**Gastech Australia Pty Ltd**

**Health Safety and Environmental Procedure**

**Emergency Response Plan**

**Procedure 4.4.7**

***‘’ Committed to HSE”***

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| --- | --- | --- | --- |
| **Rev Number** | **Summary of Revision** | **Signed** **(Director)** | **Date** |
| **0** | **New Procedure** |  |  |
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# 1. PURPOSE

The purpose of this Emergency Response Plan (ERP) is to ensure fast, efficient and effective response to feasible emergency events which have potential to occur at Gastech. This ERP is required to manage the impact arising from residual risk after implementation of risk control measures at Gas tech, as detailed in the Gastech HSE Management System. The intent of this procedure is to ensure that the key elements of response are addressed in a timely manner.

# 2. SCOPE

The scope of this ERP is applicable to all Gastech and client operations.

Specifically, this ERP addresses:

* communication protocol in the event of an emergency and the establishment of an effective command structure
* actions to address and reduce the impact of feasible emergency events
* responsibilities for undertaking actions
* emergency exercises to test the effectiveness of the ERP and emergency response personnel
* emergency de-briefs and continual improvement in response

Copies of this ERP are available at Gastech premises. Amendments to the ERP are made as a result of various processes which include, but are not limited to:

* Emergency de-briefs
* Suggestions from the workforce
* When emergency contacts and telephone numbers change

**When on site at client premises, client emergency procedures will apply.**

**When at offices Gastech, evacuation procedures will apply.**

# 3. DETAIL

## 3.1 Overview

Gastech Solutions is committed to effective response to emergency events at its own and client premises. This section provides detail of mandatory requirements to ensure that communication, response and review processes are effective. The overall process for emergency response at Gastech is provided in Figure 1. The Gastech emergency response organisation structure is depicted in Figure 2.

**Figure 1: Overall Emergency Response**

**Figure 2: Gastech Emergency Response Organisation Structure**

## 3.2 Credible Emergency Events

Credible emergency events which have pal to occur at Gastech premises are as follows

 \*Fire

\*Personnel injury or fatality

## 3.3 Emergency Levels

Potential emergency events at Gastech have been classified into “Alert” and two emergency levels as follows:

**Alert:** An Alert is declared if an abnormal situation has developed and there is no immediate impact as a result of the situation. Alert situations indicate that quick control of the emergency is possible, with progressive and safe resolution. Alerts do not pose an immediate risk to personnel and it is unlikely that there is potential for the classification to escalate to a Level One Emergency. Personnel in the immediate area are advised of the situation by normal communication channels.

**Level 1 Emergency**: A Level 1 Emergency is an emergency where the impacts are confined to Gastech premises and where it is unlikely that the emergency will escalate into a Level 2 emergency. Level 1 Emergencies require evacuation to a safe Muster Area as designated.

**Level 2 Emergency**: A Level 2 Emergency is an emergency where the impacts extend outside the Gastech premises or where an emergency outside Gastech premises threatens Gastech premises. Level 2 Emergencies require evacuation of all personnel to a safe Muster Area.

## 3.4 Alarm Initiation and Initial Communication

Any Gastech employee or contractor at Gastech can make notification of an emergency. All emergencies must first be immediately communicated to all employees and contractors who may be at risk from the emergency. This must be done before any attempt is made to control any emergency.

Methods of emergency contact are as follows:

* If within hearing range, by word of mouth
* By phone
* By 2-way radio if available

Key Gastech emergency contact numbers are provided in Table 1.

**Table 1: Gastech Emergency Response Roles and Contact Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **ER Role** | **Title** | **Name** | **Phone** |
| Emergency Coordinator 1 | Director |  |  |
| Emergency Coordinator (if 1 is not available) | Director |  |  |
| Communication Controller/Muster Area Marshal | Office AdministratorWarehouse/Workshop Supervisor |  |  |

Emergencies must be notified through the organisational structure.

The standard communication message for an emergency event is:

**“Emergency, Emergency, Emergency**

**This is \_\_\_\_\_\_\_\_\_\_\_\_(say your name)**

**There is a \_\_\_\_\_\_\_\_\_(state level and type of emergency)**

**The emergency is in\_\_(state operations area and location)**

**There are \_\_\_\_\_\_\_\_\_(state number of personnel injured/no person injured)”**

The Muster Area Marshal will then initiate evacuation to a safe Muster Area (if a level 1 or 2 emergency). **The highest level of emergency must be chosen where there is any doubt about which level to select.**

## 3.5 Response - Fire

Small fire response must only be carried out when safe to do so and only by personnel who are trained and competent (all employees and contractors receive basic training in fire response). Larger fires will be responded to by external services.

### 3.5.1 Person discovering a Fire

General response – All employees and contractors

Do not respond to any fire unless:

* it is safe to do so
* there is a safe line of retreat
* you are trained, capable and competent to fight fires
* you have the correct extinguisher or other fire fighting medium

Do not attempt to respond to any fire if there is a risk of explosion. (Do not extinguish burning gas leaks if the leak or supply to the leak cannot be stopped safely.)

In the event of an explosion, the area of explosion or around the scene of explosion must not be approached. Anyone in the area of the explosion must immediately evacuate the area to a Muster Area well away from the incident scene. The scene of the explosion and around the explosion must not be entered until it is safe to do so and there is no risk of secondary explosion and unstable ground or materials. Specialist advice must be obtained to confirm the area is safe to enter.

Overall response – All employees and contractors

In the event of fire being discovered, the person discovering the fire must:

* quickly control or restrict the spread of fire (if safe to do so) and assist anyone in immediate danger (if safe to do so)
* raise the alarm by shouting “FIRE” in the local area. From a safe area, communicate the emergency via available means of communication (activate alarms where available) and use the standard emergency message (refer Section 3.4)
* make notes of events, actions and times during the emergency immediately following the emergency (use Emergency Log Sheet *-* [Appendix A](#_Appendix_A:_R&D_1))

### 3.5.2 All Employees and Contractors

Upon being notified of a fire, all employees and contractors must:

* evacuate to a safe Muster Area
* remain at the Muster Area unless directed otherwise by the Muster Area Marshal
* conduct themselves in an orderly manner whilst at the Muster Area

### 3.5.3 Emergency Coordinator

Upon being notified of a fire, the Emergency Coordinator must:

* assess the emergency and provide initial advice
* ensure a search for missing personnel is conducted as required if safe to do so
* communicate with media and stakeholders as directed and required
* conclude the emergency when safe to do so
* organise an emergency debrief as soon as practicable after the emergency
* liaise with and update other personnel as required
* make notes of events, actions and times during the emergency immediately following the emergency (use Emergency Log Sheet - [Appendix A](#_Appendix_A:_R&D_1)).

### 3.5.4 Muster Area Marshals

Upon being notified of a fire, the Muster Area Marshal must:

* proceed immediately to the Muster Area
* undertake and record a head-count at the nominated Muster Area and report names and missing personnel to the Emergency Controller
* make notes of events, actions and times during the emergency immediately following the emergency (use Emergency Log Sheet - [Appendix A](#_Appendix_A:_R&D_1))
* coordinate first aid activities until arrival of emergency services
* 3.5.5 Communications Controller

In the event of being notified of a fire, the Communications Controller must:

* immediately notify the Emergency Coordinator of the emergency
* communicate with Emergency Services as required
* provide communications support to the Emergency Coordinator as directed
* direct all media enquiries to the Emergency Coordinator
* ensure that relevant information about the fire is recorded
* make notes of actions taken during the emergency immediately following the emergency (use Emergency Log Sheet - [Appendix A](#_Appendix_A:_R&D_1))

## 3.6 Injury to Personnel

Any injuries must be immediately communicated to the Emergency Coordinator or relevant Communications Controller. An appropriate level of response will then be provided, as directed by the Emergency Coordinator or first aid trained person. In severe cases, injuries must be reported directly to external emergency services. Where there is any doubt if external emergency services should be contacted, they must be contacted.

## 3.7 Emergencies at Client Premises and Leased Offices

When Gastech employees and contractors are at client premises, client emergency procedures will apply. All Gastech employees and contractors will receive training in these procedures as provided by the client.

All emergency events at client premises must be reported to the Gastech Director by the relevant Supervisor as soon as practicable.

At offices leased by R&D, all offices must have established Emergency Response and Evacuation Plans. This must be confirmed by the R&D Director. All R&D employees and contractors must participate in response and evacuation exercises.

# 4. TRAINING AND EXERCISES

Employees and contractors at Gastech receive training in:

* requirements of this ERP
* basic fire prevention and fire response techniques
* senior and basic First Aid (selected employees only)

It istheresponsibility of the Gastech Director to ensure that:

* employees and contractors receive appropriate instruction in the above areas
* a record of training is maintained

It is the responsibility of all employees to attend training as required.

The Gastech induction for each Gastech employee and contractor required to work at Gastech premises includes information related to the ERP and emergency communication requirements, the location of Muster Areas and emergency response equipment. Employee and contractors receive refresher training in key requirements of the ERP on a bi-annual basis.

At least one emergency exercise must be conducted each year. These exercises test the suitability of the ERP and performance of personnel to ensure continual improvement in overall response. Issues are discussed at the emergency de-brief and the ERP amended accordingly.

The Gastech Director has the responsibility to organise and record the exercises and to modify the ERP where deficiencies in response are noted.

Recording and debriefing requirements detailed in this ERP apply to each exercise and this ERP is amended as required when deficiencies are identified.

# 5. EMERGENCY DEBRIEF

A review of the effectiveness of emergency response at Gastech is carried out as soon as practicable following any emergency event or exercise. The "Debrief Group" have the responsibility to discuss the adequacy of the overall response and to implement changes to the ERP and associated activities where required. The group consists of:

* Director
* Supervisor
* Office Administrator
* Selected employees and contractors as relevant

The Emergency Log Sheet ([Appendix A](#_Appendix_A:_R&D_1)) is used as the basis for discussions during these meetings. The Emergency Debrief Sheet ([Appendix B](#_Appendix_B:_R&D_1)) is used to record a summary of discussions, actions to be taken, responsibility for undertaking actions and the date by which actions must be implemented.