
Local Area	means the Local Government areas of Bayside Council and Randwick Council
Local Emergency Operations Controller (LEOCON)	Means the police officer appointed by the Commissioner of Police 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.
ONRSR	Office of the National Rail Safety Regulator
PFSO	Port Facility Security Officer
Rail Network	All or any part of the railway infrastructure controlled or owned by an accredited track manager.
Recovery	The process of returning affected facilities to their proper level of functioning following an emergency.
Site Control Centre	Means the location that the Chief Warden and members of the ECO are operating from during the incident or emergency.
Track Manager	The owner or manager of the track, network, depot or siding.
Train Control Centre	Track Manager centre that oversees and regulates all on-rail activities.
VTS	Vessel Traffic Services – the Port Authority of NSW provides a VTS which monitors the movement of participating vessels within the areas of Sydney Harbour and Botany Bay.

1 Emergency Response Statement

Sydney International Container Terminals (HPS) is committed to providing employees, contractors, visitors and customers with a safe work environment. HPS understands 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 staff to respond quickly and effectively to an emergency.

An Emergency:

- has the potential to cause / or requires full site closure or evacuation, or significant isolation;
- involves 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.

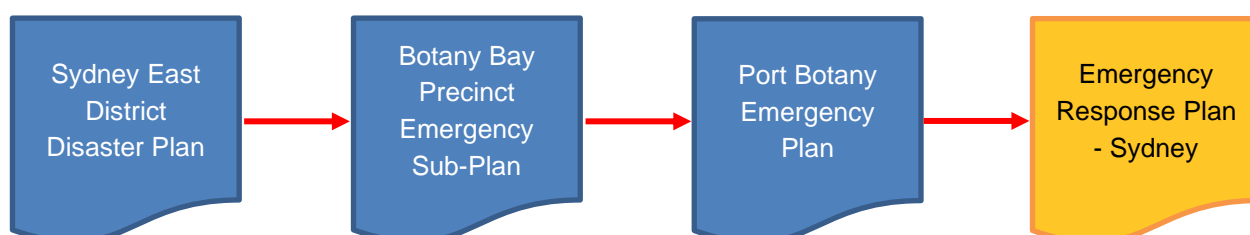
The aim of the Emergency Response Plan is to

- document the processes and organisational roles/responsibilities required to ensure that HPS is capable of effectively managing an emergency;
- provide a coordinated response to any emergency in the shortest time to minimise the loss of life, environmental harm and/or property damage; and
- restore the terminal to normal operations in an orderly and timely manner

This Emergency Response Plan also addresses:

- The requirements of The Ministers Conditions of Approval taken from the Consolidated Instrument of Approval DA-494-11-2003-i (as modified from time to time);
- The requirements of the Port Botany Expansion Environmental Impact Statement, URS Australia, 2003
- 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*;
- The requirements for HPS's Certificate of Accreditation to carry out railway operations, under the *Rail Safety National Law (NSW) No.82a* and *Rail Safety National Law National Regulations 2012*
- Aligns with the Australian Standard AS 3745-2010 Planning for emergencies in facilities

This Emergency Response Plan comes under the umbrella of the **Port Botany Emergency Plan** which falls under the **Botany Bay Precinct Emergency Sub-Plan** and the **Sydney East District Disaster Plan**.



2 Scope

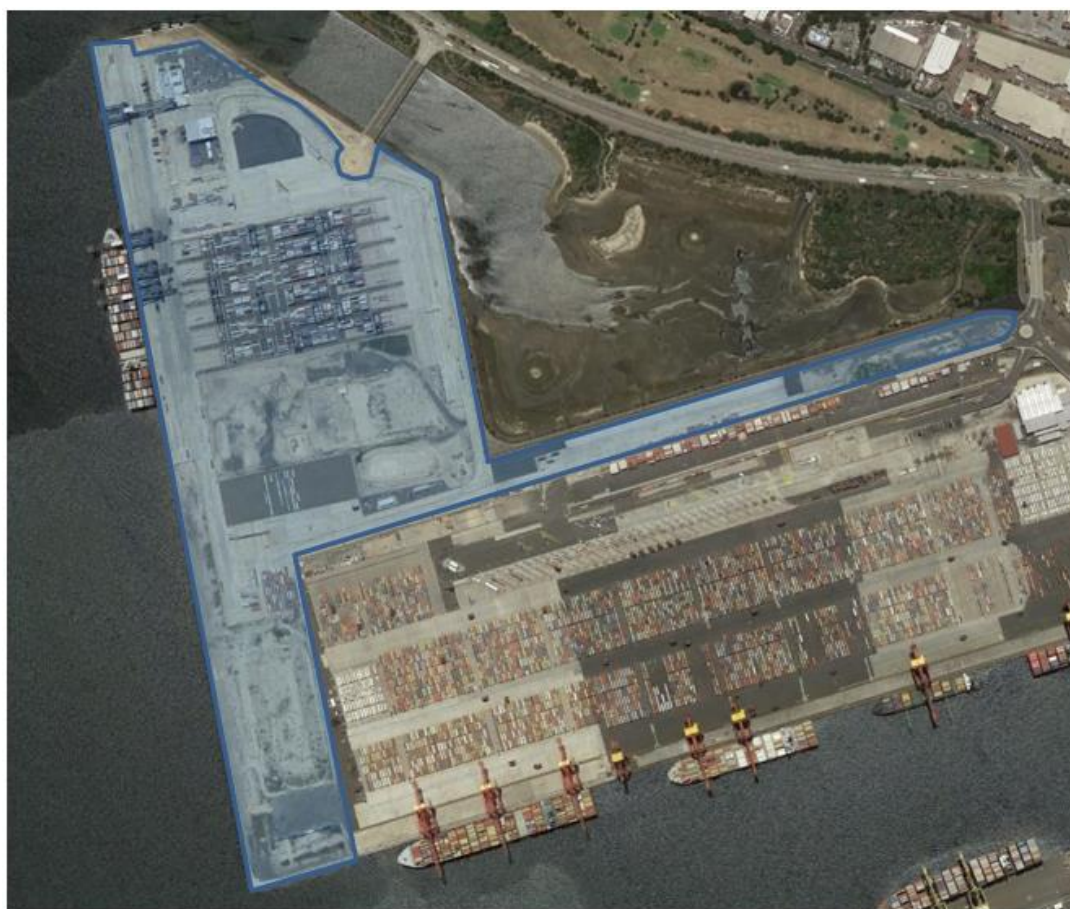
This Emergency Response Plan relates to the critical incidents and emergencies only on the HPS Terminal site. This plan applies to all HPS employees, contractors and visitors and HPS operations including vessel, road and rail operations.

This plan operates in conjunction with the ***Port Botany Emergency Plan***.

2.1 Identification of the Facility

HPS operates an international container terminal on a 45-hectare site featuring a 1300m Quay Line, four Quay Cranes, two rail sidings, access for road freight transporters and container storage areas for import and export cargo.

The location of the terminal between the existing port, the parallel runway at Sydney International Airport, and major arterial roads generates many factors to consider when assessing the level of risk associated with terminal operations.



The area leased and operated by Sydney International Container Terminals (HPS)

2.2 Site Activities

The terminal is an operating port facility which operates on a 24/7 basis, depending on the vessel schedule and servicing requirements. The open yard is a buffer for containers as they transition from land transport (road/rail) to sea transport and vice versa. Container will be inbound (import) and outbound (export).

Containers will contain anything that can be shipped via sea. The types of goods that can be shipped by sea and the method in which they are packed is the subject of International Standards and the Port Authority of NSW guidelines. The manifest of each ship and container is known and approved by the Port Authority of NSW before the ship is permitted to berth at the terminal.

Containers are transported around the terminal using semi-automated and manned handling equipment. The classification of commodity in every container handled is known by the terminal operating system.

An electricity substation is located on the site to support the fixed container moving equipment and refrigerated container (reefer) storage area, as well as the terminal operations buildings, gate systems, yard lighting and other infrastructure.

3 Hazards and Risk Assessment

The identification of terminal Hazards and the implementation of suitable risk controls is constantly ongoing and evolving at the HPS terminal. The business uses structured Risk Assessments to identify and assess hazards and their consequences.

The hazards most likely to trigger this ERP are medical, hazardous goods and transport incidents, however this does not limit the activation of this plan for any other emergency event.

Key Hazards	Risk Rating	Key Pre-emptive Measures
Medical / Injury	High	<ul style="list-style-type: none"> • Training and VOC for all operational tasks. • Limited pedestrian access on terminal. • First Aid equipment accessible and checked. • Trained First Aider on duty for all Shifts.
Adverse Weather	Medium	<ul style="list-style-type: none"> • Terminal operating systems to monitor container placements and stack heights. • Monitoring of weather and storm alerts via online subscription and through Port Authority alerts. • Terminal safe operating procedures for equipment use.
Vehicle Collision or Rail Incident	Medium	<ul style="list-style-type: none"> • Implemented Traffic Management Plans and training for all terminal staff and contractors and visitors. • Terminal safe operating procedures for equipment use. • Equipment inspections and service conducted by Maintenance staff and third party inspectors.
Bomb threat / suspicious devices	Low	<ul style="list-style-type: none"> • Maritime Security Plan in place and active at all times. • Security Officers on site 24/7. • Monitoring of CCTV and Security patrols. • Security drills held quarterly.
DG Spill / Loss of Containment	Medium	<ul style="list-style-type: none"> • Dangerous Goods segregation controlled by terminal operating systems. • Terminal safe operating procedures. • Required training provided to relevant staff. • Spill kits available across the terminal. • Stormwater treatment and pollution prevention devices including SQIDs, LDUs and Pollu-Plugs which are installed across the terminal.
Above Ground Diesel Storage: Diesel leak	Medium	<ul style="list-style-type: none"> • Storage tank is bunded to contain spills in the event of tank failure. • Refuelling area is bunded. • Any fluids caught in these bunds will be pumped out and disposed by an approved contractor. • Diesel storage located approximately 40m away from nearest building structure. • Adjacent stormwater pit is fitted with a stop valve to prevent migration of potential contaminated fluids beyond the area. • SQID unit installed in proximity to the diesel storage. Units are routinely maintained.

Key Hazards	Risk Rating	Key Pre-emptive Measures
		<ul style="list-style-type: none"> Ground surfaces around the diesel storage area are paved with asphalt and concrete. This reduces the risk of land contamination.
Hydraulic Hoses Oil Spill	Medium	<ul style="list-style-type: none"> Spill Standard Operating Procedure. Spill management training. Regular maintenance of equipment. Spill kits in place.
Stored chemical leak	Low	<ul style="list-style-type: none"> Terminal safe operating procedure. Training for operational and maintenance tasks relating to chemical handling. Spill kits in place. Segregation of chemicals in store. Chemical safe data sheet (SDS) readily available. Risk assessment and auditing of hazardous chemical management system.
Fire/Explosion	Medium	<ul style="list-style-type: none"> Dangerous Goods separation and segregation controlled by terminal operating systems. Fire safety equipment installed, accessible and serviced. Installed smoke detectors in buildings, substations and Quay Cranes. Fire exits and equipment clearly marked. Emergency evacuation drills held annually.
Dust emissions	Low	<ul style="list-style-type: none"> Terminal predominantly paved with asphalt and concrete. 20km/hr speed limit. No operational activities at the undeveloped area to reduce soil disturbances. Application of dust suppressant when required to the undeveloped area soil surface. Routine monitoring.
Noise	Low	<ul style="list-style-type: none"> Noise wall along the terminal northern perimeter. Terminal plants fitted with manufacturers' noise control devices. Equipment regularly maintained. Operational safe operating procedure including soft landing of containers.
Wildlife (pied oystercatcher, seagulls, pelicans, etc) – interacting with aircraft during operation	Low	<ul style="list-style-type: none"> Bin lids regularly closed. No outside meal eating by staff on the terminal. Monitor nesting locations. Contact National Parks & Wildlife if nests are found. Terminal building rooves and gutters designed to prevent bird nesting.

Emergencies related to hazards within other Terminals or other NSW Ports or Port Authority of NSW controlled areas are to be managed through their respective emergency response and incident plans. There is no direct link between the hazards listed above and the Emergency Response Actions (ERA) covered in this Emergency Response Plan. Depending on the type of emergency, more than one ERA may need to be implemented.

3.1 Inventory of Pollutants

HPS has a single above ground tank with 67,000L maximum stored quantity of diesel installed within the premises for the purposes of refuelling container handling equipment and terminal vehicles. The Engineering and Maintenance departments use chemicals for cleaning, as well as oils, lubricants, coolant, grease, paint (road marking and rust protection), thinners and pest control substances.

A list of potential site pollutants is contained within the terminal's chemical register with copies of Safety Data Sheet (SDS). These lists are filed in the Maintenance office, the Dangerous Goods storage container and First Aid room. A copy of the SDS Register is presented in **Appendix B**.

HPS receives dangerous goods as transit cargo only. The permissible time limits for the cargo to remain within the terminal is in accordance to ***Dangerous Goods Management Guidelines for Ports in NSW 2020*** ([https://www.portauthoritiesnsw.com.au/media/4203/final-pdf-22-june-2020-pansw-guidelines-v8may2020-website .pdf](https://www.portauthoritiesnsw.com.au/media/4203/final-pdf-22-june-2020-pansw-guidelines-v8may2020-website.pdf)), published by The Port Authority of New South Wales.

The inventory and location of dangerous, hazardous and nonhazardous cargo storage are available within the terminal cargo tracking system "nGEN". This list of cargo and location is available for emergency services.

4 Safety and Emergency Features

The HPS site will be constructed and operated in accordance with the relevant Australian and international codes and guidelines.

4.1 Safety Equipment on site

HPS has within the terminal various safety equipment which can be used to minimise the risks to human health and safety from emergencies, including containing a pollution incident. Equipment available on site are listed below:

- fire hydrant system designed in consultation with FRNSW – fire hydrants spaced no more than 60m apart and providing overlap such that multiple fire hydrant valves will be available to provide coverage to any area of the yard;
- fire monitoring system, including smoke detection with automatic call out to fire brigade upon detection of smoke;
- occupant warning system installed in buildings to alert personnel of smoke/fire detection;
- portable fire extinguishers installed on all handling equipment and in key locations within buildings;
- monitoring of terminal operations via CCTV, Team Leaders supervising their area of control, and security monitoring;
- emergency shut off valve at the bunded diesel storage location operated to isolate the pollutant spill to the immediate bunded area;
- container planning and segregation is controlled by the terminal operating system (nGen) which places containers within the Automated Stacking Crane (ASC) blocks according to the IMDG Code requirements for dangerous goods separation and segregation rules. The odd-numbered ASC blocks (1, 3, 5) will handle solid, liquid and gaseous dangerous goods cargo, and even numbered ASC blocks (2, 4, 6) will handle solid and gaseous dangerous goods cargo. Each ASC block contains 9 lanes of containers across its width. Lane one and nine in blocks 1, 3 and 5 have been reserved for liquid dangerous goods cargo.

- stormwater quality and containment devices -
 - secondary containment – Stormwater Quality Improvement Devices (SQIDs) are located toward the end of each drainage line to capture pollutants including Heavy metals, oil & grease, total suspended solids, etc and to contain any spill that reaches the drainage system within the pipeline. Each SQID has a capacity of at least 5,000L
 - tertiary containment – HPS terminal is fitted with a manually controlled stop valve in the form of an inflatable bladder called 'Pollu-Plug' which are situated downstream of the SQID devices and provide 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 are trapped within the drainage system to be pumped out and the trapped pollutants dispose accordingly.
 - liquid detention unit (LDU): the stormwater drainage system servicing ASC blocks 1, 3 and 5 have been fitted with LDUs that uses a combination of physical, biological and chemical processes to analyse, classify and isolate stormwater and possible contaminated spill materials. The LDU has been designed to continually monitor the stormwater flows in order to detect contaminants which cannot be treated by the SQID units - upon detection an alarm is generated, and the contaminated stormwater is isolated and contained within the stormwater collection network.
 - drain wardens: these are installed to prevent contaminants and sediment from entering the stormwater system, while allowing water to flow through stormwater drains.
- wind monitoring devices: An anemometer is installed at the terminal with tracking screens located inside the cabins of quay cranes, ASC, shuttles and reachstackers to monitor wind speed and other parameters.
- bunded Spill trailer: used to transport leaking container to the spill containment area located at the M-area of the terminal.
- first aid equipment, including defibrillator, available terminal first aid mini bus, stretchers, kits, etc.

4.2 Minimizing Harm to Persons

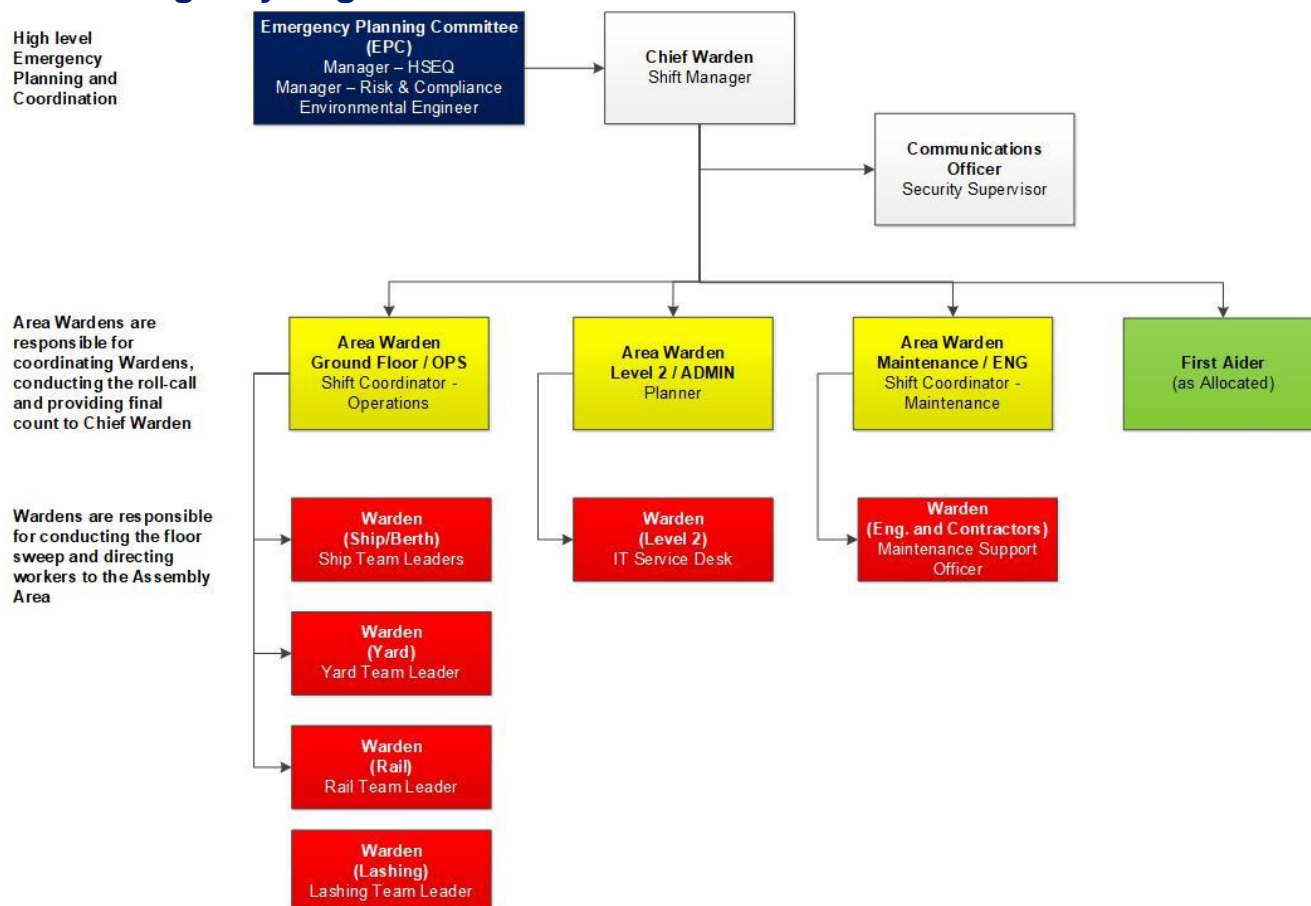
HPS implements various harm minimisation measures at the terminal to minimise the harm to humans, including employees, contractors, visitors or the environment in the event of emergency. The terminal maintains emergency response procedures including activation of evacuation alarms and clear directions for muster locations.

Other harm minimisation measures include;

- emergency response plan training;
- site induction;
- emergency drills are conducted on a periodic basis;
- trained and accredited first aiders and wardens;
- provision of fire-protection systems including firefighting equipment;
- smoke detectors in buildings, substations and quay cranes.

5 Emergency Roles and Responsibilities

5.1 Emergency Organisation Structure



5.2 Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC), where necessary in collaboration with the terminal managers, is responsible for the development, implementation and maintenance of plans in relation to the prevention of, preparation for, response to and recovery from emergencies, and the related training requirements at Hutchison Ports Sydney.

The Hutchison Ports Sydney EPC is led by the Manager – HSEQ and is assisted by the Manager – Risk & Compliance and the Environmental Engineer.

The duties of the EPC shall include the following:

- identifying events that could reasonably produce emergency situations;
- developing emergency response plans;
- ensuring that resources are provided to enable the development and implementation of the Emergency Response Plan;
- nominating the validity period for the Emergency Response Plan, and the evacuation diagram;
- ensuring that the Emergency Response Plan is readily identifiable and available to the appropriate persons;
- establishing an Emergency Control Organisation (ECO) to operate in accordance with the emergency response plans;
- replace ECO members when a position becomes vacant;
- ensure the implementation of:

- awareness of the emergency response procedures;
 - relevant training to ECO members and other employees and contractors;
 - testing the emergency procedures
 - review of the emergency response procedures
- i) establishing strategies to ensure visitors are made aware of emergency response procedures;
 - j) ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually;
 - k) ensuring that the Emergency Response Plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the Emergency Response Plan;
 - l) ensuring that a permanent record of events for each emergency is compiled and retained;
 - m) identifying and rectifying deficiencies and opportunities for improvement in the Emergency Response Plan and emergency procedures.

The EPC will meet at least annually to discuss the Emergency Response Plan and procedures. A record of the EPC Meeting shall be made and retained.

5.3 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.

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.

During emergencies, instructions given by the ECO members shall take precedence over the normal management structure. This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

5.3.1 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:

Pre-emergency:

- Maintain a current register of ECO members and contact details;
- Conduct regular emergency drills and exercises;
- Ensure the emergency response procedures are kept up to date;
- Ensure that personal ECO identification is available – vest and hard hat;
- 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;
- Be trained and competent in understanding what evidence is required to be collected and will also be responsible for its preservation and security.

Emergency:

- Ensure the implementation of the HPS Emergency Response Plan – respond and assume control on site until arrival of Emergency Services and Incident Controller;
- Ascertain the nature of the emergency, evaluate the severity, potential impact, safety concerns, and implement appropriate response actions;
- Ensure that the appropriate Emergency Service(s) has been notified;
- Coordinate the activation of the Emergency Control Organisation and ensure that Wardens and Area Wardens are advised of the situation, until relieved or when no longer required;
- Coordinate the accounting of all persons evacuated on site at the assembly point(s) i.e. using the gate entry / exit records (Gallagher report)
- Initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas;
- Monitor the progress of the evacuation and record any action taken in an incident log;
- Brief the Emergency Services and Incident Controller upon arrival on type, scope and location of the emergency and the status of the evacuation and thereafter assume a supporting and advisory role, acting on the instructions of Emergency Services and Incident Controller;
- Arrange for resources to be available to provide mutual aid, assistance and advice for emergencies outside the HPS Terminal, at the request of the Incident Controller;
- Notifying Terminal management and Manager - HSEQ of the emergency situation;
- Arrange shut down and isolation of HV power with Engineering and Maintenance teams in the event of a fire in the ASC stacks or as requested by Emergency Services;
- Liaise with neighbouring businesses as required
- Be identified by wearing a suitably marked High Visibility white vest and white hard hat at all times during the Emergency.

Post-emergency:

- communicate the 'All Clear' once the emergency is rendered safe or the Emergency Services returns control;
- coordinate/complete additional internal and external notifications;
- direct recovery and clean-up operations;
- organise a debrief with ECO members, terminal managers and, where appropriate, with any attending Emergency Service;
- complete the **Rapid Global Incident Report** and Investigation.

5.3.2 Communications Officer (Security)

Prior to Emergency:

- Keep logbooks and systems up to date with all terminal access records, and make them available in the event of an emergency;
- Ensure that emergency communications equipment is functional.

Emergency:

- Identify and report any emergency observed by Security Officers;
- Ascertain the nature and location of the emergency reported by other workers;
- If requested by the Chief Warden, contact the appropriate Emergency Services;

- Ensure that Emergency Services attending emergencies are escorted to the site of the emergency.
- Whenever an emergency requires the evacuation of the HPS Terminal ensures that no access to the terminal is allowed other than Emergency Services.
- Transmit instructions and information to the ECO members;
- Be identified by wearing a suitably marked High Visibility white vest and white hard hat at all times during the Emergency.
- Prevent public access to the site. Monitor boundary conditions and ensure site security;
- Record a log of the events that occurred during the emergency.

Post Emergency

- Collate records for debrief and Investigation purposes, including CCTV shots and access times for Emergency Services

5.3.3 Area Warden and Warden:

Prior to Emergency:

- Confirm sufficient Wardens for area of responsibility;
- Ensure all employees are aware of the identity of their Area Warden and Warden;
- Coordinate the completion of PEEP documentation;
- Carry out safety inspections of Area;

Emergency:

- Implement the emergency response procedures for their floor/area;
- Advise 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;
- Area Warden to direct Wardens to check the floor/area for any abnormal situation;
- Assist occupants with disabilities;
- Be identified by wearing a suitably marked High Visibility vest and hard hat at all times during the Emergency: **Area Warden = Yellow** **Warden = Red**
- In the event of an evacuation:
 - ensure the area which they are responsible for has been cleared of all workers;
 - conduct rollcall of workers, contractors and visitors and verify all are accounted for with the Chief Warden.
- Assist the Chief Warden with emergency activities including:
 - verify substance released and obtain Safety Data sheets, as necessary;
 - identify and isolate source to minimize product loss;
 - communication with other parties working on the terminal eg, Vessel, Truck Carriers, Rail Providers, Contractors and Visitors.
- Coordinate further response actions with the Chief Warden and Emergency Services.

Post Emergency

- Collate records for debrief and Investigation purposes.

5.4 Other Managers, Employees, Contractors and Visitors

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

6 Training and Awareness Support

6.1 Emergency Control Organisation

All ECO members shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. The training shall address:

- the duties of the ECO, as described in the emergency response procedures and ERP;
- procedures for the specific emergencies contained in the ERP;
- reporting emergencies and initiating the installed emergency warning equipment;
- communication during emergencies;
- pre-emergency; emergency and post-emergency activities;
- occupants and visitors with disabilities;
- human behaviour during emergencies;
- the use of installed emergency response equipment (eg, evacuation plans/diagrams and WIP phones);
- the performance of the building and its installations during a fire or other emergency (eg fire doors, emergency lights, exit-signage, sprinklers, ventilation and smoke control systems and fire-rated stairs);
- emergency exercises and assessment.

Chief Warden:

Persons appointed to the positions of Chief Warden (and any appointed deputies) shall have additional training including:

- their roles and responsibilities within the ERP;
- decision-making, command and control;
- record keeping;
- actions for the specific emergencies contained in the emergency response procedures;
- coordination of communications during emergencies;
- liaison with Emergency Services;
- implementation of post-emergency activities in accordance with the ERP.

6.2 Emergency Response - General Awareness

All HPS workers shall be provided with Emergency Response General Awareness training as part of the HPA Induction which incorporates:

- types of emergencies,
- emergency response procedures;

- recognising and reporting unsafe conditions;
- how to report emergencies;
- emergency control organisation and responsibilities; and
- emergency communication methods.

The HPS Site Induction for Employees also covers the specific site evacuation procedures, egress routes and the assembly points plan.

Contractors and Visitors to the HPS terminal will also be provided with emergency information as part of the site induction, which incorporates:

- procedures for reporting incidents and emergencies;
- site evacuation and assembly points;
- evacuation procedures.

6.3 First Aid Training

A pool of HPS employees are trained in Occupational First Aid, and a designated “First Aider” is allocated for each Shift. If someone on the terminal is injured or there is any concern for their health, the First Aider is contacted by radio, and the injured/ill person shall be taken to the First Aid Room for initial assessment and treatment. Serious Injuries or life-threatening health concerns shall be escalated and an ambulance called to take the person to hospital for a full medical assessment.

7 Testing of the Plan

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. Common emergency scenarios have been developed and documented in the **HSEQ10.1.1 Emergency Scenarios for Drills and Exercises** as a resource for managers and ECO to use when planning a test of the ERP.

Drills and exercises frequency (minimum):

- Evacuation (testing the emergency response planning) – every 12 months.
- Environmental (responding to pollution incidents) – every 12 months.
- Rail (responding to notifiable rail incidents) – every 12 months

The effectiveness of the drill or exercise in conjunction with the ERP is to be evaluated and documented in the **HSEQ10.1.1.9 Emergency Drill Report**.

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

Responses to scenarios will be discussed within post drill debriefs and periodically in conjunction with toolbox talks at site.

The emergency exercises should assess:

- the effectiveness of emergency procedures;
- control and supervision of emergency response;
- response times;
- interfaces between organisations and agencies;
- emergency communications;
- issues identified in previous emergency exercises;
- risks to health, safety, environment and property damage;
- training needs and communication of the emergency plan;

- adequacy of equipment and use; and
- proposed changes to improve the ERP or emergency procedures.

7.1 Pollution Incident Response Management Testing

Date Tested	Who Tested	Reason for Testing	How It Was Tested
12/10/2018	Blair Moses (Senior Manager – HSEQ)	Annual testing of PIRMP	Emergency drill
26/02/2019	Brian Brodtke (Manager – Stevedoring)	Annual testing of PIRMP	Emergency drill
28/03/2019	Brian Brodtke (Manager – Stevedoring)	Annual testing of PIRMP	Emergency drill
27/11/2019	Darryl Quinn (Shift Manager)	Annual testing of PIRMP	Desktop drill
29/05/2020	Brian Brodtke (Manager – Stevedoring)	Annual testing of PIRMP	Emergency drill
30/04/2021	Dozie Egeonu (Environmental Engineer)	Annual testing of PIRMP	Emergency drill
10/05/2022	Dozie Egeonu (Environmental Engineer)	Annual testing of PIRMP	Desktop review
21/06/2023	Jennifer Stevenson (Manager – Risk and Compliance)	Annual testing of PIRMP	Emergency Drill

The upcoming testing period will be managed by the Executive Planning Committee. Refer to Section 5.2 for more detail.

8 Emergency Response Plan Review

The results of emergency drills and exercises shall be reviewed and improvements made to the emergency procedures or ERP as necessary.

The ERP will be reviewed and updated as necessary on the following conditions:

- 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.

9 Consultation

Consultation is a key requirement for an effective emergency plan and should be conducted at all phases of the development process. In developing this ERP, HPS consulted with managers, workers and anyone likely to be affected by an emergency at the terminal, including the terminal stakeholders such as:

- the Department of Planning, Industry & Environment (DPIE)
- Bayside City Council
- NSW Ports
- NSW Emergency Services
- Local Authorities and Agencies
- the Port Botany Community Consultative Committee (PBCCC)
- adjoining rail track owners (ARTC)
- rolling stock operators via Safety Interface Agreements (SIA)

Ongoing consultation with HPS employees will be supported through the involvement of the Health and Safety Representatives and the terminal WHS Committee.

HPS will continue to interface with neighbouring tenants and stakeholders of Port Botany through the existing Port Botany Emergency Plan and via participation in the Port Botany Community Consultative Committee (PBCCC) and the Port Botany Precinct Operational Risk Management Meeting attended by members of the EPC.

10 Principles of Emergency Management

Preparedness:	<ul style="list-style-type: none"> • establishment of the EPC – including the responsibilities and duties; • establishment of the ECO – including appointment of roles and training; • consultation with employees and stakeholders; • installation of emergency equipment, resources and warning systems; • development and maintenance of the emergency response procedures; • training and awareness programs for staff, contractors and visitors; • development of communication procedures and escalation points; • development and installation of evacuation plans; • implementation of emergency drills and exercises according to plan.
Prevention:	<ul style="list-style-type: none"> • implementation of hazard and incident reporting procedures; • regular maintenance and servicing of plant, equipment and alarm systems; • development of safe operating procedures and SWMS; • training in the safe use of all plant and equipment; • correct storage practices and good housekeeping; • regular site inspections; • feedback and improvement procedures; • staff awareness and information sessions, including Toolbox talks.
Response:	<ul style="list-style-type: none"> • activation of emergency response plans; • mobilization of resources and emergency equipment; • providing first aid and medical assistance; • evacuation (as appropriate); • partial or full shut down (as appropriate) including isolations; • escalation to Emergency Services; • communication and notification – to affected workers, terminal, port or authorities.
Recovery:	<ul style="list-style-type: none"> • restoring essential services; • physical restoration; • staff and other worker assistance/counselling – EAP program; • debrief and information sessions; • improvements of any emergency response procedure or the ERP.

11 Classification of Emergency Status

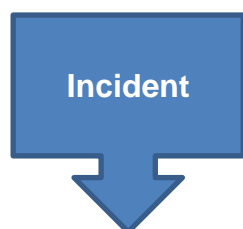
The emergency management structure is designed for managing an escalating incident and once activated will assist in the resolution and recovery of the incident/emergency.

The Emergency Management classification consists of:

Incident Response – in accordance with **HSEQ8.1 Incident Management and Investigation Policy**

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 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 Incident Management and Investigation Policy**.

Manage the incident at the location/site level – apply first aid, isolate the area and deploy terminal resources to respond, contain and recover.



Emergency Status 1 is an escalating incident which is confined to the terminal and requires the activation of the site **Emergency Response Plan** 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 cause environmental harm and/or moderate damage to critical equipment/facilities leading to a moderate loss of operations and which requires a coordinated response beyond normal site incident management procedures. Emergency Services shall be called to assist ie Ambulance, HAZMAT, Fire & Rescue, and Port Authority VTS.

Total estimated cost (inclusive of all safety, health, operational, environmental and community related costs) <\$A 1 Million



Emergency Status 2 is an emergency that affects the business continuity or one that activates the **Port Botany Emergency Plan** and may require the assistance of Government authorities. Status 2 emergencies may potentially result in major health effects/fatalities, or serious environmental impacts, or attract public attention, or reputation damage, or attract fines or prosecutions, or result in serious damage to critical equipment/facilities, affecting future operations and requiring a joint and corporate (strategic) response. The emergency has the potential to extend beyond the boundaries of the affected area or site, and the **Port Botany Emergency Alarm Radio (PBEAR)** system is activated to alert the port precinct representatives.

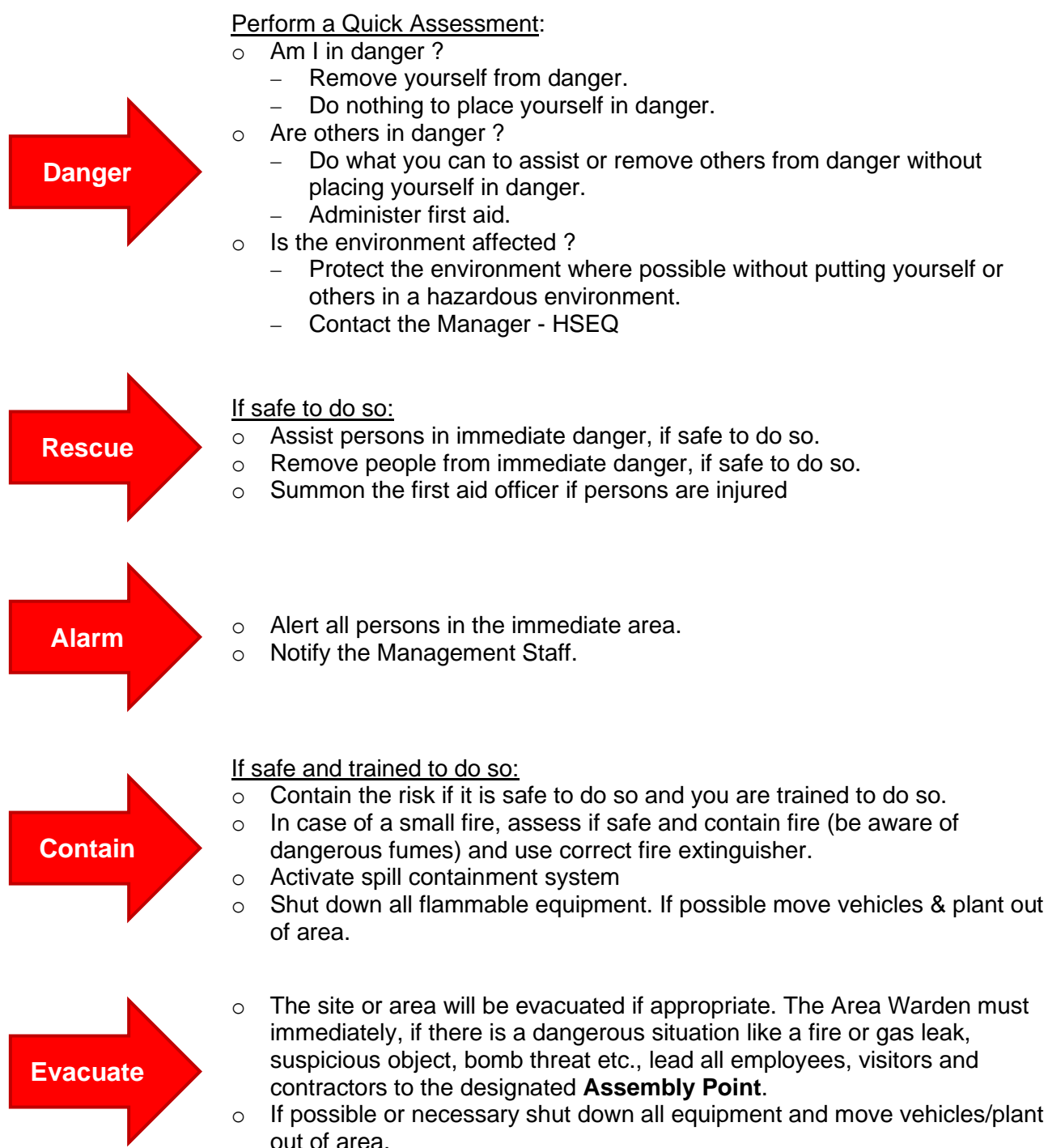
Total estimated cost (inclusive of all safety, health, operational, environmental and community related costs) >\$A 1 Million

12 Emergency Management

12.1 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.



12.2 Warning of Emergency

12.2.1 Radio Channels and Broadcasting

Operational personnel are issued with a radio during each shift, including Shift Managers, Shift Coordinators, Team Leaders, Maintenance and other mobile roles. Additionally all container handling mobile equipment have been fitted with radios.

Radio broadcasting at HPS in the case of an emergency is the responsibility of the Shift Manager. This task can be delegated to the Shift Coordinator if required. Only 2 radios at HPS and roles have the capability to undertake broadcast messages (Shift Manager and Shift Coordinator).

The Chief Warden under this procedure is responsible to broadcast / communicate via radio of any high level emergency announcements (serious events i.e. building / operational emergency, medical emergency etc.).

Broadcast radio channel is – 15

Emergency radio channel is – 14 – all radios in case of emergency can use this channel.

Duress button – NOT IN USE.

Note – Emergency and Broadcast messages will be transmitted to all radios and takes priority over ALL other radio transmissions.

Channel	Number
Quay Crane 1	1
Quay Crane 2	2
Quay Crane 3	3
Quay Crane 4	4
Yard	5
ASC	6
First Aid	7
Shift Coordinator	8
Rail	9
Lashing TL	10
Maintenance/Breakdown	11

Channel	Number
Stack Run	12
Reefer Monitors	13
Emergency	14
Broadcast Channel	15
Security	16
Contractor	17
Vehicle Escort	18
Shift Manager	19
Engineering	20
IT	21
Spotter	22

12.2.2 Site Controlled Emergency

The Shift Coordinator 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 Coordinator, 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 the delegated 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.

The Operations Terminal and Maintenance Buildings are fitted with separate Fire Indicator Panels (FIP) which also have installed an Occupant Warning Panel (OWP) where the Chief Warden can use to make announcements using the microphone to communicate with the immediate building occupants. The OWP operates totally independent to the FIP and when the switch is turned to the “evacuate” position an announcement can be made e.g. for a general announcement or a non-emergency if needed.



Truck drivers could be notified by multiple means including via communication from the Yard Team Leaders, Security personnel at the entrance gates, emergency alarms, via text messages and or messages broadcast over the electronic notice board (Call-Up Board) where applicable.

12.2.3 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.

12.2.4 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/LEOCON.

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.

12.3 Site Control and Communication

On activation of the ERP, the Chief Warden will establish the most relevant and secure location for a Site Control Centre.

The Primary Site Control Centre (initial response location) will be the Shift Manager Office.

The Alternate Site Control Centre will be the EWIS Panel and Security Office.

The Security Office (manned 24hrs by Security Officers) will act primarily as the emergency communications centre and will respond to emergencies and incidents reported on site. The communications centre is equipped with both two way radios (with some dedicated frequencies) and land line communication and will hold a register of all emergency services contacts, site operation telephone numbers and site designated radio channels.

HPS ECO Contact Numbers

Role	Title	Contact Number
Chief Warden	Shift Manager	Phone: 9578 8592 Mobile: 0455 065 551
Communications Officer	Security	Phone: 9578 8505
Deputy Chief Warden	Shift Coordinator Operations	Phone: 9578 8586
Area Wardens	Shift Coordinator Operations	Phone: 9578 8586
	Planning Department	Phone: 9578 8550
	Maintenance Shift Coordinator	Phone: 9578 8561
Wardens	Rail Team Leader	by Radio: Channel 9
	Yard Team Leader	By Radio: Channel 5
	Ship Team Leader	By Radio: Channel 1, 2, 3, 4
	Lashing Team Leader	By Radio: Channel 10
	IT Help Desk	Phone: 9578 8420
	Engineering Manager	Phone: 9578 8559
First Aid	First Aider on Duty	By Radio: Channel 7

12.4 Port Botany Emergency Radio & Alarm System

In circumstances where emergency response assistance is necessary, the **Port Botany Emergency Alarm Radio (PBEAR)** provides 24 hour air access/coverage for notification of emergencies within the Port Botany Precinct.

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 Penrhyn 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

12.5 Rescue

Rescuing people during or following an incident occurring can be both difficult and dangerous. The skills and knowledge required to do so safely is often beyond the capabilities of an average person. For this reason, staff should not put themselves at risk by attempting to rescue people following a serious incident.

Instead, in the event of an incident occurring where one or more people need to be rescued from a hazardous environment, then NSW Fire & Rescue should be contacted immediately on **000**. For port or marine incidents, also contact The Port Authority of NSW – VTS on **9296 4003**

Hazardous environments at this terminal can include, but are not limited to:

- confined spaces
- vehicle or plant accidents
- work at heights
- HAZMAT / Dangerous Goods
- fire rescue
- man overboard rescue

12.6 Evacuation

The Chief Warden (in consultation with the Engineering or Operations Manager and/or Area Wardens, if required) will determine the need for evacuation, having consideration to the circumstances of the emergency and other factors such as evacuation path, weather conditions, health risks and security threats.

The types of evacuation are listed below:

- **Full Evacuation** – the clearing of all terminal staff and occupants from buildings, plant and equipment to the designated Assembly Point(s).
- **Partial Evacuation** – the movement of terminal staff and occupants from specific buildings, plant, equipment or areas of buildings (ie upper floors) to the Assembly Point(s).

If it is determined that the evacuation is only required for a specific area, the Chief Warden is to effectively communicate to the terminal occupants 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.

- **Shelter in Place (No Evacuation)** – this measure is an emergency response option that allows terminal staff and occupants to remain inside a facility on the basis that an evacuation to an external location might reasonably expose the evacuating people to a greater level of danger, ie in the event of dangerous goods gas leak, severe weather (lightning storms, high winds, storm surge), bushfire smoke, security threat, etc.

The Chief Warden must consider the appropriate section of a building where emergency assembly and personnel accounting may be undertaken safely.

On instruction from the Chief Warden, Area Wardens and Wardens are to communicate the requirement for evacuation to their team members and other workers in their area of responsibility.

Plant, container handling equipment, and vehicles are to be shut down and made safe, prior to exiting in an orderly fashion.

Egress of all plant and buildings shall be via the stairway (DO NOT use the lift). All pedestrians are to follow the designated walkways to the appropriate emergency Assembly Point – as communicated by their Warden or Area Warden. When being evacuated, staff and visitors may be asked to take their immediately available personal effects such as handbags, wallets and car keys, if it is safe to do so.

At the emergency Assembly Point, the Wardens shall assemble their team/work colleagues and account for all members, including any contractors or visitors.

A full accounting of all persons evacuated shall be obtained by the Area Wardens using the gate entry/exit records (Gallagher report) and the details of Contractors and Visitors (security records). The names and details of any missing persons shall be communicated to the Chief Warden.

No person is to re-enter the buildings or evacuated areas until the “All Clear” is given by the Chief Warden and/or the Incident Controller. The Chief Warden may position a Warden to monitor the terminal/building entrance and prevent any unauthorised and unsafe access.

12.6.1 Contractors and Visitors

The Area Wardens and Wardens are responsible for ensuring that the notification of an emergency and/or requirement for evacuation is communicated to contractors and visitors working within their area and ensuring that contractors and visitors are directed to the appropriate Assembly Area.

Security shall provide the terminal access records to the Area Wardens so that contractors and visitors may be accounted for, during the roll-call process.

The names and details of any missing contractor or visitor will be provided to the Chief Warden.

At the direction of the Chief Warden or Emergency Services, the Vessel, Truck Drivers or Rail personnel may be directed to move to an appropriate Assembly Area or evacuate the terminal.

12.6.2 Evacuation of occupants with a disability

Individuals who need assistance during an emergency situation or evacuation can include those with a physical, mental or sensory impairment, either temporary or permanent.

Suitable strategies shall be developed in consultation with those individuals, and a Personal Emergency Evacuation Plan (PEEP) completed for each of those persons.

The PEEP shall be disseminated to the relevant ECO members who shall be responsible for the individual in the event of an emergency.

12.6.3 Off-site Evacuation

In consultation with the Incident Controller/LEOCON the terminal may be required to evacuate occupants to an off-site location. Such evacuation will occur in alignment with the Port Botany Emergency Response Plan.

When it is agreed that an off-site evacuation is necessary, the Chief Warden will be contacted to organize the evacuation to the chosen location. The closest off-site evacuation area to the HPS terminal is: **Port Botany Boat Ramp, Foreshore Road, Botany**

This area can be accessed by pedestrians via the designated pathway linking the Sirius Road/Foreshore Road intersection and the Boat Ramp entrance.



Pedestrian route from Assembly Point to the off-site Evacuation Point – Port Botany Boat Ramp

12.7 Secondary (alternate) Terminal Exit Point

If there was an emergency and the main entry / exit to the terminal (via Sirius Road / bridge) is impeded, Security Officers will be contacted and shall use keys to open the secondary (alternate) gates (2 double gates – see pictures below)



12.8 Termination of Emergency – All Clear

When the Incident Controller has declared the emergency terminated, the control of the terminal and affected area shall be returned to the Chief Warden.

Where necessary, the Chief Warden (in conjunction with the Manager- HSEQ, Environmental Engineer, Engineering Manager and/or Operations Manager) may make an inspection of the emergency site to ensure that the site is safe for the re-commencement of operations.

The Chief Warden shall then give the “ALL CLEAR – ALL CLEAR – ALL CLEAR” message to all staff, Contractors and Visitors to return to work.

Area Wardens and Wardens shall assist with directing the movement of people from the Assembly Point or Evacuation Area back to the terminal and point of work. Terminal Managers shall be responsible for advising any affected customers ie Vessel, road carriers or rail providers of the return to work.

12.9 Recovery

In some circumstances, following the termination of the emergency and “All Clear” the business shall need to consider initiating a Critical Incident Recovery Plan (CIRP) in order to make the particular arrangements for the recovery of the emergency site. These arrangements include:

- the arrangements for the counselling of any affected employees of the emergency event;
- the recovery of damaged or disabled vehicles and plant;
- the recovery of fallen or shifted containers;
- the inspection and recertification of any damaged plant or rail infrastructure.

The counselling services shall be in line with the **HSEQ3.23 Health and Wellbeing Policy**.

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

12.10 Media Response

The release of all media statements, including any social media reports, is restricted to the CEO, General Manager HR&IR or delegate.

12.11 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 Incident Management and Investigation Policy** and in the Appendix of this ERP.

12.12 Debrief, Investigation and Corrective Action

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. Such details shall be captured in the **Rapid Global Incident Report** and **Investigation Report**.

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 overall investigation process is controlled by the Manager - HSEQ and assisted by the Engineering Manager / Operations Manager who may identify specialist employees and/or external advisors that are required to assist in the investigation process.

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 (assisted by the ECO) shall ensure completion of any applicable statutory reports and initiate a formal investigation which shall be captured in a **Rapid Global Incident Report**. The investigation should at a minimum consider the following:

- Cause of the Incident, and other contributing factors;
- Details of the ECO members attending the emergency;

- Attendance records used for emergency evacuation accounting;
- Mitigating actions taken, including any Emergency Services involved;
- Photos, CCTV and any other evidence of the incident and subsequent actions taken;
- Effectiveness of the response procedures;
- Preventive actions required in future; and
- Improvements to the Emergency response plan

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

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.

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

12.13 Emergency Communication and Dissemination

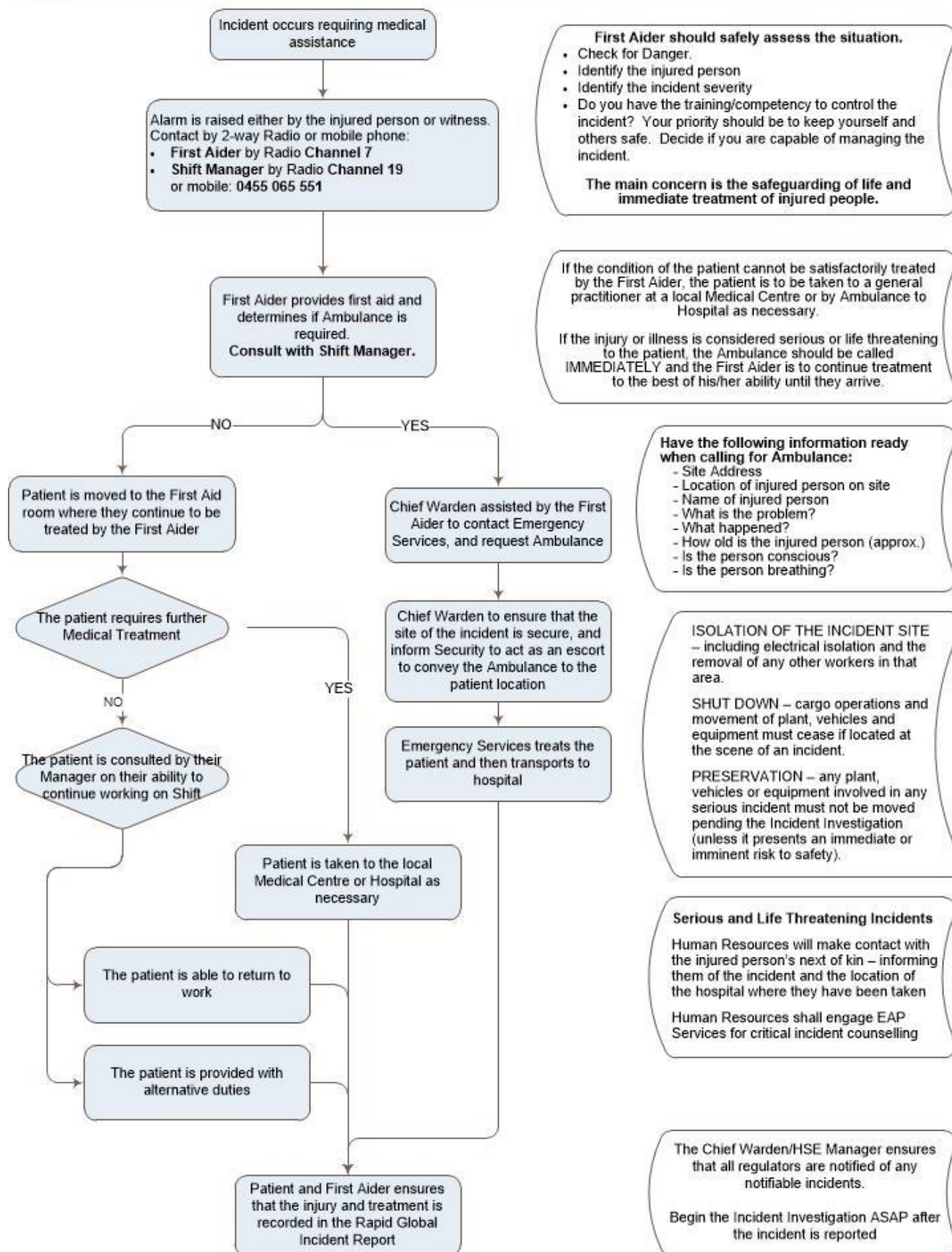
Following an emergency event the circumstances, including any immediate corrective actions, shall be made available to all employees within 24 hours, if possible. The Manager - HSEQ may provide the details within the start of Shift ToolBox and/or by issuing the **HSEQ8.1.1.5 Incident Notice Form**. Where appropriate, this Incident Notice shall be posted on the Safety Notice board and provided during Toolbox Talks. An updated Incident Notice and Toolbox shall be made available to all employees should further significant information on the emergency become known.

13 Emergency Response Actions

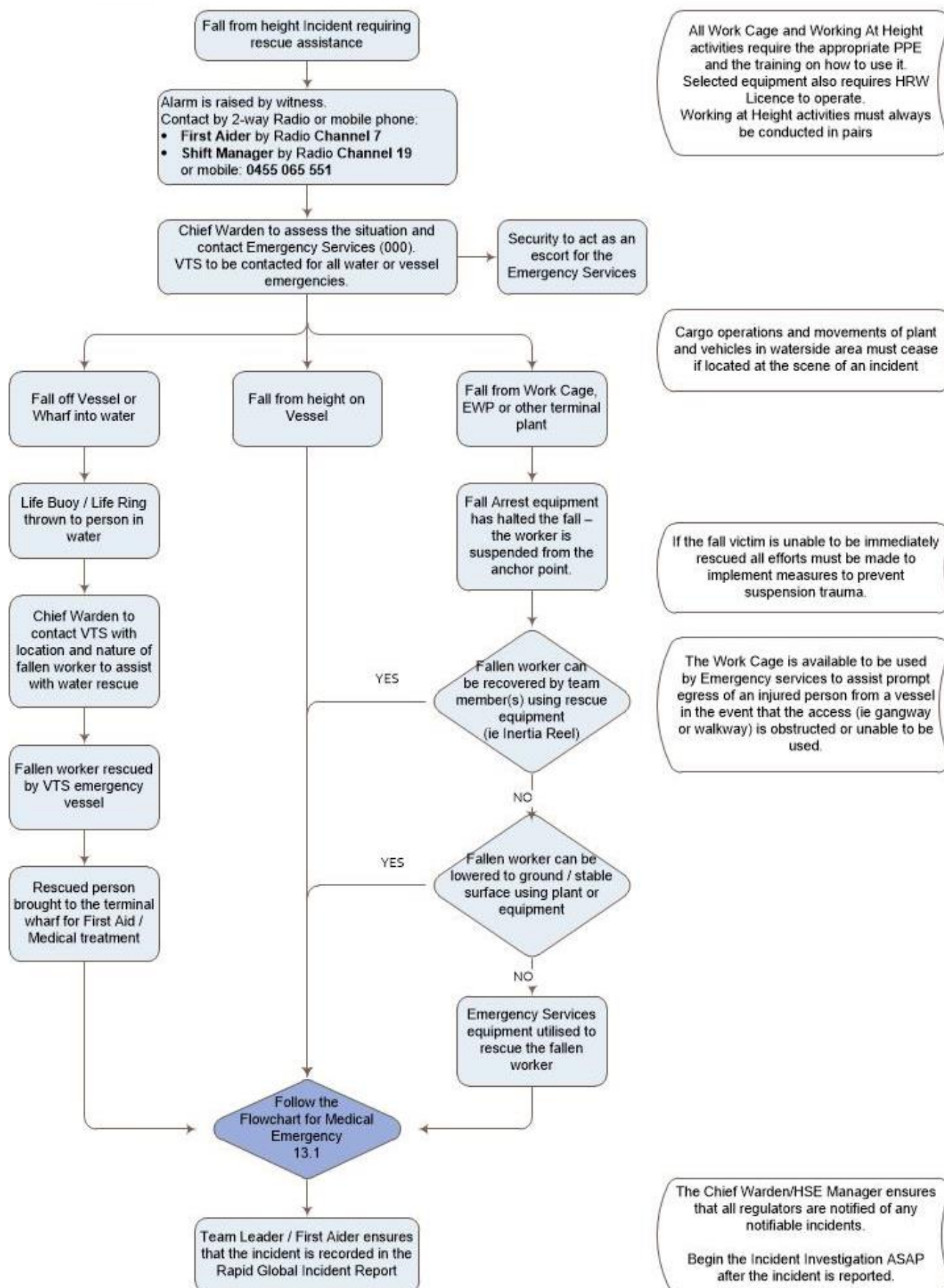
Emergency Response Actions are activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency plans and of mitigation activities designed to limit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

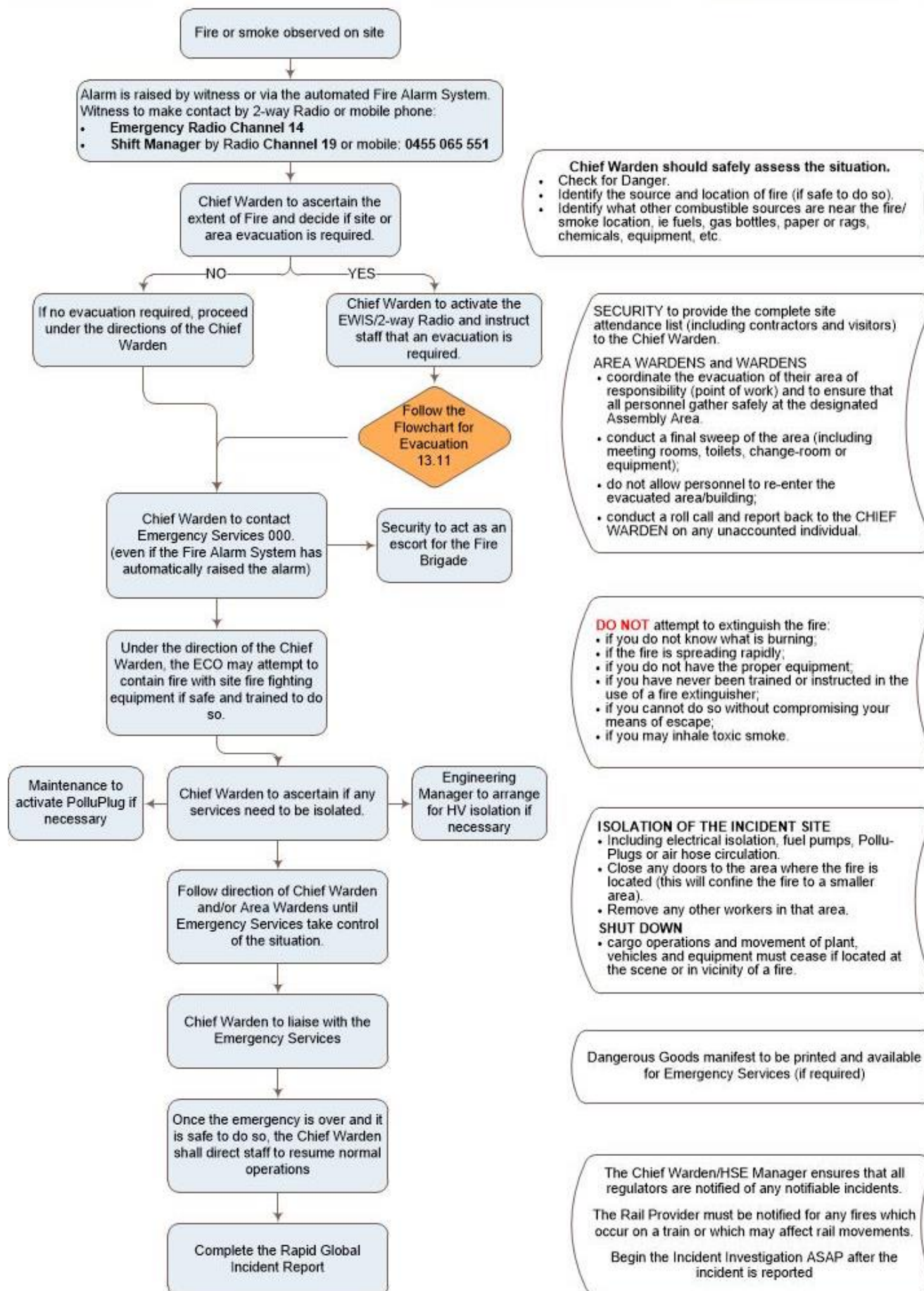
13.1 Medical Emergency



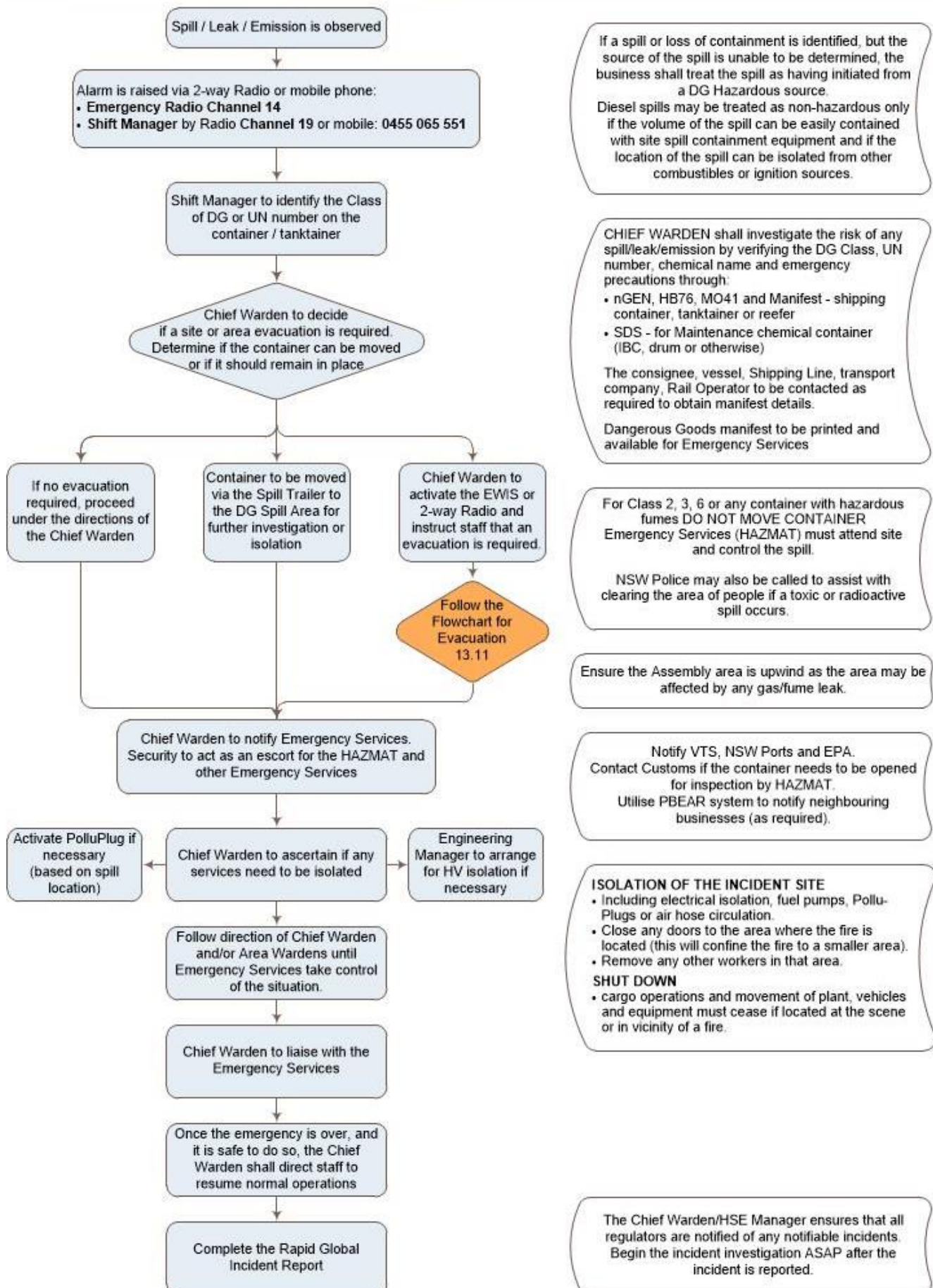
13.2 Fall from Heights Emergency



13.3 Fire Emergency



13.4 Dangerous Goods or Chemical Spill (solid, liquid or gas)

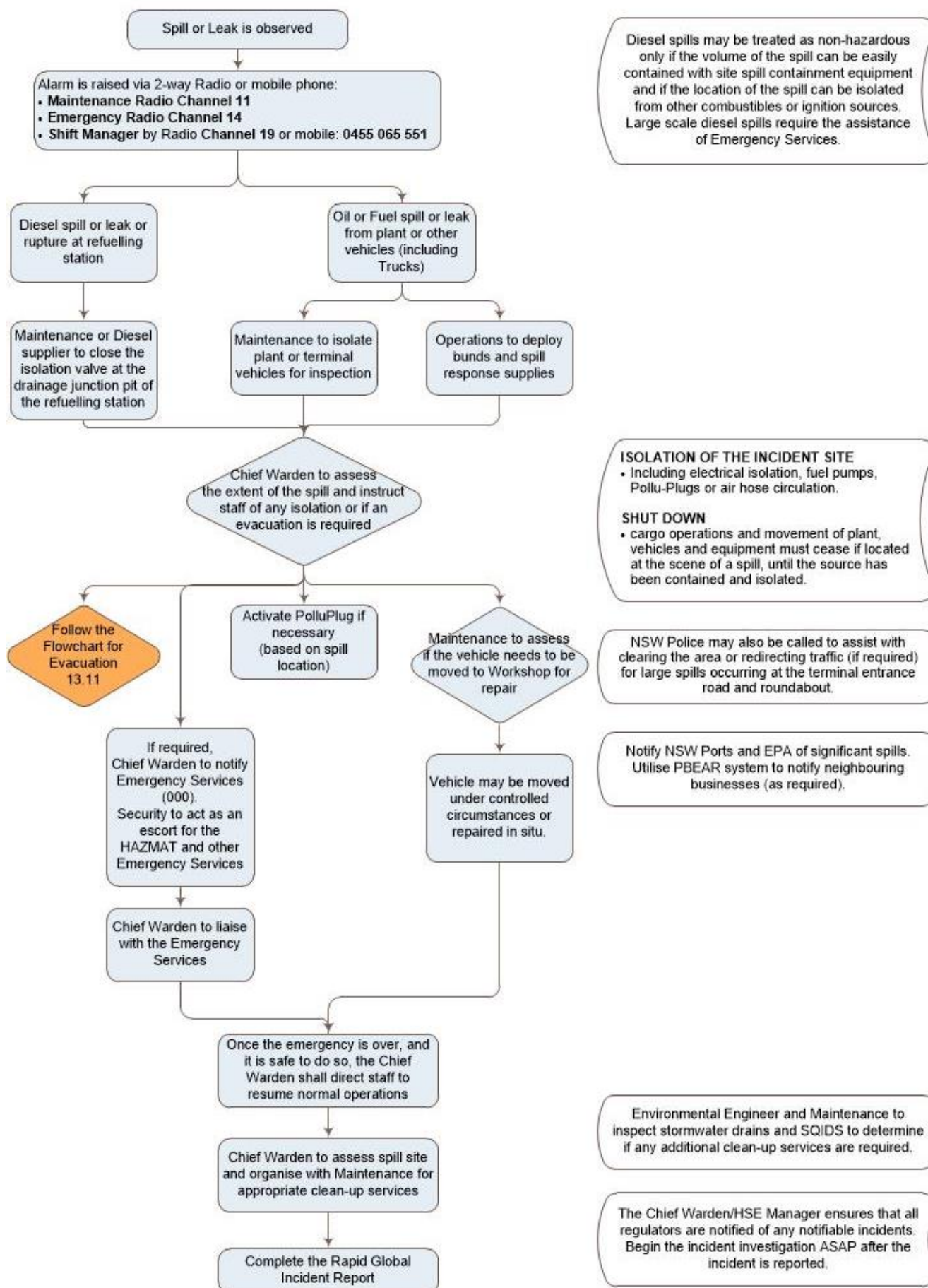


Dangerous Goods Spill Information Form

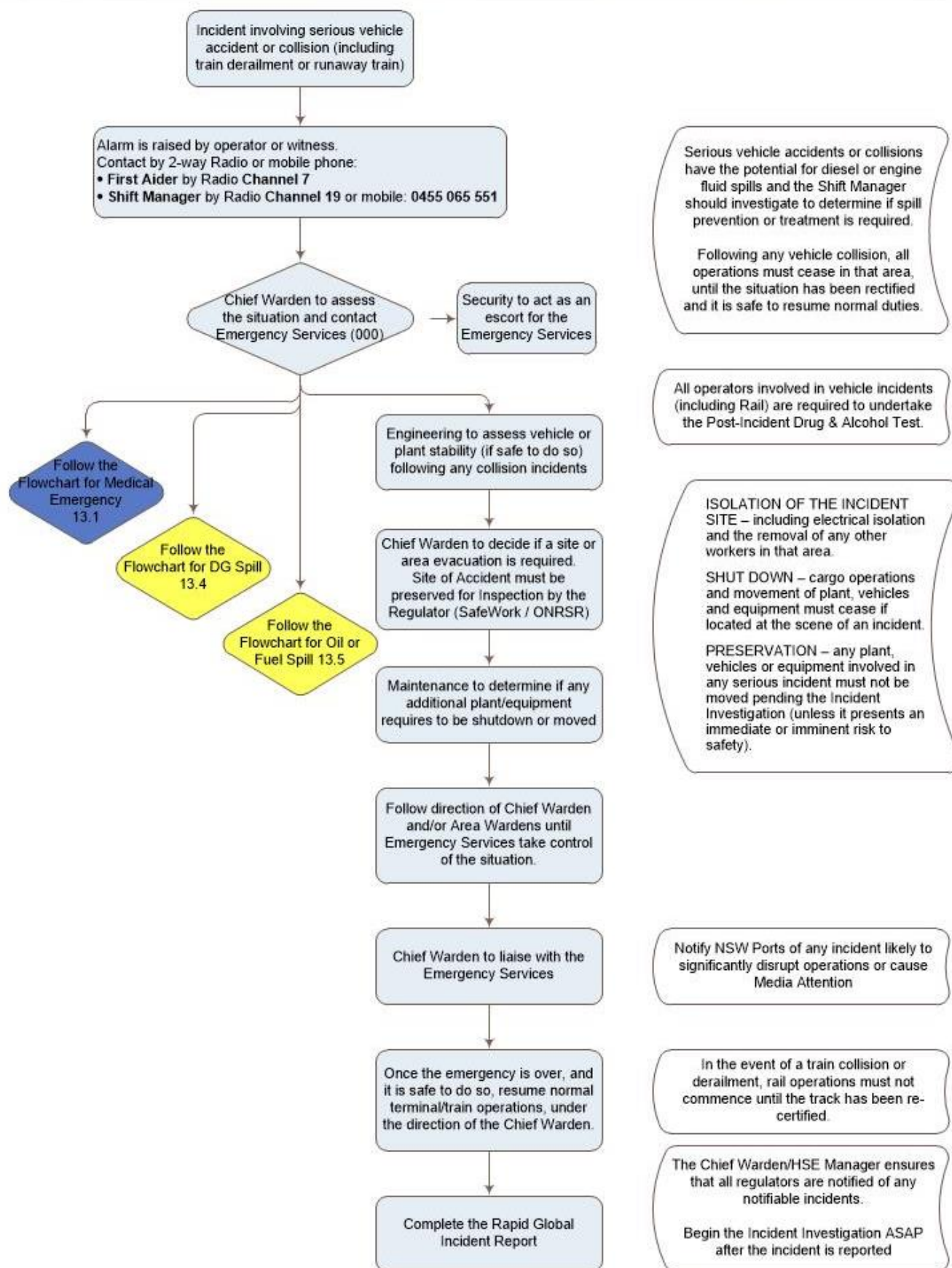
Collect the following information as **soon as possible** after an incident

Terminal Information:	Sydney International Container Terminals (Hutchison Ports Sydney) Gates B150 – 160 Sirius Road (off Foreshore Road) Botany NSW 2019 EPA Licence Number: 20322
Date and Time of Incident:	
Brief Description of Incident:	
Exact location of incident:	
Product details including Name, UN number, Class SDS	
Estimated volume of spill and/or remaining contents	
Circumstances in which the incident occurred (including the cause if known)	
Action taken or proposed to be taken to deal with the incident, and any resulting pollution, if known	
Other dangerous goods or chemicals in the vicinity	
Presence of any storm water drains nearby	

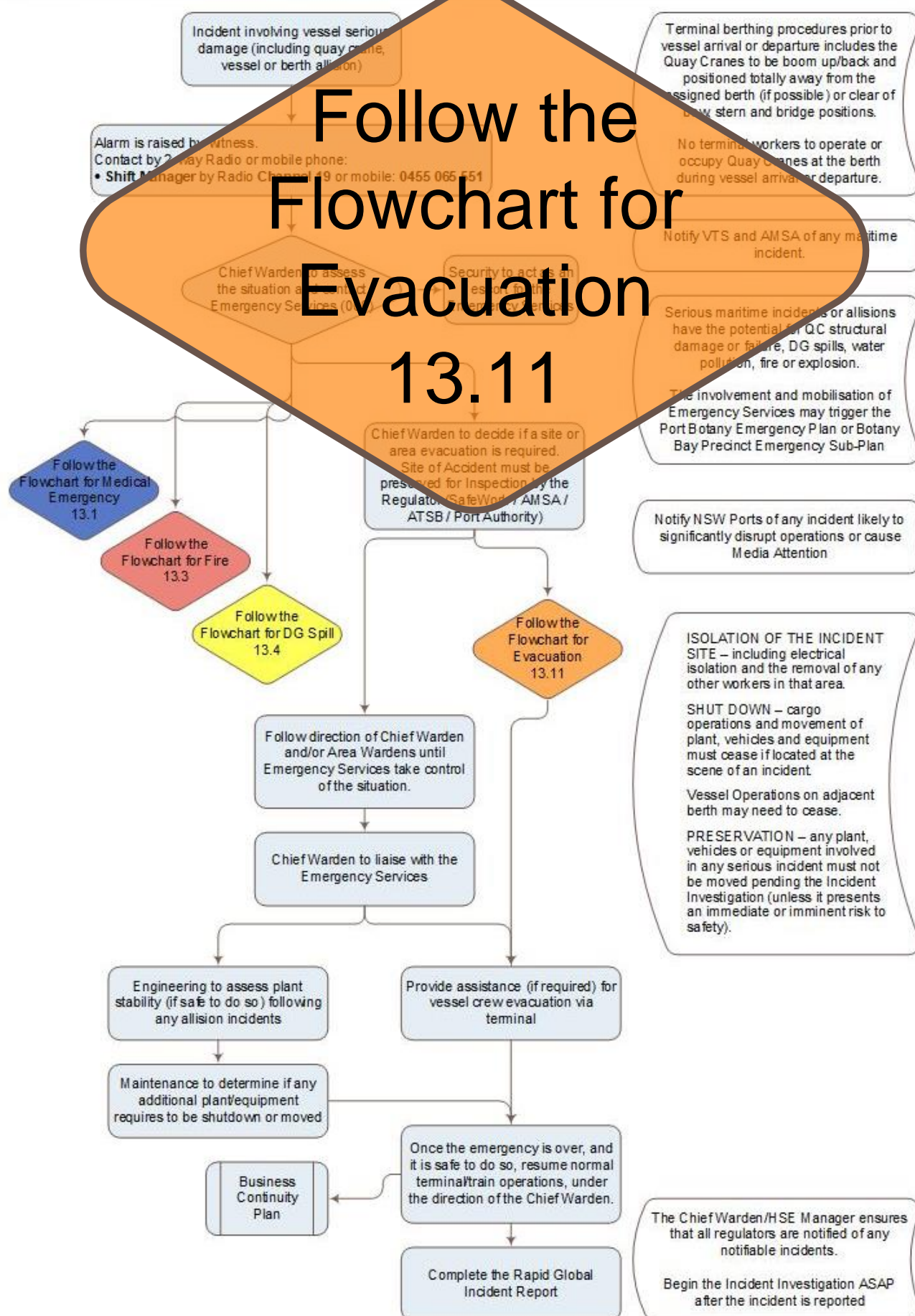
13.5 Oil or Fuel Spill



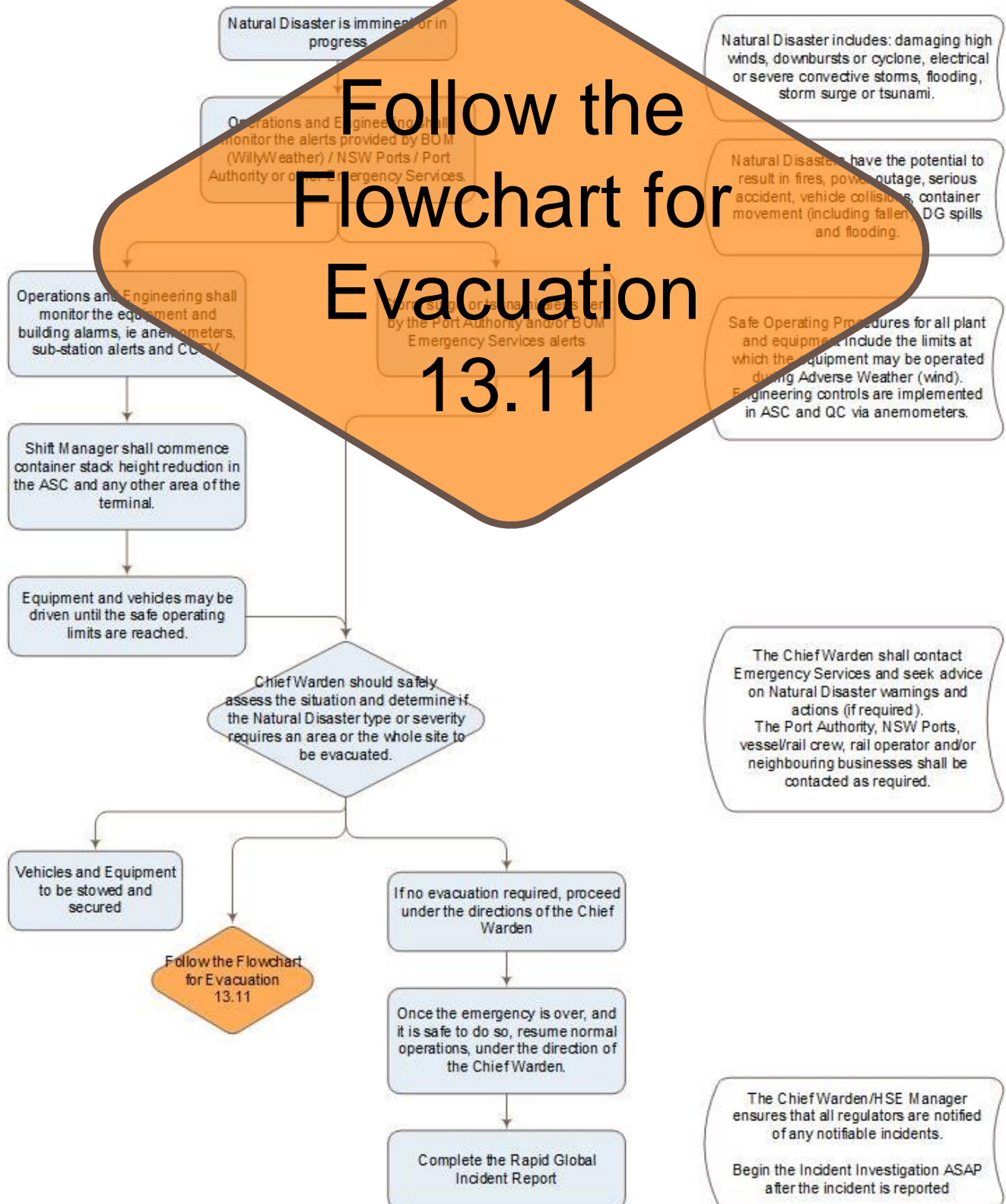
13.6 Serious Vehicle Accident or Collision (including Rail Incident)



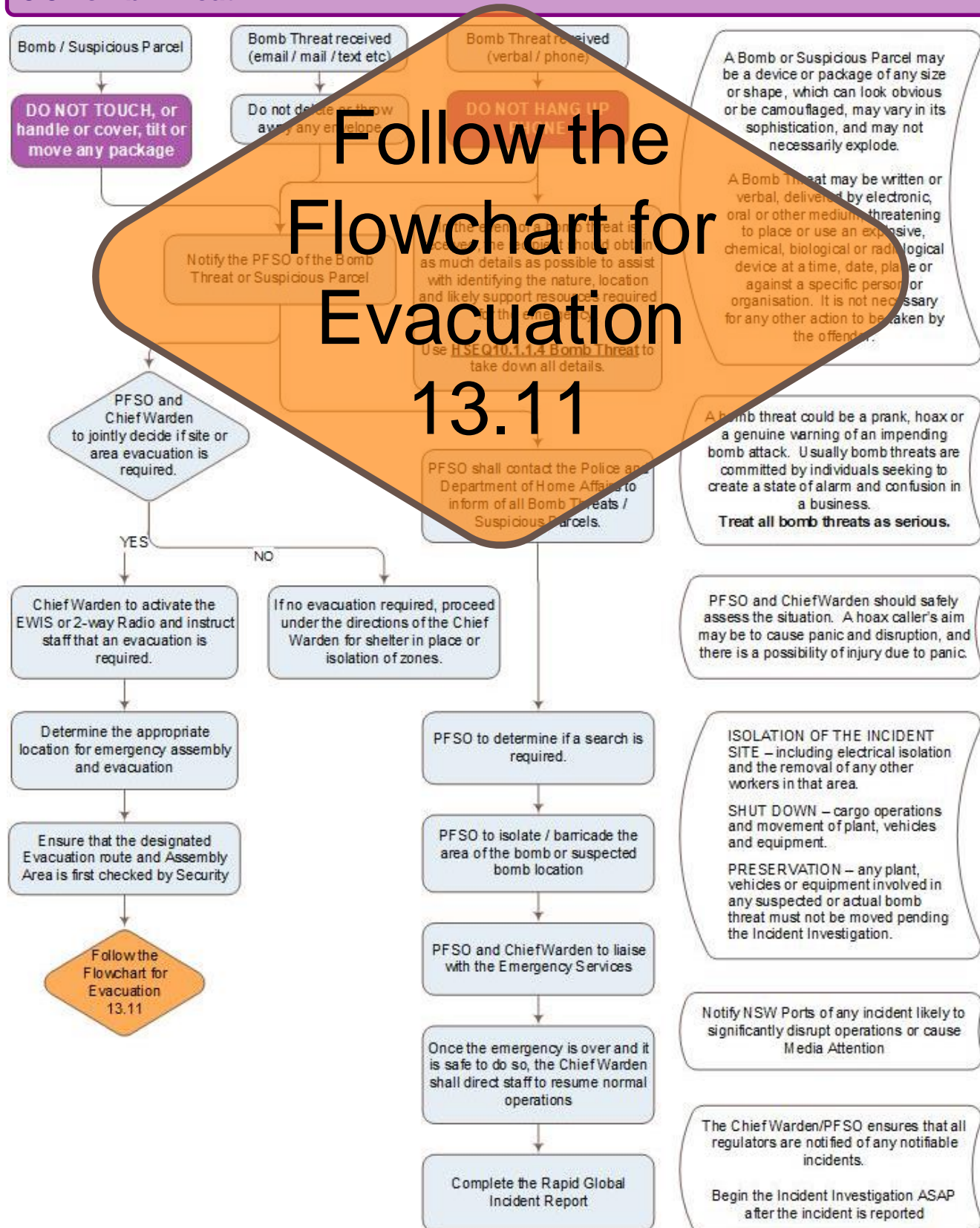
13.7 Maritime Incident / Vessel Allision



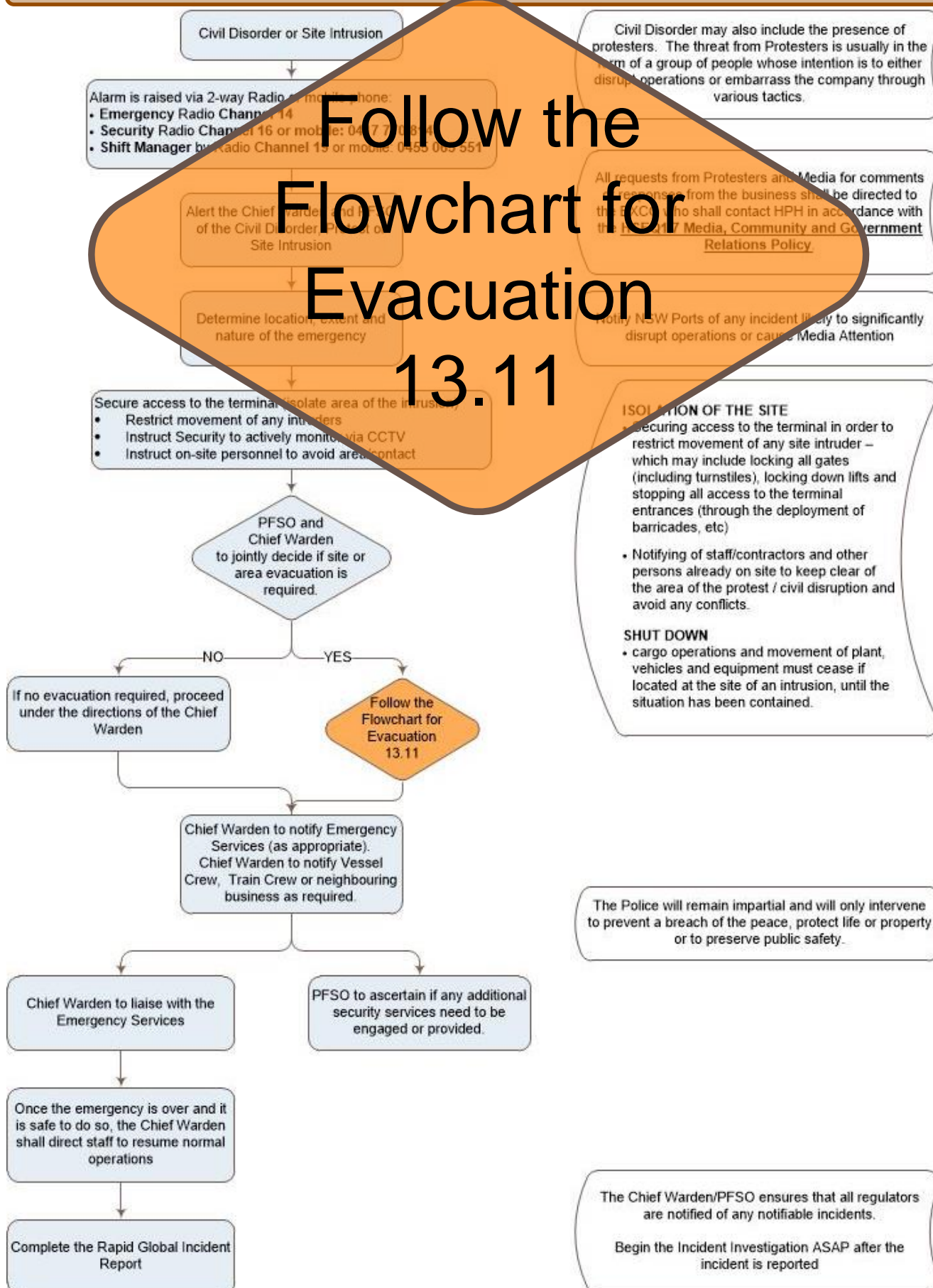
13.8 Natural Disaster / Adverse Weather



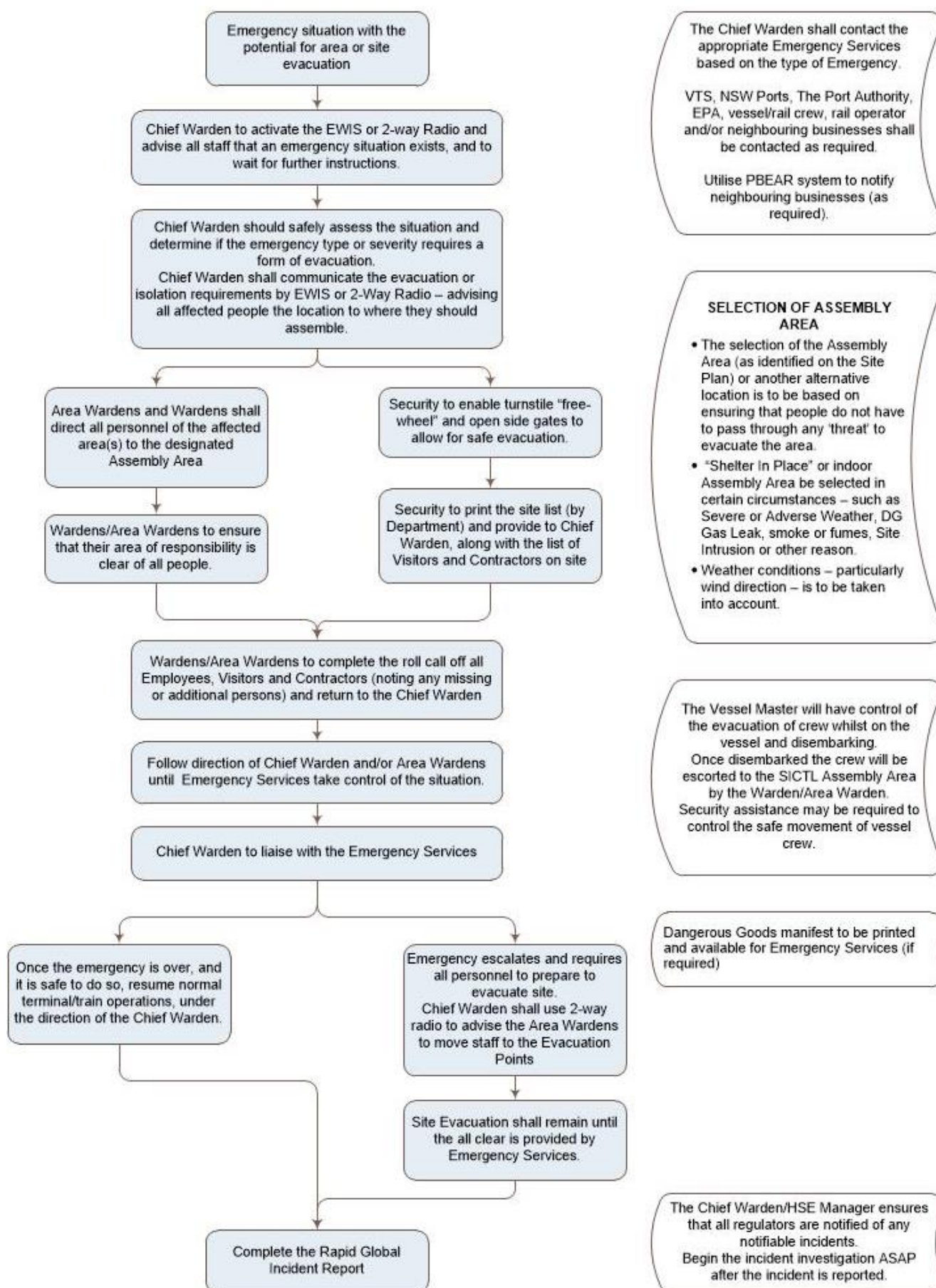
13.9 Bomb Threat



13.10 Civil Disorder or Site Intrusion



13.11 Evacuation



Appendix

A. External Notification Table

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Emergency Services: Police, Ambulance, Fire Brigade		
	Phone: 000 Immediately	Manager on Duty
Port Botany:		
Police Area Command (PAC) Eastern Beaches, Rohan Cramsie:	Phone: 0411 260 639	Manager on Duty
Maroubra Police Station:	Phone: 9349 9299	Manager on Duty
Poisons Information Centre:	Phone: 13 11 26	Manager on Duty
Port Botany Emergency Radio & Alarm System	PBEAR Radio	Security Supervisor
<u>Services:</u>		
Water (Sydney Water)	Phone: 13 20 90	
Electricity (Ausgrid)	Phone: 13 13 88	
Marine Surveyor - Gibson, Minto & Aiton	Phone: 9810 0501	
<u>Neighbouring Facilities:</u>		
Patrick Stevedores (general switchboard)	Phone: 1800 430 948	
Patrick (Shift Manager 24/7)	Phone: 9394 0361 / 0409 914 149	
DP World (general switchboard)	Phone: 9394 0900	
DP World (Operations 24/7)	Phone: 9394 0911	
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
NSW Ports	Phone: 0439 643 494 Phone: 02 4275 0714 (Trevor Brown, HSE & Risk Manager) Phone: 0417 217 274 (Wayne Ashton, Port Operations Manager) Phone: 0434 424 642 (BSMS Security)	Manager – HSEQ or Environmental Engineer
NSW Ports manages the Port Botany assets, incorporating the responsibilities of landlord for Hutchison Ports Sydney, as well as other stevedore and port service providers. Under the conditions of the Lease, Hutchison Ports Sydney is required to notify NSW Ports in the event of:		
<ul style="list-style-type: none"> • actual or potential pollution incidents; • serious injury or fatality; • serious material damage to any terminal asset, infrastructure or vessel; • serious security incidents; • other serious incidents, which might affect other port services, or • other serious incidents, which might have undue media attention. 		

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
<p>SafeWork NSW</p> <p>A 'notifiable incident' under WHS legislation relates to:</p> <ul style="list-style-type: none"> the death of a person; a serious injury or illness of a person a potentially dangerous incident <p><i>[if unsure you may still call to report the incident]</i></p> <p>Serious injury or illness means an injury or illness requiring the person to have:</p> <ul style="list-style-type: none"> immediate treatment as an in-patient in a hospital, or immediate treatment for: <ul style="list-style-type: none"> the amputation of any part of the body, or a serious head injury, or a serious eye injury, or a serious burn, or the separation of skin from an underlying tissue (such as de-gloving scalping), or a spinal injury, or the loss of a bodily function, or serious lacerations, or medical treatment within 48 hours of exposure to a substance. <p>Notification is also required for serious illnesses and infections where the work is a significant contributing factor.</p> <p>Dangerous incidents including 'near misses'. Some types of work-related dangerous incidents must be notified even if no-one is injured. The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> an uncontrolled escape, spillage or leakage of a substance an uncontrolled implosion, explosion or fire an uncontrolled escape of gas or steam an uncontrolled escape of a pressurised substance electric shock: <ul style="list-style-type: none"> examples of electrical shock that are not notifiable <ul style="list-style-type: none"> shock due to static electricity 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC) defibrillators are used deliberately to shock a person for first aid or medical reasons examples of electrical shocks that are notifiable <ul style="list-style-type: none"> minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge the fall or release from a height of any plant, substance or thing the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the WHS Regulations, for example a collapsing crane the collapse or partial collapse of a structure the collapse or failure of an excavation or of any shoring supporting an excavation the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or the interruption of the main system of ventilation in an underground excavation or tunnel. <p>A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.</p>	<p>Phone: 13 10 50 Immediately</p>	<p>Manager - HSEQ</p>

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Environment Protection Agency (EPA) [Hutchison Ports Sydney]	Phone: 131 555 immediately EPA Licence No: 20322	Environmental Engineer
<p>Pollution incidents <u>causing</u> or <u>threatening</u> material harm to the environment must be notified.</p> <p>A 'pollution incident' includes a leak, spill or escape of a substance, or circumstances in which this is likely to occur. Harm to the environment is material if it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial.</p> <p>Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred.</p> <p>A person carrying on the activity must, immediately after the person becomes aware of the incident, notify each relevant authority of the incident and all relevant information about it.</p> <p>The relevant information about a pollution incident required consists of the following—</p> <ul style="list-style-type: none"> (a) the time, date, nature, duration and location of the incident, (b) the location of the place where pollution is occurring or is likely to occur, (c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known, (d) the circumstances in which the incident occurred (including the cause of the incident, if known), (e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known, (f) other information prescribed by the regulations. 		
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
NSW Department of Planning, Industry and Environment (DPIE)	Written Notification to be uploaded to the Major Projects portal: https://www.planningportal.nsw.gov.au/major-projects	Environmental Engineer
<p>In compliance to the Hutchison Ports Sydney Development Consent C4.1, the Secretary shall be notified of any incident with actual or potential significant offsite impacts on people, or the biophysical environment within 12 hours of the terminal becoming aware of the incident. Full written details of the incident shall be provided to the Secretary within 7 days of the date the incident occurred.</p>		
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Department of Agriculture, Water and the Environment (Biosecurity)	Phone: 1800 798 636 Immediately Phone: 1800 020 504 (General Inquiries)	Environmental Engineer
<p>A biosecurity incident is an unintentional, unforeseen or uncontrolled exposure to exotic pests and diseases. Biosecurity risks relevant to the terminal can be broken down into 2 categories – Human Health Impacts and Environmental Impacts. Examples are:</p> <ul style="list-style-type: none"> • 'hitchhiker' pests on an arriving vessel or container; • soil contamination on the exterior of a container; • borer holes and frass under/near dunnage; • sightings of animals, such as rats, toads, snakes, and any other foreign looking animals, nests or eggs; • sick crew members. <p>See: HSEQ10.1.8 Biosecurity Incident Response Procedure for more details.</p>		

Emergency Response Plan - Sydney

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
NSW Department of Primary Industries and Local Land Services [non-native animals]	Phone: 1800 680 244 Phone: 1300 795 299 (Greater Sydney) Email: gs.service@lils.nsw.gov.au Operations Manager – Lee Parker Email: lee.parker@lils.nsw.gov.au	Environmental Engineer
<p>Sightings of unusual non-native animals (also known as exotic or non-indigenous animals) are to be reported straight away. These animals can have an adverse impact on agriculture and the environment and your action could help prevent them becoming established pest animals.</p> <p>Widespread pests such as foxes, feral cats, feral deer, wild rabbits, feral pigs or wild dogs should be reported to Local Land Services.</p> <p>Local Land Services plays a crucial role in managing emergencies that affect the community, environment and economy of NSW. They work with the NSW Department of Primary Industries and other agencies to provide vital support in emergencies including natural disasters (such as flood and bushfire), and biosecurity events involving plants, animals and pest insects such as locust plagues.</p>		
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
The Port Authority of NSW [Port and Marine Incidents and Port Security Incidents]	Phone: 9296 4999 24/7 Hotline (for all types of Emergencies) Phone: 9296 4003 VTS vtl@portauthoritynsw.com.au dgaudit@portauthoritynsw.com.au SY_Shiftmasters@portauthoritynsw.com.au Phone: 9296 4888 (Port Security)	Shift Manager Shift Manager PFSO / Deputy PFSO
<p>Vessel Traffic Services (VTS) is to be contacted for any incident or emergency which affects the vessel or wharf operations – including safety (man overboard), hazardous/DG cargo, damage or collision, marine pollution, vessel sailing incidents and maritime security incidents. In addition, the information must be reported via Email to VTS and the Port Authority DG officers.</p>		
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Local Public Health Unit [Hutchison Ports Sydney]	Phone: 9382 8333 (PHU Randwick) Phone: 9382 2222 (a/h Prince of Wales Hospital – ask for Public Health Nurse)	Manager – HSEQ
<p>The role of the Public Health Unit is to identify and prevent or minimise public health risks to the community. The Public Health Unit consists of three teams: Communicable Diseases, Immunisation, and Environmental Health. Public health unit staff members work closely with general practitioners, community health workers and hospital-based clinicians, pathology laboratories, schools and childcare centres, local councils, aged care facilities, Medicare Locals and with other government agencies to protect public health.</p>		

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Australian Maritime Safety Authority (AMSA) [Marine Incidents]	Submit Incident Alert Form 18 within 4 hours, by online AMSA portal or email at reports@amsa.gov.au Submit Incident Report Form 19 within 72 hours, by online AMSA portal or email at reports@amsa.gov.au	Vessel Master or Vessel Owner Vessel Master or Vessel Owner
<p>A marine incident may include the following:</p> <ul style="list-style-type: none"> • Death of, or injury to, a person associated with the operation or navigation of a vessel • The loss or presumed loss of a vessel • Collision of a vessel with another vessel • Collision by a vessel with an object • The grounding, sinking, flooding or capsizing of a vessel • Fire on board a vessel • Loss of stability of a vessel that affects the safety of the vessel • The structural failure of a vessel • A close quarters situation • A dangerous occurrence, which is an occurrence that could have caused the death of, or serious personal injury to, any person on the vessel <p>It can also include:</p> <ul style="list-style-type: none"> • An event that results in, or could have resulted in: <ul style="list-style-type: none"> ○ the death of, or injury to, a person on board a vessel ○ the loss of a person from a vessel ○ a vessel becoming disabled and requiring assistance • The fouling or damaging by a vessel of: <ul style="list-style-type: none"> ○ any pipeline or submarine cable ○ any aid to navigation • Other incidents that are prescribed by the regulations include but are not limited to: <ul style="list-style-type: none"> ○ failure in operation of a component of material handling equipment, whether or not a person is injured because of the failure ○ loss of cargo of a vessel ○ significant damage to a vessel ○ a seafarer is injured or contracts an illness that incapacitates them from the performance of their duty • Any serious danger to navigation on or near the course of the vessel. <p>Under Marine Order 32, marine incident also includes the failure in operation of a component of material handling equipment, whether or not a person is injured because of the failure.</p>		
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Australian Rail Track Corporation (ARTC)	Phone: 02 6924 9806 Immediately (General Operations Hotline 24/7) Phone: 0427 612 178 Operations Interface (Sydney Metro)	Rail Provider and Rail Infrastructure Manager
Rail Incidents which affect the offsite Rail Network or which extend onto ARTC controlled property or tracks must be notified to ARTC. These incidents include serious injury/fatality, disruptions, damage, track or equipment failures or environmental impact to the Network.		

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Office of National Rail Safety Regulator (ONRSR) [Rail Operations Incidents - Hutchison Ports Sydney only]	Category A notifiable occurrences: Phone: 1800 430 888 Immediately Followed up in writing within 72 hours Category B notifiable occurrences: In writing within 72 hours	Rail Infrastructure Manager
Category A notifiable occurrences: <ul style="list-style-type: none">an accident or incident that has caused death, serious injury or significant property damage;a running line derailment;a running line collision between rolling stock;a collision at a level crossing between rolling stock and either a road vehicle or a person;a suspected terrorist attack;an accident or incident involving a significant failure of a safety management system that could have caused death, serious injury or significant property damage;any other accident or incident likely to generate immediate or intense public interest or concern;		
Category B notifiable occurrences: <ul style="list-style-type: none">a derailment, other than a running line derailment;a collision involving rolling stock, other than a collision described in paragraph (a)(iii) or (iv);an incident at a level crossing, other than a collision described in paragraph (a)(iv);an incident in which a vehicle or vessel strikes an associated railway track structure;the passing of a stop signal, or a signal with no indication, by rolling stock without authority;an accident or incident where rolling stock exceeds the limits of authorised movement given in a proceed authority;a rolling stock run-away;a failure of a signalling or communications system that endangers, or that has the potential to endanger, the safe operation of trains or the safety of people, or to cause damage to adjoining property;any slip, trip or fall by a person on railway premises;a person being caught in the door of any rolling stock;a person suffering from an electric shock directly associated with railway operations;any situation where a load affects, or could affect, the safe passage of trains or the safety of people, or cause damage to adjoining property;an accident or incident involving dangerous goods that affects, or could affect, the safety of railway operations or the safety of people, or cause damage to property;any breach of a network rule;any breach of the work scheduling practices and procedures set out in the rail transport operator's fatigue risk management program;the detection of an irregularity in any rail infrastructure (including electrical infrastructure) that could affect the safety of railway operations or the safety of people;the detection of an irregularity in any rolling stock that could affect the safety of railway operations;a fire or explosion on, in, or near, rail infrastructure or rolling stock that endangers the safety of railway operations or the safety of 1 or more people, or causes service terminations or track or station closures;any incident on railway property where a person inflicts, or is alleged to have inflicted, an injury on another person;a suspected attempt to suicide;the notification that a rail safety worker, when required to do so under the drug and alcohol management program of a rail transport operator, has failed to submit to a test in accordance with the testing regime set out in the operator's drug and alcohol management program;the notification that a rail safety worker has returned a result to a test undergone by the worker in accordance with the testing regime set out in the drug and alcohol management program of a rail transport operator that suggests that the worker was in breach of the operator's drug and alcohol management program at a relevant time;the infliction of wilful or unlawful damage to, or the defacement of, any rail infrastructure or rolling stock that could affect the safety of railway operations or the safety of people;a security incident associated with railway premises that affects the safety of railway operations, including an act of trespass, vandalism, sabotage or theft that could affect the safety of railway operations.		

External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Department of Home Affairs [Maritime Security Incident]	Phone: 1300 791 581 Online: https://www.homeaffairs.gov.au/help-and-support/departamental-forms/online-forms/maritime-security-incident-report-form Phone: 000 to contact the Police for any immediate Security concern	PFSO / Deputy PFSO
<p>A maritime security incident under Part 9 of the Maritime Transport and Offshore Facilities Security Act 2013 should be reported in writing or orally (within 24 hours) and followed up in writing as soon as possible.</p> <p>Meaning of <i>maritime transport or offshore facility security incident</i></p> <p>(1) If a threat of unlawful interference with maritime transport or offshore facilities is made and the threat is, or is likely to be, a terrorist act, the threat is a maritime transport or offshore facility security incident.</p> <p>(2) If an unlawful interference with maritime transport or offshore facilities is, or is likely to be, a terrorist act, the unlawful interference is a maritime transport or offshore facility security incident.</p>		
External Authority and Notifiable Incident Categories	Notification Method and Timeframes	Responsible Person
Australian Border Force (ABF) [Customs / Border Protection]	Phone: 1800 009 623 Online: https://www.homeaffairs.gov.au/help-and-support/departamental-forms/online-forms/border-watch Phone: 000 to contact the Police for any immediate Security concern.	PFSO / Deputy PFSO
<p>The ABF works closely with Biosecurity Officers to x-ray or inspect cargo to manage common border protection and biosecurity risks. Areas of concern include:</p> <ul style="list-style-type: none"> • The illegal importation or exportation of drugs, weapons, pornography, currency or fauna • Suspicious activities or behaviour. • Breach of containers security seal • Biosecurity/Quarantine concerns <p>The company must notify the ABF of certain events happening to goods under customs control. Notifications are to be made to the local ABF office in writing no later than five days after the company becomes aware of the event. Reportable events are:</p> <ul style="list-style-type: none"> • unauthorised access to, or movement of, goods under customs control • unauthorised access to an information system relating to goods under customs control • an enquiry relating to goods under customs control from a person with no commercial connection to the goods • theft, loss or damage of goods subject to customs control • break in and entry, or attempted break in, of the cargo terminal • a change that may adversely affect the physical security of the terminal a suspected breach of the Customs Act • unclaimed goods left in the cargo terminal for over 30 days. <p>An ABF officer may enter a cargo terminal, without a warrant, to search and access information and exercise functions. ABF officers can access electronic equipment and storage devices at the cargo terminal (without a warrant) under certain conditions.</p>		

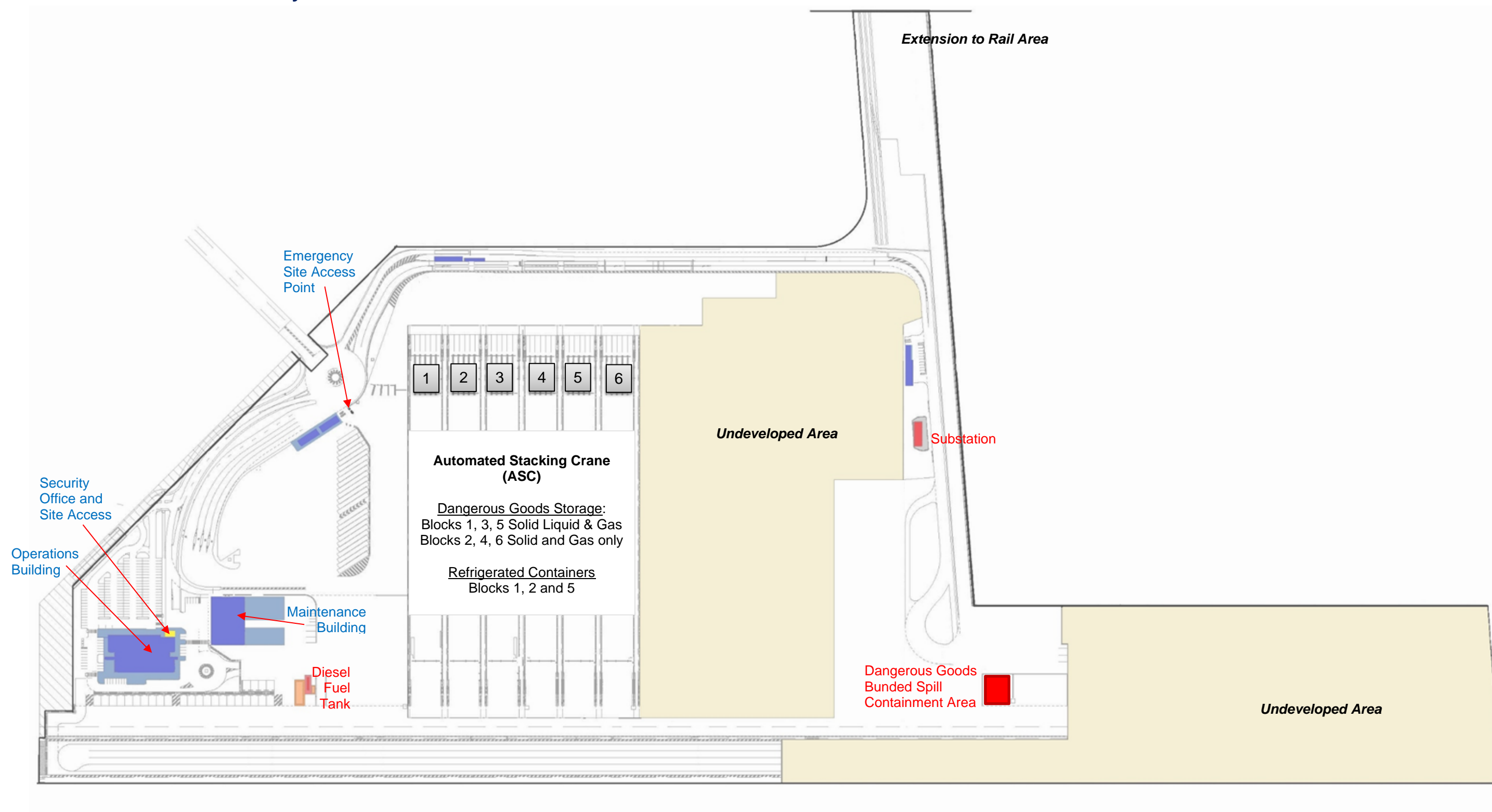
B. Safety Data Sheet Register

Hazardous Chemical Register					
	HUTCHISON PORTS SYDNEY	Engineering Stores	Date of Review: 30/05/22		
	Name of Chemical	Issue date of SDS	Qty	Location	Comments
A1	APCO ROAD MARKING THERMOPLASTIC	1/06/2019			
A2	ASPHALT ROAD MARKING MATERIALS BORAL	7/11/2018			
A3	ADHESIVE 11FC MULTI PURPOSE SIKAFLEX	22/09/2019	8		
A4	ADHESIVE CONTACT GENERAL PURPOSE - ACCENT	25/02/2021	1		
B1	BITUMEN	5/12/2015	1		
B2	BRAKE AND PARTS CLEANER - WURTH	6/10/2022	78	CNTR08	
C1	CASTROL AGRI TRANS PLUS 80W (205L)	15/02/2022	1		
C2	COOLANT MAINTAIN FRICOFIN HDD (205L)	13/05/2021	1		
C4	CHAIN & DRIVE SPRAY ROCOL	24/04/2019	1	CNTR08	
C5	CUTTING COMPOUND TREFOLEX- CRS	30/07/2020	1	CNTR08	
C6	CHAIN LUBRICANT TAC	31/07/2020	1	CNTR08	
C7	CLEANER BATHROOM & SCALE REMOVER CREW	2/12/2011		CLEANER	
C8	CLEANER PERDIEM	2/02/2018		CLEANER	
C9	CLEANER FLOOR VIEW QUICK	28/11/2015		CLEANER	
C10	CLEANER GLASS & MULTI SURFACE - WINDEX	20/06/2019		CLEANER	
C11	CLEANER WASHROOM HEAVEY DUT- CLEAN PLUS	21/01/2021		CLEANER	
C12	CLEANER FLAWFINDER SPRAY AEROSOL	7/03/2020	1		
C13	CLEANER BIOTRANS QB - CASTROL	24/01/2019	1		
C14	CLEANER ELECTRICAL C OCONTACT AEROSOL- CRC	14/02/2018	8		
C15	CLEANER RAIN X ITW	22/05/2018	1	CNTR08	
D1	DISTILLED WATER GLENDALE	30/06/2019	1	CNTR22	
D2	DETERGENT RM 31 ASF- KARCHER	1/03/2019	1	CNTR22	
E1	ENGINE OIL TITAN UNIVERSAL HD SAE 15W-40	23/11/2020	3		
E2	ENGINE OIL RX SUPER 15W-40 (205L)	3/10/2022	4	WS	
F1	FUEL AUTOMOTIVE PREMIUM DIESEL	8/02/2022	1		
F2	FLAWFINDER DEVELOPER SPRAY ITW POLYMERS AND FLUIDS	7/03/2020	16	CNTR08	
G1	GREASE-MOLYBOND PUMPABLE GUIDE ROPE	1/11/2019	2		
G2	GREASE MOLYKOTE-111 COMPOUND MOLYKOTE	13/07/2020	2	CNTR08	
G3	GREASE MOREYS SUPER RED EPMP2 WATERPROOF	22/05/2020	26		
G4	GREASE VIPER WIRE ROPE VIPER	19/04/2018	4		
G5	GREASE GADUS S3 SHELL	3/07/2020	23	CNTR08	
G6	GREASE PREMIUM HEAVY DUTY CASTROL	10/10/2018	7		
G7	GREASE RENOLIT XTB2	17/05/2021	1		
G8	GEAR OIL AXLE AP 85W-140 CASTROL	19/04/2022	2	CNTR24	
G9	GEAR OIL TITAN SUPERGEAR HTB SAE 85W-140	16/06/2021	1		
G10	GEAR OIL RENILIN CLP 220	11/11/2020	2		
G11	GALMET COLD GALVANISING AEROSOL		1		
H1	HAND CLEANER	22/05/2019	14		
H2	HYDROLIC OIL RENOLIN B HVI PLUS FUCHS	9/11/2020	2		
I1	ISOPROPYL ALCHOL 4 LTRS	10/12/2020	1		
L1	LANOLIN ANTI CORROSION LUBRICANT- INOX	1/05/2017	12		
	Name of Chemical	Issue date of SDS	Qi	Location	Comments

Emergency Response Plan - Sydney

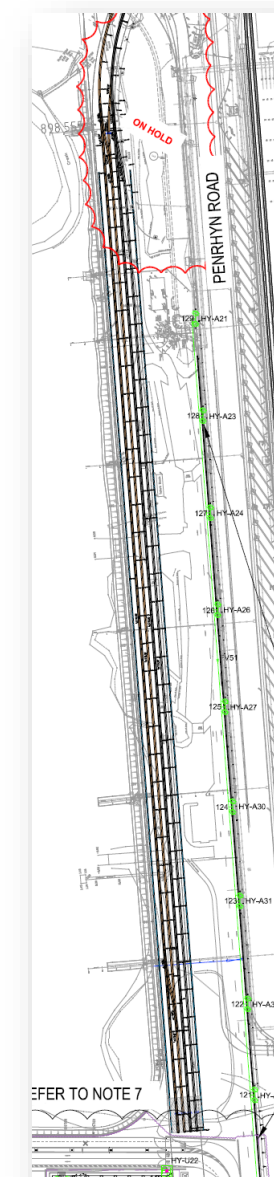
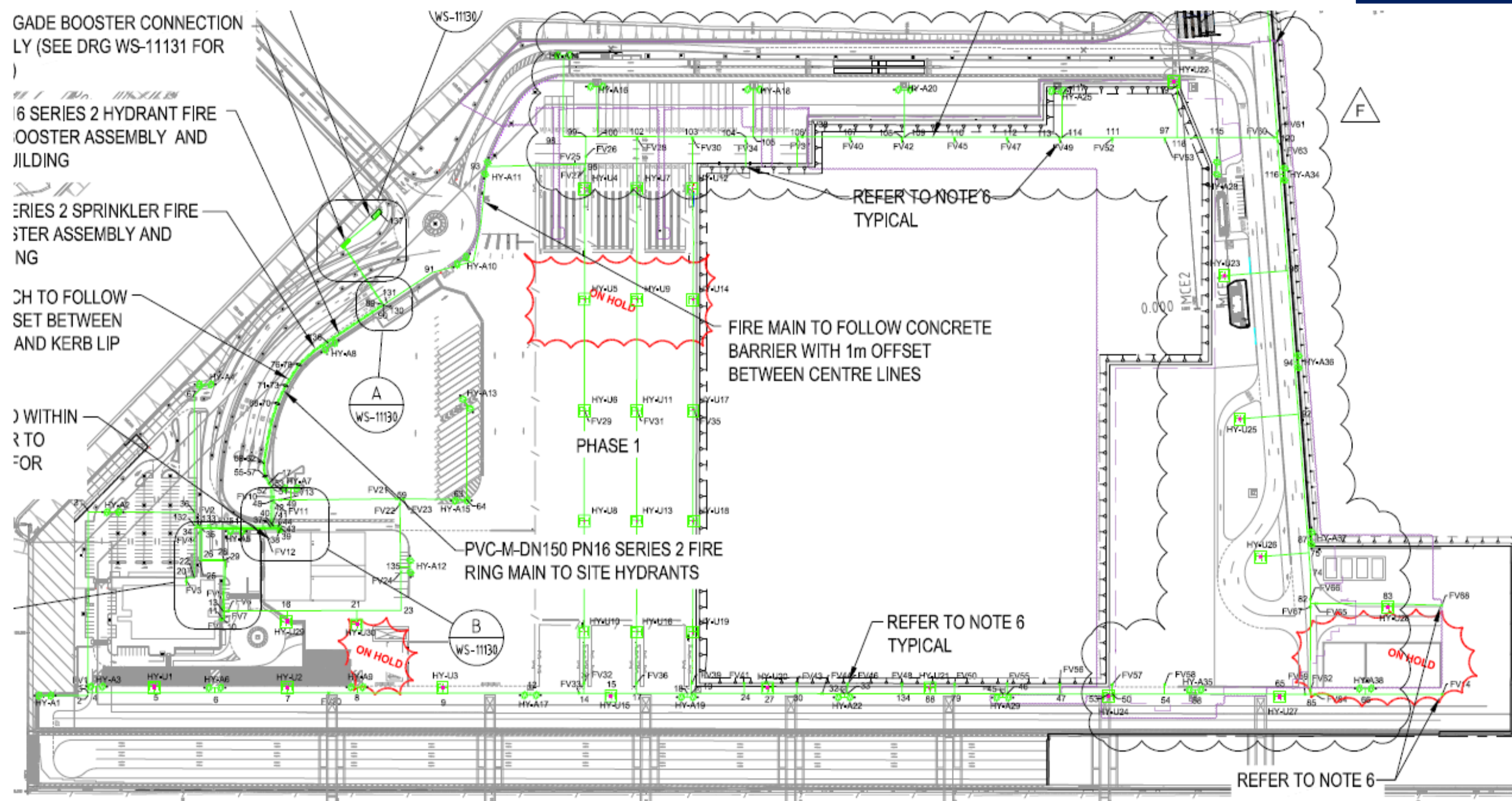
L2	LANOLIN HEAVY DUTY LIQUID- LANOTEC	4/06/2018	1		
L3	LECTRA CLEAN CRC	9/01/2020	8	CNTR08	
L4	LOCTITE 609 HENKEL	27/04/2020	3	CNTR08	
L5	LOCTITE 569 HENKEL	6/06/2019	5	CNTR08	
L6	LOCTITE 515 HENKEL	25/08/2020	4	CNTR08	
L7	LOCTITE 272 HENKEL	2/10/2020	4	CNTR08	
L8	LOCTITE 401 HENKEL	2/04/2020	0	CNTR08	
L9	LOCTITE 263 HENKEL	21/01/2020	8	CNTR08	
L10	LUBRICANT ALPHA SP 320	3/01/2022	3		
L11	LUBRICANT ALPHA SP 220	10/07/2020	3		
L12	LUBRICANT MOLYBOND DRY FILM	5/07/2018	5		
L13	LUBRICANT CASTROL AXLE EPX 80W-90 GEART (205L)	10/09/2020	1		
L14	LIQUID NAILS - SELLEYS	19/08/2019	1		
M1	MASONARY CONCRETE	17/09/2019	1		
M2	MOLYKOTE 33 MEDIUM	18/10/2018	1		
M3	MOLYKOTE 44 GREASE	17/10/2018	1		
N1	NO MORE GAPS SELLEYS	27/03/2021	1	CNTR08	
P1	PAINT DY-MARK LINE MARKING ALL COLOURS DY-MARK	1/11/2019	6	CNTR22	
P2	PAINT AQUA EPOXY PART A COLOUR NUTECH	1/02/2018	36	CNTR22	
P3	PAINT ACCENT 83G-LINET QUICK SPRAY ALL COLOURS DULUX	11/03/2021	9	CNTR22	
P4	PAINT 601-LINE DULUX WEATHERSHIELD EXTERIOR LOW	18/04/2018	1		
P5	PAINT APCO LINE MARKING	22/07/2018	1		PUT TO SIDE
P6	PAINT GALMET COLD GAL AEROSOL ALL COLOURS GALMET	1/11/2019	7	CNTR22	
P7	PAINT HAMMERED METAL FINISH GALMET	18/03/2020	2	CNTR22	
P8	PAINT RUST GALMET	27/06/2017	1	CNTR22	
P9	PAINT WATERBASE ROAD MARKING ENNIS TRAFFIC SOLUTION	14/04/2021	3	CNTR22	PUT TO SIDE
P10	PAINT DULUX METALSHIELD BRIGHT ZINK PRIME SILVER SPRAYPACK	6/04/2016	6		PUT TO SIDE
P11	PAINT LINE ACCENT QUICKSPRAY - COLOURS	11/03/2021	4		
P12	PAINT WATTYL KILLRUST GLOSS ENAMEL COLOUR RANGE LEAD FREE	25/04/2016	8		PUT TO SIDE
S1	SHOCK TREATMENT ALLCARE	27/06/2017	6	WASHBAY	
S2	SIKAFLEX 11FC SIKA	22/09/2019	9	CNTR08	PUT TO SIDE
S3	SILICON SEALANT - BOSTIC	6/02/2017	16		
S4	SILICON 401 CLEAR - SELLEYS	24/08/2017	1		
S5	SILICON TRANSLUCENT - BUY RIGHT		2		PUT TO SIDE
S6	SANITISER HAND GEL	21/01/2021	2	CLEANER	
T1	TRANSMISSION ATF DEX III CASTROL	4/12/2021	1	CNTR23	
T2	TRANSMISSION OIL AGRI TRANS PLUS 80W CASTROL	15/02/2022	0	WS	
T3	TRANSMISSION OIL AGRIFARM UTTO MP	12/12/2016	2		
T4	TRANSFORMER OIL CASTROL		1	CNTR22	PUT TO SIDE
W1	WD40	2/03/2017	2		

C. Site Plan – Terminal Layout



D. Fire Hydrant Location Plan

Rail Siding Area
(see diagram on left)



E. Automated Stacking Crane (ASC) Area – Special Notes for Fire Services

In the event of a fire in the ASC area:

- Chief Warden is to ensure a nominated person has activated the relevant Pollu-Plugs for firewater containment, keys held by Engineering / Maintenance;
- Fire services are shown in **green** in the diagram in Appendix D on the previous page;
- Fire hydrants located in the service passageways within the Automated Stacking Crane Area are the **spring hydrant** type with **Class G pit covers**;
- Class G spring hydrant covers are painted yellow as shown below;
- A red equipment cabinet labelled “HYDRANT GEAR” in **located at each light pole** within **ASC blocks** and quayside areas;
- Each red equipment cabinet labelled “HYDRANT GEAR” contains;
 - 1x DN65 Storz Outlet Standpipe;
 - 1x pair of small Storz Spanners;
 - 1x hydrant key for the removal of the hydrant cover as shown below.



WARNING

BEFORE ENTERING AUTOMATED STACKING CRANE (ASC) AREAS

Hutchison Ports Sydney Maintenance personnel **MUST** ensure that all HV electrical power to affect the ASC crane movements and refrigerated container areas (reefer gantries) has been shut off and locked out.

Engineering personnel and Chief Warden will confirm this to the emergency services.

The Automated Stacking Crane Area has a number of HV electrical feeds into the area and respective sub-station of individual cranes are within the container stacking area. For this reason the most effective and safest isolation should occur in the Main Sub-Station.

- Emergency Services may witness the isolation at the Main Sub-Station.
- Emergency Services can apply a safety lock to the isolation point of the HV switchgear at the Main Sub-Station.
- All Emergency Services and any Hutchison Ports employees accessing the ASC area must be identified prior to entering the ASC area and accounted for when leaving.

Dangerous Goods cargo manifest will be provided to Emergency Services upon arrival by the Chief Warden (or Operations delegate).

Hutchison Ports Sydney personnel will assist the Emergency Services to interpret manifests and provide guidance on the locations of Dangerous Goods within the ASC Blocks or other areas of the terminal.

Particular attention to cargo in

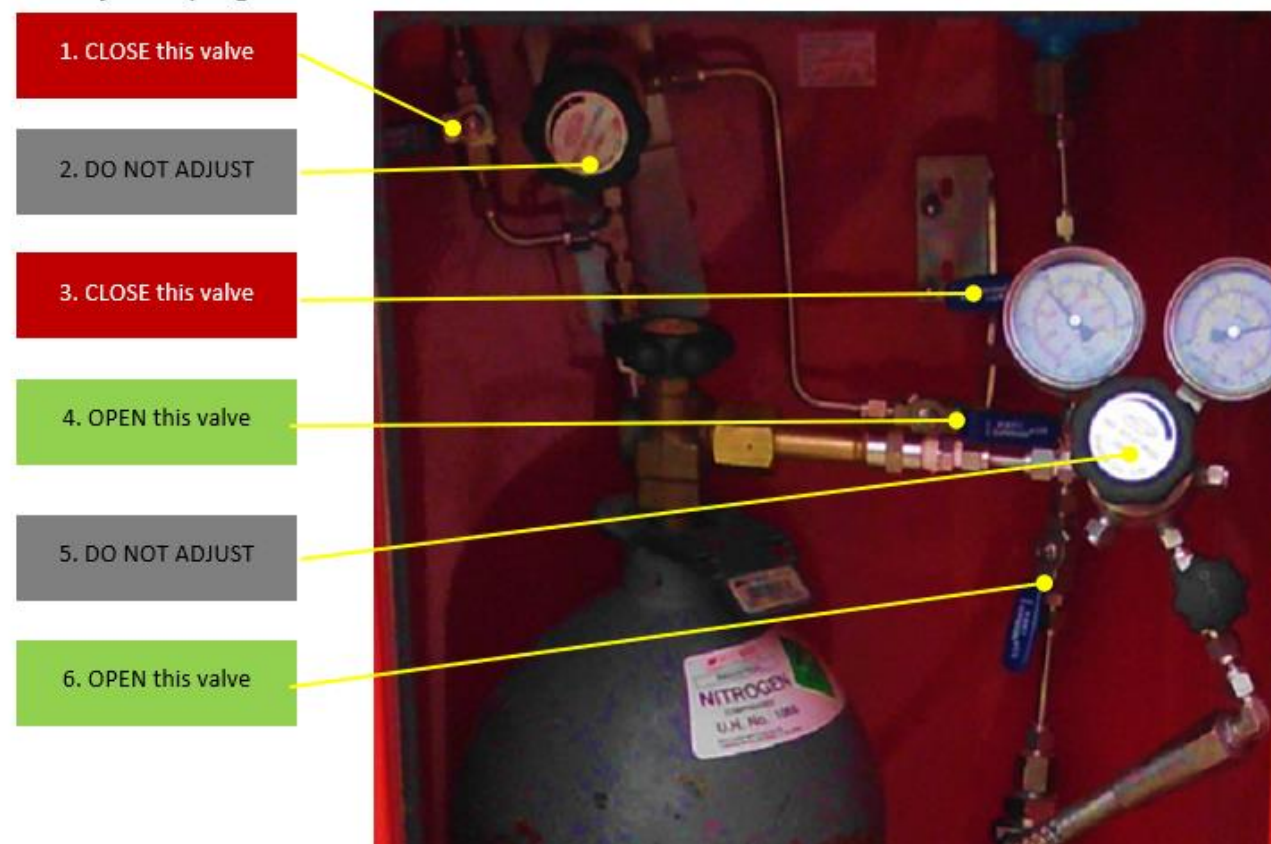
- Class 4.2 “Spontaneously Combustible”
- Class 4.3 “Dangerous When Wet”



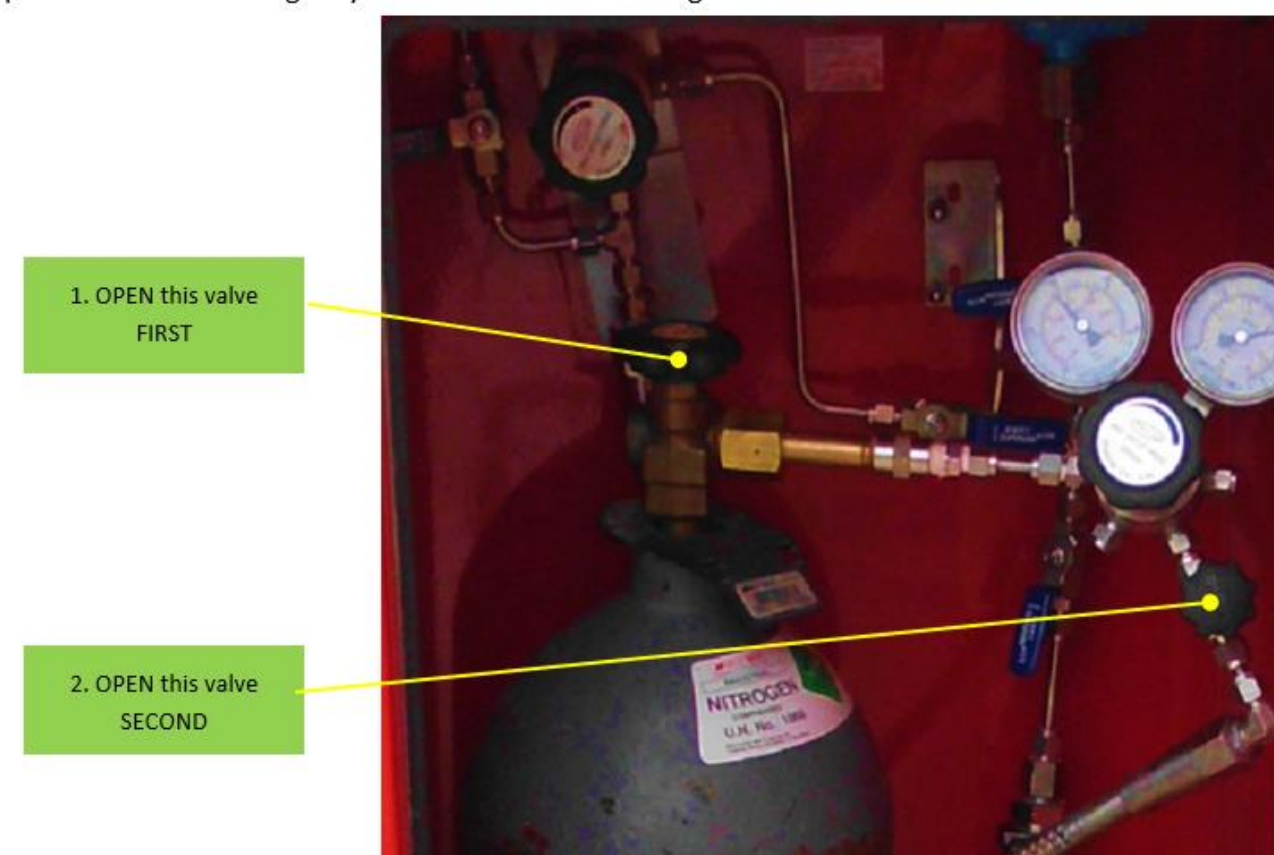
F. Activation of Pollu-Plug



Step 1: Do not adjust any regulators within the unit. Set the 4 blue valve handles in order as shown below:



Step 2: Open the valves on the gas cylinder and the inflation regulator in order as shown below:



G. Emergency Evacuation Plan

EMERGENCY EVACUATION SIGN

Hutchinson Ports Sydney

Gates B150-160 Sirius Road, Botany, NSW

PROCEDURES

On hearing a Fire Alarm or on discovering a fire:

1. Removal of People from the Immediate Danger Area
Staff and visitors in the immediate danger area are to evacuate to a place of safety. Attempt to extinguish the fire, if safe and trained to do so. When the area has been evacuated doors should be closed to localise the fire and smoke.

2. Alert Emergency Services
Call **000** (or **112** from a mobile)

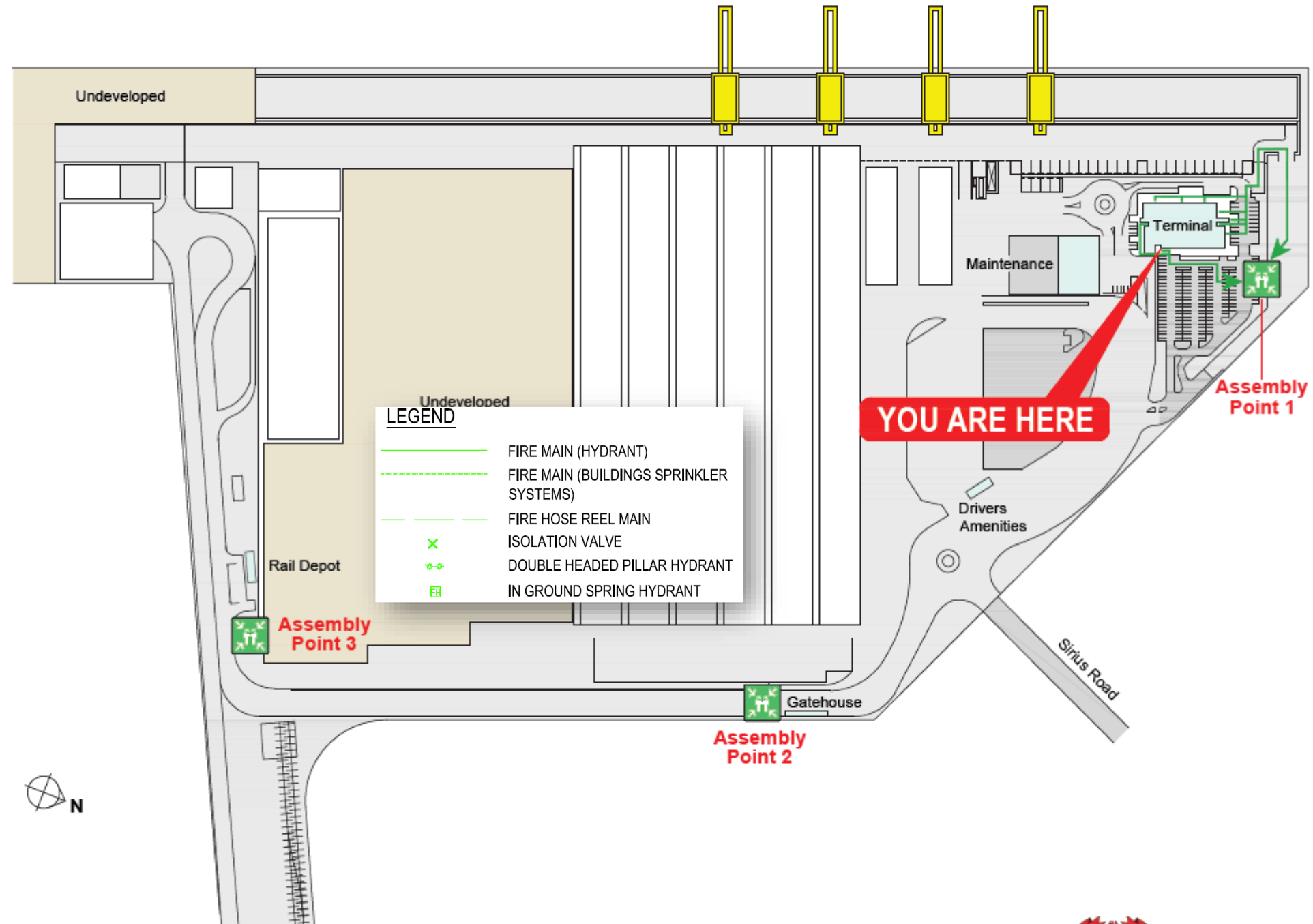
3. Complete Evacuation of the Premises
Should the emergency necessitate evacuation of the entire premises, staff and visitors will evacuate via the nearest safe exit and assemble at the assembly point and remain there until otherwise directed.

4. Assembly Point
Your assembly point is: Assembly Point 1
Car Park

5. Roll Call
To be conducted as soon as possible to ensure all persons are accounted for. Report missing persons to the attending Fire Brigade Officers.

6. Fire Fighting Equipment
This facility is fitted with extinguisher bottles (Powder & CO2). Use extinguishers in accordance with the specifications listed on each bottle.

EVACUATION DIAGRAM



Prepared by
FIRE EMT Pty Ltd
Ph- 07 5428 1843
ISSUED: June 2020
VALIDITY: June 2025

H. HPS Building Sample Plans

