



King Island Ports

A Division of Tasmanian Ports Corporation

ABN 82 114 161 938

King Island Fuel Depot – Grassy Harbour EMERGENCY RESPONSE PLAN



No ACCIDENTS
No HARM to People
No DAMAGE to the ENVIRONMENT

**Issued to: Municipal Emergency Coordinator
King Island Council**

Copy No. 17

CONTENTS

Section	Description	Page
	Distribution List	3
	Acronyms and Abbreviations	4
1	Introduction	5
2.1	Emergency Telephone Numbers - Services	6
2.2	Emergency Telephone Numbers - Personnel	7
2.3	Emergency Telephone Numbers - Other Port Users/Neighbours	8
3	Entry by Visitors and Contractors	9
4	Security	10
5	Fire or Explosion	11
6	Major Leaks	15
7	Natural Disasters	17
8	Who to Advise	18
9	Sabotage and Bomb Alert	19
10	Accidents and Injuries	23
11	Spillage	25
12	Product Contamination	26
13	Media and the Public	27
14	Evacuations	28
15	Definitions	29
ATTACHMENTS		
Attachment 1	Depot Rules for Visitors	30
Attachment 2	Pump Outs – Bulk Fuel Tanks	31
Attachment 3	Depot Safety Guide – Product Handling	32
Attachment 4	Emergency Checklist – Spillages	33
Attachment 5	Emergency Checklist – Worksheet for Depot	35
Attachment 6	Qualified First Aiders	37
Attachment 7	Depot Site Plan	38
ASSOCIATED DOCUMENTS		
	Material Safety Data Sheets	
	King Island Ports Emergency Management Plan	
	Tasmanian Marine Oil Pollution Contingency Plan	

Distribution

Hard copies of the Plan are made available to:

- KIP Operations Manager (Emergency Coordinator).....01
- KIP Security Office02
- KIP Administration Office03
- KI Port Operations Workshop04
- Origin Energy TAS Ltd05
- Harbour Master (Tasports).....06
- Bell Bay Port Control (Tasports)07
- Emergency Management Advisor, Tasports08
- Tasmania Police (King Island)09
- Tasmania Fire Service x 2 (Grassy, Currie)10 & 11
- Tasmania Ambulance Service – King Island12
- SES North West Regional Operations.....13
- SES (King Island Coordinator)14
- Reliance Petroleum15
- Elders16
- Municipal Emergency Coordinator, King Island Council17

The Plan is available electronically to all KIP staff. Electronic copies are available in PDF for Port Users upon request.

An updated Contact List may be distributed electronically to all relevant persons or organisations after every review.

Acronyms & Abbreviations

Acronym/Abbreviation	Description
ADMIN	Administration Staff
AW	Area Warden
DPIPWE	Department of Primary Industry, Parks, Water & Environment (Tas)
EC	Emergency Co-Coordinator
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
HAZCHEM	Emergency Services Hazardous Chemical Handling Codes
HAZMAT	Hazardous Materials
IRS	Incident Reporting System
KIC	King Island Council
KIP	King Island Ports
OM	Operations Manager
PPE	Personal Protective Equipment
POC	Port Operations Coordinator
SES	State Emergency Service
SHANDY	Unintentional mixing of two different products e.g. Petrol/Diesel
SITREP	Situation Report
SOP/SWP	Standard Operating Procedure/Safe Work Procedure
TA	Tasmania Ambulance Service
TASPOL	Tasmania Police
Tasports	Tasmanian Ports Corporation Pty Ltd
TFS	Tasmania Fire Service
UN	United Nations Hazardous Goods Identification Codes e.g. UN 1270 - Petroleum Fuel
WST	Workplace Standards Tasmania

1 Introduction

This ERP sets out policy and procedures relating to the handling of emergencies should they arise at any King Island Ports Bulk Fuel Facility.

These procedures should be read in conjunction with the Company OH&S Policy System, Standard Operating Procedures and the KIP Emergency Management Plan which set out operating methods and procedures that are designed to prevent emergencies arising. However, even in the best organised premises and with the best intentions, emergencies can arise. The purpose of this manual is to ensure that such emergencies are handled in the most effective manner.

All emergencies must be reported immediately to the King Island Ports Operations Manager and he or his delegate will, in turn, inform the State Operations Manager.

Any procedure is only as good as the understanding of the individual whose job it is to interpret it - thus, to be effective, training and familiarisation is essential. This manual should be used as a basis for training, together with appropriate field exercises, case histories, lectures and demonstrations.

The King Island Depot is an unmanned facility.

This manual will be revised every two years.

2 Emergency Contact Lists

2.1 EMERGENCY SERVICES TELEPHONE LIST

Fire Brigade (Grassy)	000
Police (Currie)	000
Ambulance	000
Doctor	(03) 6462 0200
Hospital	(03) 6462 9900
King Island Council	(03) 6462 9000
Mark Goode – General Manager	0428 621 204
King Island Ports	(03) 6461 1155
Operations Manager	0409 153 067
Port Operations Coordinator	0428 611 066
Department Primary Industries, Parks, Water & Environment	1800 005 171 (03) 6233 6366
Aurora (King Island)	(03) 6462 1299
Graeme Keeley (Coordinator)	0427 304 494
Faults/Emergency	132 004
Poisons Information Centre	131 126
SES Regional Manager (North West)	(03) 6434 5335
Wayne Richards	0427 352 912
Reliance Petroleum	(03) 6431 4744
Steven Loosmore – State Manager	0418 120 446
Danny O’Mara – Assistant Terminals Manager	0428 570 455
Workplace Standards Tasmania	1300 366 322
Elders – King Island	(03) 6462 1566

2.2 EMERGENCY TELEPHONE LIST – PERSONNEL

KING ISLAND PORTS

Michael Wickham	Operations Manager (OM)	(03) 6461 1155 0409 153 067
Craig Bull	Port Operations Coordinator (POC)	(03) 6461 1155 0428 611 066

RELIANCE PETROLEUM

Stephen Loosmore	State Terminal Manager	(03) 6431 4744 0418 120 446
Glen Thompson	Assistant State Manager	(03) 6228 8651
Terry Brown	State Logistics Manager	0418 131 336
John Brennan	Depot Manager (Hobart)	0417 169 529

ELDERS LTD

Phil Mahoney	King Island Manager (Extra storage, pumping capability)	(03) 6462 1566
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2.3 OTHER PORTS USERS/NEIGHBOURS

SEAROAD SHIPPING

Jim Mckenzie	King Island Agent (Currie)	(03) 6462 1415 0427 059 482
Shipping Agents Office	Grassy Port	(03) 6461 1225

PORTSIDE LINKS

Ken Chapman		(03) 6461 1134 0427 093 194
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KING ISLAND FISHERMENS ASSOCIATION

John Mauric		0429 621 194
Robert Jordan		0427 621 830

KING ISLAND BOAT CLUB

Duncan Porter	Commodore	0407 353 185
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3 ENTRY BY VISITORS AND CONTRACTORS

- ◇ **Under no circumstances** will Contractors or visitors carry, possess or use, any matches, lighters, cigarettes and any other item that may cause fire or explosion, into the depot.
- ◇ **Under no circumstances** will Contractors or visitors be allowed into the depot without first reporting to the main office.
- ◇ **All Contractors** will report to office and then as directed to the OM (or his delegate) before starting any work.
- ◇ **All company staff** will ensure that all Contractors are issued with the relevant “PERMITS TO WORK” prior to commencing any work in or around the depot.
- ◇ **All visitors** must report to the main office prior to entry, and then as directed to location/personnel as stipulated by OM. (or his delegate)
- ◇ **Visitors** will be directed to their contact personnel, that person will then be the responsible staff member to ensure that the depot induction has been undertaken by competent personnel.
- ◇ **All Visitors** will be advised by the OM (or his delegate) to observe the company’s site safety rules, and when instructed to **return to the main office** for direction in case of:
 - a) **Any Emergency situation**
 - b) **Completion of work** or visit in the Terminal, thereby enabling personnel to account for visitors in an emergency evacuation.
- ◇ **Unaccompanied stranger(s)** should be approached with caution. If they are behaving suspiciously, report the circumstances to your supervisor whilst trying to keep the stranger(s) under observation. If the behaviour does not give cause for concern, staff should politely ask the stranger for identification and the reason for being on site unaccompanied. It is important that staff verify information given to them by stranger(s).
- ◇ **All Visitors and Contractors** must sign in and log out of the depot by way of a “Sign In” log located on the desk in the amenities shed.

4 SECURITY

- ◇ Staff must at all times be alert to security threats by constant awareness of their working environment. Non-standard conditions (ie: broken fence, locks etc.), spills or leaking equipment or non-standard operating conditions/procedures all constitute a threat to security and should be reported to management immediately.
- ◇ Staff should take the following immediate steps if they find a situation, which could be a threat to security:
 - a) Report any leaks, broken equipment, non-standard procedure etc.
 - b) Report all security infringements that you are aware of to Management (followed by written report)
 - c) Staff should only attempt to deal with the threat if it is within their capacity and does not endanger their safety
 - e.g. secure a valve that has been left open etc. The
 - Situation should be reported in writing to the OM
- ◇ The **last person** to leave the Depot must ensure that:
 - a) All store gates/doors are closed
 - b) All gates between are locked
 - c) All valves to bulk tanks are locked
 - d) All bund valves are closed and locked

The **last driver** to leave the Depot must ensure that:

- a) All bulk tank and pump bank valves are closed and locked
- b) All gates and lube-shed doors are secured
- c) Both access gates are locked

5 FIRE OR EXPLOSION

Preliminary

In the event of a fire or explosion within the Depot boundary. The primary objective shall be to preserve life and property, contain and extinguish the outbreak **only if safe to do so**.

To obtain this objective, consideration has to be given to the circumstances, which will vary accordingly to the location, flammable substances involved, flammable substances nearby, weather conditions, availability of plant, equipment and manpower.

However, some important factors remain for all situations, apart from the need to have staff trained and familiar with their respective duties associated with fire drill procedures.

These important factors are:

- ◇ To shut off the sources of fuel supply
- ◇ To shut off adjacent fuel supply
- ◇ To contain the flow of fire
- ◇ To shut off all loading facilities
- ◇ To evacuate all non fire fighting personnel
- ◇ To shut off electrical supply

The isolation of electric current will prevent the possibility of electric shock to personnel fighting the fire (water conduction) and remove the source of possible further ignition.

SUMMARY

Ring the Fire Brigade
Isolate the source of the fuel
Isolate all adjacent tanks
Contain the fire **if safe to do so**
Evacuate all non fire fighting personnel
Isolate power supply to the plant

Individual responsibilities

The first person to notice the incident is to call the Fire Brigade (000) and report immediately to management. This person is to notify other personnel of the incident prior to taking any action (ie: shutting valves, using extinguishers etc).

Emergency Coordinators (EC) Role

- ◇ Ensure reliable communications are working, in place and effective, e.g. Two-Way radios, telephones etc (outside the depot).
- ◇ Notify Fire Brigade on severity of raised alarm.
- ◇ Initiate containment of fire if safe to do so and with staff that are appropriately trained.
- ◇ Notify Admin office. Ask that all relevant people and authorities be notified of the incident (e.g KI Council, WST, DPIPWE etc) and advise if evacuation is necessary.
- ◇ Advise Admin staff that notes should be kept throughout the incident for debriefing.
- ◇ EC or his delegate wearing correct PPE, should be standing at the front gate to make first contact with Emergency Services and informing them of the situation and what action has already been initiated.
- ◇ Liaise with Emergency Services to determine best course of action.
- ◇ Liaise with Emergency Services regarding possible evacuation of other residences/sites & road closures etc.
- ◇ On arrival, the Officer in Charge of the Emergency Services will assume control of the situation. The EC will assist where ever possible.
- ◇ Monitor and control incoming personnel.
- ◇ In the event that the EC is not present, the OM is to take control.

Admin Staff Responsibilities

In the event of audible alarm/verbal alarm your responsibilities are to apply the following instructions:

- ◇ Take responsibility if requested, or if those above senior staff members are injured
- ◇ Lock away any cash and file/save tapes in fire-proof safe
- ◇ Record all events as they happen, or are reported to you in an Incident log
- ◇ Ensure fire-proof safe is locked
- ◇ Remain in office and assist OM when requested and **if safe to do so**
- ◇ Do not attempt to enter the Depot until instructed by OM
- ◇ In the event of an emergency, KIP staff are to notify all fuel delivery drivers of the situation and that they should not return to the Depot until instructed by KIP Management.

Drivers Responsibilities

The responsibility of depot staff is to remove all vehicles (where possible) from the depot to the Port Workshop (or as otherwise directed) until further notice. If exit is blocked vehicles will use entry gate to exit facility.

If unable to remove tanker from loading bay (gantry fire) follow as close as possible to these instructions **if safe to do so**:

- a) Isolate the source of the fuel to the fire
- b) Activate Emergency Shut Off Switch
- c) Isolate the source of Electricity at the main depot switchboard

Report to Assembly Area for instructions (contact person conducting head count)

Re-enter terminal only if directed by EC/OM and only **when safe to do so**.

King Island Ports Personnel Responsibilities

- ◇ Isolate source of fuel supply to fire only **if safe to do so**.
- ◇ Isolate source of electricity only **if safe to do so**.
- ◇ Report to EC or OP.
- ◇ Re-enter depot only if directed by OM, and only **if safe to do so**.
- ◇ Assist in vehicle removal only if directed by EC/OM **if safe to do so**.

ALL Clear

The OM will liaise with the Emergency Services and other attending authorities to determine and evaluate when re-entry is possible.

The OM will then give the **“All Clear”** to staff and other personnel to re-enter the Depot.

PERSONNEL MUST NOT ENTER THE DEPOT UNTIL THE “ALL CLEAR” HAS BEEN GIVEN.

SUMMARY OF FIRE SITUATION

- a) Raise Alarm
- b) Isolate Source of fuel to the fire
- c) Activate Emergency Shut Off Switch
- d) Isolate source of electricity supply
- e) Evacuate the depot of trucks
- f) Any personnel that are not part of the Emergency Team, must proceed to the Assembly Area at the main office
- g) Account for all personnel (KIP staff, visitors, contractors, other port users)
- h) Initiate fire fighting attack on fire and cooling of adjacent tanks only **if safe to do so**
- i) Inform Emergency personnel on arrival of the situation and initial action taken

NB

All of the above assumes that the fire is of a large scale.

The fire may be small enough to maintain an effective attack. Regardless of the size of the fire, it is imperative that the Emergency Services be called.

6 MAJOR LEAKS

Immediate Action

Obtain essential information:

- ◇ Exact location
- ◇ Product (if known)
- ◇ Extent of spill (housing/farmland/ditches/streams etc.)
- ◇ Is the pipeline ruptured?
- ◇ Have Emergency Services been called? If not, call them

Fire Brigade	000
Police	000
Ambulance	000
King Island Ports	(03) 6461 1155
King Island Council	(03) 6462 9000
Mark Goode (General Manager)	0428 621 204
Department Primary Industries, Parks, Water & Environment (24 hrs)	1800 005 171

Have all precautions been taken?

- ◇ No smoking
- ◇ No naked lights
- ◇ Intrinsically safe torches
- ◇ Fire Extinguishers
- ◇ Traffic control – **No Vehicular Access**
- ◇ Containment (Isolation from drains/water courses)
- ◇ No Cameras
- ◇ No Mobile Telephones/Pagers

As soon as possible Report situation to:

Michael Wickham - Operations Manager King Island Ports	(03) 6461 1155 0409 153 067
Craig Bull - Port Operations Coordinator King Island Ports	(03) 6461 1155 0428 611 066
Stephen Loosmore – State Terminals Manager Reliance Petroleum, Tasmania	(03) 6431 4744 0418 120 446
Danny O’Mara - Assistant Terminals Manager Reliance Petroleum	0428 570 455
Geoff Gruebner - HR & HSE Reliance Petroleum	0418 315 231

Send required assistance (consider need to involve off site personnel)

- Containment equipment – Reliance Petroleum
- Uplift equipment (pump) – Reliance Petroleum
- Vehicle for product transfer – Elders Ltd
- Compressor (Diesel Powered) – King Island Council
- Cleaning equipment – Reliance Petroleum
- Cleaning contractor – Reliance Petroleum
- Arrange for temporary repairs if needed – Reliance Petroleum
- Continue to update Incident log. Obtain witness statements ASAP
- Send Incident Announcement report to authorities ASAP. E.g. WST

7 NATURAL DISASTER

Bush Fire

If a bush fire in the nearby area is threatening the Depot or a King Island Ports operated site, operations should be shut down immediately. Procedures for 'FIRE' should be adopted. (refer Section 5).

In the event of a bush fire being in the vicinity of the Grassy depot or a King Island Ports operated site, the primary objective shall be to preserve life and property, contain and extinguish the outbreak **only if safe to do so**.

To obtain this objective, consideration has to be given to the circumstances, which will vary accordingly to the location, flammable substances involved, flammable substances nearby, weather conditions, availability of plant, equipment and manpower.

However, some important factors remain for all situations, apart from the need to have staff trained and familiar with their respective duties associated with fire drill procedures.

These important factors are:

- a) To shut off the sources of fuel supply
- b) To shut off adjacent fuel supply
- c) To contain the flow of fire
- d) To shut off all loading facilities
- e) To evacuate all non fire fighting personnel
- f) To shut off electrical supply
- g) To wet surrounding area with water

The isolation of electric current will prevent the possibility of electric shock to persons fighting the fire (water conduction) and remove the source of possible further ignition.

Refer section 5 (Fire and Explosion)

Flood

If a flood occurs within the Depot or a King Island Ports operated site, operations should be shut down. All tanks and pipeline valves should be shut and electricity should be isolated at the main switchboard.

Position mobile equipment to high ground and secure all unmoveable equipment.

Management should be contacted as soon as practicable, so emergency response procedures can be implemented quickly.

8 WHO TO ADVISE

Who To Advise

In an extreme emergency, it is important that certain authorities be informed of the situation at the earliest convenience. The OM or his delegate would normally assume this task (e.g. WST, KI Council).

Refer to Emergency Contact List in Section 2

Contact the Emergency Services as soon as practical, once the emergency has been controlled, but do not stop the service from attending, e.g.

Fire/Spill Isolated

Fire/Spill Contained

Fire/Spill Safety Equipment in position

Fire/Spill under control and made safe

9 SABOTAGE AND BOMB ALERT

Definition

A bomb warning is notice received by any means that “Explosive or any other Hazardous Device” has been placed to cause risk or damage to any King Island Ports Depot or other Facilities.

All bomb threats are to be treated seriously. Necessary actions and precautions must be taken to minimise danger to the public, employees and the infrastructure until the risk has been removed or until the warning has been proven to be unfounded.

Quick and accurate communications are essential. Staff who may have to handle initial communication must be thoroughly familiar with these procedures.

Members of the press, other news media and the public must not be admitted into the Depot area in which the device etc may be located. All members of the media are to be directed to senior management *refer Section 13.

Actions to be taken on receipt of a bomb threat:

- ◇ Stay calm and listen
- ◇ Gain the attention of someone
- ◇ Keep the caller talking and obtain as much information as possible
- ◇ Record the exact wording of the threat
- ◇ Complete threat report (Page 20)

Procedure after Telephone call or Threat

Notify OM, then –

- ◇ Shut down pumps and tanks etc. Drivers to remove vehicles under direction of OM (*Evacuation same as **FIRE***)
- ◇ KIP personnel to prepare for possible fire situation
- ◇ Notify appropriate Emergency Services
e.g. Tasmania Police
Tasmania Fire Service
Tasmania Ambulance Service

Bomb Threat Checklist



Actions to be taken on receipt of a bomb threat:

- Stay calm and listen
- Gain the attention of someone
- Keep the caller talking and obtain as much information as possible
- Record the exact wording of the threat:

Ask the following questions:

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

When the call is complete record:

- Date: _____
- Time: _____
- Location of phone: _____
- Length of call: _____
- Phone number the call was received on (your extension): _____
- Number on phone call display (if available): _____
- Inform the Security Centre, your supervisor and the Police on 000
(record the time informed): _____

Once you have contacted your Supervisor, the Security Centre and/or informed Police, record details about the caller and the call:

Caller Details

- Male
- Female
- Unknown
- Estimated age of caller _____

Caller's Accent

- Australian
- British
- American
- Asian
- Middle Eastern
- Greek
- Other _____

Caller's Language

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat maker

Caller's Speech

- Fast
- Slow
- Slurred
- Disguised
- Distinct
- Stutter
- Lisp
- Hoarse
- Other _____

Caller's Voice

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
- Child
- Deep
- Other _____

Background sounds

- None
- TV/Radio
- Aircraft
- Traffic/street noise
- Construction
- Sirens
- Voices
- Animals
- Motor
- Office machinery
- Other _____

Your details

Printed Name: _____

Signature: _____

Date: _____

Suspicious Objects

Any person finding a suspicious object within the Depot must report it immediately to their supervisor. **UNDER NO CIRCUMSTANCES** is the device to be touched or moved - this is a job for the experts. Procedures should be followed as per bomb threat alert (section 9).

All Clear

The POM will liaise with Emergency Services and any other authorities involved evaluating when re-entry is possible

The POM will then give the **“All Clear”** to staff and other personnel to re-enter the Depot.

Entry will not be permitted until **ALL CLEAR** has been given.

10 ACCIDENTS AND INJURIES

Preliminary

The safety, health and aid to the injured are of prime importance. All effort should be directed to care for the injured.

During the initial stage of the incident, a first aid attendant will be designated by King Island Ports until primary care arrives (Ambulance).

Duties

The persons trained in first aid will establish and maintain contact with the EC/OM as soon as possible.

The EC/OM will arrange for any injured people to be taken to the First Aid Attendant if safe to do so. If it is necessary for the First Aid Attendant to go to the injured, someone should remain at the designated first aid site. The area set aside for first aid should not be left unattended during emergency.

The designated First Aid site will be chosen by the EC/OM according to safety and convenience of position.

First Aid chests are situated in the Admin Office, Port Workshop, First Aid Room (located in the cargo shed) and Depot Amenities Shed

Ensure all relevant Accident Reporting Forms have been completed

Responsibilities

The First Aid Attendant will do one of the following depending on the seriousness of the injury.

Minor

- a) Render the proper First Aid and if practical, return the employee to work. If not practical, allow recuperation time in a quiet area.

Other

- a) The First Aid Attendant after initial assessment of the injured person, will call the Tasmania Ambulance Service (000) and have that person transferred to Hospital.
- b) Management (EC) should be notified immediately to arrange access for the Ambulance and to arrange direction if necessary.

Legal Requirements

Where an incident occurs involving loss of life, serious injury, or has the potential to cause death or serious injury, WST are to be notified by phone as soon as possible. This procedure will be undertaken by the Tasports HSE Manager.

Written notice of this accident shall be forwarded to WST by TasPorts HSE Manager. An incident report form should be completed as per Tas Ports Incident Reporting System.

11 SPILLAGE

The EC/POM shall if safe to do so:

- ◇ Take action to ensure shut off of the spill if possible.
- ◇ All spills should be contained and if possible removed either by absorption or pumping in the case of large spills.
- ◇ Due to the nature of each depot and the drainage provided, spills will be drained to the separator pits.
- ◇ In the case of large spills, they should be isolated in bunded areas and product removed by pumping.
- ◇ In all spillages prevent any product reaching drainage systems.
- ◇ Advise statutory bodies where applicable.
- ◇ Advise relevant Distributor and Reliance Petroleum staff.

Initial report to be referred to OM who will ascertain the following Information:

- ◇ Exact location of the spillage and time of accident.
- ◇ Product Name (UN, Hazchem etc)
- ◇ Type of spill.
- ◇ Amount of spill.
- ◇ Injuries
- ◇ Are Police and Fire Brigade required to attend.

After commencement of the clean up the EC/OM shall :

- ◇ Ascertain whether the procedure initiated will be sufficient, and if not what additional services and help will be required.
- ◇ Make a fresh estimate of the quantity spilt.
- ◇ Check that the source of the spill has been shut off.
- ◇ Obtain samples of the spilt product for Laboratory tests where the source may not be from our facility.
- ◇ Inspect the whole area around the boundaries of the spill to determine whether the product has escaped into drains etc.
- ◇ Meet representatives from Statutory Authorities and agree on who is to control the clean up and methods to be used.
- ◇ Arrange for control point to receive complaints from the public and answer enquires.
- ◇ Prepare initial preliminary written fuel spill report with an estimate of costs for the clean up.
- ◇ Re-check all steps taken to ensure plan is working and that provision is made for control of the clean up on a daily basis.

12 PRODUCT CONTAMINATION

Shandy

Under normal circumstances a 'Shandy' is not considered to be an emergency requiring notification to be given to authorities. The incident is to be immediately reported to management.

Definition

Any product that has become contaminated by whatever means, with a foreign or differing product (ie: PULP in ULP, Diesel in Super etc.)

Instruction

In the event of contamination being reported, the following instructions must be actioned immediately:

- (a) Immediately report the incident to management.
- (b) All tank outlets and valves are to be immediately shut off

Management will take control of the situation and arrange testing of the fuel and possible pumping out.

Depending on the type of contamination, the tank may need to be flushed prior to refilling.

If contamination is within Grassy Depot, then the Terminals Manager Reliance must be notified immediately.

Pump out procedures will be conducted as per attachment 2.

13 MEDIA & THE PUBLIC

Authorisation

The only person/s authorised to make statements regarding a situation involving the company is the Media Liaison Officer (or their representative) in the event of all incidents.

Any staff involved in contact with the media or the public in an emergency situation should be polite at all times **but will** avoid making any statements regarding the incident or the company.

Where practical, the Admin office will be the contact point/centre for all media enquiries and requests, complaints and enquiries from the general public.

ALL MEDIA OR PUBLIC ENQUIRIES MUST BE DIRECTED TO MANAGEMENT.

14 EVACUATIONS

In the event of an emergency where:

- ◇ An Emergency alarm sounds, or;
- ◇ The EC/OM orders an evacuation.

All staff are to assemble at
ASSEMBLY POINT
(Admin - Located at Main Admin Office)
(Port Ops – Located at the Port Workshop)
(Searoad/Other Personnel – Shipping Agents Office)
Stock Yards when directed
and wait for further instructions.

The Admin office shall be designated as the emergency operations centre unless otherwise advised by the OM or Emergency Service personnel.

Once assembled at the **ASSEMBLY POINT**, the OM shall check that all personnel are accounted for. If some personnel are missing, the following Search and Rescue Plan should be put into use.

- a) The OM and/or persons nominated by him shall begin by systematically checking all office and workshop areas only if safe to do so.
- b) Search lubricant storage areas if safe to do so.
- c) Check vehicles if safe to do so.

During a search for missing people it is imperative that your own personal safety is foremost in your mind at all times.

Once the emergency is over, personnel may return to their work area after having received advice from the OM.

15 DEFINITIONS

HAZARDOUS AREAS are those areas where an accumulation of petroleum vapours might occur in sufficient concentration to form an explosive mixture. Remember, a hazardous area can be one that is normally safe, but has become hazardous due to some performance or operation.

CONTROLLED CONDITIONS Any work considered hazardous may only proceed after being issued with a 'WORK PERMIT' under the controlled conditions specified by the permit.

RESTRICTED AREA is that area in which the Management exercises control over all movements and operations.

PERSONNEL The OM will act as EC and be in charge during the emergency. In the OM's absence, the AEC will be delegated the duties until formally relieved. The OM will also determine the "All Clear" status and return to work.

ATTACHMENT 1

DEPOT RULES FOR VISITORS

1. **SMOKING IS PROHIBITED** within the depot. **Under no circumstances** will contractors or visitors carry, possess or use, any matches, lighters, cigarettes and any other item that may cause fire or explosion, into the depot.
2. **VISITORS VEHICLES** are not permitted within the depot unless issued with the relevant Hot Work permits.
3. **VEHICLES** must be kept facing exit point and roadway kept clear. Keys **MUST** be left in the ignition with engine and accessories switched off.
4. **MOBILE PHONES, PAGERS** and **RADIOS** to be switched off.
5. **PROTECTIVE CLOTHING**, relevant to work duties, must be worn at all times.
6. All work must be covered by current **WORK PERMIT**.
7. **REPORT** any specific **SAFETY** problem that you may notice immediately.
8. **NOTE:**
The Company will remove from site any persons prejudicing the safety of plant, equipment or personnel.

ATTACHMENT 2

PUMP OUTS – BULK FUEL TANKS

Work Instruction

- 1 Position compressor at least 15 metres from tank and vehicle (upwind)
- 2 Position air pump near tank
- 3 Position vehicle at least 3 metres from pump
- 4 Vehicle to be facing towards exit
- 5 Ensure brake is activated
- 6 Turn off all power supply to vehicle
- 7 Position “NO SMOKING” signs to create a 15 metre clearance around vehicle/tank
- 8 Position Barricades/Hats to create a 15 metre clearance around vehicle/tank
- 9 Remove all ignition sources and alert all at site of potential hazard
- 10 Position 2 fire extinguishers ready for use (9kg DC)
- 11 Dip tank and vehicle to ensure there is sufficient ullage
- 12 Leave hatch closed on bottom loading vehicles
- 13 Connect earth strap from tank to vehicle earth lug
- 14 Insert suction pipe into dip/fill hole
- 15 Connect Hose from pump to vehicle bottom loading valve/top loading camlock
- 16 Connect hose from pump to suction pipe
- 17 Position drip trays or metal buckets with earth straps under fittings
- 18 Start pumping at slow rate until internal valve is covered (approx. 300lt)
- 19 Pump at normal speed until complete
- 20 Driver must not leave vehicle unattended and to check all fittings for leaks
- 21 Vehicle should not be dipped until 2 minutes waiting for static to dissipate
- 22 Drain all hoses
- 23 Bonding wire to be last to be removed

Safety

During entire operation the person in charge should check movement of the public to ensure they are clear of work area. Impervious gloves, eye protection, long sleeve shirt, long trousers and fully enclosed safety footwear to be worn at all times.

**ATTACHMENT 3
DEPOT SAFETY GUIDE
FOR THE
HANDLING OF PETROLEUM PRODUCTS**

HAZARDS	SKIN	EYES	INHALATION	INGESTION	SKIN
<i>POSSIBLE EFFECTS</i>	IRRITANT	SHORT IRRITANT	TERM IRRITANT AND DIZZINESS	IRRITANT	DERMATITIS
MOTOR SPIRIT (SUPER, REGULAR, AVGAS)	YES	YES	YES	YES	YES
UNLEADED MOTOR SPIRIT	YES	YES	YES	YES	YES
KEROSENE and JET A-1	YES	YES	YES	YES	YES
DIESEOLEUM	YES	YES	YES	YES	YES
SOLVENTS	YES	YES	YES	YES	YES
<i>TREATMENT *</i>	Wash with soap and water	Wash with water	Move into fresh air. Keep warm and at rest	Do not induce vomiting. Give 250ml milk	<i>EMERGENCY PHONE NUMBERS:</i>
MOTOR SPIRIT (SUPER, REGULAR, AVGAS)	YES	YES	YES	YES	DOCTOR (03) 64629915
UNLEADED MOTOR SPIRIT	YES	YES	YES	YES	AMBULANCE 000
KEROSENE and JET A-1	YES	YES	YES	YES	000
DIESEOLEUM	YES	YES	YES	YES	HOSPITAL (03) 64629900
SOLVENTS	YES	YES	YES	YES	

*** IF IN DOUBT, SEEK IMMEDIATE MEDICAL ADVICE.**

THE PRODUCTS YOU HANDLE ARE AS DANGEROUS AS YOU ALLOW THEM TO BE.

PROTECTIVE EQUIPMENT

WEAR: PVC or impervious gloves
Safety footwear
Goggles or other eye protection
Neck to toe clothing

ATTACHMENT 4

EMERGENCY CHECKLIST FOR SPILLAGE FROM A ROAD VEHICLE

If you are notified of an incident involving a road tanker carrying petroleum products, ask these questions and write down the answers.

1. CALLER'S NAME: _____ Tel No. for return call: _____

Received by: _____ Date: ___/___/___ Time: _____

Caller's occupation: _____

Have police, fire brigade, ambulance, been notified?: YES / NO

If not, do any of them need to be summoned? YES / NO

2. BRIEF DESCRIPTION OF INCIDENT :

a) Is there fire, fire risk, spillage risk? YES / NO

b) Any immediate danger to life or property? YES / NO

c) What happened? _____

d) Where? _____ (Road) _____

3. PRECISE LOCATION: _____

a) If a freeway, which entries/exits are the best? _____

b) When did incident happen? Time: _____ Date: ___/___/___

c) Is road blocked? YES / NO Is road closed? YES / NO

4. CASUALTIES

- a) Was the driver injured or affected? YES / NO
 - b) Were other persons injured or affected? YES / NO
 - c) If YES, how many and where located? eg. give name and address of hospital
-

5. PRODUCTS INVOLVED

(Tanker may carry a placard giving this information).

- a) What products involved? _____
 - b) Carried in bulk, drums, tins or other: _____
 - c) Further details of incident, eg. damage to tank, degree of spillage, condition of vehicles:
-

6. WHO OWNS VEHICLES ?

- a) Has owner been informed? YES / NO
- b) Vehicle registration number: _____

7. WHAT IMMEDIATE ADVICE OR ASSISTANCE IS NEEDED?

ENSURE THAT THE POLICE HAVE BEEN NOTIFIED

ATTACHMENT 5

EMERGENCY CHECKLIST FOR DEPOT SITUATIONS

1. Obtain situation report from EC/OM
2. List and expedite urgently required resources
3. Check on Depot Personnel removed from site to Hospital
4. Record all events, times etc. to date and maintain work sheets
5. Establish suitable location for Emergency Operation Centre
6. Estimate free product movement (leak flow), organise survey for escapes or undetected product
7. Prepare work plans, shift rosters etc.
8. Arrange for disposal of recovered product
9. Arrange disposal of contaminated absorbents, debris, sand and soil
10. Ensure notification as necessary to:
 - Statutory Authority
 - Local Councils
 - Pollution Authority
 - Fisheries
 - Parks and Wildlife
 - Affected services
 - Spillage insurers
11. Arrange photographic record of:
 - Fire/spill origin
 - Fire/spill area
 - Fire/spill damaged property
 - Impacted shorelines - beaches, walls, rocks, etc.
 - Fire/Spill clean-up equipment used.
12. Co-ordinate ensuring day's work plans
13. Ensure accurate logging of quantities of recovered product and removed contaminated sand and soil

Emergency Checklist - Worksheet

Operation	Time	Time At Site	Remarks	Advised
Fire Brigade called				
Ambulance called				
Police called				
Radio contact with emergency controller established				
Head count completed				
Trucks removed				
People evacuated				
Harbour Control notified (if applicable)				
Distributor Manager notified				
All other services as required if emergency controller called				
Depot returned to normal operations				

ATTACHMENT 6

QUALIFIED FIRST AID ATTENDANTS (KIP)








NAME	LOCATION	QUALIFICATION
Lynn Cooper	Admin	Workplace Level 2
Michael Wickham	Admin	Workplace Level 2
Stacy Martin	Admin	Workplace Level 2
Janeen Munday	Admin	Workplace Level 2
Craig Bull	Workshop	Workplace Level 2
Brett Geertsema	Workshop	Workplace Level 2
Roy Berkin	Workshop	Workplace Level 2

King Island Ports Bulk Fuel Terminal Grassy

Attachment 7 Depot Site Plan

Emergency Information & MSDS Sheets

Legend

- 1. Amenities/Small Inubes Shed
- 2. Vehicle Fill Gantry
- 3. Product Transfer Pumps
- 4. Product Storage Tanks
- Electrical Switchboard — 
- Fire Hose Box — 
- Emergency Shutoff Switch — 
- Product Transfer Pumps — 
- Safety Shower — 
- Fire Extinguisher — 
- Fire Hydrant — 

Product Storage	Capacity
KG 1 - PULP -	35,000lt
KG 2 - ULP -	55,000lt
KG 3 - Diesel -	110,000lt
KG 4 - Diesel -	35,000lt
KG 5 - Diesel -	55,000lt
KG 6 - Diesel -	55,000lt

