



passionate people... innovative food solutions

Emergency Management Plan

Allied Mills – Kensington Flour Mill
Cnr Arden & Elizabeth Sts, Kensington, VIC 3031

Site Manager:
Richard Harford

Production Manager:
Craig Helm

Chief Warden:
Craig Helm

Printed: 6 May 2015

Contents

1. Introduction	3
Emergency Plan Objectives	3
2. Definitions	4
3. Roles and Responsibilities	5
3.1. Chief Warden Responsibilities.....	5
3.2. Deputy Fire / Emergency Warden Responsibilities	5
3.3. Fire / Emergency Warden Responsibilities.....	5
3.4. First Aid Responsibilities	5
4. Emergency Response Equipment.....	6
4.1. Emergency Alarm – Notification system.....	6
4.2. Testing of Alarm System	6
4.3. Evacuation Drill	6
4.4. Emergency Contacts:.....	6
4.5. First Aid Kits.....	6
4.6. Fire Extinguishers.....	7
4.7. Spill Response Kits.....	7
5. Response	8
5.1. Emergency Evacuation Point.....	8
5.2. Emergency Response Stages	8
STAGE (1) – Activating Emergency Response.....	8
6. Emergency Situations Procedure	10
6.1. General Threats – Bomb / Harm	10
6.2. Hazardous Substance Spill.....	10
6.3. Chlorine Leak	10
6.4. Earthquake	10
6.5. Intruder / Civil Disturbance	11
6.6. External Emergencies – ie Flood & Storm Damage.....	11
6.7. Fire, Explosion or Chemical Incident.....	11
6.8. Medical Emergency	11
7. Contact Lists/Maps	12
7.1 Emergency Numbers	12
7.2 Neighbouring Properties:	13
7.3 Bomb Threat Checklist.....	14

1. Introduction

Emergency Plan Objectives

The emergency plan objectives are:

- Protection of human life.
- Minimise the impact of emergencies on the general public and staff.
- Minimise damage to property.
- Minimise environmental impacts
- Control and prevent escalation of the emergency.

The purpose of the Emergency Management Plan is to minimise the risks to employees, contractors and visitors by reducing the likelihood and consequence of emergencies occurring within and externally to the Allied Mills - Kensington Site.

The management plan includes all buildings and facilities within Allied Mills - Kensington site and relates to internal and external emergencies.

The Emergency plan strategies are to minimise the likelihood and consequence of an emergency through effective Planning, Prevention and Preparedness activities.

An appropriate level of assistance should be immediately sought when an emergency occurs. The internal control of the emergency will commence with the most senior person present (ie. a team leader) and be “handed up” to a more appropriate person as/if the emergency develops.

There should be a program of Prevention or Risk Management by way of policies, procedures and practices necessary to identify, analyse, assess, treat and monitor risks. Risk Management should include at least the following strategies:

- The monitoring and review of incident / accident reports
- Inspections on a monthly basis with the objective of identifying hazards including:
 - Incorrect use of electrical fittings or apparatus.
 - Incorrect or unsafe use / storage of chemicals or flammable liquids.
- Housekeeping is of the highest standard, with emphasis on
 - Flammable or combustible materials being kept away from heat sources such as heaters, lights and electrical fittings.
 - Internal rubbish containers are emptied regularly during a 24 hour period and external rubbish containers are not stored under eaves, under buildings overhangs, adjacent to doors, windows or any other flammable materials.
 - Flammable or combustible materials are kept well clear of all buildings.

2. Definitions

Emergency – A serious, unexpected, often dangerous situation requiring immediate action. Any event, internal or external, arising which may adversely affect the safety of persons in a building or the community generally and require immediate response by the occupants.

An incident in which control is lost to some extent and which requires immediate action to prevent or minimise injury, damage or loss. An incident which escalates with:

- attention by national media, financial institutions, authorities, etc
- the potential for major loss of asset value
- the potential for public outrage
- the presumption that the Company is not fit to operate
- inability to deliver product.

Chief Warden - A designated employee of Allied Mills – Kensington, who, has overall charge of emergency management, planning, operations and recovery.

Deputy Chief Warden - is an available on-site supervisor or manager who will take over responsibilities in relation to the initial stages of any emergency when the Chief Warden is not available. This person will be a senior person present at an emergency and will report to the Chief Warden.

Notifier – Person Designated to contact the emergency services by telephone even if there is an automatic alarm to that service in place.

Fire / Emergency Wardens – staff members responsible for the control and evacuation of other staff in their area in case of an emergency.

Evacuation Accessible Point – is the location where staff will be evacuated to in the event of a full emergency situation and a roll call taken.

Risk - is the chance of something happening that will have negative impact upon people, property and the environment.

Hazard - is anything that has the potential to cause harm, injury, illness, damage or loss.

3. Roles and Responsibilities

Staff must be trained in relation to their responsibilities during any type of emergency. Staff actions must be immediate and relevant to the level of threat to the employees, contractors and visitors. Education and training must be targeted to the level of response action expected of each individual.

Staff must have access to the procedures and then understand the intent of those procedures. This knowledge may be tested and reinforced by spot questioning of staff during drills and evacuations.

3.1. Chief Warden Responsibilities

The Chief Warden can delegate tasks as the emergency develops:

- Proceed to designated assembly point
- Ascertain severity of the emergency
- Ensure Alarm is raised – get notifier to confirm
- Monitor evacuation
- Communicate with emergency Services
- Maintain accurate log of proceedings
- Traffic Management
- Assembly point roll call
- Fire Fighting
- First Aid
- Emergency Service Escort
- Environmental Protection
- Manage and deal with the media

3.2. Deputy Fire / Emergency Warden Responsibilities

- Note: If the Chief Fire Warden is absent from the site, the Deputy Fire Warden must assume the duties of the Chief Fire Warden
- Proceed to designated assembly point
- Wait for instruction from Chief Warden

3.3. Fire / Emergency Warden Responsibilities

- Conduct evacuation of designated area
- Complete a check of designated area to ensure all people have been evacuated
- Carry out tasks as instructed by Chief Warden.

3.4. First Aid Responsibilities

- Report to Chief warden for instructions
- Ensure it is safe to treat injured person
- Provide first aid assistance
- Stay with injured person and provide reassurance

4. Emergency Response Equipment

4.1. Emergency Alarm – Notification system

This is the primary way to notify all site staff, contractors and visitors that an incident has occurred and stage one emergency procedure needs to take effect. This needs to be audible for all staff and visitors to site to hear.

4.2. Testing of Alarm System

An automated test is run every Tuesday at 2:30pm. There are two stages, first the 'Stand-By' then the full alarm. If it continues for longer than 15sec it should be treated as an emergency and evacuation proceed.

4.3. Evacuation Drill

A Mock Evacuation Drill is to be conducted every 12 months to assess the effectiveness of the Emergency Response Plan. A false alarm eventuating in a full evacuation may be recorded as a Drill.

4.4. Emergency Contacts:

A list of all site emergency contacts should be kept readily at hand for the Chief Fire Warden, Notifier & Site Management and displayed on site H & S Noticeboards.

4.5. First Aid Kits

First Aid Kits are for the provision of initial and basic medical assistance only. Assessment should be made if the injured person requires further medical treatment.

Locations are:









- First Aid kits are in the following locations:
 - Front office, Amenities area
 - Silo control room
 - Lab Lev 2
 - Mill Control room Lev 2
 - Weighbridge office
 - Maintenance amenities

4.6. Fire Extinguishers

Located on every floor.

All Fire Extinguishers have accompanied signage which indicates the type of fire which may be fought with the extinguisher.

The type of extinguisher to be used for different types of fires:

CLASS OF FIRE		A	B	C	(E)	F
TYPE OF FIRE		Ordinary combustibles (wood, paper, plastics etc.)	Flammable and combustible liquids	Flammable gases	Fire involving energized electrical equipment	Fire involving cooking oils and fats
INDICATING COLOUR	TYPE OF EXTINGUISHER	EXTINGUISHER SUITABILITY				
	WATER	YES Most suitable	NO	NO	NO	NO
	WET CHEMICAL	YES	NO	NO	NO	YES Most suitable
	ALCOHOL RESISTANT FOAM	YES	YES Most suitable for alcohol fires	NO	NO	NO
	AFFF TYPE FOAM	YES	YES Most suitable except for alcohol fires	NO	NO	NO
	AB(E) DRY CHEMICAL POWDER	YES	YES	YES	YES	NO
	B(E) DRY CHEMICAL POWDER	NO	YES	YES	YES	YES
	CARBON DIOXIDE (CO ₂)	YES	YES	NO	YES	YES
	VAPOURIZING LIQUID (fumes may be dangerous in confined spaces)	YES	YES	NO	YES	NO

*Extinguisher colour codes.
(Note: These particular colour codes are applicable in Australia only).*

4.7. Spill Response Kits

Spill response Kits are to assist with containing fluids and contaminates in the event of a spill or an emergency.

Location: 2 Kits are available in Maintenance workshop

5. Response

All exits, stairwells and passage ways are to be kept clear (2m) of obstructions. Doors that require a key to unlock them cannot be considered a viable exit.

5.1. Emergency Evacuation Point

Location

The footpath on the south (far) side of Arden St.

Silo staff are to evacuate along the rail line to the point they can see and report to the Emergency Evacuation Point.

Staff should stay off the road way while assembled there.

In the event of risk to people assembled at the Emergency Evacuation Point they should proceed to evacuate further down Arden St as directed by the Chief Warden.

5.2. Emergency Response Stages

STAGE (1) – Activating Emergency Response.

If possible, staff closest to the incident should:

- Assist people in immediate danger, if it is safe to do so
- Initiate support both external and internal
- Isolate the incident
- Raise the alarm internally & externally

Staff hearing the alarm signal should:

- Stop the plant if time permits
- Other wise hit Emergency Stop buttons
- Go to standby or evacuate the site depending on the nature of the alarm

Notifying relevant emergency services is often overlooked in a crisis as everyone believes that someone else will take care of it. Multiple calls are better then no call at all.

STAGE (2) – Co-Ordinating the Response.

Emergency response is effectively managed with a clearly identified person taking control. The Chief Warden will:

- Ensure all steps in stage(1) have been carried out
- Re – assess the situation, particularly in relation to the level of evacuation required
- Have someone meet and liaise with emergency service personnel.
- Ensure internal emergency notifications has been carried out

- Staff checks lists and roll is taken to the evacuation assembly area and a roll call completed.
- The evacuation assembly area must be managed during a long term emergency. Employees, contractors and visitors may be required to move to a more suitable facility dependent on weather conditions, time of day and the extent of the emergency.

STAGE (3) - Recovery

Senior management (Chief Warden, Managers) - The recovery phase of an emergency will commence during the later stages of the response phase. Evidence suggests that the early commencement of recovery activities will greatly reduce the time for a return to normal operations. It will also ease considerably the short and long term suffering of those involved in the emergency.

- Plan for recovery responsibilities identified during the emergency including spill and contamination control.
- Final inspection of buildings and structures
- Consider Transport requirements, medical inquiries and counselling for both staff and evacuees.
- Review the impact of the emergency on core business both short term and long term.
- Ensure the security of the site
- Prepare to assist with investigations into the cause and consequence of the Incident.
- Manage media enquiries (all to be referred to HO Spokesperson)
- Prepare to deal with family and public inquiries.

6. Emergency Situations Procedure

6.1. General Threats – Bomb / Harm

Any person receiving a threat of any nature should:.

- If a call is received by telephone, gain all possible information from the caller. Do not hang up. (refer to checklist in Appendix)
- If information is received in writing, or a package is suspected to be a bomb or explosive device, do not handle that item or package.
- Call the police on “0-000” from a different telephone.
- Advise Chief Warden or other Senior Management to initiate Emergency Response plan.

6.2. Hazardous Substance Spill

- Closest available Warden will attend the location and assess the situation.
- Secure the area with barriers to prevent access to the affected area and arrange for warning notices to be posted.
- If the incident is considered to be sufficiently serious, Emergency Services are to be called to attend.
- External advice sought on control and containment of the release.
- Consideration must be also given to the need for staff and vehicles to block approach routes.
- The Warden will follow the procedures and contact the internal and external organisations if they feel that they will be able to offer assistance, in particular the Fire Service.

6.3. Chlorine Leak

- Closest available Warden will attend the location and assess the situation.
- Emergency evacuation should only proceed if safe to do so (ie. no exposure to areas where gas may be present)
- Remember – Chlorine is heavier than air and will flow to lowest points

6.4. Earthquake

- Do not evacuate the site / building unless instructed by the Chief Warden or their designated replacement provides instruction. Keep low to the ground.
- If you are located in a building, shelter under a table, desk or doorframe for protection against falling debris.
- Do not light cigarettes, lighters etc. These can create explosions, as there may be flammable fumes from damaged containers or gas mains.
- If instructed to evacuate, stay away from buildings, power lines, poles and trees while making your way to your designated assembly zone or emergency evacuation area.

6.5. Intruder / Civil Disturbance

Any person that may encounter an intruder / civil disturbance should

- Within reason, do whatever the intruder requests.
- Advise Chief Warden or other Senior Management to initiate Emergency Response plan
- Do not initiate aggressive behaviour.
- Do not attempt to grab or apprehend the intruder.
- Do not activate a sounding alarm while the intruder is present.
- If possible and if appropriate assure the intruder that if he/she leaves quietly, everything will be O.K.

Make observations in relation to the offender's features, voice, accent, hair, age, clothing etc. Report these to the relevant authorities.

6.6. External Emergencies – ie Flood & Storm Damage

Any person becoming aware of an External Emergency should,

- Assist any person in immediate danger, if safe to do so.
- Advise Chief Warden or other Senior Management to initiate Emergency Response plan
- Close all external and internal doors and windows.
- Call the appropriate Emergency Service, to ensure that they are aware of the incident.
- Advise Chief Warden or other Senior Management to initiate Emergency Response plan
- Assure the evacuees of their safety.
- Ensure all staff remain away from windows or other points that are visible to external emergency.

6.7. Fire, Explosion or Chemical Incident

Any person becoming aware of an Emergency should,

- Assist any person in immediate danger if safe to do so.
- If possible, close internal and external doors to contain the fire or incident.
- Call the Fire Brigade on 000.
- Advise the senior person in your area.
- Attack the fire or incident if it is safe to do so with the correct fire or chemical retardant.
- If instructed to evacuate, remain calm and stay away from buildings, power lines, poles and trees while making your way to your designated assembly zone.

6.8. Medical Emergency

Any person becoming aware of an Emergency should,

- Assist any person in immediate danger if it safe to do so.
- Consider – Danger, Response, Airway, Breathing and Circulation.
- Seek assistance from an onsite qualified First Aid provider if possible.
- Call an ambulance on 0-000.
- Advise the most senior person present.
- Manage the patient until assistance arrives.

7. Contact Lists/Maps

7.1 Emergency Numbers

EMERGENCY CONTACT	PHONE NUMBER
Ambulance, Police, Fire Brigade (EMERGENCY ONLY)	0-000
Local Hospital: Royal Melbourne Hospital Gratten St (Cnr Royal Parade), VIC 3052	(03) 9342 7000
Local Doctor: Kinetic Health Unit 1/38-40 Little Boundary Rd, Laverton North, Vic, 3026	(03) 8352 4900
Site First Aiders: Mill Supervisor Silo Supervisor	Ext. 2322 Ext. 2385
Victorian Poisons Info Centre	131 126
EPA - Environment Protection Authority	1300 372 842
SES - State Emergency Service VIC	132 500
Workplace Regulator – WorkSafe Victoria Serious Workplace Emergencies	1800 136 089 13 23 60
Site Manager: Richard Harford	0401 700 983
Production Manager: Craig Helm	0401 700 060
Maintenance Supervisor: Alan Mahoney	0401 700 893
Electricity Supplier: ERM Business Energy Account number: AML01_013 Network Provider: Jemena	Emergency 131 626
Gas Supplier: AGL	Emergency 136 707
LPG Supplier: Elgas	Emergency 1800 819 783
Chlorine Supplier: Orica Chemicals Account No: 1911	Emergency 1800 033 111
Plumber Service Provider: All Service Plumbing	(03) 9689 0511
Electrical Service Provider: DFB Electrical	0438 570 862
Water Authority: City West Water	Emergency 132 642
Local Council: Melbourne City Council	(03) 9658 9658
Fire Service Provider: Chubb	1300 369 309
Waste Removal Company: Cleanaway	131 339
EAP Services: IPS	1300 789

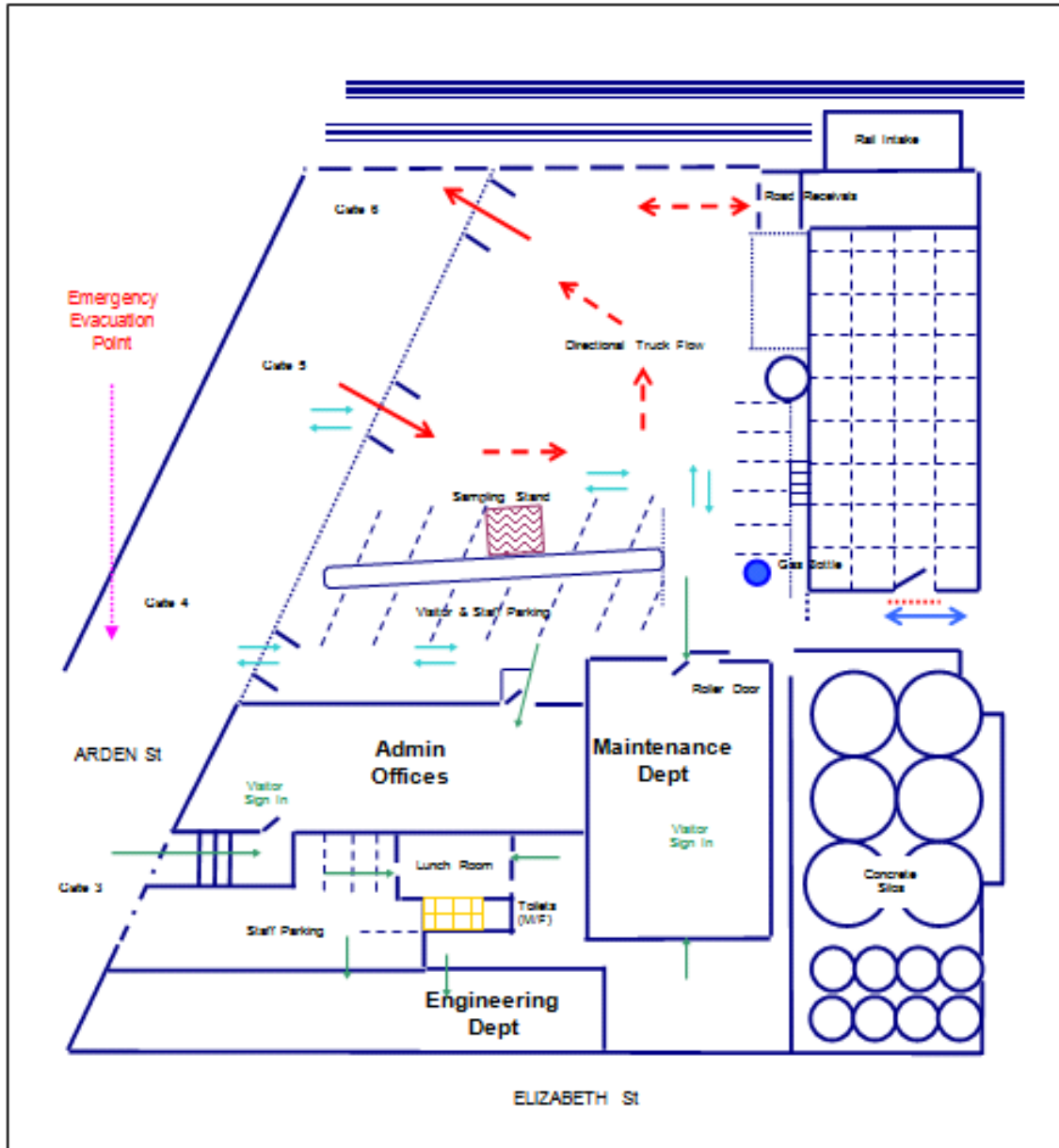
7.2 Neighbouring Properties:

<p>345 Arden St (Across Arden St) Stage One Design & Fabrication Theatre Props</p> <p><u>Possible Hazards – paints and glues in small quantities</u></p>	<p>(03) 9372 2122</p>
<p>12 Elizabeth St (Adjacent on Elizabeth St) Revolt Productions Theatrical Shows & Café</p> <p>No known hazards present.</p>	<p>(03) 9376 2115</p>
<p>39 Elizabeth St (Cnr Bruce St) MAACC Pty Ltd Building Management Services</p> <p>No known hazards present.</p>	<p>(03) 9372 1005</p>
<p>43-45 Elizabeth St (Cnr Bruce St) Specialty Pleaters Fabric pleating</p> <p>No known hazards present.</p>	<p>(03) 9376 6001</p>
<p>47-49 Elizabeth St Top Print Production Printing</p> <p><u>Possible Hazards – paints and thinners.</u></p>	<p>(03) 9376 0180</p>
<p>51 Elizabeth St Cut Fresh Salads Food preparation</p> <p>No known hazards present</p>	<p>1300 791 721</p>
<p>354-362 Arden St (Cnr Arden & Elizabeth Sts) Unifour Food Service Food Distribution</p> <p>No known hazards present</p>	<p>(03) 9371 3555</p>

7.3 Bomb Threat Checklist

Remember do not hang up after the call		
Call taken by		
Date		
Time		
Sex of caller		
Gender of caller	Male / Female	
Estimated Age:		
Exact wording of threat.		
Callers voice: Well spoken yes / no Language accent _____		
Abusive / Incoherent / Irrational / Loud / Soft / Fast / Slow / Calm / Emotional.		
Background noises		
Traffic / Aircraft / Trains / Voices / Music / Machinery		
Questions to ask:		
When is the bomb going to explode (am/pm)?		
Where did you place the bomb		
When did you place it there?		
What kind of bomb is it?		
What will make the bomb explode?		
What does the bomb look like?		
Why did you place the bomb?		
What is your name?		
Where are you?		
What is your address?		
Notes:		

7.4 Site Map



Legend

- Pedestrian Access to Building →
- Truck One-Way System →
- Forklift Traffic →
- Car & Light delivery vehicles →
- Toilets 

Carpark – Including EMERGENCY ASSEMBLY POINT

