EMERGENCY RESPONSE PLAN

Prepared for:
Hunter Power Project
Construction & Commissioning Packages

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Plan Approval

Approval	Name	Position	Signature (can be digital)	Date
Approved by:	Bart Robertson	HSSE Manager		06/02/2025
Endorsed by:	Daniel Ellul	Project Director		06/02/2025

Document Version History

Version	Section(s)	Description of Amendments	Amended By	Date
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Version 1	Various	Updated post mobilisation and post Nurse Call / Evacuation System implementation Updated TARP Updated contact details	Mark Nickols Dany Dewberry	07/06/2023
Version 2	2.2 Table 4 3.8 Table 5	Reconfiguration of roles to include capacity for appropriate coverage due to rosters. Personnel will be nominated as “On Duty” Update table 4, ECO members Inclusion of Deputy Chief Wardens and Communications Officer Update emergency contacts	Andrew MacPherson	27/06/2023
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Version 4	Various	Updated S1.6 Definitions, Added detail to S2.2 ECO - structure, liaison officer, escort of ES, nominated incident control rooms, CW/DCW & first aider lists.	Andrew MacPherson	23/11/2023

		S3.4 Updated site maps, added grid reference. S3.8 ECO Qualifications and Certificates S5 removed reference to UGL ERT S5.1 Updated Incident Escalation Workflow S7.2 Amended Trauma counselling arrangements. Appendix 2 removed reference to AS 3745 Appendix 3 removed reference to AQTF qualifications Amended Appendices 5 & 7, Added Appendices 9 (W&H), 10 (CSR) & 11 (Bomb threat)		
Version 5	Appendix.7 Section 17	Update scenario post project risk register review	Kristy Barker	06.02.2024
Version 6	Various	Updates to roles and responsibilities in Appendix 1 & 2 Updates to scenario response Creation of Medical and Evacuation SRPs (Appendix 7 & 8) Removal of old Appendix 5 Renumbered Appendixes Updated 2.2 ECO Included VRA in emergency contacts Updated site emergency hardware map	James Doolan	06.03.2024
Version 7	3.4, 2.2, 3.3, 3.5	3.4 Update to schedule of First Aid and Defibrillator 3.4 Update to the Nurse Call, First Aid and Defibrillator locations on the overview map. 2.2 Changes to Emergency Services arrival on site. 3.3 Modification to communication process 3.5 Addition to communication process	Bart Robertson	10/07/2024

		Secondary Muster points established in 3B, 77A and the Main Construction Area.		
Version 8	3.8, 5, 3.4, Appendix 2 Appendix 3 Appendix 6 Appendix 7 Appendix 8	3.8 ECO Requirements 5 Emergency Categories Appendix 3 Added site paramedic number 3.4 Update to Nurse Call, First Aid and Defibrillator locations. Appendix 2 Updated ECO member responsibilities Appendix 6 Updated standard emergency response Appendix 7 Updated medical/sickness response Appendix 8 Updated site evacuation response	Bart Robertson James Doolan	15/09/2024
Version 9	Appendix 6 3.4	Appendix 6 Added - plant contact with powerlines response. Updated - bush fire response. Added – gas leak Updated – emergency equipment map	James Doolan Bart Robertson	05/02/2025

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1 PURPOSE

The purpose of this Emergency Response Plan (**ERP**) is to describe the requirements and associated responsibilities to effectively prevent, prepare for, respond to, and recover from emergency situations associated with the Hunter Power Project (**HPP**).

This ERP has been prepared in accordance with plan prepared in accordance with "Hazardous Industry Planning Advisory Paper No. 1, 'Emergency Planning' as a working document that outlines the course of action/s to be followed in the event of an emergency event occurring during execution of normal business activities. It forms an integral part of the overall Health & Safety Management Plan 3220-0663-HPP-PLN-004.

1.1 OBJECTIVE

To effectively prevent, prepare, respond to, and recover from emergency incidents, the project will ensure that potential and actual emergency incidents are managed through:

- Developing, communicating, and implementing this ERP
- Using proactive risk assessment processes and hazard analysis to identify major threats in the workplace to prevent the occurrence of any emergency event
- Ensuring that responsibilities for the prevention and management of emergency response procedures are well defined and communicated through induction and training programs, and workgroup meetings
- Reviewing previous emergency incidents to ensure that corrective and preventative measures are developed as required
- Maintaining direct and regular communication with local emergency services
- Testing response plans where appropriate in the form of simulated emergencies or practice drills designed to systematically involve people or processes likely to be mobilised in an emergency event
- Reviewing and maintaining the ERP to ensure it remains current and applicable to all hazards and risks.

1.2 OVERVIEW

The UGL scope for the Hunter Power Project will prepare for emergency situations, such as:

- Local emergencies - where the emergency is contained to the workplace. The response may be provided by either the Emergency Control Organisation (**ECO**) personnel or by external emergency services and/or
- Workplace evacuation - where the emergency is assessed as requiring all workplace personnel to evacuate and muster at predetermined locations.

Where an emergency occurs, the ECO will set up a control point or locations, from which it can establish control and coordinate ECO personnel. In the event of a declared emergency where an evacuation of the site is required, the alarm will be sounded and where all personnel instructed by the Wardens shall immediately evacuate the site and proceed to the nearest evacuation assembly area as marked on the Site Map. The emergency response requirements in the event of an emergency scenario/situation are as documented in ***Appendix 7 - Specific Emergency Response Scenarios.***

1.3 PROJECT DESCRIPTION

The Hunter Power Project (**HPP**) is expected to have a nominal capacity of approximately 660 megawatts (***MW***) (under ISO conditions) and will be generated via two heavy-duty '*F Class*' open cycle gas turbines (***OCGT***). The OCGT units are expected to be commercially operational in the second half of 2025.

The HPP includes a new 132 kV electrical switchyard. The HPP will connect into the existing 132 kV electricity transmission infrastructure located near the Site and is anticipated to be fully operational by the end of June 2025. The connecting electrical switchyard will eventually be owned and operated by the Network Service Provider (***NSP***) (Ausgrid).

The gas turbines will primarily be fired on natural gas with the use of distillate fuel as a backup. The necessary infrastructure required for the turbines to operate on natural gas fuel, principally a new gas lateral pipeline connecting to the Jemena Gas Network Northern Trunk and a gas compression station, is the subject of a major investment being undertaken by Snowy Hydro Limited (SHL) in parallel to the power station. This gas infrastructure investment facilitates the power station's capability to operate using natural gas.

The turbines are capable of operating on distillate fuel as necessary and this functionality will be incorporated into the HPP. Operation on distillate fuel is considered a backup function in the case that gas supply to the Site is not available for a short period during the commissioning of the power station and provides the necessary risk management function for the provision of System Restart Services (***SRS***).

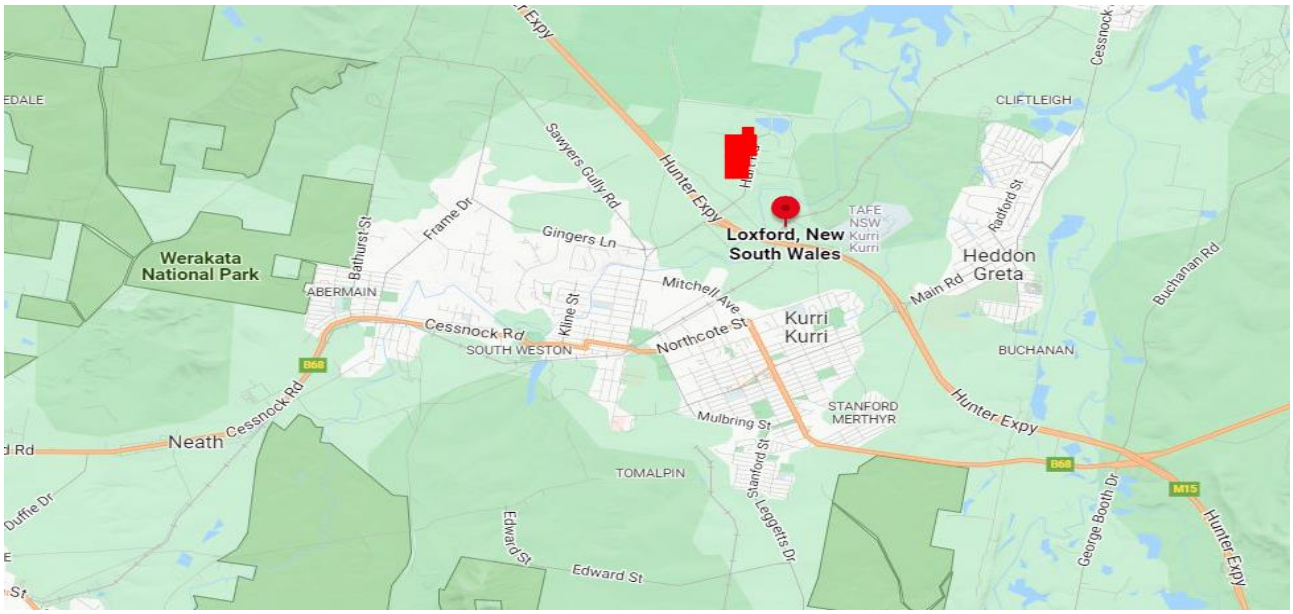
The HPP will be fully automated, with operations, control and monitoring able to be monitored and controlled from Snowy Hydro's Control Centre in Cooma, NSW.

1.4 LOCATION AND EXISTING ENVIRONMENT

1.4.1 Location

The Site is located in the small suburb of Loxford in the Hunter Valley region of New South Wales, approximately three km north of the town of Kurri Kurri, approximately 35 km west of Newcastle and 125 km north of Sydney. The Site is the former Hydro Aluminium Kurri Kurri Pty Ltd (***Hydro***) aluminium smelter. Access into the Site will be via the aluminium smelters Hart Road entry.

Figure 1: Proposed site location



1.4.2 Prior use and suitability

The smelter was closed in 2014. Since the closure, extensive remediation works have taken place, including removal of all existing structures from the Site, except for a transformer yard and offices. The Hydro land including the site is being remediated for industrial use.

Figure 2: Proposed development location

https://goo.gl/maps/SyMDN65P68jPNy449

32°47'33.9"S 151°28'47.9"E

-32.792740, 151.479980

1.5 SCOPE OF WORK

1.5.1 Description of UGL's Scope of Works and Responsibilities

As the Main Works Construction (**MWC**) contractor, UGL's scope of works and responsibilities are broadly described below, which includes, but is not limited to all Site construction and erection works for the HPP at the Site within the Terminal Points, including:

- Procurement of Balance of Plant (**BOP**) items within UGL's scope of works as identified in the Division of Works (DOW) document and as per the final contract documents. The list of all the BOP items within UGL's scope will be provided by the Lead Designer along with all necessary engineering information, procurement specifications, performance specifications etc.
- Supply of BOP equipment and materials to site, logistics including handling, offloading and proper storage of all Plant and Materials associated with construction of the HPP within the Terminal Points and as covered by the Main Works Contract scope.
- Construction and erection of the Employer's Design
- Construction and erection of the Power Island equipment under the technical supervision of the Power Island Supplier
- Site assembly, installation and other construction activities as required for the HPP within UGL's scope of works and within the HPP's terminal points
- Pre-commissioning and cold commissioning of the HPP within the Terminal Points
- Provision of experienced labour to support hot commissioning. However, the hot commissioning including the performance testing, reliability runs etc will be carried out by others.
- Full control of the Site including Principal Contractor responsibilities under NSW WH&S Laws.
- Full project management of the construction services in compliance with the relevant Project Approvals and Construction Approvals.
- Mobilisation and demobilisation and provision of all enabling services including utility supplies to facilitate the HPP construction within the Terminal Points and within the agreed scope of works.

- Provision of all labour and supervision, equipment and Plant to construct and erect the HPP construction within the Terminal Points
- Provision of all relevant information related to the Works

Attaining the relevant Works Approvals for the scope of works within the main works contract.

1.6 ABBREVIATIONS, ACRONYMS & DEFINITIONS

The following table lists the acronyms used in this plan, including their definitions.

Table 1: Abbreviations, Acronyms & Definitions

Term	Definition
AED	Automatic External Defibrillator
AEP Flooding	Annual Exceedance Probability
AHD	Australian Height Datum
AW / W	Area Warden- Area Wardens are responsible for an entire area of operation or part of a building. They support the CW and give direction to supervisors within their area. *Warden – If required are to assist their area warden with evacuation and control of personnel.*
BOM	Bureau of Meteorology
BOP	Balance of Plant
CAN report	Conditions/Actions/Needs
CSR	Confined Space Rescue
CW	Chief Warden
DRSABCD	Danger, Response, Send (for help), Airways, Breathing, Cardiopulmonary Resuscitation, Defibrillation
DECC	Department Environment, Conservation & Culture (now NSW Environment and Heritage)
DOW	Division of Works
EGM	Executive General Manager
ES	Emergency Services: Police, Fire Services, State Emergency Service, NSW Ambulance Service, VRA.
EWP	Elevated Work Platform
ECO	Emergency Control Organisation (the team identified to perform prescribed roles in the event of an emergency)
Emergency	The actual or imminent occurrence of an event which endangers the safety and health of persons, or which destroys, damages or threatens property or endangers or threatens the environment.
Emergency Equipment	Equipment used in the event of an Emergency, including, but not limited to, Fire Fighting Equipment such as Fire Extinguishers; Warning Systems such as Fire Alarms, PA systems; 1st Aid Equipment; SDS's and Spillage Kits.
ERP	Emergency Response Plan (this Plan)
EPA	NSW Environmental Protection Authority
Evacuation	When all personnel are required to leave any effected area and assemble at a predetermined location ie. muster point.
GTG	Gas Turbine Generator
GM	General Manager
HPP	Hunter Power Project
Hydro	former Hydro Aluminium Kurri Kurri Pty Ltd Aluminium Smelter
Incident	Any event which does or has potential to cause harm or damage to people, property or the environment. Incidents include near misses, which are events that did not cause any harm or damage but had the potential to do so

Term	Definition
Incident Controller	Incident Controller is the Senior Officer of the external Emergency Service that is in control of the emergency response effort (i.e.. Fire or Police)
ISO	International Organisation for Standardisation
KNSS	Kurri North Switch Station
LV	Light Vehicle
MAE	Major Accident Event (greater than one fatality)
MD	Managing Director
MW	Megawatt
MWC	Main Works Contractor
NEM	National Electricity Market
NPWS	National Parks & Wildlife Service
NSP	National Service Provider
OCGT	Open Cycle Gas Turbine
PCB 2014	Pulver Cooper & Blackley – Hydro Aluminium Kurri Kurri Stormwater Management Report
RFDS	Royal Flying Doctor Service
RMS	Roads & Maritime Services (now Service NSW)
UGLMS	UGL Management System
SDS	Safety Data Sheets (formerly MDS)
SHL	Snowy Hydro Limited (Client)
SRS	System Restart Service
the Project	Hunter Power Project
VRA	Volunteer Rescue Association
W@H	Working at Heights
WH&S	Workplace Health & Safety

1.7 THE WAY WE OPERATE

'The Way We Operate' is an overall process that guides how UGL manages our business to meet client and other stakeholder requirements. It fosters an integrated approach across all operations and functions to deliver outcomes that ensure third party certifications in relation to Australian and International Standards for Safety, Health, Environment and Quality are maintained.

1.8 UGL'S MANAGEMENT SYSTEM

UGL is the Principal Contractor for carrying out all construction works forming part of the works under the contract and the UGL Management System will apply to all workers, subcontractors, and consultants. UGL is authorised to have management or control of those workplaces necessary to discharge its duties as Principal Contractor.

UGL's Management System (**UGLMS**) will be used for the delivery of the project and will ensure we achieve safe and efficient delivery of our requirements under the Contract, as well as our overall business objectives.

The UGLMS integrates several elements which operationalise 'The Way We Operate' processes to achieve a fully integrated, systematic, planned, and consistent approach to delivering work. These elements are detailed in the table below.

Table 2: Document Type Definitions

Element	Description
Policy	A statement of strategic intent, commitment and includes minimum requirements
Procedure	Describes the steps to be undertaken to complete an activity, the accountable roles and the tools and knowledge to be used
Work Instruction & Safe Work Procedures	Provides detailed instructions on how to conduct a step within a Procedure
Tools	Preformatted documents (forms and templates) used to collect specific data or information for a particular purpose
Knowledge	Reference material to provide context or guidance to a Policy or Procedure
Business Applications	Software tools used to manage our business and operations

2 EMERGENCY PLANNING POSITIONS

2.1 EMERGENCY PLANNING COMMITTEE MEMBERS

Table 3: Emergency Planning Committee Members

Name	Role
Sean Riddiford	Construction Director
Bart Robertson	HSE Manager
Daniel Ellul	Project Director
Evan Bayliss	Commissioning Director
Glen Flanagan	Area Manager
Cristina Lang	Senior Environmental Advisor

2.2 EMERGENCY CONTROL ORGANISATION

The ECO is appointed by the emergency planning committee to direct and control the implementation of the HPP emergency response plan. The Chief Warden will also act as the Incident Controller until the arrival of the lead combat authority's personnel who will assume the role of Incident Controller.

The ECO should consist of an "on duty" Chief Warden, Deputy Chief Warden, Communications Officer, and Area Wardens for each work area as a minimum. Refer to the HPP Emergency Control Organisation Members list on SHL HPP - 1.1.2.1 - Emergency Response Plan - All Documents (sharepoint.com).

The Chief Warden may co-opt other personnel to functional roles such as Planning, Logistics and Operations as required. All nominated Deputy Chief Wardens will be appropriately competent and trained to fulfil the role of Chief Warden if required.

The Chief Warden may nominate an Emergency Officer to assist with the coordinated response to emergency incidents. That person may also act as a liaison to the emergency services incident controller to assist in the coordination of emergency services and site resources and actions.

On notification that emergency services have been called, the CW will organise an escort for emergency services from the front gate to the location of the incident and all High-Risk work will cease until it has been assessed by the CW.

The Merewether Beach Room is the primary Incident Control Room for the HPP. The CW and ECO will set up in this room to manage the incident to resolution. The room is to be made immediately available to the ECO if required. For minor events that do not need the full ECO activation, the Chief Warden may opt to control the incident from their desk.

3 EMERGENCY PREPARATION AND TESTING

3.1 INFORMATION REQUIREMENTS

All personnel employed on the Hunter Power Project, including subcontractors and customer/client personnel who are not visitors, should be informed of the following information:

- General requirements of this ERP
- Who the key personnel identified in this ERP are.
- The location of the emergency exits
- The location of the evacuation muster point
- The location of emergency hardware / equipment
- Emergency drawings
- Evacuation requirements.

The above information should form part of the site/project Induction. The ECO personnel should undertake relevant training specific to the requirements of the ERP.

3.2 HIGH RISK ACTIVITY RESPONSE PLANNING

The Hazard Identification and Risk Management activities for the project or operation will have assessed the risks associated with the activities to be undertaken on site across all shifts. Response to these events, should they occur, are as defined in Appendix 6 - Emergency Response Scenarios.

3.3 EMERGENCY RESPONSE EXERCISES

Simulation exercises should be carried out at least every 6 months to test the effectiveness of the ERP. The aspects of the ERP that should be tested and evaluated are as following, but not limited to:

- Response times in initiating the requirements of the ERP e.g. contacting external Emergency Services, Client, Wardens initiating and clear their respective areas etc
- Effectiveness of emergency hardware / equipment including its suitability, location and accessibility
- Effectiveness of communications on site and with external emergency services.
- Response to injury; and recovery mechanisms.

The ERP may be reviewed at the conclusion of each response exercise or actual incident and may result in:

- Changes to the ERP
- Changes to emergency equipment in respect to suitability, location, and accessibility
- Further training for ECO personnel
- Communication to project personnel.

Records of the Exercise should be kept including using the Emergency Response Checklist or equivalent.

3.4 EMERGENCY RESPONSE HARDWARE - LOCATION, ACCESSIBILITY, SUITABILITY

The requirement to review the location, accessibility and suitability of emergency response hardware as associated with the project is to be considered as part of the Hazard Identification and Risk Management activities of the project, further details of specific hardware is contained within Emergency Response Hardware - Location, Suitability, Accessibility. Whenever emergency equipment is used, UGL HSE must be informed so that supplies may be replenished.

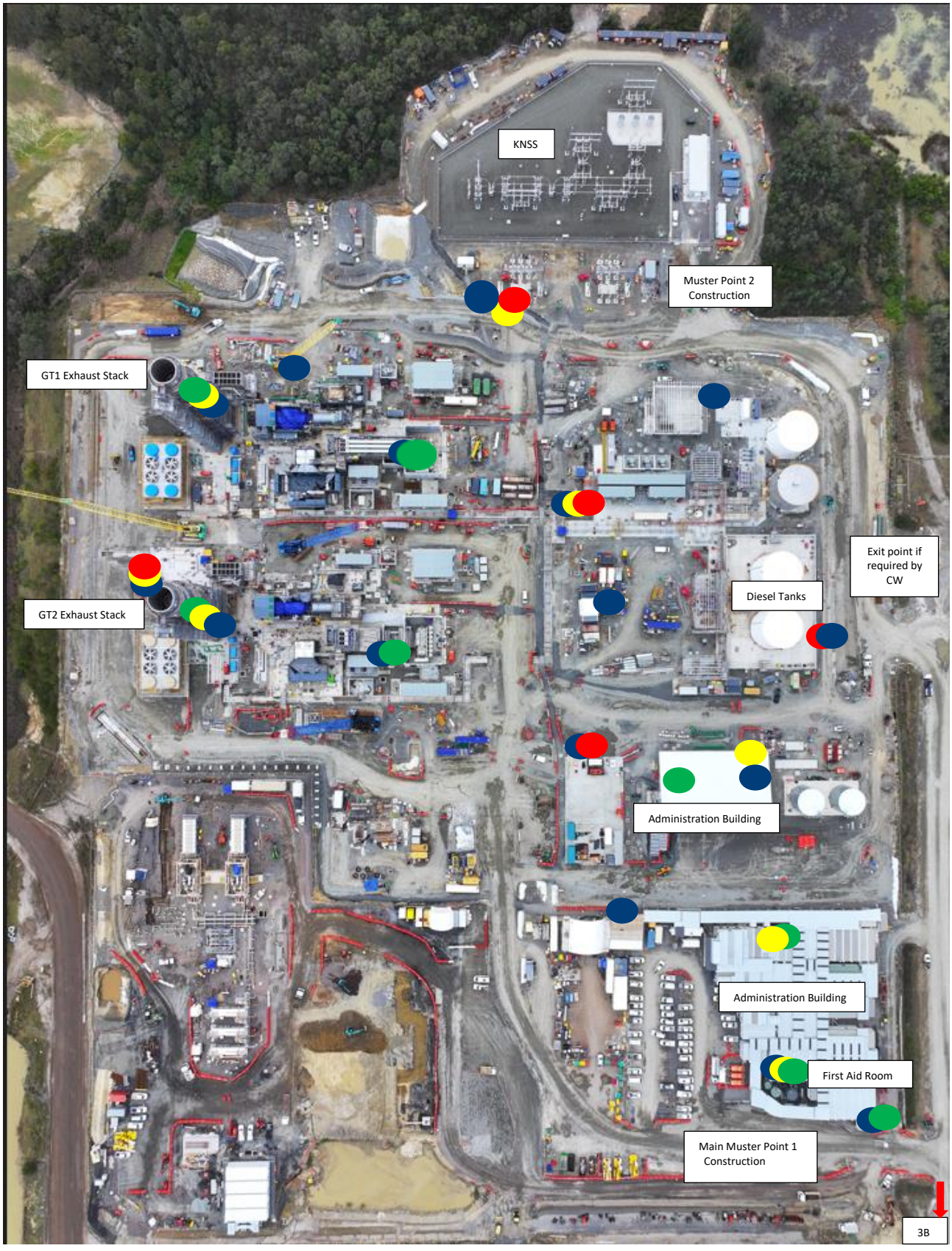
As part of the scheduled inspection program, an authorised external authority will inspect and restock, if necessary, the First Aid Kits and Defibrillators on a monthly basis. A nominated UGL person should also inspect key emergency hardware/equipment.

An authorised external authority should inspect fire extinguishers at least every 6 months. The alarm system, where installed, should also be tested by UGL at least quarterly.

The integrated Nurse Call & Evacuation Notification system allows for the right alert to be sounded and give precise locations for where assistance is required. Placing Vanguard Wireless Nurse Calls and Emergency alarms across site ensures the wellbeing of all workers, and access for fast response when needed.

To Note: the below images are subject to change. Updated versions will be displayed in key locations within the workplace.

Construction Site – Emergency Equipment & Assembly Area



Nurse Call Sation Defribulator First Aid Kits Bleed & Snake Kits

3B Emergency Equipment & Assembly Areas

Nurse Call Sation Defribulator First Aid Kits Bleed & Snake Kits

77A Snowy Hydro Building

Nurse Call Sation Defribulator First Aid Kits Bleed & Snake Kits

Secondary Muster points are only used as per the Chief Warden in the event where the primary muster point access is hampered or obstructed.

- Main construction site
- 3B
- 77A

3.5 COMMUNICATION OF EMERGENCY RESPONSE REQUIREMENTS

The communications tools engaged on the project include:

- Vanguard Wireless Nurse Call and Evacuation System
- Handheld Air Horns
- Portable and base radio systems
- Mobile phones
- Notice Board
- Project Inductions
- Pre-Starts
- Mock evacuations / trials
- Toolbox meetings
- Feedback and debriefs after actual events
- Management Meetings
- External exchange of information with external parties such as fire, ambulance and police.

3.6 EMERGENCY SERVICES CONTACT DETAILS

The Specific Emergency Contact details are contained in Emergency Contact Details Appendix 3.

3.7 EMERGENCY RESPONSE TRAINING

Training needs should be determined for project personnel based on:

- Training required by UGL Management System (i.e. permit system) and regulatory authorities
- Training identified in project risk assessments and /or training needs analysis
- Assigned (On Duty) roles and responsibilities
- The degree of risk associated with the requirements
- Legal requirements.

It is also a requirement that all site personnel have a general understanding of:

- This ERP
- WH&S Legislation
- Hazard Identification & Risk Assessments
- Safe Work Method Statements and implementation
- Communication and consultation
- Project Safety Procedures
- Incident Reporting & Investigation requirements including Synergy
- Emergency Evacuation and First Response Training.

Competency based training may also be aligned to the individual roles and responsibilities, the degree of risk and may include, but not be limited to, such areas as legal, risk management and emergency response.
Training and development are also available through internal and external mediums and where appropriate, assistance is given to individuals to complete education which provides knowledge and skills that can be applied to promote UGL core business values.

3.8 ECO REQUIREMENTS

All ECO personnel should be trained to undertake their functions. The minimum acceptable requirements are as follows:

Table 4: ECO Roles & Minimum Requirements

Role	Minimum requirements
Chief Warden and Deputy Chief Warden	Chief Wardens and Deputy Chief Wardens must have relevant training and competency for the position.
Wardens and Communications Officers	Wardens and Communication Officers must have relevant training and competency for the position.
First Aiders	Should hold the first aid certification "Provide First Aid" as a minimum UGL will provide Occupational First Aid staff in addition to First Aid personnel.
Paramedic	Diploma Paramedical Science with significant experience
Security	Should all preferably hold a Certificate 3 in Security Operations but must as a minimum hold Certificate 2 in security operations and hold a current security license.

4 NOTIFICATION AND COMMUNICATION

Following emergency events, two types of communication may be required:

Immediate incident notification to appropriate internal and external stakeholders.

Response to enquiries - from relatives, the media, local community, and general public.

As a general rule, the CW is responsible for all local notifications (e.g. emergency services, nearby businesses, contractors etc.). ***Note:*** *All incidents and emergency events must be reported and communicated immediately as per the UGL Incident Management Procedure UGLMS-131-331*

4.1 INTERNAL NOTIFICATIONS

All incidents requiring activation of this ERP must be reported to the CW who in turn will provide communications and a report to the Project/Operations Manager and Management Team.

The ECO will activate the ERP appropriate to the level of emergency (see Section 5, Page 18).

Figure 3: Levels of Emergency Protocols

HSE incidents and near miss events must be immediately notified to the relevant levels of supervision or management in person or via phone.

In addition to immediate notification to a line manager or supervisor, the following notifications must occur for the event types detailed below:

Event Type	Notification by	Notification to	Timeframe
Actual or Potential Death or Permanent Disability Event* **Actual, or Potential Environmental discharges, environmental pollution or degradation which has high severity impacts on the community and/or environment, or may have irreversible detrimental long-term impacts**	Project/Site/Operations	Division GM Site HSE or aligned HSE resource	ASAP
	Division GM Site HSE or aligned HSE resource	Divisional EGM GM HSE Injury Management Team (for UGL employee injuries)	ASAP
	Divisional EGM GM HSE	MD Group GM HSE Legal (if regulatory notifiable or legal privilege needs to be discussed)	<1Hr
Actual or Potential Lost Time Injury, Medical Treatment Injury, or Restricted work injury. Environmental discharges, environmental pollution or degradation which has moderate severity impacts on the community and/or environment (1 to 3 months) but is fully reversible in the long term	Project/Site/Operations Manager	Division GM Site HSE or aligned HSE resource	<24Hrs
	Division GM Site HSE or aligned HSE resource	Divisional EGM GM HSE Injury Management Team (for UGL employee injuries)	<24Hrs

4.2 EXTERNAL NOTIFICATIONS

A wide variety of external parties may need to be notified of an emergency. One of the first external parties to be contacted by the CW will be ES, and others required for assistance with the immediate on-site response effort. Other external parties to be notified in the event of an emergency, may include such groups as:

Government authorities (eg. EPA, Safe Work NSW, Fire & Rescue NSW, Cessnock Council, Ministry of Health, RMS).

Adjoining Landowners

Next of kin

Specialist authorities (eg. Electricity Regulator, Telstra, etc.)

Neighbours and community groups

Subcontractors.

***Note:** If the emergency is escalated to Level 2 or 3, notifications (with the possible exception of local notifications) will be undertaken by or in agreement with the ES IC.*

4.3 MEDIA RELATIONS

Any condition, emergency or otherwise, requiring liaison with the media should be referred to the UGL Corporate Marketing and Communications department and SHL Community and Media Liaison team.
No personnel have the authority to engage in external media relations without the express consent of UGL Corporate Marketing and Communications.

5 EMERGENCY CATEGORIES

Note: refer to UGLMS-4-980 HSE Risk Matrix for defined risk ratings.

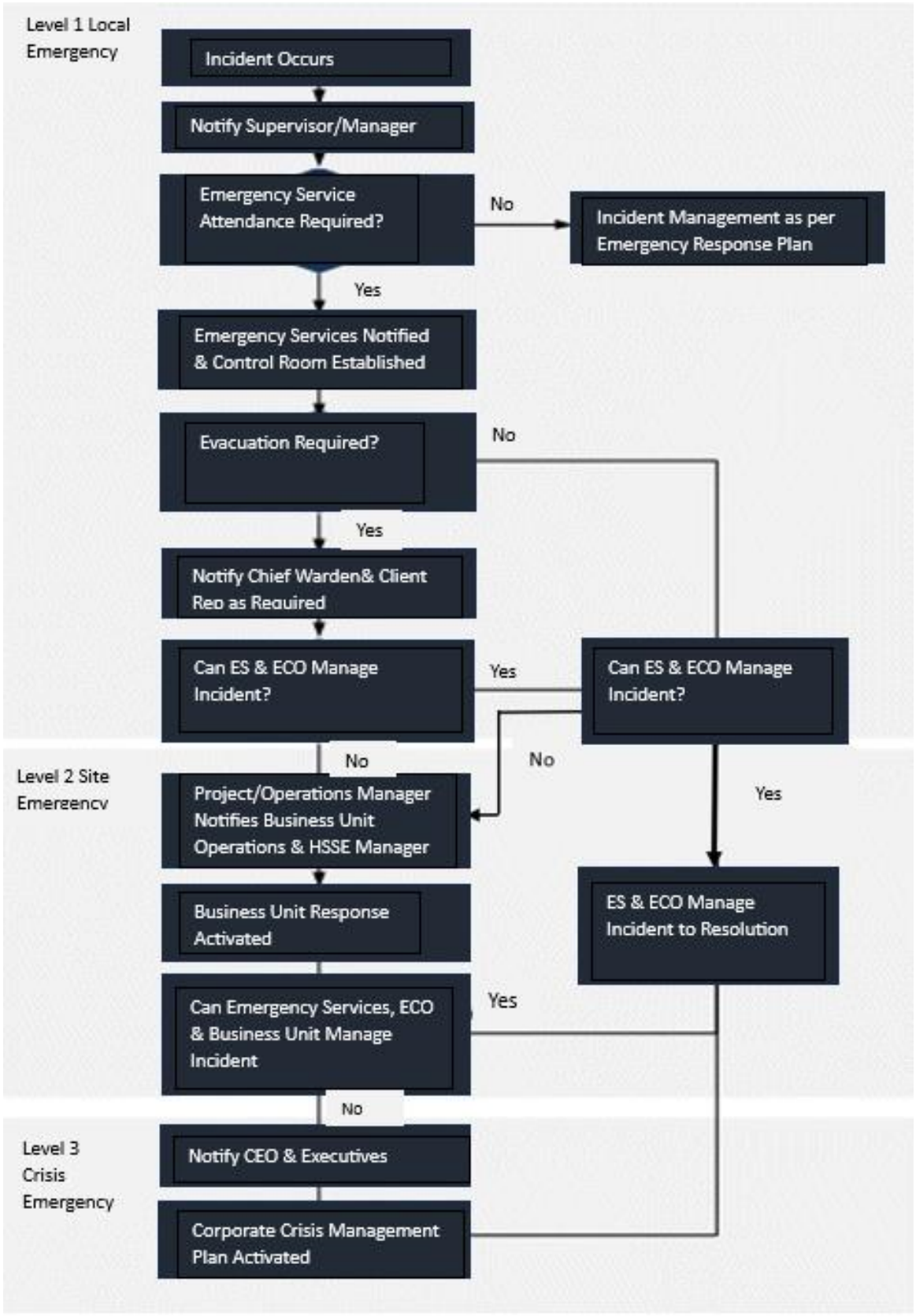
Table 5: Emergency Categories

Risk Rating			
Low	**Medium**	**High**	**Extreme**
Level 1 Localised Emergency	Level 2 Site Emergency	Level 3 Crisis Emergency	
Emergency that can be managed by onsite staff.	Emergency managed by ES with assistance from onsite staff.	Emergency managed by ES with assistance from onsite staff.	
Example: Medical Treatment Injuries Illness Minor motor vehicle incident Severe weather Small, localised fire Small spill contained on site.	**Example:** Serious Injury or Illness Lost - missing personnel Evacuation of personnel Major traffic accident Severe Storm Spill leaving site with risk of environmental damage.	**Example:** Multiple injuries/ casualties Fatality Major/Minor gas leak Significant environmental damage Major fire – explosion Bomb threat Infrastructure damage.	
Notification **Refer to Incident Escalation Workflow 6.1** 1. Site Supervisor who contacts 2. The Site HSE Manager and Construction Manager who contacts 3. The Project Manager and the Client representative.	**Initial Notification** **As per Incident Escalation Workflow 5.1**	**Initial Notification** **As per Incident Escalation Workflow 5.1**	
Site HSE Manager Bart Robertson – 0438 058 354 **Site Construction Manager** Sean Riddiford – 0410 311 591 **Project Director** Daniel Ellul – 0413 990 401			

5.1 INCIDENT ESCALATION WORKFLOW

Notification of an incident to Supervisors/Managers and subsequently the Chief Warden will be by the quickest and most appropriate means available. This may be radio, mobile telephone, Nurse call system or any other means.

Figure 4: Incident Escalation Workflow


Level 1 Local Emergency
Incident Occurs
Notify Supervisor/Manager
Emergency Service Attendance Required?
No
Incident Management as per Emergency Response Plan
Yes
Emergency Services Notified & Control Room Established
Evacuation Required?
No
Yes
Notify Chief Warden& Client Rep as Required
Can ES & ECO Manage Incident?
Yes
Can ES & ECO Manage Incident?
No
No
Level 2 Site Emergency
Project/Operations Manager Notifies Business Unit Operations & HSSE Manager
Yes
Business Unit Response Activated
ES & ECO Manage Incident to Resolution
Can Emergency Services, ECO & Business Unit Manage Incident
Yes
No
Level 3 Crisis Emergency
Notify CEO & Executives
Corporate Crisis Management Plan Activated

6 TERMINATION OF EMERGENCY

6.1 RETURN OF CONTROL TO THE CW FROM THE ES IC

Where an Emergency is of such proportions that Emergency Services are involved, the formal response control will be assumed by a senior member of the Emergency Services. When the Emergency Services Incident Controller decides that the situation is fully under control and no further danger exists, they will formally declare the emergency over, and advise the CW. The CW will in turn notify (by suitable means) other parties involved of the termination, ensure HPP site recovery measures are taken and the resumption of normal operational activities.

6.2 INVESTIGATION AND REPORTING

All incidents requiring an emergency response will undergo investigation. All incident investigation and reporting will be executed as per UGL Incident Management Procedures.

7 RECOVERY AND RESTORATION

The responsibility for planning and implementing recovery and restoration action rests with the CW in consultation with first aid and HSSE personnel, activities may include:

Rehabilitation of staff

Repair of damaged facilities

Environmental remediation

Replenishment of emergency facilities e.g. fire extinguishers, first aid kits, control room equipment and documents etc

Actions to restore image and business operations.

7.1 DEBRIEF PROCEDURES

Formal debriefings should be conducted for all incidents activating this ERP. It is the responsibility of the CW to perform this task.

The initial debrief on the actual incident should occur within 48 hours or as otherwise agreed. Weekly debriefs should be held until the recovery and restoration is over.

Confirm the Time Log/ Sequence of Events to ensure accuracy as to what occurred

Confirm those aspects of the emergency response that worked well

Identify those aspects of the emergency response where improvements, and lessons learned can be made to systems and procedures, and thereby improve overall business performance

Once improvements have been identified responsibilities for completing the tasks are to be assigned

Emergency and Debrief records are to be filed in the office document management system.

7.2 TRAUMA COUNSELLING

Trauma may be a deeply distressing or disturbing experience. Emotional shock following a stressful event or a physical injury, sometimes leads to longer-term mental health issues.

Counsellors
Following a workplace disaster or emergency situation, UGL Senior Management will offer counselling services to persons affected by the incident. Counselling services will be sourced and managed by the UGL Health Services.

7.2.1 Family

In the event that the family of an injured worker is required to be notified, the Project/Operations Manager will determine the appropriate method of communication, and where required will initiate assistance in accordance with the Emergency Response Plan.

7.2.2 Co-workers and Witnesses

Co-workers and witnesses to incidents will be supported and counselled as required. They may also be required to be interviewed as part of the subsequent incident investigation.

The workforce will be advised of the incident and provided with consistent and factual information to prevent rumour.

7.2.3 Legal Advice

Where required in accordance with the incident reporting process, UGL Legal departments should be notified by the UGL Operations Manager or UGL National Safety Manager in order to provide advice in the matter as necessary.

7.2.4 Media

All statements to the media concerning any emergency at any UGL workplace should be made only after consultation with the client and UGL Management.

The Media will be treated courteously but should not be allowed access to the site. All media enquiries and/or releases should be referred to the client and the UGL Project Manager, who will refer them to UGL Corporate Marketing and Communications department and SHL Community and Media Liaison team.

8 LIGHTNING

Injury may result from being directly struck by lightning or being in the vicinity of a lightning strike. To mitigate the risk of personnel being injured as a result of lightning strikes refer to HPP- Standard Operating Procedure – Lightning. In addition, UGL has developed a Lightning Trigger Action Response Plan (TARP) for the project. This TARP can be found in **Appendix 9** of this plan.
To assist with the monitoring of electrical storm activity, UGL has acquired a subscription to a Weatherzone Mining Dashboard Portal which provides real time monitoring of lightning activity in the area and sends alerts to selected users via email and SMS messages.
Subcontractors may be aware of other processes or systems which may offer equal or greater protection against the risk of lightning strikes. Where other procedures and or systems are used to protect personnel from lightning strikes, such systems should be risk assessed and documented to ensure compliance with the duty to implement a safe system of work.

9 DRILLS AND EXERCISES

In the event of a declared emergency situation, where an evacuation of the site is required, the alarm will be sounded. The Chief Warden will instruct personnel to evacuate the site and proceed to the nearest evacuation assembly area as marked on the Site Map.

The ECO should also:

Complete the Emergency Evacuation and Response Exercises Report after each Emergency

Maintain records for all Emergency Evaluation and Emergency Response Exercise.

The emergency response requirements in the event of an emergency scenario/situation are as documented in Specific Emergency Response Scenarios.

The responsibilities for the personnel in the event of an emergency scenario/situation are as documented in Responsibilities.

9.1 CLIENT REQUIREMENTS

All ECO and other operational personnel must attend and participate in any client or site-specific drills and responses as determined by the client. The client shall maintain the responsibility to communicate and schedule their individual response exercises and drills.

9.2 RECORDS

All records of emergency response exercises, including notes, recommendations and debrief meetings should be stored within the site HSSE filing structure. All records should be maintained and archived as per the site quality management plan.

Appendix 1 – Emergency Planning Committee Responsibilities

Position	Responsibilities
Emergency Planning Committee	Develop and maintain ERP and procedures Allocate Emergency Control Organisation roles Arrange Training and Drills in accordance with the Plan requirements Meet to discuss ERP and requirements as regularly as is deemed necessary, particularly in light of changes to site, activities or key personnel Ensure all records associated with Emergency Activities are made available and kept in the specified records management system Monitor changes in the work environment which may require the ERP to be updated.
Project Manager / Construction Manger	Ensure that the Emergency Plan is developed, review and approved Ensure that the Hazard Identification and Risk Management activities include emergency situations Ensure that the Emergency Control Organisation is established and maintains the requirements associated with this plan.
HSE Professional	Emergency Planning Committee member Review procedures Report emergencies as per Incident Management Procedure Ensure that Emergency Equipment inspections are completed as per this plan and the HSSE Activity Planner Coordinate Emergency Team meetings Ensure Site Emergency Procedure is up to date and communicated adequately to all site personnel Plan and facilitate Emergency Evacuation Trials Plan and arrange training for Emergency Wardens as required Liaise with Chief Warden and assist as required Provide advice to the Emergency Planning Committee as Required Monitor changes in the work environment which may require the ERP to be updated. Ensure the plan produced is in compliance with this procedure Ensure that the Hazard Identification and Risk Assessment activities include emergency situations Provide advice to the Emergency Committee as Required Monitor changes in the work environment which may require the ERP to be updated.

Appendix 2 – Emergency Control Organisation Responsibilities

Position	Responsibilities
Emergency Control Organisation	Undertake training and familiarisation required to fulfil allocated role in the event of an emergency Fulfil Specified duties in the event of an emergency, or an emergency drill.
Chief Warden	The Chief Wardens' primary responsibility is to respond and co-ordinate the ECO as a whole in managing any emergency event until ES arrive. Assume the role of Incident Controller until relieved by Emergency Services Evaluate the extent of the Emergency Set up an Emergency Control Room and assemble an ECO as required Activate any alarms as required and request Emergency Services if needed Arrange an escort for emergency vehicles from the front gate to the scene of the incident Coordinate Area Wardens to initiate evacuation and area sweeps Ensure the flow of up-to-date information is maintained at regular intervals with Area Wardens Liaise with emergency services Prior to standing down ensure all ongoing and outstanding matters and obligations are completed Facilitate post incident review or investigation process Complete the log of events for the Project/Operations Manager and the Emergency Committee to review CW.
Deputy Chief Warden	Step in as Chief Warden if required Proceed to scene/area Evaluate the extent of the Emergency Assist in control as needed If safe to do so respond to any fire or spill and attempt to prevent escalation of incident Shut down plant/ equipment as necessary and if safe to do so Provide regular updates to the CW – (CAN reports) 1. Conditions (what is happening) 2. Actions (what are you/your crew doing) 3. Needs (what do you need) Assist the CW in appropriate plan of action to contain the immediate situation Provide access to the scene for Emergency Services and assist them if requested If a site evacuation is required, coordinate the Emergency Assembly Point
Area Warden	Proceed to scene/area Evaluate the extent of the Emergency Evacuate personnel and casualties, where required. Provide regular updates to the CW – (CAN reports) 1. Conditions (what is happening) 2. Actions (what are you/your crew doing) 3. Needs (what do you need) Control access to the emergency site and implement restrictions on normal operations as appropriate Under the direction of the CW, help coordinate post incident review or investigation process
Communications Officer	Assist the ECO in the use of our systems and technology Maintain a log of events for the CW Relay information and instructions
Emergency Officer	Assist the CW and AW's in controlling an incident on site

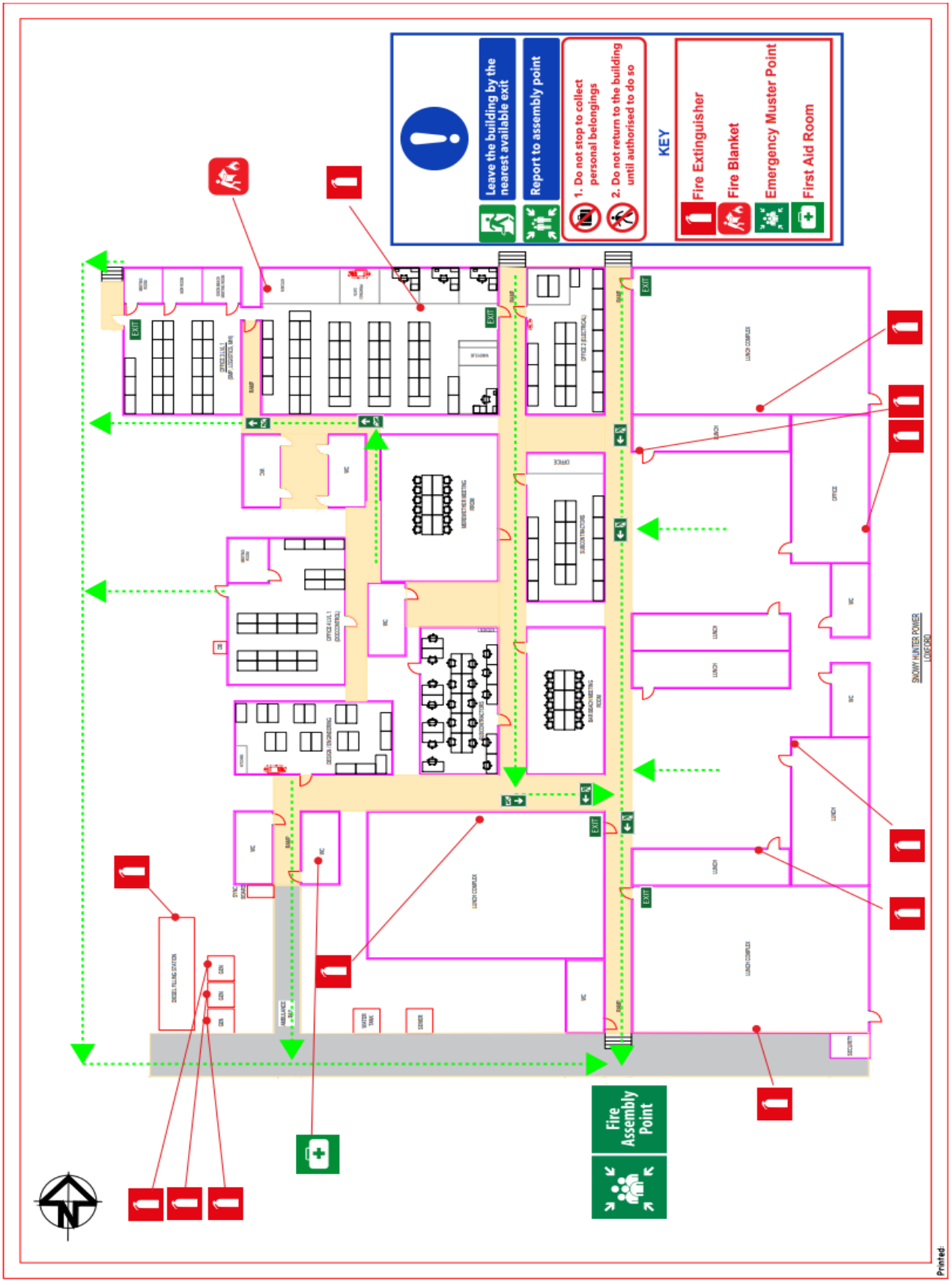
Site Paramedic	Attend the scene Apply the principles of DRSABCD Assess any casualties Provide paramedical care Escalate to Emergency Services if necessary Keep within your level of training
First Aid Personnel	Attend the scene Apply the principles of DRSABCD Assit the site Paramedic if requested Administer first aid until relieved by the site Paramedic Keep within your level of training
Wardens	Make your way to the Emergency Assembly Point. Account for all members of your crew using sign-on sheets and/or Damstra printout. Notify the Deputy Chief Warden if you have crew unaccounted for after Area Wardens have cleared work areas. Notify the Deputy Chief Warden when all members of your crew are accounted for.
Emergency Services	The role of the Emergency Services is to act as the lead combat authority and primary response in the management of the emergency.

Appendix 3 – Emergency Contact Details

Name	Position	Contact:
Glen Flanagan	Area Manager	0499 451 105
Cathal Nicoll	Engineering Manager	0427 416 317
Sean Riddiford	Construction Director	0410 311 591
Bart Robertson	HSE Manager	0438 058 354
Daniel Ellul	Project Director	0413 990 401
Cristina Lang	Senior Environmental Advisor	0407 127 349
Daryl Young	Client Project Director	0400 725 560
Joe Hobbs	Client HSE Manager	0400 936 460
Duty Paramedic	Site Paramedic	0488 211 563
Health Services (Main Hospital)	New Maitland Hospital 51 Metford Road Metford NSW 2323	(02) 4087 1000
Health Services – Primary	Always Healthcare 110 Lang St, Kurri Kurri & Suite 1/275 Vincent St, Cessnock	Direct - 02 40 135 730 Kurri Kurri – 02 49 393 300 Cessnock - 02 40 135 777
Health Services – (Alternate)	Hunter Industrial Medicine Unit 5 / 500 High Street, Maitland NSW 2320	(02) 4999 6500
Return to Work Health Services	Hunter Industrial Medicine Unit 5 / 500 High Street, Maitland NSW 2320	(02) 4999 6500
Rob Francis Graeme Crosdale	Daracon (Haul Rd)	0417 459 262 0427 331 456

Other Contacts	Name	Contact
Police Services	Kurri Kurri Police Station 113 Lang St Kurri Kurri NSW 2327 (6 mins)	**EMERGENCY 000 or 112**
Ambulance	46 Alexandra St Kurri Kurri NSW 2327 (6 mins)	**EMERGENCY 000 or 112**
Fire	119 Lang St Kurri Kurri NSW 2327 (6 mins)	**EMERGENCY 000 or 112**
Rural Fire Service	NSWRFS Hunter district (Cessnock 24 mins)	**EMERGENCY 000 or 112**
VRA Rescue NSW – Cessnock District	Cnr. Brunker St & Allworth St, Kurri Kurri	Direct - **4991 2444** or **EMERGENCY 000 OR 112**
SES	Col Turnbull Parade, Pokolbin, 2320, NSW (26 mins)	132 500

Appendix 4 – Site Emergency Equipment & Evacuation Plan



Appendix 5 – Site Environmental Sensitivities

The following site sensitivities are specific to the Hunter Power Project and must be considered in the event of any emergency where impacts may extend outside the HPP fence. Where sensitivity is affected, HSSE Professionals should be contacted as soon as practical to help develop mitigating controls.

Sensitivity	Controls	Contact
Fauna and Flora	As per Hunter Power Project Risk Register – Environmental Aspects and Impacts Pre-inspection prior to clearing. Stop work if injured animal found on site. Report all incidents.	Senior Environmental Advisor
Surrounding residents / Noise / Dust / Water / Fire	As per Hunter Power Project Risk Register – Environmental Aspects and Impacts Stockpiles to be covered, watered, or vegetated. Monitoring program No fires or burning of vegetation or any other waste shall occur on site	Senior Environmental Advisor
Cultural Heritage	As per Hunter Power Project Risk Register – Environmental Aspects and Impacts Cultural heritage awareness training for civil resources Project induction content	Senior Environmental Advisor

Appendix 6 – Emergency Response Scenarios

In all emergency circumstances the Chief Warden should assess the available information and adjust the plan to suit accordingly.

NOTE: All Incidents should be reported as per Incident Escalation Workflow Appendix 5.1

Item	Incident Scenario	Response
1	All Situations – Standard Emergency Response	• Quickly assess the situation • Raise the alarm: 1. Use a radio on UHF27 or any open UGL channel and call Emergency, Emergency, Emergency 2. Use or send someone to the nearest "Nurse Call" station 3. Speak with your Supervisor or Leading Hand 4. Call Emergency Services on 000 • Evacuate if the siren sounds or directed to by a member of the ECO (see Evacuation SRP for responsibilities) • Take care not to move people from safety into danger • Administer first aid to any injured persons (see Medical SRP for responsibilities) • Personnel should follow all reasonable directions of the ECO (see appendix 2 for ECO roles and responsibilities.
2	Medical Emergency or Injury/Illness Response	Refer to Medical Emergency or Injury/Illness Response SRP (see Appendix 7)
3	Emergency Evacuation	Refer to the Emergency Evacuation SRP (see Appendix 8)
4	Worker wearing a harness suspended from work platform	• Initiate the standard emergency response plus: 1. If the suspended worker is conscious, they should utilise the suspension trauma straps if possible 2. Initiate the working from heights rescue plan 3. Call VRA Rescue NSW – Cessnock District on 4991 2444 or via Emergency 4. If available and practicable, an EWP may be moved to come up from under the suspended worker
5	Rescue from a work platform	• Initiate the standard emergency response plus: 1. Initiate the working at heights rescue plan if there is one for the activity 2. Call VRA Rescue NSW – Cessnock District on 4991 2444 or via Emergency 000 3. For mobile platforms, use the ground controls if practicable 4. Consider using a platform ladder or EWP if available and practicable 5. Consider using a crane and sully box if available and practicable

6	Excavation or trenching collapse trapping worker	• Initiate the standard emergency response plus: 1. Call VRA Rescue NSW – Cessnock District on 4991 2444 or via Emergency 000 2. Try to avoid further collapse, move plant away from the zone of influence 3. If possible, try and protect the airway of the trapped person and clear zone around their torso 4. Provide access too, and make the work area as safe as reasonably practicable for emergency services
7	Fire and Explosion	• Initiate the standard emergency response plus: R.A.C.E. 1. Remove yourself and others from danger 2. Alert – Raise the alarm 3. Contain – Close doors, windows and turn off air conditioning if possible. Select the correct fire extinguisher. Fight the fire but only if it is safe, you have been trained and it is within your capability. 4. Evacuate if the fire cannot be contained
8	Bush / Land Fires	• Initiate the standard emergency response plus: 1. Move plant and equipment away from an approaching fire edge 2. If practicable, move flammables away from likely ember attack 3. ECO to monitor “Fires Near Me” and “Weatherzone” websites 4. Prepare to evacuate early or shelter on site if required 5. Prepare water resources for relevant combat agencies 6. Monitor smoke direction and be mindful of arcing around high voltage wires 7. Refer to Bushfire Plan - 3200-0663-HPP-PLN-023
9	Incidents Involving High Voltage Electricity	• Initiate the standard emergency response plus: 1. Evacuate the area 2. Circuit breakers may trip and fire suppression systems trigger automatically however, do not let persons enter the area or apply water without confirming that the power has been isolated and earthed. Contact: (1) SHL Operations on (02) 6453 2484 or (02) 6453 2777 (2) AusGrid Emergency Call Centre on 131388 (outside the site boundary) • If plant contact with power lines: 1. Operator should try to break contact with wires if possible 2. Have operator stay in the cab until power supply is cut unless there is a more imminent risk e.g. plant catches on fire. If the operator must escape, have them jump from the plant and land with feet together (they should not touch the plant and ground at the same time). Operator to shuffle away at least 8m to avoid step potential. 3. Observers/dogman to move away from the plant at least 8m, being mindful of step potential 4. Have the power isolated and earthed (see below for contacts) 5. Once the power is off, rescue the operator and assist any casualties 6. Plant to be inspected by a competent person before returning to service. Beware of tyre explosion due to pyrolysis. If pyrolysis suspected, plant should be moved to an isolated parking area (300m) and keep persons away for 24hrs.

10	Hazardous chemical spill	• Initiate the standard emergency response plus: 1. Control the spill if safe to do so 2. Contain the spill if safe to do so 3. Clean up the spill 4. Report the incident to a HPP Environmental Officer who will escalate as required Refer to the UGL Pollution Incident Response Management Plan for further information if needed
11	Flooding	• Initiate the standard emergency response plus: 1. In periods of high rainfall, the ECO to monitor the "Weatherzone" website and local forecasts for flooding in the impact area. 2. Where practicable, move tooling and equipment from low lying areas 3. Prepare to evacuate if required
12	Person needing rescue from a Confined Space	• Initiate the standard emergency response plus: 1. Initiate the confined space rescue plan 2. Call VRA Rescue NSW – Cessnock District on 4991 2444 or via Emergency 000 3. Provide access too, and make the work area as safe as reasonably practicable for emergency services
13	Unknown Gas leak	• Initiate the standard emergency response plus: 1. Evacuate the area, taking into account wind direction. 2. Assertain the nature of the leak. Plant Operators may be able to identify what is leaking from the control room using remote sensors and gauges. If you need to enter the area of the leak, do not carry anything that could cause ignition e.g. mobile phones or non intrinsically safe radio and approach area from upwind. Take a gas detector with you and monitor the atmosphere as you approach. 3. Isolate the gas or shut down the plant and isolate all gases if deemed appropriate. 4. Ventilate any areas affected by the gas (take into account the specific gravity of the leaked gas – is it heavier than air e.g. carbon dioxide which could displace oxygen in low lying areas or is it lighter than air like methane that may accumulate at a ceiling) and test for clear. 5. Have the leak repaired.
14	Suspicious Package/Bomb Threat	• Where a device is located, or suspicious circumstances suggest the possible presence of a device DO NOT TOUCH. • Notify staff, 'DO NOT USE MOBILE PHONES OR RADIO'S WITHIN 20 METERS OF THE SUSPICIOUS PACKAGE'. • Find out if staff know about the suspicious package, who placed it and if it is out of place. • Notify the police immediately. "DO NOT USE YOUR MOBILE PHONE WITHIN 20 METERS OF THE SUSPICIOUS PACKAGE". • Provide Police with a briefing regarding the package and any recall you have of how it got there or who placed it there. • Remove yourself from the area of the package (Leaving doors open) advising others to move away from the area as you go. The more distance placed between yourself and the package the safer you will be. See Appendix 10 for assistance in identifying Suspicious Parcel and Phone Threat Checklist
15	Lightning storm approaching the Hunter Power Project site	Refer to the Lightning TARP – Appendix 9

Appendix 7 – Medical Emergency or Injury/Illness Response - Scenario Response Plan (SRP)

TRIGGER	WHO	RESPONSE
Medical Emergency or Injury/Illness Response	**All Workers**	• Remain calm • Assess the scene – Danger • Send for help 1. Radio UHF27 or any open UGL channel – EMERGENCY, EMERGENCY, EMERGENCY. 2. Nurse Call station. 3. Speak with your supervisor or leading hand. • Call 000 if deemed necessary
	First Aider	• Attend the scene • Apply the principles of DRSABCD • Assist the site paramedic if requested • Administer first aid until relieved by the site paramedic • Keep within your level of training
	Site Paramedic	• Attend the scene • Apply the principles of DRSABCD • Assess any casualties • Provide paramedical care • Escalate to Emergency Services if necessary
	Deputy Chief Warden	• Attend the scene • Evaluate the extent of the incident • Shut down plant and equipment if required • Provide local scene control • Provide access for emergency vehicles if required • Update Chief Warden as the incident develops
	Chief Warden	• Act as the Incident Controller and take overall command of the incident until relieved by Emergency Services • Liaise with Emergency Services as required • Set up a control room if required • Arrange an escort for emergency vehicles from the gate to the scene of incident.
	Emergency Officer	• Assist the Chief Warden and Area Wardens in controlling the incident

Appendix 8 –Emergency Site Evacuation - Scenario Response Plan (SRP)

TRIGGER	WHO	RESPONSE
Emergency Site Evacuation	**All Workers**	• Remain calm. • Stop work activity and shut down equipment if safe to do so. • Follow the directions of the Area Warden. • Make your way to the Emergency Assembly Point on foot via the quickest safe route unless directed otherwise by a member of the ECO. • If you have a vehicle, park it out of the way and leave your keys in it. • At the Emergency Assembly Point, form up orderly in your work groups. • After being signed off, wait with your group until released by the Chief Warden.
	Wardens (Supervisors)	• Make your way to the Emergency Assembly Point. • Account for all members of your crew using sign-on sheets and/or Damstra printout. • Notify the Deputy Chief Warden if you have crew unaccounted for after Area Wardens have cleared work areas. • Notify the Deputy Chief Warden when all members of your crew are accounted for.
	Paramedic/First Aider	• If administering first aid in the field, evacuate the injured person/s as soon as safe and practicable to move them. If they cannot be moved, stay with them until Emergency Services arrive if it is safe for you to do so. • If you are not administering first aid in the field, evacuate like all other workers
	Area Warden	• Acknowledge the evacuation radio message from the Chief Warden. • Head to their assigned area if not already there. • Systematically check their area, directing all persons (unless vital to an emergency response) to the Emergency Assembly Point. • Notify the Chief Warden if section cannot be searched or moved through safely. • Notify the Chief Warden when your area is clear, and you are moving to the assembly point. • Monitor the radio in case you are needed to look for unaccounted for persons or assist in another area. •
	HSE Team	• Print out “Visitor” and “On-site now” lists from Damstra. • Take the Damstra lists to the Emergency Assembly Point. • Nominate a “White Collar” member of staff to account for office-based workers using the Damstra printout. • Give a list of visitors to the Site Security Officer. • Assist the Deputy Chief Warden account for persons with the “on-site now” list.

		• Additional HSE personnel will muster with office-based workers unless the Chief Warden requests assistance.
	Deputy Chief Warden	• Check in with Chief Warden. • Coordinate the Emergency Assembly Point. • Assist Supervisors locate unaccounted for workers by liaising with Area Wardens. • Notify the Chief Warden when all workers and work groups are accounted for.
	Chief Warden	• Make a radio call over UHF 27 and "UGL - All Channels", directing all non-essential vehicular movement to stop and to evacuate the site. • Communicate to the ECO if there are any special circumstances e.g. alternate assembly point. • Activate the evacuation sirens by pushing the button in the Construction Managers office. • Notify Emergency Services if required and send an escort vehicle to the front gate to meet them. • Send a Deputy Chief Warden to coordinate the Emergency Assembly Point.
	Security	• (Front Entry) Stop incoming, non-essential vehicles coming onto site. • (Front Entry) Keep the entry/exit clear for Emergency Services. • (Front Entry) Notify the Chief Warden that Emergency Services have arrived on site then monitor the radio for updates. • (Site) Account for "visitors" to site using the Damstra printout.
	Emergency Officer	• Assist the Chief Warden and Area Wardens in controlling the incident

Appendix 9 – Lightning Trigger Action Response Plan (TARP)

Hunter Power Project Trigger Action Response Plan – Severe Weather Management Plan – Construction Operations Lightning				
	Operational Level	Level 1	Level 2	Level 3
Trigger	No lighting on radar	Lightning detected within 50km of worksite	Lightning detected within 30km of worksite	Lightning detected within 10km of worksite
Response	Supervisors	Supervisors / Superintendents	Construction Manager / Chief Warden	Construction Manager / Chief Warden
Action Plan	Maintain "State of readiness for severe weather or lightning strikes" Ensure Lightning tracking capabilities access weather monitoring through "Weatherzone Notifications" Ensure all workers / Supervision are aware of roles within Emergency Management Plans	Email / SMS received Assess direction lightning is heading / monitor lightning strike activity via "Weatherzone" Monitor Weatherzone for 30 minutes for any changes.	Email / SMS received Notify on site Supervisors of Alert Personnel to prepare / follow management and supervision directions Management / Supervision to ensure safe shelter or risk assess alternate workplaces unaffected by weather warnings Preparation of lowering masts and booms if possible Supervisors to review work task and take potential lighting strike into consideration for commencement of new tasks	Email / SMS received Monitor Severe lightning activity using "Weatherzone Notifications" If possible, booms or masts are to be lowered. Workers have been instructed into a safe area. Workers to remain indoors until the storm passes or otherwise directed. Supervisors to account for all team members. Unaccounted workers will need to be located and positively identified by direct supervisor

Please note when moving between levels the below must be conducted.

- Conduct safety walk to assess work site / potential work front conditions
- Risk assesses activities / work areas, thoroughly inspect all tools & equipment
- Ensure work parties are aware of wet and slippery conditions, pay more attention to access / egress through high traffic areas
- If damage has occurred to electrical equipment tag it out of service and replace it and report to supervision immediately

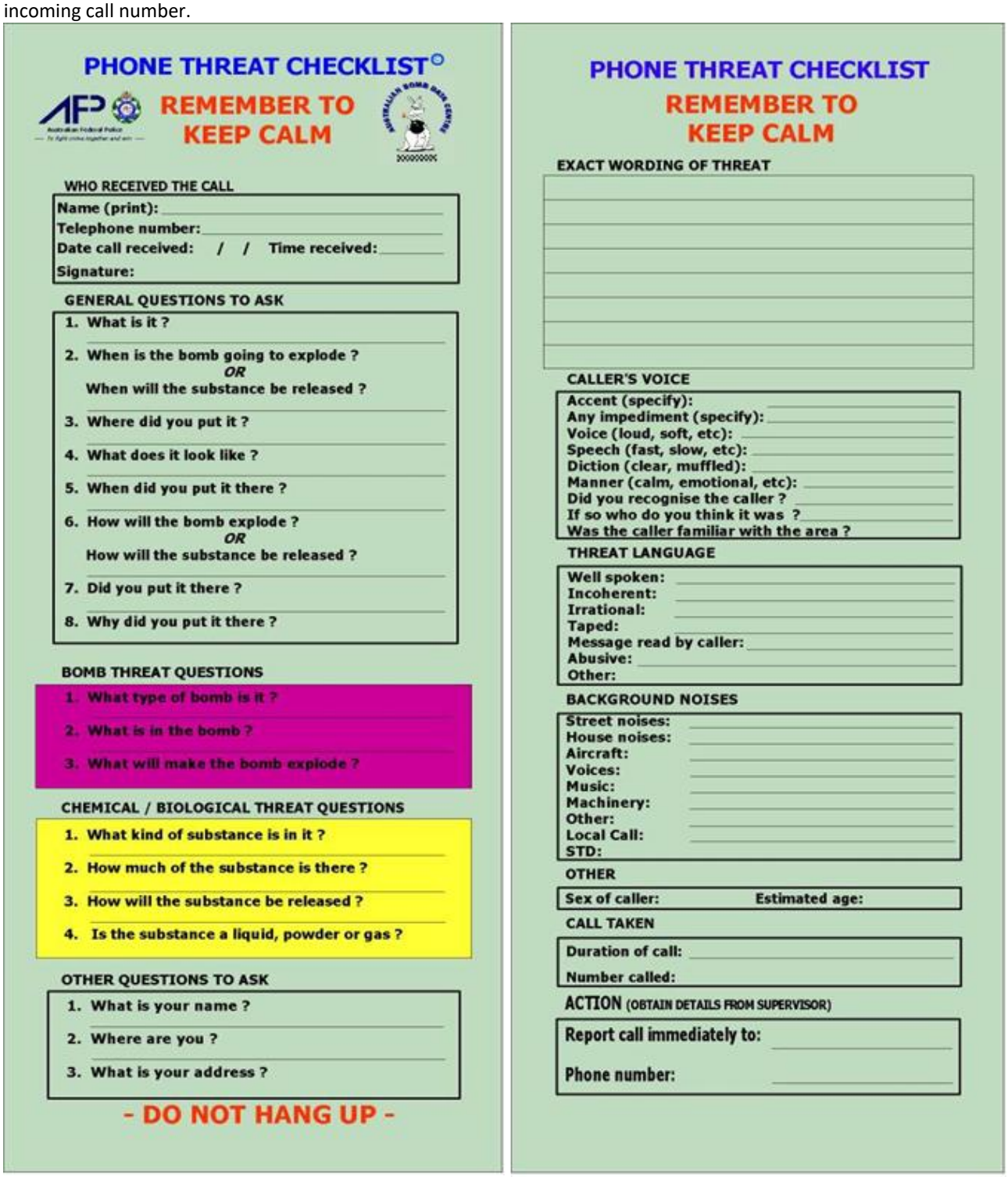
Appendix 10 - Suspicious Package Identification and Phone Threat Checklist

Use mnemonic "EXPLOSIVE PARCEL" to assist in interception or identification of suspicious parcels, one or a combination of the following may lead to cause for concern.

- **E Excessive securing Material**
- **X Excessive weight**
- **P Protruding wires or foil**
- **L Lopsided or unevenly weighted**
- **O Oily stains or discolouration**
- **S Stiff or rigid envelope**
- **I Is package expected**
- **V Visual distractions**
- **E Excessive postage**

- **P Proper names/title not, or incorrectly used**
- **A Address - handwritten or poorly typed**
- **R Restrictive markings e.g., "CONFIDENTIAL"**
- **C Common words misspelt**
- **E European or other foreign mail**
- **L Lacks address of sender**

If a threat is phoned in follow the phone threat checklist (laminate copies for each desk). If possible, note the incoming call number.



PHONE THREAT CHECKLIST©

REMEMBER TO KEEP CALM

WHO RECEIVED THE CALL

Name (print): _____
Telephone number: _____
Date call received: / / Time received: _____
Signature:

GENERAL QUESTIONS TO ASK

1. What is it ?
2. When is the bomb going to explode ?
   OR
   When will the substance be released ?
3. Where did you put it ?
4. What does it look like ?
5. When did you put it there ?
6. How will the bomb explode ?
   OR
   How will the substance be released ?
7. Did you put it there ?
8. Why did you put it there ?

BOMB THREAT QUESTIONS

1. What type of bomb is it ?
2. What is in the bomb ?
3. What will make the bomb explode ?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it ?
2. How much of the substance is there ?
3. How will the substance be released ?
4. Is the substance a liquid, powder or gas ?

OTHER QUESTIONS TO ASK

1. What is your name ?
2. Where are you ?
3. What is your address ?

- DO NOT HANG UP -

PHONE THREAT CHECKLIST

REMEMBER TO KEEP CALM

EXACT WORDING OF THREAT

CALLER'S VOICE

Accent (specify): _____
Any impediment (specify): _____
Voice (loud, soft, etc): _____
Speech (fast, slow, etc): _____
Diction (clear, muffled): _____
Manner (calm, emotional, etc): _____
Did you recognise the caller ? _____
If so who do you think it was ? _____
Was the caller familiar with the area ?

THREAT LANGUAGE

Well spoken: _____
Incoherent: _____
Irrational: _____
Taped:
Message read by caller: _____
Abusive: _____
Other:

BACKGROUND NOISES

Street noises: _____
House noises: _____
Aircraft: _____
Voices: _____
Music: _____
Machinery: _____
Other: _____
Local Call: _____
STD:

OTHER

Sex of caller: Estimated age:

CALL TAKEN

Duration of call: _____
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to: _____
Phone number: _____