

# TA - Site Emergency Procedure

## 1. Purpose

To provide an emergency evacuation procedure that will protect the safety and security of both personnel and property of Allied Mills, Tamworth.

There also needs to be a commitment by both Management & Employees to ensure that this procedure is followed effectively & efficiently.

## 2. Review

The review of this document shall take place during internal audit, or as a result of corrective / preventative actions raised. Review shall be conducted by personnel responsible for the activities in this procedure.

## 3. Responsibilities

The Operations Manager / Production Supervisor has the overall responsibility to ensure the safety and security for the Tamworth Site & must ensure that the evacuation is carried out immediately with no hesitation and emergency procedure is followed.

The Supervisor(s) and /or Shift Miller / Senior Operator shall be responsible for the implementation of this Procedure on all shifts.

Employees shall be responsible for ensuring they follow this procedure at all times.

In the even of an evacuation drill or emergency, the following procedures will be followed once the facility has been deemed safe to re-enter.

1. HACCP team to assess any ingredients, packaging, equipment or finished product that could have been affected by the incident and which may result in a food safety or quality issue. All assessments shall be recorded.
2. All affected areas must be brought back to a sanitary standard following an incident. This may include repairing, washing, cleaning or ventilating the affected area. Actions must be documented.
3. Entry procedures into medium or high areas shall be followed, including a full change of PPE prior to entry.

## 4. Method

<b>Emergency</b>	<p>Any event, which arises internally or from external sources which, may adversely affect the safety of persons in a building or the community generally and require immediate response by the occupants.</p> <p>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:</p> <ul style="list-style-type: none"> <li>➤ attention by national media, financial institutions, authorities, etc</li> <li>➤ the potential for major loss of asset value</li> <li>➤ the potential for public outrage</li> <li>➤ the presumption that the Company is not fit to operate</li> </ul> <p>Inability to deliver product.</p>
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<b>Emergency Management Plan</b>	A Plan which sets out the structure and requirements of site response plans and management support and response requirements to site based emergencies.
<b>Emergency Management Team</b>	a group of nominated Allied Mills Managers and employees assembled according to the nature of the Emergency.
<b>Site Emergency Response Plan</b>	Site based emergency response plan, which sets out the procedures to manage site specific emergency scenarios.

## 4.1 Emergencies:

The four (4) elements of emergency management must be followed

**Prevention** - the implementation of all appropriate prevention measures will minimise the possibility of an emergency event occurring.

**Preparedness** - measures are implemented against the possibility that an unforeseen event may occur, originating on the Site or elsewhere.

**Response** - measures involve the implementation of evacuation procedures, activation of the emergency control centre & the issue of warnings to neighbours.

**Recovery** - many measures will be carried out in parallel with response actions during the emergencies.

If an event does occur, it is recognised that there will be an initial period where urgent life saving & property protection measures may be needed & that a longer period of recovery may then be necessary to re-establish a normal level of operation.

## 4.2 Sign In / Out

Visitors must sign in / out by use of the Rapid Induct Electronic system located in the main office foyer or as a back up the manual sign in / out book. Visitors include people to the site from other organisations or statutory bodies or Allied Mills locations, this includes Tamworth staff not rostered on for work.

All production, maintenance, packing & distribution employees must clock on their own Bundy cards outside the Miller's Office.

All production, maintenance, packing & distribution employees who leave the site are required to clock off using their own Bundy cards and clock on again on re-entry. This also applies to official breaks, e.g. lunch

All Administration, salary staff, Laboratory employees must sign in/out using the site attendance board located in the office foyer.

All Administration, salary staff, Laboratory employees, visitors & Sub contractors who leave the site are required to move tab to indicate "off" site & up returning move tab to "in". This also applies to official breaks, e.g. lunch

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It is the responsibility of all Allied Mills employees to ensure that any visitors or contractors are taken by them to the assembly area in an emergency (if safe to do so) and be informed of the evacuation procedure and areas to evacuate during their induction.

## 4.3 Fire Wardens

A list of Fire Wardens must be displayed in all work areas so employees are aware of who is their contact person in their work area.

Fire Wardens List



TA Site Emergency Procedure Fire Wardens

Fire Wardens must not panic, but remain calm at all times. Procedures to follow should a fire occur (and if safe to do so)

R - Remove people from the immediate danger, Rescue/evacuate others from adjoining areas

A - Alert others (staff in vicinity) Reception/Switchboard operators, Fire Brigade (000)

C - Contain fire - close doors, windows

E - Extinguish fire (if safe to do so), use correct equipment - Hose reel, fire blanket, fire extinguisher. Provide back up equipment. Work in pairs (safety & efficiency) Keep low (beneath smoke & heat) Keep escape at your back.

Refer to section 4.6.16 for duties of fire wardens

## 4.4 Testing Of Alarm System

It is the responsibility of Dynamic Fire personnel to advise Romteck Grid that the alarm is to be tested each month.

Operators are to report any malfunctions of the evacuation alarm. All employees, visitors & Sub Contractors on Site must be made aware of when the test is being carried out.

## 4.5 Emergency Procedure

Note: If an emergency evacuation occurs due to a fire, bomb, etc, a Fire report in Rapid Incident database (refer to SAP DMS # 1000070) must be completed so an investigation is carried out on the cause.

Upon hearing the alarm the following needs to be considered:

- Ascertain the nature of the emergency and determine appropriate action.
- Ensure that the appropriate emergency service has been notified.
- Advise staff of the situation.
- During hours 7.00 am - 4.30 pm advise Office Area of emergency.
- Meet emergency services either Belmore Street or Reserve Street entrances and advise them of current status:

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- Location of emergency
- number of injured persons
- number of missing persons
- any other relevant information
- immediately check with Supervisor(s) and / or Fire Wardens regarding emergency (if safe to do so)
- Supervisors &/or Fire Wardens walk through their area of responsibility, including toilets, to ensure all areas are vacated. (if safe to do so)
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly areas. (if safe to do so)
- After search of their area of responsibility move briskly (do not run) via their exit path.
- Report to Supervisor(s) and / or Fire Wardens at Roll Call areas - Corner William Street & Belmore Street or the corner of Reserve Place & Hercules Street.

### **Employees should know at all times**

- Know the names of all employees working in their area.
- Check each week that the alarm is audible
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees, visitors and contractors working in their area are aware of the emergency procedures and evacuation area.
- How to use fire fighting equipment.

### **Media**

In the event of a disaster involving loss of life, serious injury or the requirement of emergency services to attend to the site, the media will seek information. If this occurs and the media arrive on site or make contact by telephone, **no staff is to comment** but are to advise Media to consult with the Site Manager.

### **4.5.1 All Clear & Re Entry Back Onto Site**

When feedback is given to the Chief Fire Warden or representative by the Fire brigade, they will give the direction that the area is all clear & employees may re enter the site.

## **4.6 Emergencies**

Some of the emergency situations that could confront us are:

- Fire, refer to 4.6.10
- Explosion, refer to 4.6.13
- Bomb Threat/Suspect package/ Act of Terrorism, refer to 4.6.12
- Hazardous Substance Spill, refer to 4.6.7
- Security Threat, refer to 4.6.5
- Environmental Pollution (dust, odour) refer to SAP DMS # 10000041
- Motor Vehicle accident, refer to 4.6.15
- Storm, refer to 4.6.14
- Medical Emergency, refer to 4.6.4
- Flood, refer to 4.6.11

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Following emergency procedures are not applicable to the site due to a risk assessment being carried out identifying the likelihood and severity as low.

- Civil disturbance
- Bush Fire
- Aeroplane crash

Control measures identified in the risk assessment will address these situations if they unforeseeably occur.

The following procedures have been developed to respond appropriately to these emergencies:

### 4.6.1 Emergency Procedures Updating

By controlling this procedure through the Site Quality System in SAP DMS & audited as stated in Sec 2 of this document.

### 4.6.2 Evacuation Procedures

1. During Office Hours ring Administration office 1666
2. Outside Office Hours Ring 000 for Police, Fire Brigade or Ambulance or 112 (if using a Mobile phone)

Tamworth Regional Council - 24 hour Emergency Phone Number: 67675555

Country Energy Emergency - 24 hour Emergency Phone Number: 132080

Elgas Emergency - 24 hour Emergency Phone Number: 1800 819 783

Origin / Country Energy Gas Leak emergency - 24 hours Emergency Phone Number: 131909

EPA Environmental Line – EPA must be notified within seven (7) days of the date on which the incident occurred

Phone number: 131555

### AND ADVISE OF TYPE OF EMERGENCY

- Obtain the bundy cards (if possible) and as well as Visitor & Contractor Attendance list (electronic system) for your respective areas.
- Evacuate site to Roll Call Zones at Cnr Belmore & William Streets or Cnr Reserve Place & Hercules street if a life-threatening situation exists.
- Supervisor(s) and / or Operator(s) are authorised to open gates to allow emergency services access to site.
- All employees, visitors and contractors report for Roll Call at the Roll Call Zones at the Cnr Belmore & William Streets or Cnr Reserve Place & Hercules street.  
Once roll call has been completed at the Cnr Belmore and Williams Streets a nominated person is to carry out a roll call at the Cnr Reserve Place and Hercules streets roll call zone if all employees /Visitors/ Contractors haven't been accounted for.

**DO NO LEAVE THIS AREA UNTIL INSTRUCTED TO !**

### 4.6.3 Conditions of Entry to Plant

Employees, visitors & sub contractors should only be on the premises during normal working hours.

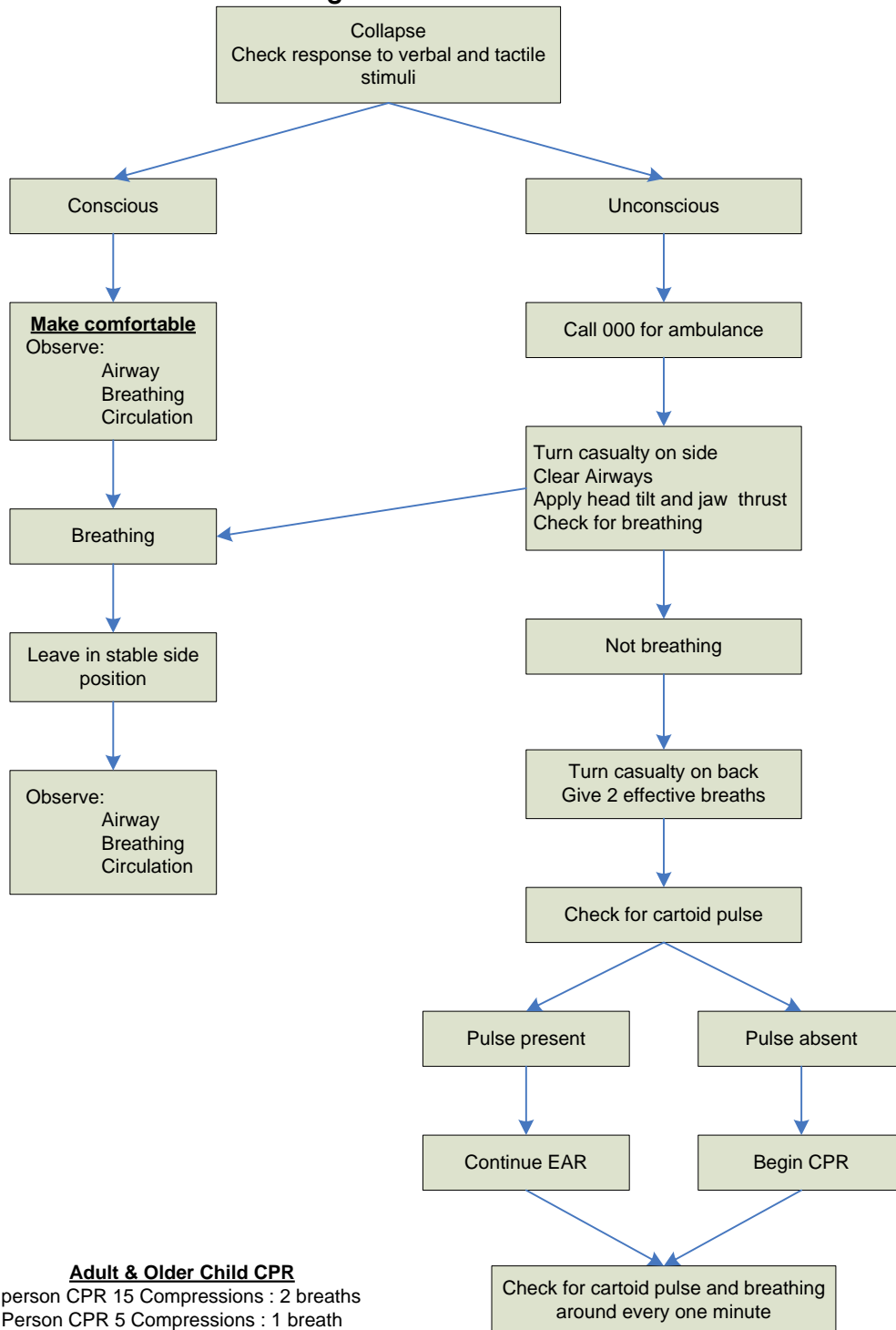
Any person requiring entry to the site outside normal working hours should:

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- Make prior arrangements with Supervisor to be on Site outside normal working hours
- Sign into the site using the Rapid Induct Electronic System (or as a back up visitors book for manual sign in)
- Report immediately to Supervisor(s) or operator(s)
- Conduct business, notify Supervisor or operator when leaving and leave site

## 4.6.4 First Aid and Medical Emergencies



### Adult & Older Child CPR

1 person CPR 15 Compressions : 2 breaths  
2 Person CPR 5 Compressions : 1 breath

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## (A) First Aid for Minor Injury (require first aid treatment)

- Report to First Aid Attendant (FAA)
- FAA administers basic first aid
- After first aid treatment employee resumes work if fit to
- Appropriate staff completes Accident - Incident Report in the Rapid Induct Database

## (B) Serious Injury (require doctor / hospital treatment)

- Shut off or remove source of danger / or remove person(s) to safety.
- Summon First Aid Attendant (FAA) and Supervisor(s) and / or Operator(s)
- FAA administers basic first aid treatment.
- Supervisor(s) and / or operator(s) phones ambulance (000)
- Appropriate staff to complete injury report (Accident - Incident Report). In the Rapid Induct Database
- Operations Manager or designate to notify next of kin if appropriate / Operations Manager to contact Senior Management.

## (C) Critical Injury (Requires urgent on site attention by qualified person / ambulance)

- Shut off or remove source of danger
- Summon First Aid Attendant (FAA) and Supervisor(s) and / or Operator(s)
- Supervisor(s) and / or operator(s) phones ambulance (000)
- Apply cardio-pulmonary resuscitation or other treatment if required and competent to do so. FAA administers basic first aid until ambulance arrives.
- Do not remove / transport patient unless eminent further danger.
- Notify Operations and/or Production Supervisor and / or Senior Management person
- Management to notify next of kin, Police and / or Workcover Authority as necessary.
- Appropriate staff to complete injury report (Accident - Incident Report).

### 4.6.5 Security Emergencies

- All employees are responsible for all aspects of security on site.
- All cases of theft must be reported immediately to the Supervisor(s) who will advise the Operations Manager and or Production Supervisor.
- Suspected / actual cases of drunkenness, drug abuse, fighting, malicious damage and tomfoolery shall not be tolerated and must be reported to Supervisor(s) who will advise the Operations Manager and or Production Supervisor.
- All matters such as intruders, unlocked security gates or doors, tampering with employee vehicles, or any other unusual occurrence must be reported to the Supervisor(s) who will advise the Operations Manager and or Production Supervisor

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➤ When a total Plant close down occurs visiting security services to the site are responsible for all security.

## 4.6.6 BURNS

**There are three types of burns:**

**Superficial** - reddening (like sunburn) - outer layer of skin only

**Partial thickness** - blistering - damage to deeper layers of skin

**Full thickness** - whitish or blackened areas - damage to layers of skin plus underlying structures & tissues

Fast action is essential.

➤ Cool only with clean water if possible & resist using other substances up to 20 minutes for thermal or radiation burns, up to 20 - 30 minutes for chemical burn.

- Cover with a clean non-adherent burn dressing ( or plastic wrap)
- Remove tight clothing & objects e.g. jewellery ( if possible)
- Call 000 for an ambulance
- Treat for shock if burn is severe

**Note: Burns to the face may have an effect on the casualty's breathing & these effects may take some time to appear. It is important that any casualty who has inhaled smoke, fumes or superheated air, or has been burnt on the face obtains medical aid as soon as possible after the incident.**

Ensure that contaminated clothing is removed unless it is adhering to the burn

If Chemical burns, flush chemicals from the skin, pay attention to the eyes, follow Material Safety Data Sheet

## DO NOT BREAK BLISTERS

Ensure the cooling process does not become excessive & cause shivering

## 4.6.7 Chemical Spills

### Emergency Procedures for Infringement in Spillage's and Fumes Emission

Note: Chemical spill refers to liquid, gas or both

All supervisory staff must be familiar with the procedure for handling chemicals and dealing with spills & using spill kits.

All plant operators must be familiar with the safe handling instructions for chemicals used in their area. This applies particularly to protective clothing and equipment used.

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Material Safety Data Sheets that detail the hazards, safe handling and clean up instructions for all chemicals used on Site are located on the CHEMWATCH Database & Material Safety Data Sheet folders in the Laboratory, Chemical Shed - Maintenance area, Wheat Office, Miller's Office.

## Minor Chemical Spills

- Minor spills should be dealt with immediately as detailed in the Material Safety Data Sheets.
- If a spill has occurred due to a plant problem or failure the Supervisor(s) or Operator(s) are to be advised so the problem can be contained & remedied.

## Major Chemical Spills

- In the event of a major chemical spill the following procedure is to be adopted.
- Notify all personnel in the area that a spill has occurred. Where danger exists from spread of corrosive liquids or fumes the area should be evacuated immediately.
- One person to be detailed (if safe to do so) to notify the Supervisor(s) or Operator(s) who will immediately assess the need for outside assistance.
- Personnel dealing with chemical spills must wear the designated protective clothing, breathing apparatus etc. & have knowledge in using spill kits
- Initial action in controlling the spill should be directed towards closing off the source of the spill.
- Secondary action should be directed towards preventing the spread of liquid or fumes to other parts of the plant or outside the plant boundaries or into council drains.
- Once the spill is contained the material should be neutralised and then disposed of as detailed in the Material Safety Data Sheet.

### 4.6.8 Fire Extinguisher Usage

The attachment contains a copy of the fire extinguishers to be used for different types of fires.

Fire Extinguishers



TA Site Emergency  
Procedure V01 Fire Ex

Note: In the event of a fire extinguisher being used notification must be given within 24 hours of usage. Extinguisher should not be replaced on hanging pin but laid on its side on the ground.

### 4.6.9 Site Emergency Response Equipment Inspections

Equipment provided for Emergency Procedures shall be checked monthly as part of a monthly site hazard inspection - refer to SAP DMS # 10000071

All emergency equipment shall be serviced and inspected at regular intervals as prescribed by Australian Standards and local regulatory bodies & is the responsibility of Operations Manager / Production Supervisor to identify inspection requirements for their sites, refer to SAP DMS # 10000073

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## 4.6.10 Fire Alarm

### Fire Wardens, Supervisors &/ or Operators

When a fire alarm sounds this means that a sprinkler head in our sprinkler system **OR BREAK GLASS ALARM/ SENSOR** is operating. The alarm will also be ringing in the Fire Brigade Head Quarters via our direct brigade alarm. It can also mean a test of the fire alarm.

Supervisors &/or Operators will:

- Close the plant down on continuous alarm.
- Supervisors &/or Operators should instruct staff on action to be taken, i.e.

### **SMALL FIRE:**

If practicable (and safe to do so) Operators / Fire Wardens and / or Supervisors will fight fire with correct extinguishers.

Advise the Operations Manager and or Production Supervisor & Fire Brigade of the problem.

### **LARGE FIRE**

#### **Fire Wardens direct procedures**

- Evacuate site.
- Call the Fire Brigade if not already done.
- Advise the Operations Manager and or Production Supervisor
- Shut down plant or machinery if necessary.
- Advise electrician to shut off power if necessary. If no electrician available, the Supervisor (if safe to do so) shuts down power supplies.
- State where to shut off power supply.
- Fire Brigade given total control on arrival.
- Secure area for safety / security after fire is out.
  - a. A person to direct emergency services on site premises.
  - b. A person to contact emergency service assistance if required.
  - c. A person to conduct roll call, mark off Staff Roster sheet and visitors register and instruct staff not to go home. She / he may also prevent unauthorised persons onto site.

### **FIRE OUTSIDE**

The Fire Wardens, Supervisors &/or Operators will proceed with caution (only if safe to do so) to location of concern.

When the Fire Wardens, Supervisors &/or Operators arrive at the area where the fire is she / he will do one of the following;

### **WITHIN RANGE OF FIRE HYDRANTS**

- A. Phone 000 with details of fire.
  - 1. Break Water Board Seal
  - 2. Pull out fire hose fully.
  - 3. Hold nozzle securely and turn on tap.
- 4. Direct water above fire to dampen site, rather than at base of fire (which may spread fire)

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5. Assess the need to vacate the area.

### **BEYOND RANGE OF FIRE HYDRANTS**

- B. 1. Advise extent of fire to Fire Brigade (Phone 000)
2. If plant / site threatened, proceed as for Section A.

**NOTE: Under no circumstances are employees to place themselves or anyone else at risk.**

### **Emergency Procedure**

#### **On Hearing the Alarm:**

- Immediately check with Supervisors &/or Fire Wardens regarding emergency.
- Supervisors &/or Fire Wardens walk through their area of responsibility, (if safe to do so) including toilets, to ensure all areas are vacated.
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly area. (if safe to do so)
- After search of their area of responsibility move briskly (do not run) via their exit path.
- Report to Supervisors &/or Operators at Roll Call area clear of occupants
- Know the names of all employees working in their area.
- Check each week that the alarm is audible.
- Ensure all egress areas are kept free of obstruction or materials.
- Ensure employees working in their area are aware of the emergency procedures.

**NOTE: Should any employee accidentally cause the fire alarm to go off (e.g. by accidentally hitting a sprinkler head) that employee should advise the Supervisor who will advise the Fire Brigade it is not an emergency. The Fire Brigade will still have to attend in any case.**

#### **4.6.11 Internal Flooding**

- Switch off all machinery (if safe to do so) & turn off appropriate power boards and at no time enter the flooded areas.
- Notify all staff including Operations Manager and or Production Supervisor of the flooding and inform them of the action taken so far.
- Management or appointed person will then contact the electrician so he can evaluate the situation & determine the course of action to be taken in conjunction with management
- People in charge of each shift should ensure that staff does not enter the effected area unless advised by management & must not leave the premises unless it is change of shift time.

#### **4.6.12 Bomb Threat Procedure/Suspect Package/Act of Terrorism**

Bomb, suspect package act of Terrorism check sheet



TA Site Emergency  
Procedure V01 Threat

**This form must be completed when contacted about a bomb / suspect package or act of Terrorism on Site.**

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## OUTSIDE NORMAL WORKING HOURS:

On receiving bomb threat, notify Shift Supervisor immediately.

### Shift Supervisor will:

1. Will notify all areas by alarm or verbal.
2. If time allows -  
Conduct orderly shutdown of main operating plants  
Conduct orderly evacuation of all personnel to Evacuation Assembly area. From there to be escorted to a safer distance.
3. If time does not allow, instruct all personnel to evacuate site immediately and report to evacuation assembly area.
4. Shift Supervisor / Warden will carry out roll call.
5. After evacuation Shift Supervisor / Wardens to inform Management of actions.
6. Complete Bomb Threat Checklist.
7. Contact emergency services e.g.: police

### **NOTE: When evacuating ensure doors are left open**

#### **4.6.13 Explosion**

If an explosion occurs e.g.: dust explosion, if possible and safe to do so follow this evacuation procedure.

1. The Chief Fire Warden/Shift Supervisor shall complete a head count on all employees, contractors and visitors.
2. If all have been accounted for, inspect area (if safe to do so) for structural and environmental damage and carry out appropriate action.
3. If all have not been accounted for organise a search and rescue.
4. Contact emergency services eg: police, fire brigade

#### **4.6.14 Storm**

Storms can happen anywhere, at anytime of the year, severe storms may cause major damage. They may be accompanied by torrential rain, strong winds, large hailstones and lightning and can cause flash flooding, unroof buildings and damage trees and powerlines.

While storm is passing stay indoors and away from windows.

After storm has passed check site for damage.

Stay well clear of powerlines and damaged structure.

Notify Supervisor of any damage and inform Operations Manager and or Production Supervisor

Refer to 4.6.11 if there is any internal flooding.

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## 4.6.15 Motor Vehicle Accident

Most vehicles on site are trucks coming on site to load or unload product.

If an accident occurs:

- Check for any injured people
- Assist if necessary
- If fuel is leaking, use the emergency spill kit located at the weighbridge to contain the fuel.

## 4.6.16 Hearing The Alarm:

### DUTY SPECIFICATION - CHIEF WARDEN

- Proceed to the evacuation control point & communicate with the Warden whose area is affected & ascertain the nature of the emergency.
- He/she must also ensure that the appropriate emergency services have been notified & then co-ordinate the evacuation
- Detail the people to meet & direct the emergency services
- Prevent other people from entering the premises
- Pass on relevant information regarding the status of the emergency & evacuation to the responding emergency services

### Duty Specification - Shift Supervisor

- Immediately go to Control Panel and ascertain the nature of the emergency and determine appropriate action.
- Ensure that the appropriate emergency service has been notified.
- Advise wardens of the situation
- During hours 8.00 am and 4.30 p.m. advise Office of emergency.
- Meet emergency services at designated assembly area and advise them.
- Location of emergency
- Number of injured persons
- Number of missing persons
- Any other relevant information
- Report to the Shift Supervisor / or Chief Warden that their Area is clear of occupants.

### Duty Specification - Mill Wardens - Mill/Screenroom (Shift Supervisor)

- Immediately check with Shift Supervisor / Chief Fire Warden regarding emergency
- Walk through their Area of responsibility, including toilets, to ensure all areas are vacated
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly area.
- After search of their area of responsibility, move briskly (do not run) via their exit path.
- Report to the Shift Supervisor / or Chief Warden that their Area is clear of occupants.

### Other Duties

- Know the names of all employees working on their floor
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees working on their floor are aware of the emergency procedures

### Duty Specification - Heat Treatment Plant Wardens (Heat Treatment Plant Operator)

- Immediately check with Shift Supervisor / Chief Fire Warden regarding emergency.
- Walk through their Area of responsibility, including toilets, to ensure all areas are vacated.

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- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly area.
- After search of their area of responsibility, move briskly (do not run) via their exit path.
- Report to the Shift Supervisor / or Chief Warden that their Area is clear of occupants

### Other Duties

- Know the names of all employees working on their floor.
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees working on their floor are aware of the emergency procedures.

### Duty Specification - Warehouse/Wheat Silos Warden (Warehouse Operator / Wheat Intake Operator)

- Immediately check with Shift Supervisor / Chief Fire Warden regarding emergency.
- Walk through their Area of responsibility, including toilets, to ensure all areas are vacated.
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly area.
- After search of their area of responsibility, move briskly (do not run) via their exit path.
- Report to the Shift Supervisor / or Chief Warden that their Area is clear of occupants

### Other Duties

- Know the names of all employees working on their floor.
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees working on their floor are aware of the emergency

### Duty Specifications – Maintenance Wardens (Maintenance Supervisor /Operators)

- Immediately check with Shift Supervisor / Chief Fire Warden regarding emergency.
- Walk through their Area of responsibility, including toilets, to ensure all areas are vacated.
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly area.
- After search of their area of responsibility, move briskly (do not run) via their exit path.
- Report to the Shift Supervisor / or Chief Warden that their Area is clear of occupants

### Other Duties

- Know the names of all employees working on their floor.
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees working on their floor are aware of the emergency

### Duty Specifications - Office & Lab Wardens (Quality Manager /Laboratory Technician)

- Immediately check with Shift Supervisor / Chief Fire Warden regarding emergency.
- Walk through their Area of responsibility, including toilets, to ensure all areas are vacated.
- Ensure all visitors / contractors in their area of responsibility are evacuated to assembly area.
- After search of their area of responsibility, move briskly (do not run) via their exit path.
- Report to the Supervisor / or Chief Warden that their Area is clear of occupants

### Other Duties

- Know the names of all employees working on their floor.
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees working on their floor are aware of the emergency

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## Duty Specifications - Valve Attendant

- The Chief fire warden / Shift Supervisor will be the valve attendant.
- Attend to the sprinkler control valve at Roll Floor on No1 Mill (if safe to do so)
- Ensure that the sprinkler control valve is open and remain open.
- Should the person find the valve closed they should immediately open the valve.
- The valve is checked that it is open weekly by Firetalk.

## Duty Specifications – Natural Gas Attendant

- LPG gas attendant will be nominated by the Chief fire warden / Shift Supervisor
- Shut off the supply of gas to the boiler by turning the tap off on the LPG tank. (if safe to do so)

## Duty Specification - Administration Staff On Hearing The Alarm Or Being Advised Of Fire &/Or Emergency:

- Ask the Caller - area of fire & caller's name
- Immediately telephone emergency services required on 000
- Advise Emergency Service of
- Company name
- Address
- Nearest cross street
- Advise Manager, Shift Supervisors, Floor Wardens

Remain at Switchboard (if safe to do so) until advised to leave by Shift Supervisor / Operations Manager and or Production Supervisor

### **NOTE: Should a fire occur at the Switchboard -**

The nearest telephone is located at Locomotive Hotel

Immediately notify Shift Supervisor / Operations Manager and or Production Supervisor

## 4.7 Emergency Management Team

In the event of an emergency, an Emergency Management Team (EMT) shall be assembled. Refer to SAP DMS # 10000041, 4.10.

## 4.8 Responsibilities and Activities of Emergency Management Team

Refer to SAP DMS # 10000041, 4.11 for the responsibilities and activities of the Emergency Management Team.

## 4.9 Initial Actions of Emergency Management Team

Once an Emergency or a potential Emergency has been identified the Site Manager should notify the Emergency Management Team, refer to SAP DMS # 10000041 4.12.

## 4.10 Ongoing Actions

For the Emergency Management Team's ongoing actions refer to SAP DMS # 10000041 4.13.

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## 4.11 Follow up actions

Emergency Management Teams follow up actions refer to SAP DMS # 10000041, 4.14

## 4.12 Communications

One of the most important aspects of effective Emergency Management is communications; refer to SAP DMS # 10000041, 4.16

## 4.13 Emergency Management Team Training

Training in these processes and procedures is essential to ensure that all persons likely to be involved in Emergency Management are aware of their individual responsibilities and how these procedures will work during an Emergency, Refer to SAP DMS # 10000069.

List of Business phone numbers for Business located behind the mill

Childcare Centre ABC 67623550

Edward & Froud Building Services 67625344



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