

# King Island Ports

A Division of Tasmanian Ports Corporation

ABN 82 114 161 938



## EMERGENCY MANAGEMENT PLAN

**Version 2 - December 2012**

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

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**TERMS – GLOSSARY**

<b>Term</b>	<b>Description</b>
Assembly Area	An identified location for the protection and immediate assembly of persons. Generally established for a short period of time.
Control	The overall direction of management activities in an emergency situation. May include the tasking and coordinating of other organisations resources.
Coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) to address the threat or impact of an emergency.
Emergency Management	A range of measures to manage risk to communities and the environment including:  The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, overcome and recover from an emergency.
Liaison Officer (LO)	A person nominated to represent their organisation for response and recovery operations. LO's provide advice about their organisation's resources, structure and capability and act as a conduit for information.
Lead Combat Authority	Lead Combat Authorities (Agencies) are those organisations that have responsibility for coordinating activities for identified hazards and risks across the Preparedness Prevention Response and Recovery spectrum. Such agencies would include but are not limited to Police, Fire, Ambulance and SES.
Preparedness	Measures taken so that communities and agencies have the capacity to cope with the effects of emergencies.
Prevention & Mitigation	Measures taken to eliminate or reduce the incidence or severity of emergencies.
Recovery	Measures that support emergency affected individuals and communities, physical and emotional well-being, social and community networks, built and natural environment and economic activity/viability
Response	Measures that minimise the effect of an emergency through dedicated combat tactics that resolve the threats to life, property and the environment.
Standard Operating Procedure (SOP)	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks.
Support Agency	Support agencies are responsible for maintaining specific capabilities that are likely to be called upon to assist a LCA. Support agencies command their own resources where required.

## Acronyms & Abbreviations

Acronym/Abbreviation	Description
AMM	Asset Maintenance Manager
AMOSC	Australian Marine Oil Spill Centre
AMSA	Australian Maritime Safety Authority
AusSAR	Australian Search and Rescue (AMSA – Canberra)
BoM	Bureau of Meteorology
CBR	Chemical, Biological, Radiological (Hazards)
CISM	Critical Incident Stress Management
DPIPWE	Department of Primary Industry, Parks, Water & Environment (Tas)
DHHS	Department of Health and Human Services (Tas)
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
ESD	Emergency Stop Device
HAZMAT	Hazardous Materials
IMT	Incident Management Team
KIC	King Island Council
KIP	King Island Ports
LO	Liaison Officer
LCA/SA	Lead Combat Authority/Supporting Agency
MAST	Marine and Safety Tasmania
MSDS	Material Safety Data Sheet
MSG	Maritime Security Guard
MSP	Maritime Security Plan
NWST	North Western Shipping & Towage
OM	Operations Manager
OTS	Office Transport Security
PFSO	Port Facility Security Officer
PPE	Personal Protective Equipment
PSO	Port Security Officer
RCC	Rescue Coordination Centre (AMSA – Canberra)
SES	State Emergency Service
SITREP	Situation Report

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SOLAS	Safety of Life at Sea
SOP/SWP	Standard Operating Procedure/Safe Work Procedure
SRPF	Security Regulated Port Facility
SRS	Security Regulated Ship
SSU	State Security Unit
TA	Tasmania Ambulance Service
TASPOL	Tasmania Police
TasPorts	Tasmanian Ports Corporation Pty Ltd
TFS	Tasmania Fire Service
TSMSP	Tasports State wide Maritime Security Plan
UHF	Ultra High Frequency
VHF	Very High Frequency
WST	Workplace Standards Tasmania

## 1. INTRODUCTION

### Authority

This Plan is authorised by King Island Ports (KIP) Operations Manager.

Address details are as follows:

Operations Manager  
King Island Ports  
PO Box 341  
King Island TAS 7256

### Aim and Objectives

This Plan aims to provide preparedness, response and recovery strategies to emergencies that may impact KIP employees, operations, port assets, infrastructure and other port users.

The principal objectives of this Plan are to:

- Replace the previous KIP Emergency Procedure Manual
- Be used in conjunction with KIP Fuel Depot Emergency Management Plan
- Incorporate features of the Un-manned Grassy LPG Terminal Emergency Response Plan (Origin Energy)
- Define roles and responsibilities of key personnel
- Be used in conjunction with the King Island Emergency Management Plan

### Company Responsibilities

King Island Ports is responsible for the following aspects of emergency management relating to the assets under its control:

- Establish and maintain plans, organisational structures and communications facilities for the management of emergencies.
- Organising and implementation of training drills and exercises.
- Closure of unsafe facilities.
- Undertaking risk assessments and arranging any works required to minimise risk to the general public from damaged assets.
- Provide support (Operational/Administrative) for other agencies and authorities to prevent or minimise risk of damage and or injury as a result of any emergency.

### Deed of Agreement

KIP is a Division of the Tasmanian Ports Corporation (Tasports).

Tasports and Marine and Safety Tasmania have a long standing Deed of Agreement. The Deed establishes responsibilities for the management of waterways in the vicinity of ports operated by Tasports. It includes arrangements for marine accident reporting, navigation aids, communications, pilotage and oil and chemical spill response.

In accordance with the Deed, Tasports has developed emergency response plans and associated procedures in liaison with other appropriate authorities for primary ports including Grassy. These plans and procedures must be comprehensively reviewed every two (2) years.

## Workplace Health and Safety Regulations 1998 (TAS)

In accordance with the *Workplace Health and Safety Regulations 1998 (TAS)*, KIP has a responsibility to:

- Identify and assess risks within the workplace
- Provide for the safe and rapid evacuation of persons from a workplace in the event of an emergency
- Provide fire protection and fire fighting equipment to meet Building Regulations, and maintain the equipment
- Maintain Material Safety Data Sheets, and
- Report any incident that causes death or serious injury, or that has the potential to cause death or serious injury.

## Building Evacuation Plans

In accordance with the AS3745 (Section 4) and Workplace Standards Tasmania (Evacuation Plans), King Island Ports have in place Evacuation Plans for the following buildings:

- KIP Administration Office (Located on Safety Notice Board)
- KIP Port Operations Workshop (Located on wall outside Port Operations Coordinator's office)
- Shipping Agent's Office (Located on notice board)
- Shipping Stevedores' Crib Room (Located on crib room noticeboard)

For the buildings that KIP own but do not operate, it is our obligation to ensure the operator has an Evacuation Plan in place.

## Scope

King Island Ports (KIP) is a Division of the Tasmanian Ports Corporation Pty Ltd (Tasports). Tasports is a registered, private company fully owned by the Tasmanian Government.

This Plan applies to the following facilities/areas operated by KIP:

- Grassy Port Facility
- Fuel Depots - Grassy KI & Lady Baron FI
- Currie Port
- Loorana sandpit
- Land and shed located on Rifle Range Road

Waterways that Tasports has legal responsibilities within are described in the Marine and Safety (Pilotage and Navigation) Regulations 2007 (TAS). These waterways extend to 'port boundaries/limits' and these include shipping channels, anchorages and pilot boarding grounds. Grassy is explained as a three (3) nautical mile radius from the Grassy Light located at the end of the outer breakwater/Grassy Island. Refer to Attachment 4.

In relation to incidents of a security nature, reference should be made to the Maritime Security Plan which includes details regarding Security Regulated Port boundaries (that are different to Port Limits).



## Risk Assessment

Various assessments have taken place to consider elements of risk to KIP operations. To date they have included:

- Pilotage and Navigational requirements for shipping entering the Grassy Port
- OH&S External Auditing
- Asbestos Auditing and Monitoring
- Security Audits

## Risk Events

The following risk events, hazards or acts are considered as being the primary events that could cause an emergency. They have a capability to cause injury, loss of life, damage to property and operational disruptions causing financial loss.

- Energy related emergency (electricity supply)
- Fire (onsite – buildings, plant, cargo, fuel)
- Fire (bush)
- Fire (vessel)
- Hazardous materials (chemical/gas spills, explosives)
- Infrastructure failure (structural collapse)
- Loss of Electronic Data
- Loss of Staff (strike, influenza pandemic)
- Marine Pollution (oil spills)
- Maritime Distress Call
- Medical emergency
- Animal emergency
- Transport Accident (road)
- Transport Accident (maritime – collision, grounding etc)
- Storm (including high winds)
- Security events (terrorism, sieges, threats)

## Elements at Risk

The following list details the elements that may be at risk given the sources of risks that have been identified:

- Personnel, crew, passengers and visitors
- Port infrastructure
- KIP Buildings
- Other Port users and Neighbours
- Fuel storage facility and associated infrastructure, capacity figures:
  - Diesel 255,000 litres (in 4 tanks)
  - Motor Spirit (Petrol) 90,000 litres (in 2 tanks)
- Gas storage facility and associated infrastructure, maximum capacity figures:
  - LPG static storage tanks (15 tonnes)
  - LPG 4 x ISO containers (40 tonnes)
  - LPG cylinders (200cyl)
  - LPG road tanker (6 tonnes – in facility whilst filling)
  - LPG cylinder truck (6 tonnes)

- Vessels
- Services (tugs/pilots/work boats etc)
- Utilities (water/power)
- Operating equipment (vehicles, plant, navigation aids, VHF Base Station)
- IT equipment (personal computers, server)
- Communications (landlines, mobiles)
- Hard copy documents
- Cargo
- Port community & environment
- Economic viability & reputation

**Associated Documents**

- Material Safety Data Sheets
- King Island Bulk Fuel Depot ERP (Grassy)
- King Island Bulk Fuel Depot ERP (Lady Baron)
- Origin Energy EMP (Grassy)
- King Island Emergency Management Plan
- TasPorts State wide Maritime Security Plan
- Tasmanian Marine Oil Pollution Contingency Spill Plan
- SeaRoad Shipping Emergency Procedures
- Origin Gas Emergency Response Plan (King Island)
- Multimodal Dangerous Goods Declaration

## 2 ROLES AND RESPONSIBILITIES

### All KIP Staff, Stevedores, Transport Operators and Visitors

In the event of an emergency all personnel should:

1. Stop all operations immediately and
2. Call 000 (Police, Fire or Ambulance)
3. Activate Port Siren (if safe to do so)
4. Notify KIP Emergency Co-ordinator or his Deputy
5. Notify your Area Warden
6. If an evacuation is required, proceed to an Assembly Area via the nearest safe exit.

Refer to Poster “In the Event of an Emergency” at rear of plan (Attachment 7)

### Emergency Management Team

KIP has a designated Emergency Management Team that will activate in the event of an emergency. The Team consists of an Emergency Co-ordinator, Deputies and Area Wardens.

Emergency Coordinator	Landline	Mobile
Michael Wickham	(03 ) 6461 1155	0409 153 067
Deputy (1) Craig Bull	(03) 6461 1155	0428 611 066
Deputy (2) Stacy Martin	(03) 6461 1155	0429 611 558

Area Wardens	Location	Landline	Mobile
Lynn Cooper	Administration Office	(03) 6461 1155	
Roy Berkin	Wharf Hardstand, Workshop & Fertiliser Shed areas	(03) 6461 1155	
Shipping Clerk	Shipping Office	(03) 6461 1225	
Jim McKenzie	Gas Depot	(03) 6462 1415	0427 059 482
Emergency Services	Currie Wharf & Buildings	000	

**First Aid Officers**

<b>Name</b>	<b>Landline</b>	<b>Mobile</b>
Stacy Martin	(03) 6461 1155	0429 611 558
Lynn Cooper	(03) 6461 1155	
Michael Wickham	(03) 6461 1155	0409 153 067
Janeen Munday	(03) 6461 1155	
Craig Bull	(03) 6461 1155	0428 611 066
Roy Berkin	(03) 6461 1155	
Brett Geertsema	(03) 6461 1155	

## Emergency Co-ordinator

The Emergency Co-ordinator is responsible for the immediate co-ordination of KIP response and recovery operations to an emergency.

Over time, the Emergency Coordinator may be replaced by the Chief Operations Officer, Tasports, or his nominated representative as the event may call for activation of Business Continuity Plans.

## Responsibilities

Pre-Incident
<ul style="list-style-type: none"> <li>• Maintain and be familiar with the Emergency Management Plan</li> <li>• Keep contact details up to date and readily available</li> <li>• Undertake drills and exercises</li> <li>• To limit the bush fire hazard, ensure the grass levels are maintained</li> <li>• Monitor bush fires in the vicinity</li> </ul>
Immediate Actions
<ul style="list-style-type: none"> <li>• Confirm Emergency Services have been contacted</li> <li>• Ascertain the need for a partial or whole port evacuation</li> <li>• Determine what KIP's immediate response can be</li> <li>• Ascertain the need for further information</li> <li>• Direct staff to undertake necessary phone/radio calls</li> <li>• Report to the State Operations Manager, Tasports</li> <li>• Record relevant information (eg. times, names, locations, activities)</li> </ul>
During Incident
<ul style="list-style-type: none"> <li>• Consider the following emergency priorities if safe to do so:             <ol style="list-style-type: none"> <li>1. Safety (of all personnel)</li> <li>2. Environment (protection of marine and land habits and ecosystems)</li> <li>3. Critical Infrastructure (power, water, and key assets)</li> <li>4. Property (other assets and vessels)</li> <li>5. Business continuity</li> </ol> </li> <li>• Identify and deploy resources as required</li> <li>• Identify any land or buildings of significant heritage value</li> <li>• Assigning staff to assist in the emergency</li> <li>• Brief &amp; liaise with Management, Authorities and Emergency Services</li> <li>• Notify port users and neighbours if required</li> <li>• Fuel Depot emergency - Refer to Depot ERP</li> <li>• Authorise who can enter port areas, note the personnel in evacuated areas</li> <li>• Nominate persons to act as Liaison Officers if required</li> <li>• Consider the need to move vehicles and plant equipment</li> <li>• Refer to the Emergency Management Plan, Oil Spill Contingency Plan or the Maritime Security Plan as required</li> <li>• Brief Area Wardens and specific staff as required</li> <li>• Provide continued SITREPs to the State Operations Manager, Tasports</li> <li>• Consider the need to implement a communications network, and brief all staff</li> </ul>

- Provide reports and continued SITREPs to regulatory bodies within reasonable times or as required to:
  - MAST (marine incidents within pilotage area) – via Tasports Harbour Master
  - Department of Environment (oil spills) – via Tasports Harbour Master
  - AMSA (oil spills) – via Tasports Harbour Master
  - Office of Transport Security (via Port Security Officer)
  - Workplace Safety Tasmania (injuries/deaths) – seek advice from Tasports Health, Safety and Environment Manager as required
- Identify and source additional resources as required (seek approvals as necessary)
- Consider the need for traffic control within and neighbouring Port areas (liaise with Police as necessary) and consider closure of the Port Road
- Liaise with King Island Emergency Management Committee members as required
- If safe to do so, take photos
- Brief media Coordinator as directed by State Operations Manager
- Handover as required to relevant Lead Combat Authority

#### **Post-Incident**

- Upon receiving clearance from the Emergency Services, notify Area Wardens to advise occupants that the area is safe for re-entry
- 'Stand down' staff
- Organise clean-up and disposal of contaminants
- Handover to the State Operations Manager to manage business continuity if required
- Contribute to or lead the hot and formal debriefs
- Prepare report for the State Operations Manager and archive relevant information
- Lead or assist investigation if required
- Participate in an Emergency Management Plan review

## Area Wardens

Area Wardens are responsible for the safe evacuation of personnel from their designated areas.

### Responsibilities

<b>Pre-Incident</b>
<ul style="list-style-type: none"> <li>• Be familiar with the Emergency Management Plan</li> <li>• Participate in drills and exercises</li> <li>• Display emergency information in your area</li> <li>• Routinely inspect for possible hazards in your area</li> <li>• Know locations of, and how to use all fire protection equipment in your area</li> <li>• Ensure that occupants (including new employees) are familiar with evacuation procedures</li> <li>• Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing or sight-impaired, on crutches, in a wheelchair).</li> <li>• Report to the Emergency Coordinator whenever a situation could pose immediate danger to people, property, or processes in the building.</li> </ul>
<b>During Incident</b>
<ul style="list-style-type: none"> <li>• Proceed to area of emergency unless already onsite</li> <li>• Evacuate personnel to Assembly Area or other designated safe area (remember to check offices, storerooms and toilets)</li> <li>• Arrange assistance for personnel with special needs</li> <li>• Log relevant information (times, names, locations, activities, who enters &amp; exits your evacuated area) on Incident Log Form</li> <li>• Control access to your area - Police, Fire &amp; Ambulance are to have unrestricted access</li> <li>• Notify the KIP Emergency Coordinator that personnel have evacuated and advise if anyone is injured or missing</li> <li>• Keep the Emergency Coordinator updated as required</li> <li>• Keep evacuated personnel updated and inform them when it is safe to return to work areas (after being advised by the Emergency Coordinator)</li> </ul>
<b>Post-Incident</b>
<ul style="list-style-type: none"> <li>• Participate in the hot and formal debriefs as required</li> </ul>

### Operations Manager

The Operations Manager may be called upon to authorise the procurement of urgent additional equipment or contractor services as may also be required.

The Operations Manager is responsible for reporting serious emergencies to the State Operations Manager and the Minister of Infrastructure, Energy and Resources, (if required by Tasports) and keeping them apprised of an ongoing event as required.

The Operations Manager is not responsible for media liaison and making media statements. The Operations Manager is also to ensure this Plan is reviewed and exercised accordingly.

### Bulk Fuel Depot Grassy

Refer to King Island Fuel Depot Emergency Response Plan located at rear of folder and use in conjunction with this plan.

### Bulk Gas Depot Grassy

Refer to Origin Energy Depot Emergency Response Plan located at rear of folder and use in conjunction with this plan.

### Small Boat Coxswains

Small boat coxswains may have an emergency on their vessel or be called upon to assist in an emergency response.

### Responsibilities

Pre-Incident
<ul style="list-style-type: none"> <li>• Be familiar with the Emergency Management Plan and the TSMSP</li> <li>• Be familiar with the vessels SOP/SWP</li> <li>• Participate in drills and exercises</li> <li>• Whilst the vessel is in operation, keep a listening watch on Channel 16 (Unless otherwise instructed)</li> </ul>
During Incident
<ul style="list-style-type: none"> <li>• Ascertain the need to muster crew</li> <li>• Ascertain the need to abandon ship or evacuate crew ashore</li> <li>• Log phone/radio communications and activities</li> <li>• Provide SITREPs to the Emergency Coordinator as required</li> <li>• Consider SOLAS</li> </ul>
Post-Incident
<ul style="list-style-type: none"> <li>• Participate in the hot and formal debriefs as required</li> </ul>



## **Media Liaison**

Media plays an important role in disseminating information to the public, clients, stakeholders and staff. The Tasports Media Liaison Unit is the authorised spokesperson for the company and will liaise with any Management Authority Media Liaison or the Tasmanian Government Media Unit as required.

All contact and communication with the media is to be advised to and/or coordinated through the Media Liaison Unit. This information may be conveyed in the form of press releases, media alerts, emails, press conferences and telephone or personal interviews.

The Operations Manager will provide any necessary briefing and advice to staff prior to contacting the Media Liaison Unit.

No KIP staff are to be in communication with the media at any time during the Emergency.

## **Safety and Hazardous Materials**

All staff has a responsibility to work safely and wear the appropriate personal protective equipment (PPE). All visitors to our ports are to wear appropriate PPE, and be escorted by a KIP staff member. Emergency Services will not be restricted from access when responding to an emergency, however guidance will be given by KIP staff as required or requested.

Our port areas include the storage of hazardous materials. It is the responsibility of the Operations Manager to keep up to date records of Material Safety Data Sheets (MSDS) and quantities of hazardous materials stored at our port. Relevant information will be made available to the Emergency Services as required.

Advice can be sought from the Tasports Health, Safety and Environment Manager as required.

## **Security**

Entry to the Port is regulated and all staff and regular port users are issued with a KIP photo ID pass, and visitors are logged and escorted. Emergency Services will not be restricted from access when responding to an emergency. Emergency personnel should only operate in the port area they are responding to and be monitored by staff. For further information refer to the Port Facility Security Officer and the TasPorts State wide Maritime Security Plan.

## **Lead Combat Authorities and Supporting Agencies**

LCA's are responsible for leading prevention, preparedness, response, and recovery strategies. LCA's can determine when an emergency is over. The main emergency hazards that may impact upon KIP and their associated LCA's are shown in Attachment 2.

Support Agencies are responsible for maintaining specific capabilities that are likely to be called upon to assist an LCA. They command their own resources in coordination with the LCA where required. The main emergency hazards that may impact upon KIP and their associated Supporting Agencies are also listed in Attachment 2.

## Emergency Operations Centres

Emergency Operations Centres are facilities that enable emergency response discussion, planning and briefings to occur. Depending on the size of the incident and its locality, the IMT may not require a specific space and operate independently. Radios, mobile or landline telephone communications may be used at normal work spaces or the Emergency Coordinator may choose to be co-located with an Emergency Service Forward Command Post.

In the event a larger facility is required the following work spaces can be utilised:

- KIP Administration Office building, Grassy Harbour Road
- Grassy Fire Station
- Currie Fire Station
- King Island Council Chambers, Currie

## Assembly Areas

Designated assembly areas may be used to evacuate personnel. Note: There may be emergencies where it is deemed appropriate to disperse people as quick and wide as possible and be up wind/up hill.

The Grassy Port Assembly Areas are as follows:

- In the car park outside the SeaRoad Shipping Office
- On the nature strip outside the KIP Administration Office
- Outside the rear (southern) door of the Workshop

The Currie Port Assembly Area is:

- Lions Club Park

Refer to Site Plans - Attachment 3.

## Resources

- Contact List (Attachment 1)
- Staff, contractors, port users
- Fire extinguishers, hoses and smoke alarms
- First aid kits
- Port siren
- Vehicles and plant equipment
- Lines Boat
- Oil spill response equipment held by KIP (booms and absorbent pads)
- Material Safety Data Sheets (MSDS)
- Workshop equipment such as portable oxy/acetylene sets, air compressors, portable genset and pumps
- Portable radios and mobile phones
- Maps and building layouts
- Digital cameras
- Vessels and floating plant held by Tasports, NWST and contracted vessels
- Oil spill response equipment held by Tasports
- Gas detector (Hazardous Atmospheres)
- Multimodal Dangerous Goods Declarations

The **Fuel Depot** has the following emergency resources:

- Fire Suppression System (approx. 120 litres of foam)
- Fire extinguishers
- 40,000 litre water tank (uphill from depot)
- Hydrants – 2 x Internal (Above ground) 1 x External (In ground)
- Dead man valves
- ESD

The **Gas Terminal** has the following emergency resources:

- Intruder alarm
- ESD
- Dead man switches
- Fire extinguishers and hose reel
- 40,000 litre water tank (uphill from Fuel Depot)
- Hydrants – 1 x External (In ground)

### **Drills & Exercises**

KIP will facilitate an exercise of this Plan every two (2) years. The exercise may be a desktop, presentation or field exercise. Scenarios will involve the response to a risk event and can involve the participation of multiple agencies/stakeholders and associated plans.

In addition KIP may be invited to participate in exercises by other organisations.

Drills will be conducted annually to test specific procedures within this Plan. For example:

- Port siren test
- Port Evacuation
- Communications/call out test

### **Training**

Opportunities will be provided to all staff to participate in training covering:

- Area Warden duties
- Fire Extinguisher handling
- First Aid
- Risk Management
- Business Continuity
- Oil spill response

### **Storm Warnings**

In preparation for a storm, KIP staff are to initiate the following safety precautions:

- Actively monitor weather conditions
- Secure loose items
- Secure gates

**Bush Fires**

Bush fires may trigger grass fires surrounding port facilities. In preparation for a fire KIP staff should initiate the following measures:

- Maintain low grass levels surrounding KIP Infrastructure
- Ensure sufficient water supplies in storage tanks
- Muster fire fighting equipment – hoses, pumps, branches etc
- Shut down the Fuel Depot and Gas Terminal (When under threat of bushfire)
- Isolate power (to terminals)

## **4 RESPONSE STRATEGIES**

### **Immediate Response**

#### **KIP**

In the event of an emergency/incident all KIP staff should:

1. Call 000 (Police, Fire or Ambulance)
2. Activate Port Siren (if emergency is on port and if close to do so)
3. Notify KIP Emergency Coordinator Michael Wickham, or his Deputy Craig Bull
4. Notify your Area Warden
5. If an evacuation is required, proceed to an Assembly Area via the nearest safe exit.

Refer to Attachment 7 - "In the Event of an Emergency / Warning and Alerting Procedures" (Workshop / Admin Only).

#### **SeaRoad and Other Port Users**

In the event of an emergency/incident on the port, all port users must:

1. Activate Port Siren (located at KIP workshop)
2. Shut down all operating machinery (Forklift, Tow Motors & other transport) even if siren is not activated
3. All cargo operations are to cease immediately after being notified of an incident
4. Notify your Supervisor
5. Notify KIP – Security/Admin Office
6. If evacuation is required, proceed to Assembly Area via the nearest safe exit

Refer to Attachment 8 – "In the event of Emergency / Warning and Alerting Procedures" (Stevedoring, Shipping and Other Personnel).

Any emergency/incident will automatically activate the KIP Emergency Management Plan.

#### **Bomb Threats**

Bomb threats or warnings may be received by mail or message. The most usual method is by telephone. An analysis of the threat can provide valuable information on which to base future action and assist the Police. In the event a staff member receives a bomb threat via telephone or radio, the Bomb Threat Checklist is to be completed as soon as possible.

Refer to Bomb Threat Checklist - Attachment 6.

## Suspect Mail

Delivery of a letter or package by Australia Post or a courier service does not imply that an item is not dangerous. If a suspect package or envelope is not opened or touched in any way, there is a good chance it will not detonate. If a bomb threat is received via mail staff are to handle the article as little as possible, retrieve any packaging and restrict others from touching it to prevent extra fingerprints.

### Mail bombs usually have one or more of the following characteristics:

- Packages emitting ticking or hissing noises
- Excessive weight or thickness
- Excessive securing material
- Excessive postage
- Sweating or greasy appearance
- Almond or Marzipan smell
- Granular or powdery feeling to contents (chemicals)

### Staff procedure:

- Remain calm
- Do not open or move the article
- Attract someone's attention immediately
- Advise Police
- Evacuate the immediate area
- Advise your Supervisor
- Advise the Port Facility Security Officer
- Do not under any circumstance operate a radio or mobile phone

## Communications

Primary means of communication are either by landline telephone, mobile telephone or 2 way radio. Conversations of a sensitive nature should be via landline telephone to avoid interception.

Standard channels used by KIP are:

- Marine Emergency –
  1. VHF Channel 16 (Emergency/Call up channel)
  2. VHF Channel 12 (working channel)

## 5 RECOVERY STRATEGIES

### Business Continuity

Business continuity plans for the following identified risks are in development:

- Maritime Incident (Port Blockage, Vessel Grounding, etc – reference can be made to the Tasports Business Continuity Plan)
- Loss of Infrastructure (office, wharves, plant, key assets etc)
- Loss of Electronic Data
- Loss of Staff (strike, flu pandemic, accident)
- Loss of Power
- Loss of Fuel

### Debriefs

Conducting or being involved, in a debrief, is an essential component in learning from an actual incident, drill or exercise.

A ‘hot debrief’ is a debrief that occurs immediately after the response phase of the incident. Responses by participants may be emotive but also identify key findings that may require immediate resolution.

A ‘formal debrief’ is a debrief that occurs in reasonable time after the response phase, for example a few days or a week later. This debrief is more structured and may cover:

- Sequence of events – what happened and why
- Action items that deviated from SWPs
- Communications and liaison with other agencies
- Positives and negatives – lessons learnt
- Action items – changes to SWPs, resources to be acquired, further training, next event

### Rehabilitation

In compliance with the Workers’ Rehabilitation and Compensation Act 1988, KIP will take all necessary steps to assist employees to remain at or return to work following an injury or illness, as consistent with medical advice. Our goal is to ensure a safe and early recovery and return to full pre-injury duties as soon as possible.

### Counselling

In the event of a serious injury or death in our ports affecting employees, KIP will activate an Employee Assistance Program to staff and their immediate family. Critical incident stress counselling can be provided, this may include group debriefings and personalised counselling services. Alternatively, staff can contact CISM by calling 1300 360 364 (Davidson, Trahaire & Corpsych).

## 6 PLAN ADMINISTRATION

### Review

This Plan is to be reviewed annually. As a minimum the review should invoke updated contact lists. In addition, the Plan is to be reviewed before any significant operational change and after each activation.

A record of reviews is listed below:

Version	Date	Comments
1.0	February 2011	New document created, replacing former plans.
2.0	December 2012	Updated document, re Tasports

### Distribution

Hard copies of the Plan are made available to:

- KIP Operations Manager (Emergency Coordinator).....01
- KIP Security Office .....02
- KIP Administration Office .....03
- KIP Operations Workshop .....04
- Searoad Shipping Agent (Grassy) .....05
- Searoad Shipping Stevedores (Grassy).....06
- Master MV Searoad Mersey .....07
- National Manager Marine Searoad Shipping .....08
- Harbour Master (Tasports).....09
- Bell Bay Port Control (Tasports) .....10
- Emergency Management Advisor, Tasports .....11
- Municipal Emergency Coordinator, King Island Council .....12
- Tasmania Police (King Island) .....13
- Tasmania Fire Service x 2 (Grassy, Currie) .....14 & 15
- Tasmania Ambulance Service .....16
- SES Nth West Regional Ops .....17
- SES (KI Coordinator) .....18
- Reliance Petroleum .....19
- Elders.....20

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.



## ATTACHMENTS

### Attachment 1 - Contact List

Organisation	Name & Title	Landline	Mobile
<b>Ambulance (Tasmania Ambulance Service)</b>	<b>In an emergency</b>	<b>000</b>	
<b>Hydro</b>	<b>In an emergency</b>	132 004	
	Graeme Keeley King Island Coordinator	(03) 6462 1299	0427 304 494
<b>Australian Maritime Safety Authority</b>	Search & Rescue & Oil Spill Response	1800 641 792	
<b>Reliance Petroleum</b>	Steven Loosmore State Manager	(03) 6431 4744 (03) 6431 6922 switch (03) 6435 1460 home	0418 120 446
	Danny O'Mara Assistant Terminals Manager	(03) 64 31 4744	0428 570 455
<b>Elders Pty Ltd</b>	Phil Mahoney Branch Manager (Fuel Distributor)	(03) 6462 1566	0427 329 511
<b>Electrician</b>	<b>R&amp;J Contracting</b> Robert Keys Barry Taylor Peter Ennis	(03) 6461 1354	0427 611 354 0417 114 243 0427 611 499
	<b>Fisher Electrical</b> Rod Fisher		0427 646 217
<b>Employee Assistance Program (CISM)</b>	Davidson, Trahaire and Corpsych	1300 360 364	
<b>Environment- DPIPWE (Dept Primary Ind, Parks, Water &amp; Environment)</b>	Tony Port State Oil Pollution Control Officer	1800 005 171 (03) 6233 6366 (03) 6233 2066	0418 125 859
<b>Fire (TAS Fire Service)</b>	<b>In an emergency</b>	<b>000</b>	
<b>King Island Boat Club</b>	Duncan Porter Commodore		0407 353 185
<b>King Island Council</b>	Reception	(03) 6462 9000	
	Mark Goode General Manager	(03) 6462 9000	
<b>King Island District Hospital</b>	Reception	(03) 6462 9900	

<b>King Island General Practice</b>	Doctors Surgery	Ph: (03) 6462 0200 Fax: (03) 6462 1923	
<b>King Island Ports</b>	Reception (diverted after hours)	(03) 6461 1155	
	Michael Wickham Operations Manager (PFSO)	(03) 6461 1155	0409 153 067
	Craig Bull Port Operations Coordinator (Deputy PFSO)	(03) 6461 1155	0428 611 066
<b>Marine &amp; Safety Tasmania</b>	Gwyn Alway Commercial Boating	(03) 6336 5042	0419 002 503
	Peter Hopkins Manager Recreational Boating	(03) 6235 8811	0418 145 439
<b>Origin Energy</b>	David Harding Terminal Supervisor (NW)	(03) 6423 8304	0407 093 701
	David Reed Maintenance Contractor (KI)	(03) 6462 1740	0427 621 740
	After Hours		1800 808 526
<b>Poison Information Centre</b>	<b>In an emergency</b>	131 126	
<b>Police</b>	<b>In an emergency</b>	<b>000</b>	
	Officer in Charge King Island	(03) 6462 1211	
<b>Portside Links</b>	Ken & Marilyn Chapman	(03) 6461 1134	0427 093 194
<b>Searoad Shipping</b>	Jim McKenzie (Currie)	(03) 6462 1415	0427 059 482
	Shipping Agent (Grassy)	(03) 6461 1225	
<b>State Emergency Service</b>	Wayne Richards Regional Manager (NW)	(03) 6434 5335	0427 352 912
	Vin Holthouse King Island Coordinator	(03) 6462 1397	0427 822 963

<b>Tasports</b>	Port Control Bell Bay	(03) 6380 3075	1300 366 742
	Charles Black Chief Pilot & Harbour Master	(03) 6380 3000	0417 336 537
	Derek Hagstrom Security Supervisor	03 6222 6079	0419 987 982
	John Johnston State Operations Manager	(03) 6222 6021	0408 124 283
<b>Workplace Standards Tasmania (Dept of Justice)</b>	To report incidents	1300 366 322	

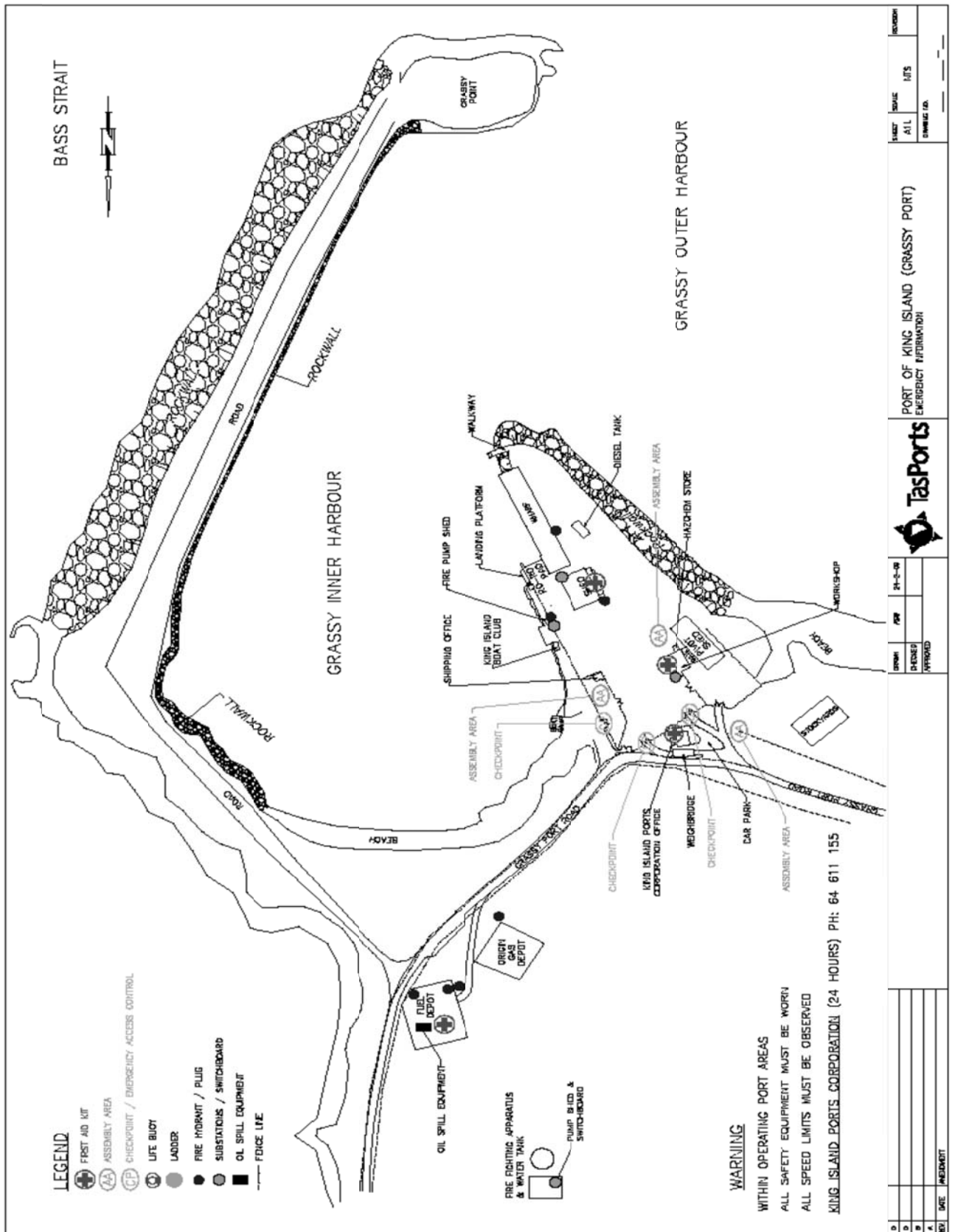
**Attachment 2 - Lead Combat Authorities & Supporting Agencies**

<b>Hazard or Risk</b>	<b>Lead Combat Agency (LCA) Supporting Agency (SA)</b>	<b>Response</b>
<b>Medical Emergency</b>	LCA	TA
	SA	TFS TASPOL KIP SES
<b>Storm (High Winds)</b>	LCA	SES
	SA	TFS KIP KIC
<b>Fire (Onsite)</b>	LCA	TFS
	SA	KIP TASPOL TA Aurora SES
<b>Fire (Vessel)</b>	LCA	Ship
	SA	TFS TASPOL TA KIP Tasports
<b>Maritime Distress Call</b>	LCA	TASPOL
	SA	AMSA (AusSAR/RCC) KIP Tasports
<b>Maritime Transport Accident (grounding)</b>	LCA	TASPOL
	SA	KIP Tasports MAST AMSA KIC
<b>Transport Accident (Roads)</b>	LCA	TASPOL
	SA	TA SES KIP WST








<b>Transport Accident</b> (Hazardous)	LCA	TASPOL
	SA	TFS TA SES KIP WST DPIPWE
<b>Marine Pollution</b> (oil spills)	LCA	DPIPWE Environment Division
	SA	KIP Tasports BoM AMSA KIC
<b>Hazardous Materials</b> (chemical/gas/petroleum spills)	LCA	TFS
	SA	KIP Tasports Port Users TASPOL TA Origin BP DPIPWE
<b>Energy Emergency</b> (electricity)	LCA	Aurora
	SA	KIP
<b>Infrastructure Failure</b> (structure collapse)	LCA	TASPOL
	SA	SES TFS KIP KIC
<b>Security Events</b> (terrorism, sieges, threats)	LCA	TASPOL
	SA	KIP Tasports Security Contractors TFS (CBR)
<b>Influenza Pandemic</b>	LCA	DHHS
	SA	KIC

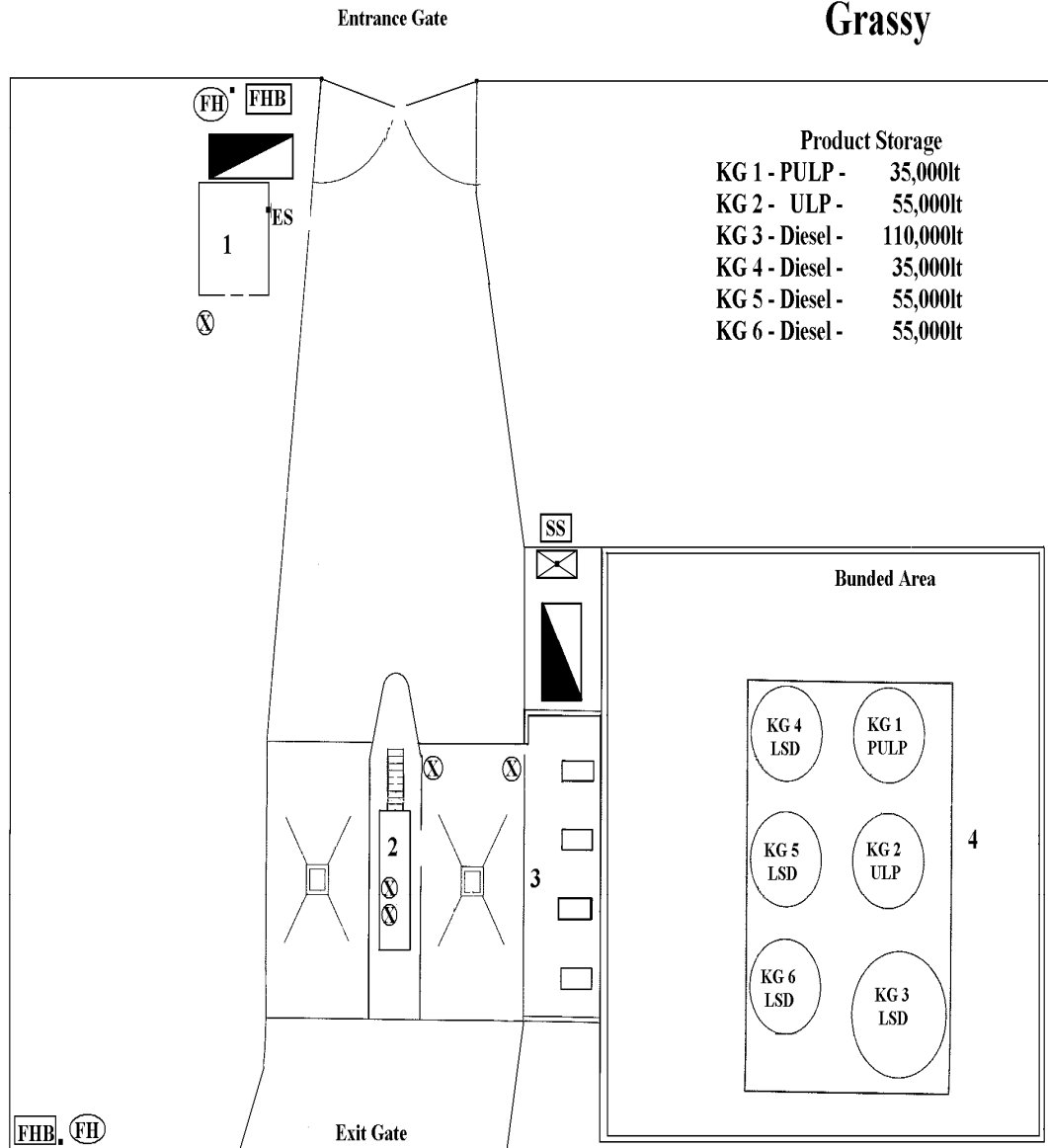
Attachment 3 – Site Plans

Grassy



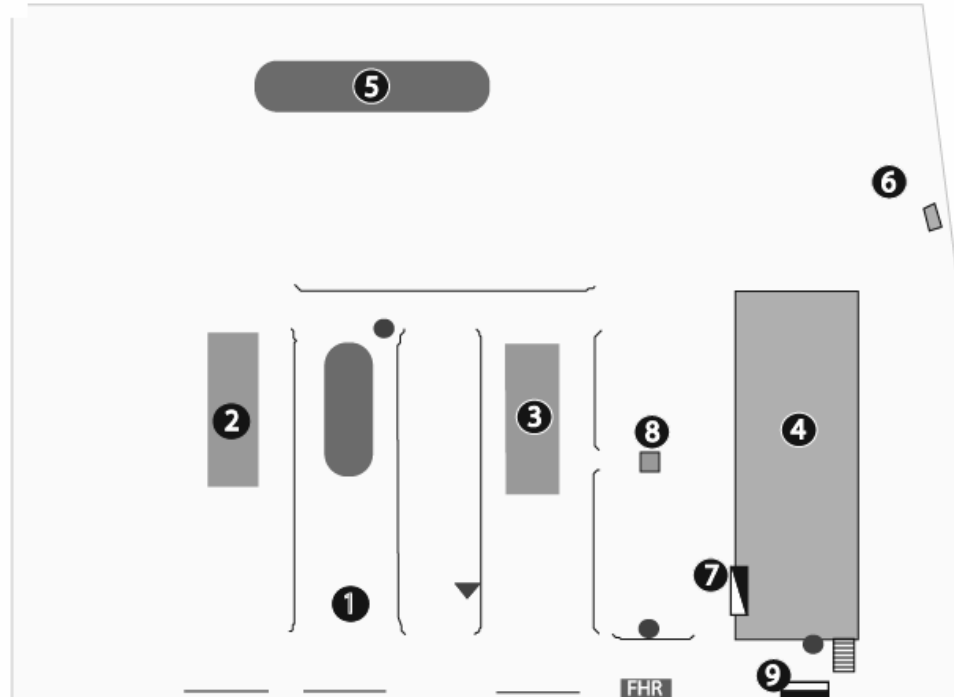
# King Island Ports Bulk Fuel Terminal Grassy

- Legend**
- 1. Amenities/Small lubes 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 — 





## Grassy LP Gas Terminal King Island



### ESD-EMERGENCY SHUT DOWN

1. Closes pneumatic valves
2. Isolates power supply to LP Gas Pumps and compressors
3. Operates local audible and visual alarm
4. Notifies SDS Control Centre

### EMERGENCY CONTACTS

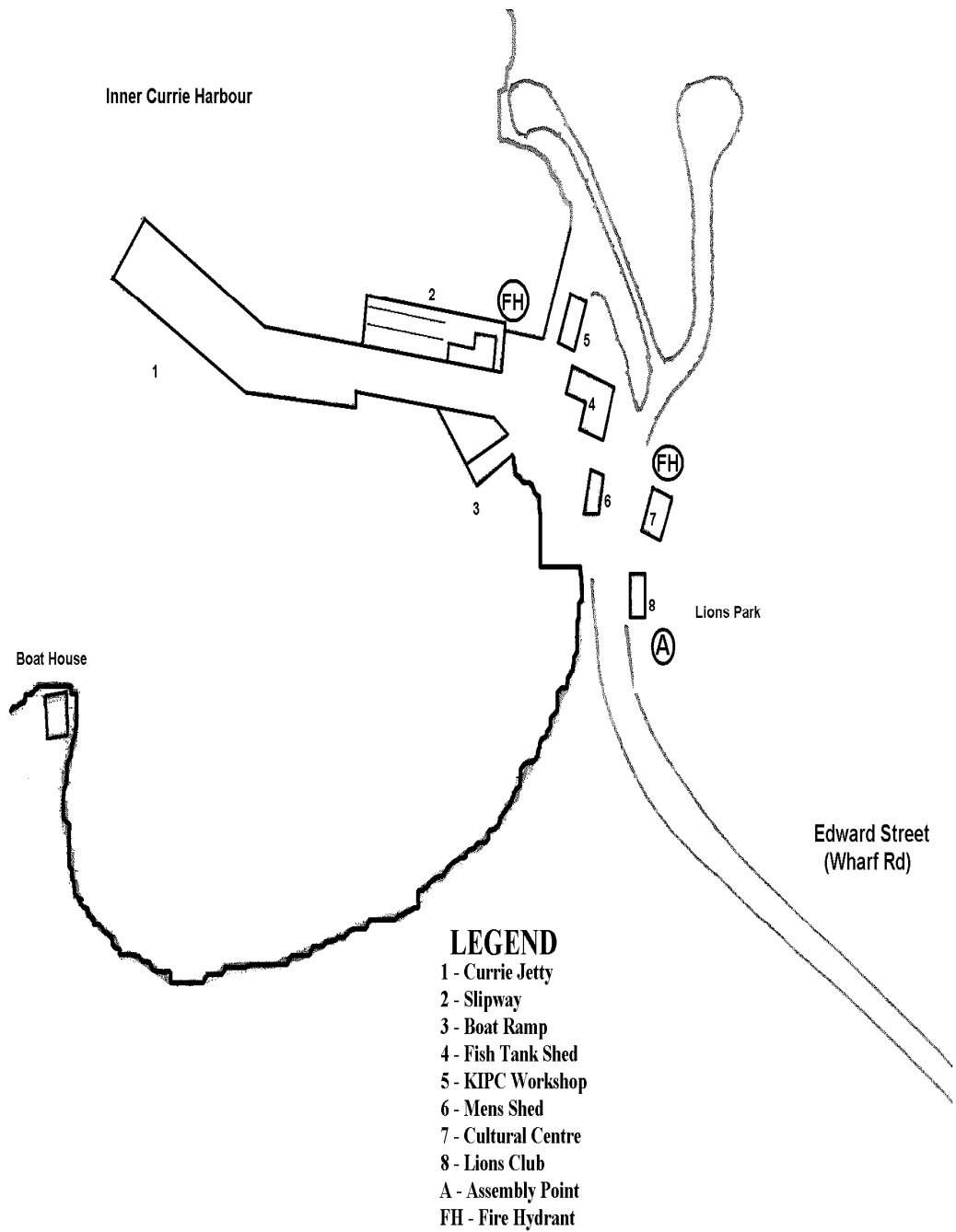
After Hours Number	1800 808 526
Terminal Supervisor (Devonport)	0407 093 701
State Operations Manager	0408 100 716
McKenzie Agencies	03 6462 1415
After Hours	0427 059 482
King Island Ports	03 6461 1155
After Hours	0427 611 153

### LEGEND

- 1** Tanker Loading Bay
- 2** ISO Tank Storage
- 3** ISO Tank Bay
- 4** Cylinder Dock
- 5** LP Gas Storage Tank 33kl
- 6** LP Gas Compressor
- 7** Alarm Panel
- 8** LP Gas Pump
- 9** Electrical Distribution Board
- ▼ Fire Extinguishers
- ▤ Emergency System Panel
- ▬ Electrical Switchboard
- Emergency Shut Down
- Ⓐ Emergency Assembly
- FHR Fire Hose Reel

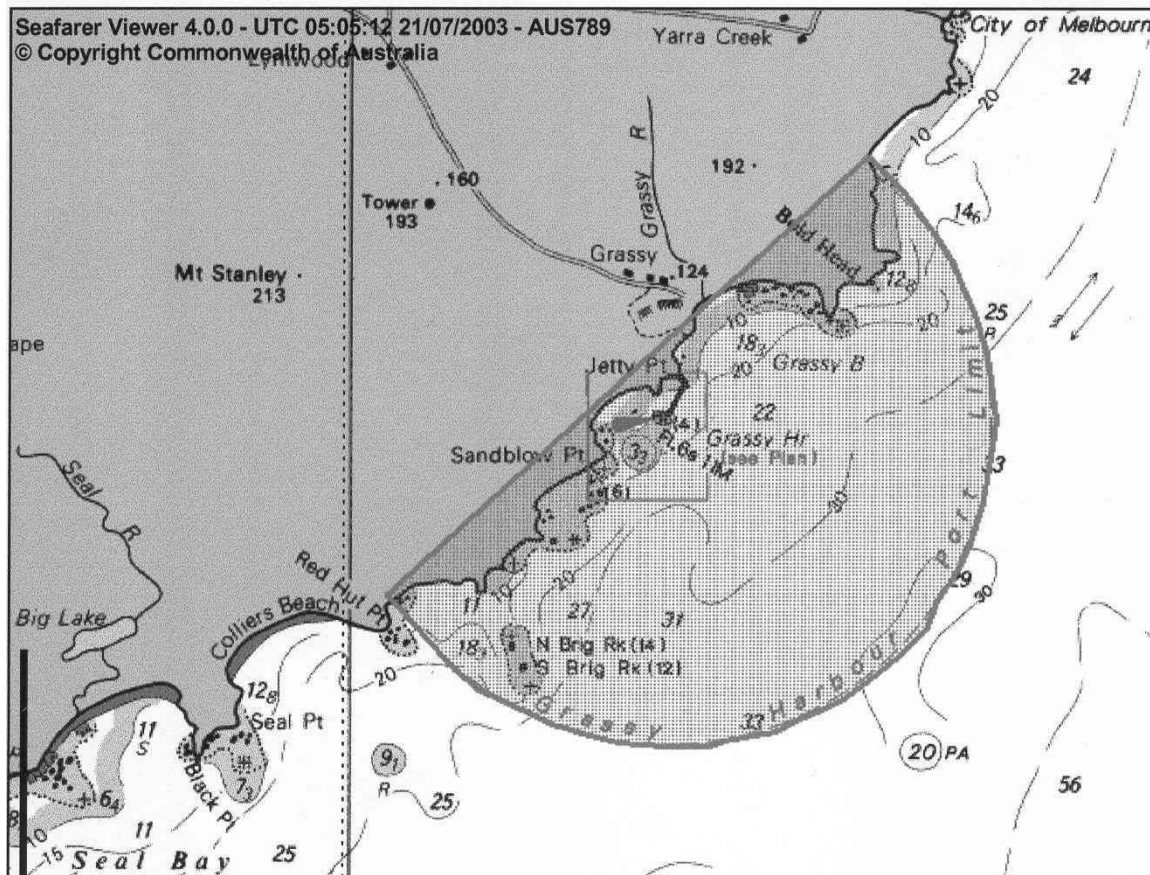


**Currie Site Plan**



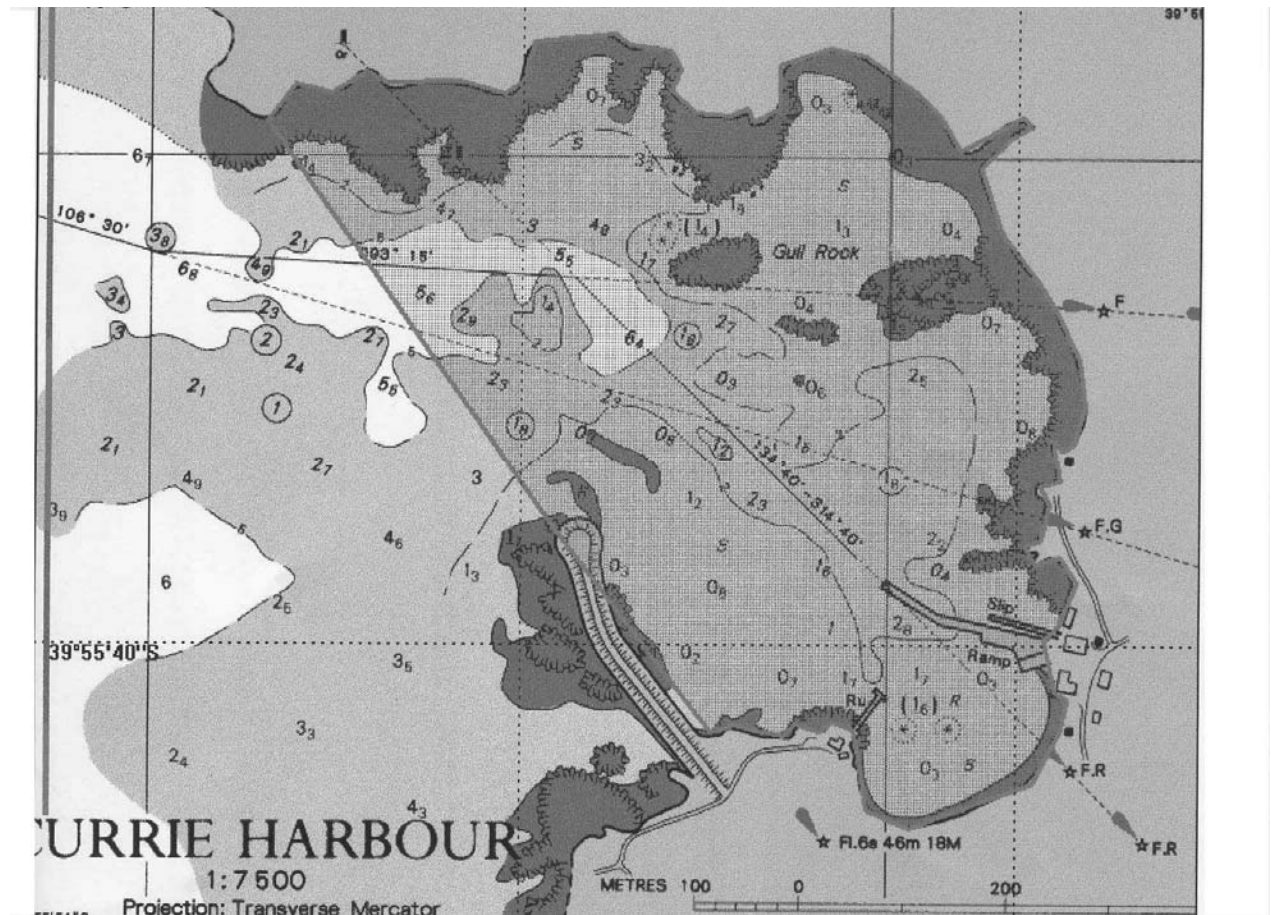
**Attachment 4 – Port Limit Maps**

The Port of Grassy includes the waters bounded by an imaginary circle having a radius 3 nautical miles and centred at the outer extremity of the reclamation at Grassy Harbour.



**Attachment 4 – Port Limit Maps**

The Port of Currie lies within a line drawn in a direction of 325 degrees true to the northern shore, from the northern tip of the main breakwater.



**Attachment 4 – Port Limit Maps**



**Attachment 6 – Bomb Threat Checklist**

# 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:

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**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: \_\_\_\_\_

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**Attachment 7 - In the Event of an Emergency Poster**

# IN THE EVENT OF EMERGENCY

## **KING ISLAND PORTS**

1. Call 000 (Police, Fire or Ambulance)
2. Activate Port Siren (If safe to do so)
3. Notify KIP Emergency Coordinator Michael Wickham, or Deputies Craig Bull, or Stacy Martin
4. Notify your Area Warden
5. If an evacuation is required, proceed to an Assembly Area via the nearest safe exit.
6. Close all doors and windows behind you (if in a building).

### **Your Area Warden is:**

- *Roy Berkin – Port Operations/Fuel*
- *Lynn Cooper - Administration*

### **Your Assembly Area Locations are:**

- *Exit door south end Port Operations Workshop*
- *Outside Administration Office*
- *Shipping Agents Car Park*
- *Stock Yards*

## Attachment 7 – Warning and Alerting Procedures

### King Island Ports – Port Operations Staff

In the event that KIP personnel become aware of, or receive notification of a potential or actual incident, they are to obtain all possible information and immediately implement alerting procedures.

The emergency siren is to be activated and the following procedure is to be observed.

- ◇ All **KIP Port Operations** staff are to be accounted for by going directly to the “Assembly Area” located at the Grassy workshop and await further instructions (if safe to do so). A head count of all personnel will take place
- ◇ All **non** KIP staff on the Port are to go directly to the “Assembly Area” located at the Shipping Agents Office (if safe to do so). A head count of all personnel will take place
- ◇ Only after having been accounted for, a port operations staff member will make contact with the Shipping Agents office to ensure that all **non** KIP staff have been accounted for and to collect/relay any information gathered about the incident
- ◇ Have emergency services been alerted? If not then ring 000
- ◇ A Port Operations staff member is to notify the Administration Office after the siren has been activated and advise of the situation. That person is to remain by the phone until advised otherwise by their supervisor
- ◇ Office staff when notified of the incident, will contact the relevant emergency service
- ◇ All KIP personnel will remain on alert until stood down by their supervisor
- ◇ All cargo movement is to **cease immediately** upon notification of an Emergency or Incident even in if the siren is not activated
- ◇ All cargo handling machinery is to be **shut down** immediately upon being notified of an Emergency or Incident

### King Island Ports – Administration Staff

- ◇ On being notified of an incident, King Island Ports Administration staff will remain at their stations and will cease work operations to remain on alert until stood down by their supervisor
- ◇ An incident log will be kept for the duration of the emergency noting such items as
  - a. Have emergency services been alerted? If not ring 000
  - b. Time and location of incident
  - c. Entry and exit log
  - d. Are personnel involved in the incident and how many
  - e. What emergency response agencies are required, e.g. Fire, Police, Ambulance or SES  
Are there any other agencies required to attend, e.g. Aurora, KI Council, KI Emergency Recovery Team etc
- ◇ **Normal operations will not recommence until the ALL CLEAR has been given by the Operations Manager or his delegate**



**Attachment 8 - In the Event of an Emergency Poster**

# IN THE EVENT OF EMERGENCY

**SEAROAD STEVEDORES, SEAROAD SHIPPING AND OTHER PORT USERS**

1. Activate Port Siren (If safe to do so)
2. Call 000 (Police, Fire or Ambulance)
3. Notify your Supervisor
4. Notify KIP Emergency Coordinator Michael Wickham, or Deputies Craig Bull, or Stacy Martin
5. Shut down all Cargo Handling Equipment (If safe to do so)
6. If an evacuation is required, proceed to an Assembly Area via the nearest safe exit
7. Close all doors and windows behind you (if in a building).

**Your Area Warden is:**

- *Jim McKenzie/Darryl Fanning – Stevedoring Supervisor*

**Your Assembly Area Location is:**

- *Shipping Agents Car Park*
- *Outside Port Administration Office*
- *Stock Yards*

## Attachment 8 – Warning and Alerting Procedures

### Searoad Stevedores, Searoad Shipping and Other Port Users

In the event that you become aware of, or receive notification, of a potential or actual incident on the Grassy Port, you are to activate the emergency siren and comply with the following:

- ◇ KIP Admin / Security is to be notified immediately of any incident or siren activation
- ◇ All cargo movement is to **cease immediately** upon notification of an Emergency or Incident **even in if the siren is not activated**
- ◇ All cargo handling machinery is to be **shut down** immediately upon being notified of an Emergency or Incident
- ◇ All **Shore Based Personnel** are to be accounted for by proceeding directly to the “Assembly Area” located in the Shipping Agents car park and await further instructions (if safe to do so) and a head count of all personnel will take place
- ◇ All **Ship Based Personnel** are to be accounted for by completing an on board head count
- ◇ Any ships personnel who are ashore at the time of the incident are to make their way back on board the vessel and participate in a head count of personnel
- ◇ Only after having been accounted for, a staff member will make contact with KIP staff to ensure that all personnel on the port have been identified, are safe and to collect/relay any information gathered about the incident
- ◇ Clerical staff are to remain at their stations (if safe to do so) and remain by the phone
- ◇ KIP will assume control of all incidents until the relevant Emergency Services arrive.
- ◇ Where necessary, Emergency Service Vehicles will be escorted onto the port by KIP Security personnel (where possible)
- ◇ All personnel will remain on alert until stood down by their supervisor, or instructed otherwise by the KIP Operations Manager or his delegate
- ◇ **Normal operations will not recommence until the ALL CLEAR has been given by the Operations Manager or his delegate**