



Emergency Management Plan

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Document Owner

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2 Definitions

| | |
|----------|---|
| AMOSOC | Australian Marine Oil Spill Centre |
| AS | Australian Standard |
| BAU | Business as Usual |
| BOM | Bureau of Meteorology |
| CFA | Country Fire Authority |
| DOT | Department of Transport |
| EMP | Emergency Management Plan |
| EMT | Emergency Management Team |
| EOC | Emergency Operations Centre |
| EMLO | Emergency Management Liaison Officer |
| EPC | Emergency Planning Committee |
| EPA | Environmental Protection Authority |
| FRV | Fire Rescue Victoria |
| PGEMP | Port of Geelong Emergency Management Plan |
| Port EOC | Port Emergency Operations Centre |
| SOP | Standard Operating Procedure |
| SEMP | Safety and Environment Management Plan |
| SME | Subject Matter Expert |
| TSV | Transport Safety Victoria |
| VICPOL | Victoria Police |
| VICSES | Victorian State Emergency Service |
| 24/7 | 24 hours per day, 7 days per week |

3 Overview

GeelongPort is the largest regional port in Victoria and continues to experience stable trade growth. The port handles a wide variety of cargoes including bulk liquid (crude oil, petroleum, and chemicals), break bulk (steel, timber) and dry bulk including cement clinker, soy bean meal, calcite, phosphate rock, finished fertilisers, grain, and woodchips. It is also home to entities supporting offshore rig operations in the Otway Basin.

GeelongPort is the entity primarily responsible for the management of Port wharves, berths, and land, spanning approximately 95 hectares as per below. The Port facilities include:

- Point Henry Pier
- Bulk Grain Pier Nos. 1 & 2
- Corio Quay North Nos. 1, 2, 3 & 4
- Corio Quay South No. 1
- Lascelles Wharf Nos. 1, 2, & 3
- Refinery Pier Nos. 1, 2, 3, & 4

Other facilities within the whole of Port not under the control of Geelong Port will be managed by respective Port managers, such as:

- Pt. Wilson Explosives Pier
- Bulk Grain Pier Number 3 berth
- Cunningham Pier
- Navigational channels
- Anchorages

3.1 Introduction

GeelongPort is committed to zero harm in its workplace and will take every reasonable precaution to avoid incidents by operating in a safe and responsible manner.

This Emergency Management Plan (EMP) has been developed to support and contribute to that commitment, by providing a standard mechanism for the Emergency Management Team (EMT) to effectively operate from. GeelongPort, undertakes to establish and maintain appropriate emergency and crisis event preparedness for all GeelongPort sites/facilities, commercial operations, and corporate activities.

This EMP is designed to assist in protecting GeelongPort from the consequences of a major emergency or crisis event, whether sudden or escalating in nature, by ensuring prompt and effective management and ongoing coordination of organisational resources and the strategic aspects arising from any major emergency and/or crisis events.

Overall, this EMP provides guidelines to actively manage preparatory actions, including responses to, and recovery from, major emergencies or crisis events, which may threaten the safety and security of GeelongPort personnel,

stakeholders, contractors, local communities, the environment, and the reputation and/or commercial viability of GeelongPort. This EMP and its Appendices are intended to guide the actions of the established Emergency Management Team (EMT) and includes guidelines on:

- Effective decision making for emergency events;
- Effective identification, assessment, and escalation of events;
- Effective recording of EMT actions and decisions;
- Supports the post event review of EMT management to support recommendations for future improvement; and
- Outlines training and exercising requirements.

3.1.1 Definition of Emergency

The context of the GeelongPort emergency management documentation is specifically for incidents of emergency, as opposed to “business as usual”. There are differing views as to what constitutes an emergency. For the purpose of the EMP, an emergency is defined as:

“An adverse event, or series of events that have the potential to seriously damage or harm the wellbeing of employees, port users, the general public, or result in the disruption of customer services which require special mobilisation and organisation of resources beyond the day-to-day capacity of normal business process and resourcing levels.”

A Crisis is an Emergency event that also requires strategic oversight.

3.2 Purpose

The purpose of this EMP is to provide guidance to the EMT on processes and roles and responsibilities during an event. The document provides detail on the process of notification, escalation, and activation to provide a state of readiness for effective deployment and response.

This EMP comprises actions and guidelines to enable GeelongPort to:

- Support any response at any site, and provide operational support and advice where the event may have an impact that cannot be handled through normal business processes;
- Facilitate appropriate notifications and communication with relevant stakeholders, both internal and external; and
- Coordinate sourcing and deployment of additional resources as required, including corporate assistance, communication, specialist technical input and communications.

This is achieved through pre-planning, appropriate mitigation, and recovery management, of any potential major emergency event that may be associated with GeelongPort’s operations.

3.2.1 Priorities

This EMP demonstrates GeelongPort's commitment to the community, clients, stakeholders and employees, contractors, and regulators by responding promptly and efficiently. Therefore, GeelongPort's response priorities are based on the following objectives:

PEARL

- People
- Environment
- Assets
- Reputation
- Liabilities

3.2.2 Authority

The Head of HSEQ is responsible for the implementation of Emergency Management throughout GeelongPort.

During a response, the EMT Leader role may be delegated to an appropriate person to direct and coordinate a specific response.

During an emergency or crisis event, the response efforts of the activated team is the priority of GeelongPort, in line with section 3.2 However, the organisational structure and lines of authority remain functional and valid.

3.3 Scope

This EMP is for the management of emergency situations that may occur at Corio Quay North, Lascelles (including the currently vacant Oyster Cove precinct), Bulk Grain Pier Nos. 1 & 2 and Point Henry Pier.

This GeelongPort EMP describes the operational concepts, structures, and emergency management arrangements for the management of response and recovery activities, by outlining the processes and interrelationships between GeelongPort and various stakeholders. It is designed as a generic construct that can be adaptive as required, recognising that each event will be unique and therefore it is not possible to be overly prescriptive.

The EMP is designed to be activated in the event of a GeelongPort emergency or crisis, to either:

- Support a serious specific site/facility emergency event that requires ongoing corporate or business continuity management and involvement; or
- A GeelongPort non-emergency related event that has the potential to significantly impact or destabilise the entire organisation.

3.4 Out of scope

The EMP is intended for reference by the EMT during a response and does not replace the existing day-to-day risk management plans, manuals, and or procedures.

Asset contingency and recovery plans including Business Continuity, IT Disaster Recovery, asset repair procedures, field manuals, Standard Operating Procedures, Safe Work Method Statements, Safety Case Documentation, and Work Instructions are also outside of scope of this Plan, but may be utilised during a response.

It should be acknowledged that this EMP cannot consider every conceivable circumstance which may arise during an emergency or crisis event. The procedures within the EMP are intended as guidelines and considerations for those GeelongPort personnel who hold EMT roles and associated responsibilities. Individuals are also encouraged to consider their own professional experience and judgement, dependent on the circumstances of each emergency or crisis event.

3.5 Co-operation in Emergency Management

- Stevedores and Port users of GeelongPort may operate on a 24/7 basis that normally require a level of operational support by GeelongPort personnel, i.e., electricians and fitters.
- Each Port User and Stevedore is expected to develop their own Emergency Procedures to compliment this Emergency Management Plan.
- Each Port User and Stevedore is responsible for nominating their own Emergency Control Organization structure who shall in turn report the status of their emergency response and evacuation to the GeelongPort ECO and/or the GeelongPort Security.
- GeelongPort Security is in attendance 24/7.

For information on the emergency resources, facilities and equipment GeelongPort has available, see Appendix L and Appendix M

4 Emergency Planning committee

A mandatory requirement of AS 3745 – 2010, Planning for emergencies in facilities, is the formation of an Emergency Planning Committee (EPC) for each facility by those responsible for the facility or its occupants and visitors. The members of the EPC will also fill the roles of the EMT.

Those responsible for GeelongPort are responsible for ensuring that the EPC has adequate resources to enable the development and implementation of the emergency management plan.

The EPC members are depicted in the figure below, as well as other members as directed.



Figure 1 Emergency Planning Committee

4.1 Responsibilities

The EPC, where necessary in collaboration with facility occupiers, shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training.

This process may be assisted and directed by organisations and advisors, such as training providers, who can provide specialist advice and guidance.

The EPC meetings are required to be held annually at a minimum. In accordance with legislative requirements, the minutes of EPC meetings are required to be documented and retained for a period of 7 years.

The EPC is required to perform the following duties:

- Identify events that could reasonably produce emergency situations.
- Develop/review emergency plans.
- Ensure resources are provided to enable the development and implementation of the emergency plan. These resources include time, finance, equipment and personnel.
- Nominate the validity period for the emergency plan and the evacuation diagram; this period must not exceed 5 years.
- Ensure that the emergency plan is readily identifiable and available to the appropriate persons.
- Establish an emergency control organisation (ECO) to operate in accordance with the emergency plan.
- If deemed necessary, establishing a specialist emergency response team (ERT).
- Authorise, or have authorised, the release and implementation of the emergency plan.
- Provide awareness of the emergency response procedures, information about the procedures shall be disseminated to relevant persons in a suitable format.
- Formalise a training schedule to ensure that relevant training is provided to ECO members and facility occupants. The training program shall be based on the emergency response procedures.
- The EPC should ensure that the emergency procedures are tested.
- The effect of the procedures on the organisation should be monitored and reviewed at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.
- Establish arrangements to ensure the continuing operation of the ECO, accounting for member resignation, holidays, and training of deputies.
- Ensure that the register of ECO members is current and readily available.
- Establish strategies to ensure visitors are made aware of emergency response procedures.
- Ensure that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually.
- Ensure that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
- Ensure that a permanent record of events for each emergency is compiled and retained.
- Identify and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

4.2 Membership

The EPC will consist of a minimum of two employees who have relevant knowledge of GeelongPort (Head Office), Lascelles and Corio Quay locations. Other stakeholders may be included in this committee such as other port users, senior management, tenants, Chief Wardens and specialist facility personnel, such as the maintenance engineer and, where reasonably available, an occupant with a disability. External contractors, consultants or others engaged by the facility, to provides specialist advice; these persons may attend EPC meetings to provide guidance, but cannot be counted as members of the EPC.

4.3 Indemnity

Indemnity requires first aiders and fire wardens to act in ‘good faith, it is defined as the security against or exemption from legal responsibility for one’s actions. Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to EPC members. The EPC members should be advised of the level of indemnity provided.

5 Emergency Management Team

Following the activation of the EMT, the EMT Leader may determine that either more, less, or different resources are required to resolve the event. The EMT Leader may change the team composition to reflect the specific emergency management needs. The initial activation of the EMT should reflect the below diagram and consider all the depicted roles. The EMT roles should be filled with the personnel listed in Figure 1 Emergency Planning Committee.

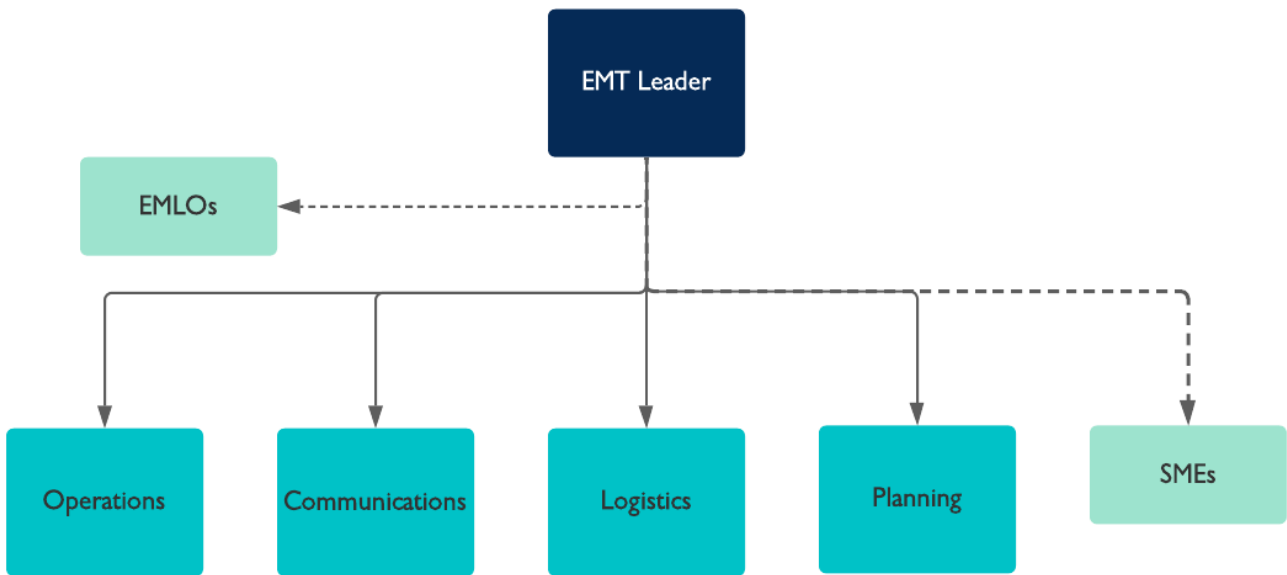


Figure 2 Emergency Management Team Structure

5.1 EMT composition

Mobilisation of the EMT may include more than one person undertaking one role, or the same person performing several different roles. In any case, the EMT Leader and EMT Planning must consider the workload of the activated team members.

The operational roles within the EMT structure are those that are involved in supporting the response at the scene of an event, the deployment of resources (human, mechanical) or interacting directly with the affected asset / system.

The process roles are responsible for managing the functioning of the EMT through process guidance and advice, information management and record maintenance.

The support functions are sourced from the wider business. They provide SME advice to the EMT on dealing with the issues raised by an event including community relations, communications, HR, HSE, or oil spill response. The EMT Leader can also call on additional SMEs from the wider organisation.

5.2 EMT function and process

The EMT's function is to act as an operational coordination and decision-making body, responsible for monitoring and managing the outcomes of an event to minimise the impact on operations. When requested by the EMT, employees and contractors must respond without delay.

The EMT should utilise the PEARL priorities to develop a response that:

- Identifies clear objectives (covered further in the table below);
- Restores affected assets to normal operations quickly and effectively;
- Responds quickly and substantively to stakeholders (internal and external);
- Meet required contractual or regulatory obligations;
- Consider safety, environmental, operational, legal and financial aspects beyond the immediate hazards from a 'whole of business' perspective;
- Track and record the issues and actions identified by the EMT;
- Coordinate any operational crews, retaining the authority to over-ride operational decisions if necessary;
- Coordinate resources to support local response efforts and recovery activities, including, but is not limited to personnel, logistical, humanitarian and communications support;
- Coordinate, collate and disseminate information across all activated teams; and
- Maintain public and stakeholder confidence in GeelongPort and GeelongPort's ability to effectively maintain service delivery.

EMT Operational Objectives

| | |
|--|--|
| People | Safety is maintained during all emergency resolution activities |
| | Support to all affected personnel and families to aid recovery from the incident |
| Environment | Potential for adverse environmental outcomes is mitigated |
| Asset | Damage and loss of operational function is minimised |
| Reputation | GeelongPort’s reputation is maintained and enhanced where possible with timely actions |
| | Stakeholders receive timely information and messaging |
| | Potential legal consequences are identified, and mitigation processes initiated |
| Livelihood/ Business Continuity | Potential loss of commercial opportunities or loss of operating licence minimised |
| | Timely restoration of GeelongPort’s critical business functions |
| | Incident related expenditure monitored, and sustainable funding provisions identified |

Table 1 EMT Operational Objectives

5.3 Communication outside the EMT

The EMT Leader has a responsibility to keep the CEO informed during an event. Also, members of the EMT will typically keep their own line leaders informed of their participation within the EMT in accordance with normal business rules.

However, the EMT Leader may determine what may be divulged outside of the EMT. If in doubt EMT, members should seek guidance from the EMT Leader.

5.4 EMT member roles and responsibilities

The roles and responsibilities for each EMT member is set out in the detailed checklists in Appendix D. Personnel holding EMT roles need to be fully conversant with their assigned responsibilities and associated accountabilities – this is essential to minimise confusion and ensure essential emergency management activities are identified, assessed and effectively undertaken. They must also have undertaken all relevant training as listed in Section 0

Importantly, the EMT roles and responsibilities are not a rigid list of prescribed duties. They are a flexible series of prompts and key considerations designated to cater for an escalating range of events and/or a change in the severity of an emergency event.

During the initial activation of the EMT during any emergency or crisis event, responding personnel may be required to initially assume one or more EMT roles – this requirement will be at the complete discretion of the EMT Leader and will be based on the severity and circumstances of the event in question. The roles and assigned members will be recorded in Appendix H Log Template in the first instance and Appendix G SITREP template ongoing. The following table is a summary of the roles:

| Role | Responsibility |
|---|---|
| <p>Safety is the responsibility of all responding to or recovering from the event, including the Emergency Management Team.</p> | |
| <p>Leader</p> | <p>Is responsible for providing operational direction and leadership to the EMT</p> <p>The Leader is responsible for compiling the most appropriate team structure to perform the various EMT roles commensurate with the specific demands of each emergency event (checklists for common events can be found in Appendix F)</p> <p>Set the 'rules' of the room and the format in which discussions will occur.</p> |
| <p>Planning</p> | <p>Provides support to the Leader and assists the Leader to develop objectives in the first hour of notification of an event</p> <p>Planning runs the Team Process (Appendix C), and completes thorough analysis of the Event Classification Matrix (Appendix B)</p> <p>Planning is responsible for ensuring accurate and appropriate collection of information</p> <p>Where resources allow, Planning will appoint a scribe. (Where resources don't allow, planning will act as scribe)</p> |
| <p>Scribe</p> | <p>Where resources allow, Planning will appoint a scribe. Where resources don't allow, planning will act as scribe</p> <p>The Scribe is responsible for creating and continually updating event details</p> <p>The Scribe is responsible for maintaining the visual display of important contact phone numbers, and the start and finish time of EMT Members (for fatigue management)</p> <p>Will generate SITREPS upon request</p> <p>Maintains a record of the event for reference during the event and following return to Business as Usual (BAU).</p> <p>Reports to Planning</p> |
| <p>Communications</p> | <p>The Communications delegate is responsible for the development of communications and messaging strategies, inclusive of internal and external communications.</p> <p>Will assist with Stakeholder Identification (Appendix I and Appendix J) and Prioritisation</p> <p>Will monitor social media and take appropriate action to remove/disable comments as necessary</p> <p>Will be advisor to the CEO (or delegate) should media become involved</p> <p>Will liaise with Legal to gain approval of all communications prior to release</p> <p>Safety</p> |
| <p>Logistics</p> | <p>Logistics is responsible for coordination of resources required to the affected site as well as required within the EMT including EMLOs and SMEs</p> <p>Fatigue Management Coordination</p> <p>Safety</p> |

| Role | Responsibility |
|--|---|
| Emergency Management Liaison Officers (EMLOs) | <p>EMLOs are responsible for liaising with external agencies/teams responding to or recovering from events that impact GeelongPort where GeelongPort require a direct line of communication with the agency/team</p> <p>EMLOs will be appointed by the Emergency Management Team based on expertise required and availability</p> <p>The EMLO to Emergency Services must have a high level of knowledge of the site risks and the power to make decisions that will impact GeelongPort operations</p> <p>Safety</p> |
| Subject Matter Experts (SMEs) | <p>Subject Matter Experts required to advise the EMT on specific matters, for example environmental, IT, engineering etc as required to manage the specific event</p> |
| Operations¹ | <p>Establish an operational structure to enable safe practices to be implemented on the incident ground</p> <p>Liaise between the EMT and responders on the ground</p> <p>Identify new and emerging risks at the incident</p> <p>Ensure responding personnel are tasked to undertake only the activities for which they are qualified</p> |

Table 2 EMT Roles and Responsibilities

5.5 Emergency Response Roles and Responsibilities

During an incident the Wardens of GeelongPort may be activated. This includes Chief Wardens, Deputy Chief Wardens and Wardens.

During an incident that requires first aid, first aid officers will attend to injured persons until such time as a medic/doctor/ambulance officer arrives and takes over from the first aid officer. It is important to note that First Aid can be rendered without the activation of the EMT, if the triggers for activating the EMT are not met. In such instances, a report must be provided to HSE by the first aid officer who treats any persons on site. More detailed role information can be found in Appendix E. A map of GeelongPort which includes evacuation points can be found in Appendix K.

¹ Where there is an event requiring incident ground management including evacuations/fire/first aid/traffic management the Chief Warden or delegate will assume this role

| Role | Responsibility |
|--|---|
| Safety is the responsibility of all responding to or recovering from the event. | |
| Chief Warden (Where not part of the EMT) | Liaise between Operations and responders on the ground Identify new and emerging risks at the incident Ensure responding personnel are tasked to undertake only the activities for which they are qualified |
| Deputy Chief Warden | Act in place of the Chief Warden where the Chief Warden is unavailable or is acting as Operations in the EMT Assist the Chief Warden as directed |
| Warden | Assist the Chief Wardens as directed if activated Assist with evacuations and musters as required |
| First Aid Officers | Render First Aid as a first responder where required and where safe to do so Render First Aid where called upon by the EMT to do so and where safe to do so Handover to emergency services or medics on their arrival |

Table 3 Emergency Response Roles and Responsibilities

Further information on the actions for each role can be obtained in Appendix D

6 Activation & Notification

To maintain consistency in the assessment of significant incidents, emergency and crisis events or potential events across the organisation, GeelongPort has developed a set of standardised notification requirements and activation considerations. These are set out in the Event Classification Matrix attached at Appendix B

6.1 Event classification matrix

The Event Classification Matrix is used to determine the appropriate level of escalation through a consistent, non-subjective and uniform assessment where possible. Should an outcome occur that is not covered by the Event Classification Matrix, the Leader or activated team must make a judgement regarding the appropriate level of notification and escalation.

The Event Classification Matrix is a guidance tool. The EMT Leader may elect to activate their team in response to an event which may not be clearly defined within the matrix or which has the potential to escalate.

To use the matrix, responders should follow the steps:

- **Step 1:** Identify the outcomes relevant to the event from the list in the left-hand column of the matrix.
- **Step 2:** For each outcome, determine the description (from the boxes to the right of the outcome) that best describes the severity. If there is uncertainty over a severity it is advisable to select the most serious ranking.
- **Step 3:** The outcome with the maximum severity determines the overall severity ranking of the event.

6.2 Emergency activation and escalation

The key considerations for activating or escalating teams are summarised in Appendix A - Emergency Activation and Appendix B Event Classification Matrix. This visual guide is designed to assist in defining key considerations, triggers and protocols when assessing the status of an emergency event and its potential to escalate.

Notification of the initial event will normally happen via GeelongPort security as they are the first point of contact should anyone accessing GeelongPort notice something out of the ordinary.

GeelongPort maintains 24/7 Security for the port who will contact a member of the Emergency Management Team to resolve an emergency level event. Where required, the Emergency Management Team Leader will activate additional team members/employees to assist with the response.

Security will then notify the Emergency Management Team Leader via a dedicated phone number:

Call (03) 5247 0288

The EMT Leader will then notify the CEO of the activation of the EMT should that occur.

6.3 Stakeholder Notification during an Emergency


Communication between relevant stakeholders during an Emergency is critical to the management of any emergency or crisis event. Due to the varying nature of the business conducted throughout GeelongPort's facilities, the consequence of a major event has the potential to range anywhere between local (confined to the Port precinct) to nation-wide.

As such, the internal and external Stakeholder matrices Appendix I and Appendix J have been designed for the EMT to quickly and accurately identify any stakeholders that may be impacted by a crisis or emergency event to allow GeelongPort to begin proactive communications and notifications where applicable to mitigate any consequences, where possible, for GeelongPort, and or the local or broader community.



The Stakeholder matrix should be reviewed as part of every Team Process Appendix C.

Table 4 below outlines responsible external agencies that must be notified for certain types of events. Timing of these notifications should be as soon as reasonably practicable.

Table 4: External Agency Notification

| | |
|---|--|
|  <p>Contact Number: 132 360</p> <p>Responsible for notification: HSEQ Team</p> <p>When: Immediately</p> <p>What else: Secure and preserve the site</p> | <p>Types of Events:</p> <p>Death</p> <p>Serious injury, such as a person requiring:</p> <ul style="list-style-type: none"> • Medical treatment within 48 hours of exposure to a substance • Immediate treatment as an in-patient in a hospital • Immediate treatment for: <ul style="list-style-type: none"> • Amputation • Serious head injury • Serious eye injury • Separation of skin from underlying tissue (for example de-gloving or scalping) • Electric shock • Spinal injury • Loss of bodily function • Serious lacerations <p>Incidents that expose a person to immediate risk to health or safety including:</p> <ul style="list-style-type: none"> • The collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered • The collapse or failure of an excavation or of any shoring supporting an excavation • The collapse or partial collapse of a building or structure • An implosion, explosion or fire • The escape, spillage or leakage of any substance including dangerous goods • The fall or release from a height of any plant, substance or object <p>The following event in a mine:</p> <ul style="list-style-type: none"> • The overturning or collapse of any plant • The inrush of water, mud or gas • The interruption of the main system of ventilation |
|---|--|

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|  <p>Contact Numbers: B/H (03) 9203 9700 1800 800 158</p> <p>Responsible for notification: HSEQ</p> <p>When: Immediately</p> <p>What else: Secure and preserve the site</p> | <p>Types of Events:</p> <p>Electrical incidents that cause or has the potential to cause:</p> <ul style="list-style-type: none"> • Death or injury to a person • Significant damage to property • Serious risk to public safety • Involves accidental contact with any electrical installation • Electric Shock as a result of direct or indirect contact with any electrical installation <p>Gas incidents in a gas installation to which the gas company supplies or sell gas that involves:</p> <ul style="list-style-type: none"> • the death or injury to a person • a transmission pipeline • significant disruption to the community • significant damage to property • an explosion. |
|  <p>Contact Numbers: 1300 372 842</p> <p>Responsible for notification: HSEQ Team</p> <p>When: Immediately</p> | <p>Types of Events</p> <p>A Pollution incident if it causes or threatens material harm. This means that:</p> <ul style="list-style-type: none"> • There is an adverse effect on human health or the environment • There is an adverse effect on an area of high conservation value or of special significance • The cleanup or management of the pollution or cost of restoration would cost \$10,000 or more |
|  <p>Contact Numbers: 1800 900 090</p> <p>Secure Report Hotline: 1800 798 636</p> <p>online form: Reportable Biosecurity Incident Form</p> <p>Responsible for notification: HSEQ Team</p> <p>When: Immediately</p> | <p>Types of Events:</p> <ul style="list-style-type: none"> • A biosecurity event that has the potential to impact Fauna and/or Flora. |

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|  <p>Australian Government Department of Home Affairs</p> <p>Contact Number: 1800 123 400</p> <p>Person/s Responsible: Port Security Officer</p> <p>When: Immediately</p> | <p>Types of Events:</p> <ul style="list-style-type: none"> • Maritime Security Incident |
|  <p>Contact Numbers: (03) 5225 3565</p> <p>Harbour Master: 0457 767 878</p> <p>Deputy Harbour Master: 0429 153 162</p> <p>Deputy Harbour Master – VTS: 0458 075 718</p> <p>Responsible for notification: Sustainability Team</p> <p>When: Immediately</p> | <p>Types of Events:</p> <ul style="list-style-type: none"> • Maritime environmental incident – e.g. spill or release • Maritime safety incident including medical emergency or serious injury • Maritime security incident • Structural damage • An event involving a vessel: <ul style="list-style-type: none"> ○ In port waters ○ At berths ○ Going aground |
| <p>Other Businesses required to assist in an emergency:</p> <p>Electricity: Powercor - 132 412</p> <p>Gas: Emergency – 136 707</p> <p>Water: Barwon Water Emergency 1300 656 007</p> | |

6.4 Maritime Security (MARSEC) Levels

During periods of elevated security risk, the MARSEC level may be increased. This requires maritime industry participants to implement additional security measures.

MARSEC 1 – Default Security Level

MARSEC 1 is the level for which standard security measures shall be maintained at all times.

MARSEC 2 – Heighten risk of a security incident

MARSEC 2 is the level for which appropriate additional security measures shall be maintained for a period of time as a result of heightened risk of a security incident.

MARSEC 3 – A security incident is probable or imminent

MARSEC 3 is the level for which further additional security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

7 Team Process

Managing and leading an EMT to achieve the desired outcomes of the EMT requires process and discipline. All members need to be provided direction and the process for a unified and timely resolution. Once mobilised against the demands of an emergency event, and following an initial assessment of the specific circumstances of the emergency, the EMT Leader will lead and guide the EMT through a defined response process, as outlined in Appendix C.

For this process, detailed records must be kept including but not limited to; issues, stakeholders and the assigned actions, as the team progresses through the Event Classification Matrix, located in Appendix B.

8 Extended Emergency Events

In emergency events when the EMT is likely to remain activated for an extended duration (>12 hours), these situations are likely to involve the EMT needing to consider handovers, welfare support and business continuity.

8.1 Human resources, welfare and support services

Providing physical and emotional support and care during and following an emergency or crisis event is a critical consideration. Where required, a SME from HR should be activated to manage this process.

8.2 Business continuity

An emergency event could have significant impact on business continuity. In circumstances when business critical activities have been impacted because of an emergency or crisis, the Business Continuity Consideration (BC) will need to be addressed.

8.3 Handovers and fatigue management

Should emergency operations extend the total workday greater than 14 hours, replacement of personnel will be required. Considerations include:

- Fitness for work conditions stipulate personnel may perform 14-hour shift before a handover is required,

- The EMT Planning will develop the handover schedule (staggered is preferred) and communicate this to each function; and
- The EMT Scribe will log the roster as applicable.

9 Emergency and Crisis Recovery

The decision to announce the end of an emergency or crisis event is a critical phase of any response. The decision to formally announce the event is over will naturally trigger specific post-event actions.

The EMT Leader will determine when the emergency event (and associated response) is over. The effect of prematurely announcing that an event is over may create the perception among stakeholders that GeelongPort is being insensitive to, or unaware of the broader issues, which may reflect poorly on GeelongPort.

It is important to remember that while the emergency may be over, it is likely that certain areas will require follow-up actions and could remain sensitive for some time which may require careful management to return to pre-event status.

9.1 De-escalation

It is the role of the EMT Leader and EMT Planning to continuously monitor the situation and assess points of escalation or de-escalation. The EMT Leader should consider deactivating specific team members if there is a low likelihood that they may be required to perform more tasks.

- Refer to Appendix B for the Event Classification Matrix for aid in considerations; and

9.2 De-activation

Deactivation of the EMT may occur a considerable time after the emergency or crisis has dissipated. During this time, it is more likely that downsizing of the EMT will occur with several meetings across the crisis network occurring in the transition back to BAU. Before stand-down, the incident must be reassessed. Staff are to be briefed on any outstanding risks and tasks.

Following the termination of the emergency response and the restoration of normal activities, the EMT Leader will, following legal advice, ensure completion of an internal incident report and applicable statutory reports and initiate a formal investigation. Considerations include:

- Cause of the incident, and other contributing factors;
- Mitigating actions taken;
- Effectiveness of the response and recovery arrangements;
- Preventative actions required in future;
- Improvements to the Emergency Management Plan (If applicable); and
- If necessary, undertaking the GeelongPort incident investigation procedure located in GP_RSK_03 Hazard, Injury, Incident Reporting and Investigations.

9.3 Personnel debriefing and counselling

- Personnel debriefs are a key tool in assessing the effectiveness of the EMT response and management performance in their various response team functions and allows discussion on any issues they may have encountered.
- Individual sessions are encouraged to be held as soon as practicable after standing down the EMT following a real or simulated crisis event.
- As a guide, debriefs are best completed within 48 hours of the EMT being deactivated (i.e. while events are still fresh in the minds of EMT members).
- Counselling to be offered / provided to any person (as required) who have been exposed to potentially 'stress-causing' situations.

9.4 After Action review

An After-Action Review (AAR) must be conducted following any activation of the EMT, real or simulated. It is to be completed as soon as reasonably practicable, of the EMT standing down.

The review is to include the entire EMT and support personnel with the aim of capturing the lessons learned and the strengths and/or weaknesses of GeelongPort's response capability, with the objective of improving crisis event response, management, recovery systems and related processes.

After the AAR, the following follow-up actions must be completed:

- Log the AAR actions and allocate tasks with completion dates;
- Document the lessons learned and the actions/communications to remedy shortfalls;
- Assess how the EMT would have responded if the crisis event escalated;
- Consider and decide on changes or improvements to this EMP and associated documents and supporting templates;
- Communicate to relevant stakeholders how it is intended to prevent a recurrence and recommend procedural changes (if required) regarding how GeelongPort interfaces with them in the future;
- Identify training deficiencies and actions to remedy shortfalls;
- Identify equipment deficiencies that could have been of assistance to the teams; and
- Update the EMP accordingly.

10 Training

The purpose of an emergency management awareness program for GeelongPort Head Office, Corio Quay, Lascelles and all GeelongPort Operators is to improve the capacity to respond efficiently and effectively in time to emergencies and to ensure alignment of external EMPs where possible. This plan should be disseminated to all relevant parties with the 'Quick Guide' when material updates occur. An information session should also be considered by the EPC to ensure comprehension.

Training of EMT/EPC personnel and the testing of plans, procedures and these personnel are critical elements of emergency management preparedness. It is important that there are adequate numbers of suitably trained personnel available to undertake nominated emergency management tasks. Therefore, all personnel with specific roles or responsibilities within the EMP should receive appropriate levels of training and ongoing development commensurate with the responsibility and associated accountabilities required of each EMT position.

Training, testing, assessment and developmental activities shall consist of, but not be limited to:

- For all EMT members – as a minimum, EMT induction or initial (basic) training – i.e. Fundamentals of Emergency Management (EM), EMT role/responsibility training (all positions) and a minimum of one desktop exercise prior to activation;
- Exposure to / participation in Emergency Management Exercises – i.e. including 'Desktop' and 'Live' formats – in accordance with annual requirements; and
- For EMT Leaders, Advanced EMT/Emergency Management Leadership training, as required

GeelongPort should conduct drills and exercises at least annually, primarily to test/assess and develop the capability of the EMT. Key outcomes and any recommendations for improvement emanating from the annual exercise program shall be recorded, reported and any improvements considered for inclusion within this EMP. Importantly, all exercises will be premised on credible and realistic scenarios, where requiring the combined EMT to apply the theoretical aspects of EM against the demands of emergency operational scenarios.

11 Review and update

This EMP is designed as a 'live document', requiring regular review and consistent alignment with corporate requirements, guidelines and or practices.

This EMP must always be kept current and it is the responsibility of the EMP Custodian to review this EMP, make necessary amendments and to bring those amendments to the attention of the EMT Leaders for appropriate implementation.

Reviews of this EMP are to occur in the following instances:

- Whenever material enhancements have been identified during exercises or operations; or
- Every 12 months.

Each EMP review must include, but not be limited to, a test of:

- Currency and adequacy of the content;
- Compliance with any overarching policies, procedures and legislation;
- Appropriateness of the staffing of the EMT; and
- Whether this EMP has been appropriately amended or updated because of any lessons learned from an incident, issue or another source (i.e. emergencies, crises or training exercises).

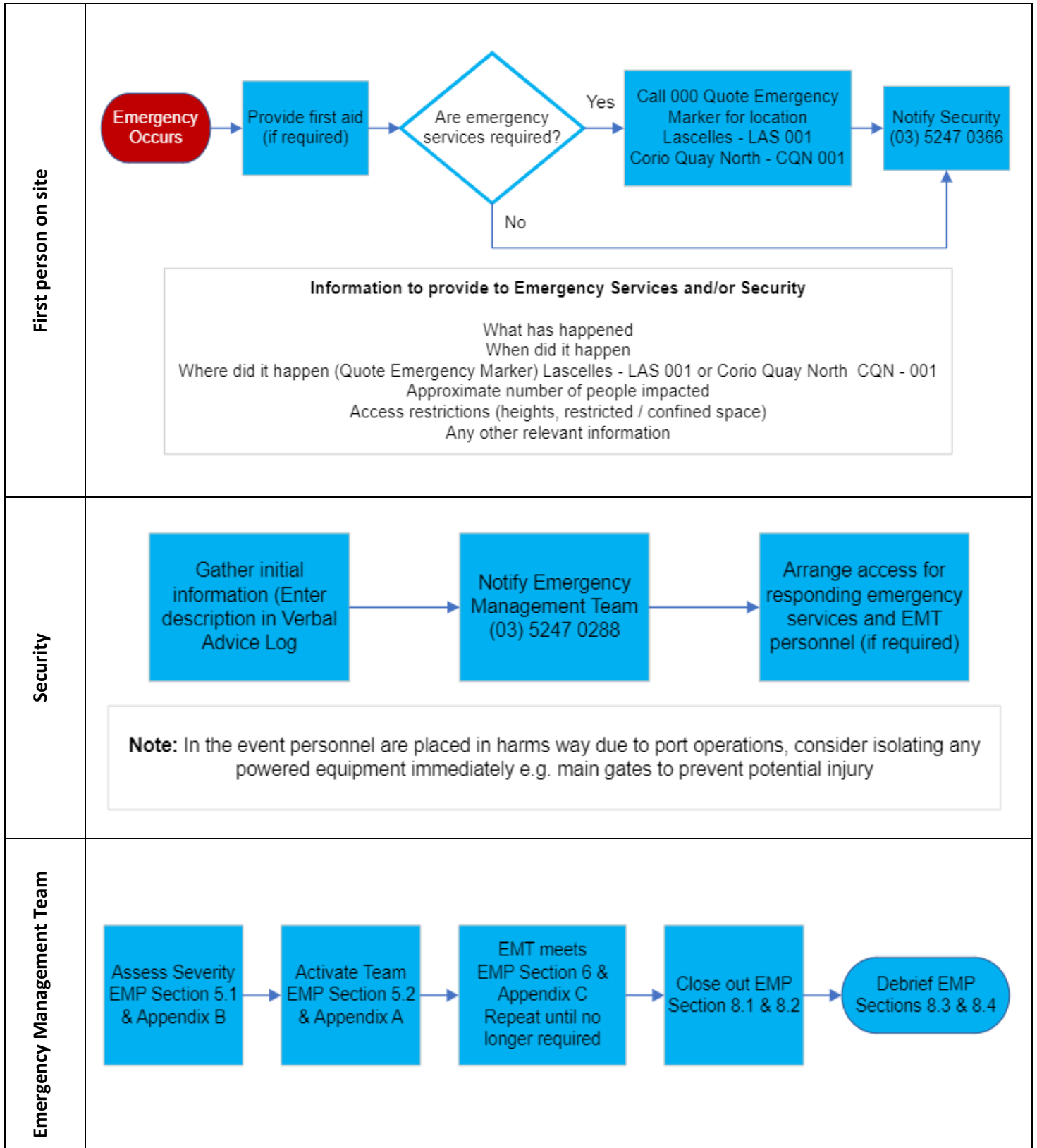
12 Key interfacing documents

Emergency Management forms an important part of GeelongPort’s HSE Policy and has been prepared in line with ISO 31000:2018 Risk Management – Guidelines and ISO 22320:2018 Security and Resilience – Emergency Management – guidelines for Incident Management and AS 3745-2010 Planning for Emergencies in Facilities.

Internal and External documents pertaining to this Plan are:

| Document reference | Document Name |
|--------------------|---------------------------------------|
| Internal | |
| GP_EP_02 | Emergency Management Plan Quick Guide |
| External | |
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Appendix A. Emergency Activation



Appendix B. Event Classification Matrix

| ITEM | Business as Usual | EMERGENCY | CRISIS |
|-------------|---|---|--|
| People | Injury/ fatality | Event resulting in serious injury. Person/s requiring ambulance/hospital treatment with minor temporary disability or impairment. Significant outbreak of communicable disease. Regulator notification required. | Event resulting in person/s becoming trapped, permanent injury/disablement and/or one or more fatalities. |
| | Security | Event resulting in significant security breaches. Security cameras failing during an emergency event. Unauthorised Access Unauthorised persons become aggressive when challenged by security, Paddleboarders/surfers/swimmers entering Port waters, unmanned aerial vehicles gaining access to port zone, hostile truck driver and/or Port users allowing access without correct clearance/access. Protestors Preventing Port access, interest motivated groups attending facility, protestors at GeelongPort gate. Known operations with potential to rouse protestor activity e.g., Live export, oil and gas activities. | Major security event Unauthorised Access Unknown persons found in Port facilities with suspected malintent and/or unauthorised persons involved in assault on Port property. Protestors Unlawful entry by protestors on marine side, unlawful entry by protestors on landside, Extinction Rebellion protesting at GeelongPort. Ship/Ship Crew Crew disembark ship unassisted and are not locatable, foreign crew border entry/control breach, and/or crew unlawfully leaving vessel. |
| | Industrial Disputes | Event attracting the attention of the local MPs and Media mentioning GeelongPort. GeelongPort Event that may impact GeelongPort. Port User/Customer Port user picketing at the front gate (protected action). Event that may impact other Port Users | Event resulting in Security escorting personnel, requiring Police intervention and/or becomes aggressive/violent, impacting overall operations, commercial implications, and/or encourages "one out, all out". GeelongPort GeelongPort staff picketing at the front gate. Port User/Customer Port User/Customer dispute involving pilots/critical service providers, key service providers, major customer impacting trade personnel. |
| | Loss of Staff | Event resulting in impact on staff or business continuity with unexpected loss of staff and/or temporary increase to staff turnover. | Event resulting in widespread unexpected loss of key staff, impact is across multiple geographic areas, sizeable, sustained increase to staff turnover. |
| Environment | Environmental Impact | Moderate event resulting in minor on-site and/or localised off-site harm. Bulk Cargo Dust emissions from loading/unloading operations impacting tenants/industrial neighbours. Spill Woodchip spill into bay, chemical spill into Corio Bay, bulk cargo spill into bay, fuel leak/spill while fuelling, unknown pollutant identified on land or water, fuel/grain residue along Moorpanyal Beach. Fauna/Flora Whale/Dolphin strike Waste/ Process/Stormwater Incorrect waste disposal, stormwater contamination and/or septic tank overflow Miscellaneous Incorrect management of contaminated soils | Severe event resulting in significant environmental harm with a long-term residual impact (up to a year) Bulk Cargo Dry bulk cargo dust emissions impacting the surrounding community Spill A release of fluid or chemical in an uncontrolled environment, oil spill from Refinery Pier, fuel leak/spill during bunkering (marine based), Hydrocarbon spill into Bay. Fauna/Flora Death of local fauna/flora on port land/waters and/or biodiversity loss (e.g., loss of seagrass meadow) Waste/Process/Stormwater Wastewater discharge to environment, Hydraulic oil leak entering stormwater |
| | Weather Related | Event resulting in moderate impact to business. E.g., significant asset damage, vessels breaking mooring, office evacuation due to flooding/building damage. | Event resulting in ceasing of operations (> month). |
| Assets | Vessel | Event resulting in moderate damage to vessel/berth but not resulting in the long-term ceasing of operations. | Major event resulting in severe damage to wharf structures and/or vessels deeming them inoperable. |
| | Asset Damage | Event resulting in minor to moderate damage. Localised operational disruption to the business. E.g. wharf damage, infrastructure breakdown. Impact of \$10K - \$500K. | Event resulting in severe damage. Extensive operational disruption to the business (months to years) E.g. terrorist attack, vessel collision to major assets. Impact of > \$500k |
| Reputation | Event resulting in no media coverage. Internal communication only | Event resulting in brief media coverage of one or more media types at a regional level. | Event resulting is significant media coverage nationwide / international with multiple media types. |
| Livelihood | Financial | Financial consequences resulting in permanent loss of < \$5M. Loss in recurring annual cash flow of < \$0.5M | Significant financial consequences resulting in permanent loss of > \$25M. Loss in recurring annual cash flow of > \$2.5M |
| | Regulatory | Event resulting in compliance failure with no specific penalty attached | Event resulting in criminal/LCC investigation. Potential imprisonment of Management or directors. Public comments from regulators/Government. |
| | Client / Customer Service | Event resulting in < 1% of customers/clients impacted | Event causing major customer/client impacts of > 10% with adverse effects. Potential legal implications |

Appendix C. Team Process

The Team Process should be followed by the EMT in every EMT meeting to ensure; all EMT members update on their actions and intelligence gathering, that consideration is made to all aspects of an emergency, and that all team members know what actions they have been assigned.

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| <p>Activate</p> | <p>EMT Leader: Identify need for EMT activation (Appendix A) and determine team composition – consult with EMT Planning as required</p> <p>Activate EMT and schedule initial briefing</p> <p>Consult EMT Leader Role Checklist (Appendix D.a)</p> <p>Review the immediate situation and initial assessment to determine the magnitude of the event.</p> <p>Initiate a team log of events – consult EMT members as necessary for clarification and details of response actions undertaken so far</p> <p>Set briefing cadence for EMT</p> |
| <p>Update</p> | <p>Hold Team briefing</p> <p>Record / document EMT briefing meetings – record decisions, actions, and outcomes</p> <p>Prepare event SITREPs (Appendix G)</p> <p>Review Team objectives</p> <p>Schedule regular meetings to review activities and plan next steps, approx. every 2 hours or more frequent in dynamic situations</p> |
| <p>Issues/actions</p> | <p>Record / document any issues and actions identified (Appendix H)</p> <p>Investigate key event information – identify required information categories (e.g., geographical area affected, number of customers impacted, resources deployed, response / recovery duration)</p> <p>Consider legal and insurance issues</p> <p>Establish arrangements for emergency purchasing and expenditure tracking</p> <p>Utilise Role and Responsibility checklists to assist with considerations</p> |
| <p>Stakeholders</p> | <p>Record stakeholder identification (Appendix I and Appendix J), prioritisation, and notifications</p> <p>Develop communications strategies to keep all staff and key stakeholders regularly informed</p> |
| <p>Act</p> | <p>All team members except for the EMT Leader and Scribe break out to execute their actions.</p> <p>All members are to return at the time required for the next briefing, ready to update on actions executed.</p> |
| <p>Act - Scribe</p> | <p>Scribe</p> <p>Information updates / current event statistics and data – gather and compile</p> <p>record actions / tasks assigned to EMT Members and track their status</p> |

Appendix D. Emergency Management Team Role Checklists

A. a Emergency Management Team Leader

Manage the EMT and provide leadership, direction and advice as the decision-making authority. Manage the development and implementation of an overall response strategy, bringing together and coordinating the necessary people and their resources to cover all aspects of the operational preparedness, response, and recovery phases of an event.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Receive event briefing from Security and carry out initial assessment of event <input type="checkbox"/> Review, approve and provide direction on any necessary actions to make impacted systems safe <input type="checkbox"/> Identify need for EMT activation (Appendix B) and determine team composition (Section 5)– with EMT Planning <input type="checkbox"/> Activate EMT and instruct the EMT Planning to establish the Emergency Operations Centre (EOC) or Microsoft Teams Link as required <input type="checkbox"/> Establish the need for delegated financial authority in support of the initial EMT response <input type="checkbox"/> Issue early event notifications to key stakeholders (including internal) (Appendix I and Appendix J) <input type="checkbox"/> Deputise the Leader role during any absences <input type="checkbox"/> Initiate personal log of events (Appendix H) |
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> During any absences from the EOC, delegate some team management functions to EMT Planning to support team function and assign a temporary Leader until your return <input type="checkbox"/> Guide and advise EMT members on response requirements, identify and allocate tasks <input type="checkbox"/> Activate support personnel as necessary to assist the response - including subject matter experts and EMLOs <input type="checkbox"/> Consider most likely and worst-case scenarios for the event (6, 12 and 24+ hours) <input type="checkbox"/> Coordinate the overall business approach to the event <input type="checkbox"/> Establish team meeting / briefing schedule (including frequency and timing) – with EMT Planning <input type="checkbox"/> Provide regular updates to CEO or executive <input type="checkbox"/> Identify and apply appropriate plans, procedures, and work instructions – including in case of death or serious injury procedures <input type="checkbox"/> Consider need to initiate an incident investigation – consult Legal SME for advice on professional privilege <input type="checkbox"/> Allocate tasks to individual EMT members – monitor progress / completion <input type="checkbox"/> Maintain an overview of the recovery strategy and activities – review ongoing impacts on the business <input type="checkbox"/> Assist with notification and management of assigned stakeholders <input type="checkbox"/> Refer any media interest to EMT Communications <input type="checkbox"/> Consider shift handover for extended responses – including for support staff / teams <input type="checkbox"/> Stand down or activate additional EMT members as required, including to support roles that require additional resources <input type="checkbox"/> Log events – maintain and record your decisions, actions, updates, and contacts |
| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Stand down Emergency Management Team <input type="checkbox"/> Conduct debriefing <input type="checkbox"/> Attend any after action reviews |

A. b Communications

Advise on and facilitate the development of internal, external and community management strategies. Represent GeelongPort to relevant stakeholders and maintain EMT awareness of the impacts and consequences of their actions on stakeholders such as the community, public, government, and media.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Upon activation, attend or advise the EMT as directed – obtain event briefing from EMT Leader and assist (as requested) with classification on the Event Classification Matrix (Appendix B) <input type="checkbox"/> Establish contact with any other activated external communications or community teams / representatives – agree on standard event communication protocols <input type="checkbox"/> Initiate personal log of events (Appendix H) <input type="checkbox"/> Confirm the EMT Leader’s communication needs and expectations <input type="checkbox"/> Identify any response-related communications already undertaken or received |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Activate support personnel / groups and media / communication strategies as necessary <input type="checkbox"/> Consider stakeholder feedback during response strategy development <input type="checkbox"/> Advise EMT on stakeholder perspectives, interest, and reactions <input type="checkbox"/> Develop media and community plans and materials and manage its distribution <input type="checkbox"/> Coordinate prompt development, review, and approval of communications material (e.g. event information, community / public safety information etc) – coordinate with Legal and Commercial as required <input type="checkbox"/> Develop key messages and materials for media and community – maintain consistency between messages from Communications and with other activated teams (e.g., ERT) <input type="checkbox"/> Maintain EMT awareness and understanding of key messages <input type="checkbox"/> Establish, maintain, and distribute disclosure standards and communications protocols – clearly communicate which information is confidential and which may be released <input type="checkbox"/> Prompt EMT members to maintain records of all stakeholder interactions <input type="checkbox"/> Keep a communications log of all events related and calls made / received <input type="checkbox"/> Undertake notification and management of assigned stakeholders <input type="checkbox"/> Advise EMT Planning should shift handover be required - including support personnel <input type="checkbox"/> Log of events – maintain and record your decisions, actions, updates, and contacts |
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| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Advise stakeholders of the events conclusion <input type="checkbox"/> Consider any communications required during the recovery phase <input type="checkbox"/> Attend any debriefings / after action reviews |
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A. c **Emergency Management Liaison Officer**

The Emergency Management Liaison Officer/s will be appointed by the EMT Leader as required for a particular response and will engage with response teams that are activated externally to the GeelongPort EMT and or Emergency Services.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Upon activation, attend or advise the EMT as directed – obtain event briefing from EMT Leader and assist (as requested) with classification on the Event Classification Matrix (Appendix B) <input type="checkbox"/> Initiate personal log of events (Appendix H) <input type="checkbox"/> Review any safety or environment related response, activity or contacts made prior to your arrival |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Attend any briefings held by organisations you are EMLO to <input type="checkbox"/> Update the EMT Leader with relevant information following each briefing <input type="checkbox"/> Maintain meeting minutes and actions in the form of a Sitrep and share with the EMT, <input type="checkbox"/> Refer any media interest to EMT Communications (or person delegated by Communications) <input type="checkbox"/> Advise EMT Planning of shift handover requirements for extended responses (greater than 12 hours) – including support personnel such as a scribe <input type="checkbox"/> Log of events – maintain and record your decisions, actions, updates, and contacts |
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| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefings/after action reviews |
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Where an EMLO to Emergency Services is required, this person needs to have knowledge around the activities occurring within the Port, any potential safety issues that could impact response (i.e. no go areas, hazardous chemical locations) and the ability to close roads/divert traffic

A. d Logistics

Support the EMT response strategy through procurement, deployment, maintenance and management of all support services, facilities, personnel, equipment, and materials required during a response.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Upon activation, attend or advise the EMT as directed – obtain event briefing from EMT Leader and assist (as requested) with classification on the Event Classification Matrix (Appendix B) <input type="checkbox"/> Initiate personal log of events (Appendix H) <input type="checkbox"/> Consider setting up a process to track, manage and collect costs |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Activate support personnel / group as necessary – brief and allocate tasks <input type="checkbox"/> Identify and provide ongoing supplies / support to personnel, materials, and equipment in the field (e.g., trained operators, fuel, transport, food, water etc) – manage relief roster and maintenance activities <input type="checkbox"/> Coordinate deployment and resourcing of external service providers engaged in the response <input type="checkbox"/> Develop a resource materials and transport plan to meet resource requirements and manage / record their deployment as required <input type="checkbox"/> Maintain accurate records of resource status (including procurement, use and release of contracted resources) <input type="checkbox"/> Coordinate the procurement of vehicle permissions and permits to facilitate their application in the field <input type="checkbox"/> Establish and maintain processes to facilitate payment and tracking of costs related to procurement, allocation, and support of response resources (establish Cost Code) and communicate to relevant parties <input type="checkbox"/> Maintain project costing, producing reports to management on actuals, committed and forecast costs <input type="checkbox"/> Undertake notification and management of assigned stakeholders <input type="checkbox"/> Refer any media interest to EMT Communications <input type="checkbox"/> Consider shift handover for extended responses – including for support personnel <input type="checkbox"/> Log of events – maintain and record your decisions, actions, updates, and contacts |
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| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefings/after action reviews |
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A. e Operations

Operations is the liaison between on the ground responders and the EMT. Where there is an event requiring incident ground management including evacuations/fire/first aid/traffic management, the Chief Warden within GeelongPort precinct will assume this role.

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|--------------------------|---|
| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Upon activation, attend or advise the EMT as directed – obtain event briefing from EMT Leader and assist (as requested) with classification on the Event Classification Matrix (Appendix B) <input type="checkbox"/> Initiate personal log of events (Appendix H) <input type="checkbox"/> Establish an operational structure to enable safe practices to be implemented on the incident ground <input type="checkbox"/> Delegate control of the incident ground <input type="checkbox"/> Arrange and coordinate evacuations as required |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Make safe the incident ground as far as practicable <input type="checkbox"/> Ensure traffic management is considered <input type="checkbox"/> Liaise between the EMT and responders on the ground <input type="checkbox"/> Identify new and emerging risks at the incident <input type="checkbox"/> Ensure responding personnel are tasked to undertake only the activities for which they are qualified <input type="checkbox"/> Develop methodology to return GP operations to BAU <input type="checkbox"/> Coordinate required resources on the ground with Planning <input type="checkbox"/> Maintain personal logs <input type="checkbox"/> Ensure muster of personnel as required |
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| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Collect any incident logs from the incident ground <input type="checkbox"/> Attend debriefings/after action reviews |
|---------------------------|---|

A. f Planning

Provide guidance on EMT roles, responsibilities, and activities to assist the activation and operation of the team. Maintain the EMT' adherence to the Team process and support the Leader. Monitor shift length of response personnel and arrange handovers where responses are likely to extend past 12 hours.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Upon activation, attend or advise the EMT as directed - obtain event briefing from EMT Leader and assist (as requested) with classification on the Event Classification Matrix (Appendix B) <input type="checkbox"/> Assist the EMT Leader to determine the need for EMT activation <input type="checkbox"/> On instruction from the EMT Leader, carry out EMT activation by contacting EMT members– review EMT composition (Section 5) and verify that it is appropriate, track responses to activation process <input type="checkbox"/> Commence an Event Log (Appendix H) <input type="checkbox"/> Establish EOC or Microsoft Teams Link and notify EMT members of location and time of first briefing – verify that all equipment is present and functioning correctly <input type="checkbox"/> Advise EMT Leader of status of team members (available / unavailable / arrived / en-route) <input type="checkbox"/> Initiate personal log of events <p>Where no scribe is activated as an SME</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Scribe checklist Appendix A. g and complete all actions |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Plan for EMT Leader absences from the EOC, assist to identify a delegate for the EM role and assume some team management functions to support the EMT function <input type="checkbox"/> Monitor / manage the EMT membership (e.g., monitor fatigue and effectiveness, source alternatives) <input type="checkbox"/> Assist EMT Leader with EMT briefing schedule (preparation, execution, timing) <input type="checkbox"/> Support and advise the EMT Leader with EMT composition, function, and process <input type="checkbox"/> Advise EMT on role responsibilities, team purpose and available tools (e.g., forms, procedures, checklists) <input type="checkbox"/> Monitor team log – ensure that key event information is recorded (e.g., decisions, actions, updates and contacts) <input type="checkbox"/> Remind EMT members of any outstanding commitments / role responsibilities <input type="checkbox"/> Prioritise EMT access to systems / resources (e.g., communications systems, internet, office space) <input type="checkbox"/> Refer any media interest to Communications <input type="checkbox"/> Consider shift handover for extended responses – including support personnel <input type="checkbox"/> Log of events – maintain and record your decisions, actions, updates, and contacts |
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| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefings/after action reviews |
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A. g **SME Scribe**

Maintain a record of the activities of the EMT for reference during the event and following return to BAU.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Upon activation, attend the EMT as directed – report to Planning for briefing and requirements <input type="checkbox"/> Assist Planning with EOC setup – confirm all equipment is present and functioning <input type="checkbox"/> Prepare recording devices for use e.g., whiteboards, laptops, etc. <input type="checkbox"/> Compile an initial Situational Report collating all the key event information and data – provide to the EMT Leader for review and distribution <input type="checkbox"/> On instruction from Planning, assist in initiating a team log of events – consult EMT members as necessary for clarification and details of response actions undertaken so far |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Maintain an accurate and chronological team log / record of events (Appendix H) <input type="checkbox"/> Your recording function is critical – DO Not get involved in any other activities <input type="checkbox"/> Record actions / tasks assigned to EMT members and track their status – inform EMT members of overdue tasks / unfulfilled commitments <input type="checkbox"/> Notify Planning if you are having trouble maintaining event records (e.g., unsure of what record, volume of information is too great, too many discussions occurring simultaneously) <input type="checkbox"/> Clarify any confusion of events / actions as soon as apparent <input type="checkbox"/> Prepare and populate an information template to capture key event information <input type="checkbox"/> Display and maintain information hardcopies in EOC (e.g., media releases, contact lists, event details – maps, details of event scene) <input type="checkbox"/> Be prepared to compile and distribute minutes / status summaries during the event as required – liaise with EMT Planning for assistance <input type="checkbox"/> Maintain a record of EMT members assigned to team roles / present in the EOC <input type="checkbox"/> Consider shift handover for extended responses – including for support personnel <input type="checkbox"/> Log of events – maintain / record TEAM decision, actions, and contacts |
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| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Attend and record debriefings/after action reviews <input type="checkbox"/> Compile lessons learned and disseminate actions and tasks to their owners |
|---------------------------|---|

Appendix E. Responding Role Checklists

A. h Chief Warden

The Chief Wardens of any impacted areas are responsible for the incident response in consultation with EMT Operations

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Liaise with EMT Operations <input type="checkbox"/> Collect Chief Warden identification e.g. hat, vest <input type="checkbox"/> Respond and take control of the incident ground, as appropriate. <input type="checkbox"/> Determine the nature of the emergency and implement appropriate action, such as 'Evacuation'. <input type="checkbox"/> Ensure that the appropriate Emergency Service has been notified. <input type="checkbox"/> Ensure that Deputy Chief Warden (if present) is advised of the situation. |
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| | |
|------------------------|--|
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> If necessary, after evaluation of the situation and using all the information, and resources available, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas. <input type="checkbox"/> Monitor the progress of the evacuation and record any action taken in an incident log. <input type="checkbox"/> Brief the EMLO (if activated) or Emergency Services personnel upon arrival on type and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions. <input type="checkbox"/> Perform any other actions as considered to be necessary or as directed by Emergency Services. <p>If all occupants and staff have been evacuated and a suspected false alarm has occurred the following procedure should be followed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the responding emergency service and inform of the suspected false alarm, they will still attend the scene. <input type="checkbox"/> Advise EMT Operations of suspected false alarm <input type="checkbox"/> Advise Wardens to "Stand down" <input type="checkbox"/> When emergency services arrive, they will confirm whether or not it is a false alarm. <input type="checkbox"/> Debrief occupants evacuated in the designated evacuation area, explaining the source of the alarm to persons gathered and praise the occupants gathered for responding to the alarm. <input type="checkbox"/> Check to ensure reset/repairs have been organised or performed to prevent future false alarms. |
|------------------------|--|

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|---------------------------|---|
| Concluding actions | <ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefings/after action reviews <input type="checkbox"/> If the emergency services have deemed it safe for the occupants to the return to building, advise occupants. <input type="checkbox"/> Organise debrief with the Emergency Services and take notes. <input type="checkbox"/> Compile a report for the Emergency Management Team |
|---------------------------|---|

A. a First Aid Officers (if required)

First aid officers shall perform first aid on injured persons where safe to do so.

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| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> D – Danger <input type="checkbox"/> R – Response <input type="checkbox"/> S – Send for help <input type="checkbox"/> A – Airways <input type="checkbox"/> B – Breathing <input type="checkbox"/> C – CPR <input type="checkbox"/> D – Defibrillator |
|--------------------------|--|

| | |
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| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Complete any logs of the event as soon as practicable and submit to HSE |
|------------------------|--|

A. b Warden

During an event, the Wardens are required to respond to an emergency within their area of responsibility:

| | |
|--------------------------|---|
| Immediate Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Receive instructions from Chief Warden <input type="checkbox"/> Collect Warden identification clothing/equipment <input type="checkbox"/> Implement emergency procedures for their area as required <input type="checkbox"/> Commence evacuation if warranted <input type="checkbox"/> Ensure fire doors and smoke doors are properly closed <input type="checkbox"/> Close or open other doors in accordance with the emergency procedures <input type="checkbox"/> Search floor/area to account for all people <input type="checkbox"/> Ensure orderly flow of people into protected/assembly areas <input type="checkbox"/> Assist occupants with special needs |
|--------------------------|---|

| | |
|------------------------|--|
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Liaise with Chief Warden on actions <input type="checkbox"/> Complete any logs of the event as soon as practicable |
|------------------------|--|

Appendix F. Event Response Guides and Checklists

A. c Bomb Threat Response Guide

BOMB THREAT

ACTIONS

Initial Actions

- Raise the **ALARM**
- For the person receiving the threat, inform a colleague of the threat immediately (if in a position to do so)

Written Threat

- Immediately notify Supervisor
- Keep all paper, envelopes etc to preserve evidence

Verbal Threat

- Keep detailed notes on threat on bomb threat report (overleaf)
- Do not use a radio to raise the alarm – radio signals may trigger an explosive device
- For verbal contact, be calm and respectful; appearing sympathetic and using a pleasant tone may extend the call; **DON'T PANIC!**
- Take the threat seriously
- Signal for assistance if in a position to do so
- Signal for a colleague to call Police/Authorities if in a position to do so
- Pay attention to what is being said and in particular the background noises
- Accurately write down all that is being demanded, ask calmly for confirmation if unclear
- Do not agree or concede to any demands without prior approval
- Try to keep the caller talking as long as possible, **DON'T HANG UP**
- If the caller “hangs up” do not hang up your phone unless advised to do so by Police (it may still be possible to trace the call)
- At the conclusion of the call, check all notes taken to ensure accuracy
- Ensure the relevant authorities have been/are notified immediately
- Ensure that the Emergency Management Team has been informed of the threat

Ongoing Actions

- Establish and maintain communications with appropriate stakeholders as per stakeholder notification matrices
- Record all information on the appropriate forms, i.e., logs, sitreps
- Disseminate SITREPs
- Consider evacuation of the location after threat has been received
- Make every effort to calm all involved; do not aggravate circumstances by personal attempts to resolve the situation hastily
- If evacuating a building, ensure that personnel take all bags and belongings if safe to do so
- If evacuating a building; divert all phone calls to a mobile or alternate number
- Ensure someone is continually standing by a phone to receive next communication from extortionist or ensure a mobile phone number is made available to the caller

Closing Actions

- Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations
- Conduct hot debrief
- Close out additional security arrangements
- Compile and file all documents relating to the response
- Stand down team
- Plan and conduct after-action review

A. d **Verbal Bomb Threat Checklist**

REMAIN CALM AND IMMEDIATELY REPORT THE THREAT TO A SUPERVISOR AND/OR AUTHORITIES
OBTAIN AS MUCH INFORMATION AS POSSIBLE TO ASSIST WITH IDENTIFYING THE NATURE, LOCATION AND LIKELY SUPPORT RESOURCES REQUIRED FOR THE EMERGENCY

Checklist provided by Australian Federal Police Bomb Data Centre

IMPORTANT QUESTIONS TO ASK DURING THE CALL

Where did you put it?

When is the bomb going to explode?

What does it look like?

EXACT WORDING OF THE THREAT

Threat:

GENERAL QUESTIONS TO ASK

How will the bomb explode?

How will the substance be released?

Did you put it there?

Why did you put it there?

BOMB THREAT QUESTIONS

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

What kind of substance is in it?

How much of the substance is in it?

How will the substance be released?

Is the substance a liquid, powder or gas?

OTHER QUESTIONS TO ASK

What is your name?

Where are you?

What is your address?

NOTES FOR AFTER THE CALL

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc.):

Speech (fast, slow, etc.):

Dictation (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:

Local call noise:

STD:

OTHER

Sex of the caller:

Estimated age:

CALL TAKEN

Duration of the call:

Number called:

A. e **Emergency Services Access to site**

Please note: If Emergency Services require access to site during an emergency as declared by Emergency Services, they will become the control agency and GeelongPort will become the support agency.

EMERGENCY SERVICES ACCESS TO SITE

ACTIONS

| | |
|--|---|
| Initial Actions First Responder | <p>Raise the ALARM</p> <p>If life is endangered, immediately dial 000</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify Security who will notify the EMT and Emergency Services <input type="checkbox"/> Provide information about the nature and extent of the emergency <ul style="list-style-type: none"> a. How many people potentially injured b. Location of the incident requiring emergency services c. Nature of the incident |
| Initial Actions Security | <ul style="list-style-type: none"> <input type="checkbox"/> Obtain information about the nature and extent of the emergency <ul style="list-style-type: none"> d. How many people potentially injured e. Location of the incident requiring emergency services f. Nature of the incident <input type="checkbox"/> Notify the EMT <input type="checkbox"/> Initiate contact with Emergency Services and provide details of access to location |
| Initial Actions EMT | <ul style="list-style-type: none"> <input type="checkbox"/> Obtain information about the nature and extent of the emergency <ul style="list-style-type: none"> a. How many people potentially injured b. Location of the incident requiring emergency services c. Nature of the incident <input type="checkbox"/> Arrange for muster of the site if appropriate <input type="checkbox"/> Act to make safe the immediate area if appropriate <p>Notifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the incident impacts the waterways, alert the Harbour Master to notify vessels of the incident and to potentially avoid the area <input type="checkbox"/> Arrange EMLO or direct communications to support responding team if required <input type="checkbox"/> Notify impacted tenants and provide instructions <input type="checkbox"/> Notify all other tenants of the incident, to monitor the situation and when the next sitrep will be available <input type="checkbox"/> Notify regulators an incident has occurred (if appropriate) |
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders as per stakeholder notification matrices Record all information on the appropriate forms, i.e., logs, sitreps <input type="checkbox"/> Disseminate SITREPs |
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Conduct hot debrief <input type="checkbox"/> Close out additional security arrangements <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |

A. f Environmental Incident

During an Environmental incident, if the incident is the responsibility of GeelongPort, the GeelongPort EMT will take control of the situation. However, it is likely that the incident will be the responsibility of a tenant or port user where GeelongPort EMT will act as a support team to the comparable team of the organisation responsible for the incident, taking direction from them, including during the clean-up of any contamination on land or in water.

ENVIRONMENTAL INCIDENT

ACTIONS

| | |
|--|---|
| Initial Actions (First Responder) | <p>Raise the ALARM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify Security <input type="checkbox"/> If the fluids/chemical is known, source Safety Data Sheets (SDS) <input type="checkbox"/> Review SDS for the identified fluids. Identify appropriate controls and PPE. Do not approach incident area if substance is unknown <input type="checkbox"/> If safe to do so, shut off the source of the incident |
| Initial Actions EMT | <ul style="list-style-type: none"> <input type="checkbox"/> If safe to do so, take action to CONTAIN incident and prevent from spreading. This may include deploying portable booms to encircle the incident, or construction of temporary bunds, levees, or channels <p>Notifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the incident impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area <input type="checkbox"/> Arrange EMLO or direct communications to support responding team if required <input type="checkbox"/> Notify impacted tenants and provide instructions <input type="checkbox"/> Notify all other tenants of the incident, to monitor the situation and when the next sitrep will be available <input type="checkbox"/> Notify regulators an incident has occurred |
| Clean-up | <ul style="list-style-type: none"> <input type="checkbox"/> If possible, clean up excess or pooled fluids with absorbents or marine spill equipment <input type="checkbox"/> Ensure site access available for any clean-up crew arranged <input type="checkbox"/> Where required, work with Ports Victoria and other spill response agencies for on water pollution |
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders as per stakeholder notification matrices <input type="checkbox"/> Record all information on the appropriate forms, i.e., logs, sitreps <input type="checkbox"/> Disseminate SITREPs |
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Conduct hot debrief <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |

A. g **Industrial Disputation**

Where GeelongPort is involved in an Industrial Dispute that requires an EMT, the EMT will take control of the event. Where it is the dispute of a port user or tenant, GeelongPort will only get involved if the dispute impacts GeelongPort operations or the operations of a third party.

| INDUSTRIAL DISPUTATION | |
|---------------------------------------|--|
| ACTIONS | |
| Initial Actions (Third party dispute) | <ul style="list-style-type: none"> <input type="checkbox"/> Document the initial reporting of dispute <input type="checkbox"/> Alert the appropriate parties there has been a dispute raised <input type="checkbox"/> Clearly communicate expectations <input type="checkbox"/> On activation of the EMT, activate an HR SME <input type="checkbox"/> Notifications <input type="checkbox"/> Arrange EMLO or direct communications to support responding team <input type="checkbox"/> Notify impacted tenants and provide instructions |
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders as per the stakeholder matrices <p>If GeelongPort industrial dispute</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold regular consultations with parties <input type="checkbox"/> Mediate disagreements <input type="checkbox"/> Record all information on the appropriate forms, i.e., logs, meeting minutes <p>If Third party industrial dispute</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activate EMLO to attend third party EMT or team equivalent <input type="checkbox"/> Support third party team as deemed appropriate by the EMT |
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all involved that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |

A. h Major Fire / Explosion

MAJOR FIRE / EXPLOSION

ACTIONS

NOTE:

Follow evacuation procedures

Initial Actions (First Responder)

If an ambulance is required, immediately call 000

Raise the **ALARM**

- Notify security who will notify the EMT and Emergency Services
- Rescue any personnel in danger if safe to do so (**do not endanger yourself**)
- Confirm location, extent, and type of fire

Initial Actions EMT

- Initiate evacuation if appropriate
- Arrange additional security if required

Notifications

- If the fire/explosion impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area
- Arrange EMLO or direct communications to support responding team if required
- Notify impacted tenants and provide advice
- Notify all other tenants of the incident, to monitor the situation and when the next sitrep will be available
- Notify regulators an incident has occurred

Ongoing Actions

- Establish and maintain communications with appropriate stakeholders as per the stakeholder matrices
- Record all information on the appropriate forms, i.e., logs, sitreps
- Disseminate SITREPs

Closing Actions

- Notify all tenants/staff that the incident is resolved and they can resume or continue Business as Usual Operations
- Conduct hot debrief
- Compile and file all documents relating to the response
- Stand down team
- Plan and conduct after-action review

A. i **Medical Emergency/Serious Injury/Safety Incident**

A Medical Emergency/Serious Injury/Safety incident will be assessed by the EMT to decide if it meets the triggers for activation of the EMT. Where it does not, the First Aid Officers will manage the event and submit a report to HSE following the conclusion of the event.

MEDICAL EMERGENCY / SERIOUS INJURY / SAFETY INCIDENT

ACTIONS

| | |
|--|---|
| Initial Actions First Responder | <ul style="list-style-type: none"> <input type="checkbox"/> Respond to any Injured Personnel if trained to do so using DRSABCD <input style="color: red;" type="checkbox"/> immediately call 000 if an ambulance is required <input type="checkbox"/> Notify Security who will notify the EMT |
|--|---|

| | |
|----------------------------|---|
| Initial Actions EMT | <ul style="list-style-type: none"> <input type="checkbox"/> Gather intelligence regarding the nature of the injury/medical emergency/safety incident <input type="checkbox"/> Ensure safety of any incident ground personnel <p>Notifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the medical emergency / injury impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area <input type="checkbox"/> Arrange EMLO or direct communications to support responding team if required <input type="checkbox"/> Notify impacted tenants and provide instructions <input type="checkbox"/> Notify all other tenants of the incident, to monitor the situation and when the next sitrep will be available <input type="checkbox"/> Notify regulators an incident has occurred (if appropriate) |
|----------------------------|---|

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|------------------------|--|
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Analyse information about incident for trends (including near misses) <input type="checkbox"/> Monitor the status of any injured or sick personnel including their location (i.e. which hospital/medical centre they have been taken to) <input type="checkbox"/> Ensure the next of kin of any injured/sick personnel are notified as per HR procedure <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders <input type="checkbox"/> Record all information on the appropriate forms i.e., logs, incident reports <input type="checkbox"/> Arrange support for any personnel impacted by the events <input type="checkbox"/> Consider any ongoing safety implications and rectify where possible |
|------------------------|--|

| | |
|------------------------|--|
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Conduct hot debrief <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |
|------------------------|--|

A. j **First Aid**

First Aid

- Render incident scene safe (isolate power, turn off running water, remove hazards etc.)
- If the patient is breathing and stable, place and keep in recovery position, if patient is not breathing, begin CPR immediately
- Attract attention, send someone, or personally notify IC / nearest medical centre or Ambulance, advise clearly and slowly
 - Your name and location
 - What has happened
 - What actions you have taken
 - Location of injured
 - Any exposures that are likely to escalate the incident (e.g., fumes/fire)
- BURNS** – Flush continuously with copious amounts of cool water until attended to by first aid/ambulance
- SLIP and FALL**
 - If Injured person (IP) is conscious and can move, allow them to do so in their own time. Ensure an incident report is completed
 - If IP is conscious and cannot move, arrange emergency medical treatment, divert colleagues away from incident and remain with IP until emergency services arrive. DO NOT attempt to move IP.
 - If IP is unconscious, initiate DRSABC, place IP in recovery position and have someone call emergency services.
- If possible, person who initially treats IP to stay with IP for reassurance
- If safe to do so, wait at location until help arrives

A. k **Security Incident**

SECURITY ALERTS / PROTESTORS ON SITE

ACTIONS

| | |
|--|--|
| Initial Actions First Responder | <p>Raise the ALARM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify Security who will notify the Emergency Management Team Leader <input type="checkbox"/> Obtain information about the nature and extent of the security issue <ul style="list-style-type: none"> ◦ What is the security incident ◦ Location of the security incident ◦ Where there are people gathering at/entering the port, the approximate number of people and whether they have visible weapons ◦ DO NOT approach unless authorised to do so <input type="checkbox"/> Security will Initiate contact with emergency services |
| Initial Actions EMT | <ul style="list-style-type: none"> <input type="checkbox"/> Muster the site (if appropriate) <input type="checkbox"/> Appoint EMLO to Emergency Services if required <p>Notifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the security alert impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area <input type="checkbox"/> Arrange EMLO or direct communications to support responding team if required <input type="checkbox"/> Notify impacted tenants/port users and provide information/advice <input type="checkbox"/> Notify all other tenants within the vicinity of the incident to monitor the situation and report unusual activity <input type="checkbox"/> Notify regulators an incident has occurred (if appropriate) |
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Arrange for additional security if required <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders <input type="checkbox"/> Record all information on the appropriate forms, i.e., logs, sitreps <input type="checkbox"/> Disseminate SITREPs |
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Conduct hot debrief <input type="checkbox"/> Close out additional security arrangements <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |

A.1 Structure Damage

STRUCTURE DAMAGE

ACTIONS

| | |
|--|--|
| Initial Actions First Responder | <p>Raise the ALARM</p> <p>If an ambulance is required, immediately call 000</p> <p><input type="checkbox"/> Notify Security who will notify the EMT and contact emergency services if required</p> |
|--|--|

| | |
|----------------------------|--|
| Initial Actions EMT | <p><input type="checkbox"/> Obtain information about the nature and extent of the structure damage</p> <ul style="list-style-type: none"> ◦ Location of the structure damage ◦ Type of damage ◦ Any injured persons ◦ Cause of structure damage <p><input type="checkbox"/> Muster the site (if appropriate)</p> <p>Notifications</p> <p><input type="checkbox"/> If the incident impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area</p> <p><input type="checkbox"/> Arrange EMLO or direct communications to support responding team if required</p> <p><input type="checkbox"/> Notify impacted tenants and provide instructions</p> <p><input type="checkbox"/> Notify all other tenants of the incident, to monitor the situation and when the next sitrep will be available</p> <p><input type="checkbox"/> Notify regulators an incident has occurred (if appropriate)</p> |
|----------------------------|--|

| | |
|------------------------|--|
| Ongoing Actions | <p><input type="checkbox"/> Arrange for additional security if required</p> <p><input type="checkbox"/> Establish and maintain communications with appropriate stakeholders</p> <p><input type="checkbox"/> Record all information on the appropriate forms, i.e., logs, sitreps</p> <p><input type="checkbox"/> Disseminate SITREPs</p> <p><input type="checkbox"/> Arrange SMEs to assess the structural damage prior to allowing personnel/port users etc access to the structure or anywhere where the structural damage may cause injury</p> <p><input type="checkbox"/> Arrange for the structural damage to be rectified/repared/ replaced where possible/provide support for Team arranging this</p> |
|------------------------|--|

| | |
|------------------------|--|
| Closing Actions | <p><input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations</p> <p><input type="checkbox"/> Conduct hot debrief</p> <p><input type="checkbox"/> Close out additional security arrangements</p> <p><input type="checkbox"/> Compile and file all documents relating to the response</p> <p><input type="checkbox"/> Stand down team</p> <p><input type="checkbox"/> Plan and conduct after-action review</p> |
|------------------------|--|

A. m Third-Party Incidents

THIRD-PARTY INCIDENTS

ACTIONS

| | |
|--|--|
| Initial Actions First Responder | <p>If an ambulance is required, immediately dial 000</p> <p>Raise the ALARM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify Security who will notify the EMT and contact emergency services if they are required |
|--|--|

| | |
|----------------------------|---|
| Initial Actions EMT | <ul style="list-style-type: none"> <input type="checkbox"/> Obtain information about the nature and extent of the emergency <ul style="list-style-type: none"> ◦ How many people ◦ Location of the incident ◦ Damage or type of incident <input type="checkbox"/> Muster the site (if appropriate) <p>Notifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the incident impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area <input type="checkbox"/> Arrange EMLO or direct communications to support responding team <input type="checkbox"/> Notify impacted tenants and provide instructions <input type="checkbox"/> Notify all other tenants of the incident, to monitor the situation and when the next sitrep will be available <input type="checkbox"/> Notify regulators an incident has occurred (if appropriate) |
|----------------------------|---|

| | |
|------------------------|---|
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders <input type="checkbox"/> Record all information on the appropriate forms, i.e., logs, sitreps <input type="checkbox"/> Disseminate SITREPs |
|------------------------|---|

| | |
|------------------------|--|
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Conduct hot debrief <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |
|------------------------|--|

A. n Vessel Incident

Most incidents that occur on a vessel will be handled by those on the vessel as per their reporting requirements and arrangements. There are limited times that the GeelongPort EMT will require activation for a vessel incident but the response guidelines are below for if this does occur.

VESSEL RELATED INCIDENTS

ACTIONS

| | |
|----------------------------|---|
| Initial Actions EMT | <ul style="list-style-type: none"> <input type="checkbox"/> Obtain information <ul style="list-style-type: none"> ◦ Location and time incident occurred ◦ Name of vessel (if applicable) ◦ Any injured persons (if known, how many?) ◦ If another vessel is involved ◦ If there is damage to the Port/a berth ◦ Weather conditions at the time of the incident <input type="checkbox"/> Ensure the site is kept clear of non-essential personnel <input type="checkbox"/> Confirm structural integrity of the vessel and assist with evacuation of the vessel as required |
|----------------------------|---|

| | |
|------------------------|---|
| Ongoing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain communications with appropriate stakeholders <input type="checkbox"/> Record all information on the appropriate forms, i.e., logs, sitreps <input type="checkbox"/> Disseminate SITREPs <input type="checkbox"/> Continuously monitor weather from Bureau of Meteorology <input type="checkbox"/> Begin assessing damage to any port assets <input type="checkbox"/> Arrange for repair/replacement of port assets as required |
|------------------------|---|

| | |
|------------------------|---|
| Closing Actions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations <input type="checkbox"/> Conduct hot debrief <input type="checkbox"/> Close out additional security arrangements <input type="checkbox"/> Compile and file all documents relating to the response <input type="checkbox"/> Stand down team <input type="checkbox"/> Plan and conduct after-action review |
|------------------------|---|

A. 0 Weather Related Incident

WEATHER RELATED

ACTIONS

Initial Actions EMT

- If there is severe weather or a severe weather alert, follow any guidance provided by authorities
 - Muster the site/advise personnel and tenants/port users to take shelter if required
- Notifications**
- If the weather incident impacts the waterways, alert the Harbour Master to notify vessels of the incident and to avoid the area

Ongoing Actions

- Confirm the safety of all persons on site at any GeelongPort location impacted
- Establish and maintain communications with appropriate stakeholders
- Record all information on the appropriate forms, i.e., logs, sitreps
- Disseminate SITREPs
- Seek regular weather updates from BOM and emergency services
- Once safe to do so, confirm the structural integrity of all GeelongPort assets
- Arrange for repair/replacement of any damaged GeelongPort assets through insurance where applicable
- Assist with the completion of any insurance paperwork

Closing Actions

- Notify all tenants/staff that the incident is resolved, and they can resume or continue Business as Usual Operations
- Conduct hot debrief
- Compile and file all documents relating to the response
- Stand down team
- Plan and conduct after-action review

Appendix G. Sitrep Template

Incident Name:

Incident Location

Incident Commencement Date/Time

SITREP version

Contact information

1 Situation

(provide an overview of the situation as per the information you have)

2 Mission

(provide the EMT's mission)

3 Execution

(Provide the EMTs objectives and the strategies the EMT will deploy to achieve the objectives)

Example – please delete before disseminating:

Objective 1: Assess the impacts (ongoing)

Strategies:

1. Confirm with security onsite what the damage is
2. Activate wardens to gain visual of damage and control movement at site

4 Administration & Logistics

(include any information required or known here)

5 Command & Communications:

Emergency Management Team Leader:

Communications:

Logistics:

Operations:

Planning:

If activated

Scribe:

EMLOs:

SMEs:

6 Safety

(any known safety strategies for issues or potential issues, include fatigue management)

Safety strategies:

Appendix H. Log Template

| Date | Time | Information | Decision Rationale | Action | Date and time action complete |
|------|------|-------------|--------------------|--------|-------------------------------|
| | | | | | |
| | | | | | |
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Appendix I. External Stakeholder Notification

The following stakeholders should be reviewed and considered for notification during events at GeelongPort. The final decision on stakeholder notification rests with the EMT Leader

| Stakeholder | Contact Number | Environment Incident | | Industrial Dispute | | Medical Emergency / Seriously Injured | | Safety Incident | | Security Incident | | Structure Damage | | Third- Party Incidents | | Vessel Incident | | Weather Related Incident | |
|--|---|----------------------|--------|--------------------|--------|---------------------------------------|--------|-----------------|--------|-------------------|--------|------------------|--------|------------------------|--------|-----------------|--------|--------------------------|--------|
| | | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis |
| Local Community | | | | | | | | | | | | | | | | | | | |
| Residents | | | ✓ | | | | | | | | ✓ | | | | | | | | |
| Businesses | | | ✓ | | | | | | | | ✓ | | | | | | | | |
| Liaison Groups | | | ✓ | | | | | | | | | | | | ✓ | | | | |
| Emergency Services | | | | | | | | | | | | | | | | | | | |
| Ambulance | 000 | | | | | ✓ | ✓ | | | ✓ | ✓ | | | | | ✓ | | | |
| CFA / FRV | 000 Geelong (03) 5221 2755 Corio (03) 5277 0414 | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | | ✓ | | | |
| Regional Emergency Management Inspector | Brooke Walker | | | | | | | | | ✓ | ✓ | | | | | | | | |
| SES | 132 500 (03) 5226 4771 | | | | | | | | | | | ✓ | ✓ | | | ✓ | | ✓ | ✓ |
| VicPol | 000 Geelong (03) 5225 3100 Corio (03) 5273 9555 | | | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | ✓ | | | |
| Government | | | | | | | | | | | | | | | | | | | |
| Border Force | 131 881 | | | | | | | | | ✓ | ✓ | | | | | | ✓ | | |
| City of Greater Geelong | (03) 5272 5272 | ✓ | ✓ | | | | | | | | ✓ | | | | | | | | |
| City of Greater Geelong Municipal Emergency Resource Office 24/7 | 03 5272 5272 | ✓ | ✓ | | | | | | | | ✓ | | | | | | | | |
| DEECA | 136 186 | | ✓ | | | | | | | | | | | | | | | | |

| Stakeholder | Contact Number | Environment Incident | | Industrial Dispute | | Medical Emergency / Seriously Injured | | Safety Incident | | Security Incident | | Structure Damage | | Third- Party Incidents | | Vessel Incident | | Weather Related Incident | |
|-----------------------------|--|----------------------|--------|--------------------|--------|---------------------------------------|--------|-----------------|--------|-------------------|--------|------------------|--------|------------------------|--------|-----------------|--------|--------------------------|--------|
| | | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis |
| Department of Transport | (03) 9655 6666 | | ✓ | | | | | | | | ✓ | | | | ✓ | | | | |
| Fisheries Victoria | 136 186 | ✓ | ✓ | | | | | | | ✓ | ✓ | | | | | | | | ✓ |
| Home Affairs | 131 881 | | | | | | | | | ✓ | ✓ | | | | | | | | ✓ |
| Local MPs | | | ✓ | ✓ | ✓ | | | | | | ✓ | | | | | | | | |
| Maritime Safety Victoria | 1800 223 022 | | | ✓ | ✓ | | | | | ✓ | ✓ | | | | | | | | ✓ |
| Ports Minister | (03) 5562 8230 | | ✓ | ✓ | ✓ | | | | | | ✓ | | | | | | | | ✓ |
| Regulators | | | | | | | | | | | | | | | | | | | |
| AMOSC | 24/7 Duty officer 0438 379 328 | ✓ | ✓ | | | | | | | | | | | | | | ✓ | ✓ | |
| EPA | 1300 372 842 | ✓ | ✓ | | | | | | | | | | | | | | | | |
| Fair Work | 131 394 | | | ✓ | ✓ | | | | | | | | | | | | | | |
| Harbour Master | 0439 635 912 | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ |
| Ports Victoria | (03) 5225 3500 | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ |
| WorkSafe | 132 360 Advice Line 1800 136 089 | | ✓ | | | | | ✓ | ✓ | | | | ✓ | ✓ | | | | | |
| Tenants / Port Users | | | | | | | | | | | | | | | | | | | |
| Port Users | | | ✓ | | | | | | ✓ | ✓ | ✓ | | ✓ | | | | | ✓ | ✓ |
| Tenants | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Other | | | | | | | | | | | | | | | | | | | |
| Media | | | ✓ | | | | ✓ | | | | ✓ | | | | | | | ✓ | ✓ |
| Mercer Marsh Benefits | 0476 576 280 | ✓ | ✓ | | | | | | | | | | ✓ | ✓ | | | | | |

Notes:

** If an event is classified as Crisis Level, proactive communication with the media should be considered.

** The media may become a stakeholder requiring management in the event an incident is deemed newsworthy by the media.

Appendix J. Internal Stakeholder Notifications

The following stakeholders should be reviewed and considered for notification during events at GeelongPort. The final decision on stakeholder notification rests with the EMT Leader

| Stakeholder | Environment Incident | | Industrial Dispute | | Medical Emergency / Seriously Injured | | Safety Incident | | Security Incident | | Structure Damage | | Third- Party Incidents | | Vessel Incident | | Weather Related Incident | |
|-------------------------------|----------------------|--------|--------------------|--------|---------------------------------------|--------|-----------------|--------|-------------------|--------|------------------|--------|------------------------|--------|-----------------|--------|--------------------------|--------|
| | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis | Emergency | Crisis |
| Board | | ✓ | ✓ | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| CEO | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| CFO | | ✓ | | | | | | | | | | ✓ | | | | | | |
| Chief Warden | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ |
| Corporate Affairs Manager | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Emergency Management Team | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| GeelongPort Staff | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | ✓ |
| General Manager of Commercial | | ✓ | | | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Head of Service Delivery | ✓ | ✓ | | ✓ | | ✓ | | ✓ | ✓ | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Head of HSEQ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Legal | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | | | | | | | |
| Security | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Notes:

** If an event requires evacuation the Chief Warden would lead the evacuation.

Appendix K. GeelongPort Site Information

A. a Site Overview

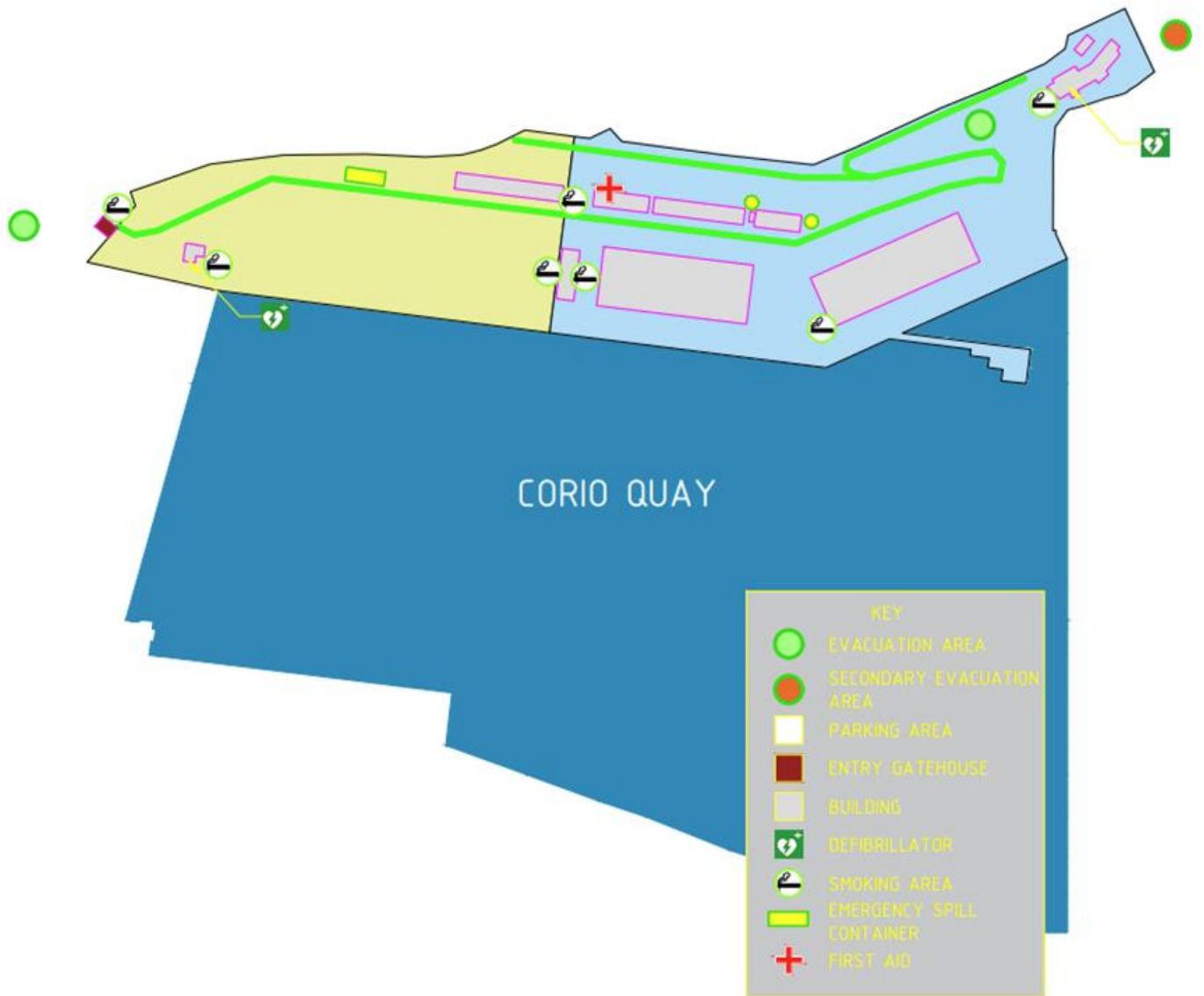
| | | |
|-------------------------------------|--|---|
| Location | GeelongPort Corio Quay Road North Geelong VIC 3215 | |
| Port Managers | <p>GeelongPort: All commercial wharves and piers are managed by GeelongPort, with the exception of Point Wilson Explosives Pier, Corio Quay South Nos. 1 (Spirit of Tasmania) and Bulk Grain Pier Number 3 berth (GrainCorp).</p> <p>GrainCorp: Bulk Grain Pier Number 3 berth.</p> <p>Ports Victoria All Navigation marks and beacons.</p> | |
| Building Manager/ POC | GeelongPort: Lascelles: Corio Quay: | Phone: (03) 5247 0200 Phone: (03) 5247 0200 Phone: (03) 5247 0200 |
| Marine Controller (24 Hours) | Marine Control +61 3 5225 3565 | VHF Channel 12 Call Sign: "GeelongPort" |
| Port Security Officer (24 Hours) | Phone: (03) 5247 0306 | |

A. b Berth Information

| Berth | Depth of Water | Draught Limit (with tide) |
|--------------------------------|----------------|---------------------------|
| Pt. Henry Pier | 12.0 m | 11.4 m |
| Bulk Grain Pier No. 1 | 10.5 m | 9.9 m |
| Bulk Grain Pier No. 2 | 12.3 m | 11.7 m |
| Bulk Grain Pier No. 3 | 12.3 m | 11.7 m |
| Corio Quay North Nos. 1, 2 & 4 | 11.0 m | 10.5 m |
| Corio Quay South Nos. 1 | 11.0 m | 10.5 m |
| Lascelles Wharf Nos. 1, 2, & 3 | 12.3 m | 11.7 m |
| Refinery Pier Nos. 1, 2, 3 & 4 | 12.3 m | 11.7 m |
| Pt. Wilson Explosives Pier | 9.1 m | 8.5 m |

A. c Site Maps with Key Information





Appendix L. Emergency Resources

GeelongPort has the following resources available which can be of assistance during an emergency situation.

| DETAILS | QUANTITY | TIMING |
|---|----------|--|
| Bobcat (Skid steer loader) | 1 | On site. 24/7 - 30 minutes |
| Forklifts | Assorted | On site. 24/7 - 30 minutes |
| <u>Corio Quay North</u> | | 24/7 - 30 minutes |
| <ul style="list-style-type: none"> 1 x 2.5 tonne | | |
| <u>Lascelles</u> | | |
| <ul style="list-style-type: none"> 1 x 2.5 tonne 1 x 16 tonne | | |
| Front end loader | 3 | On site. 24/7 - 30 minutes |
| Crane - Franna | 1 | On site. Day time – 15-30 minutes After hours – No guarantee of supply |
| <ul style="list-style-type: none"> 15 tonne- registered | | |
| Truck | 1 | On site. 24/7 - 30 minutes |
| <ul style="list-style-type: none"> 4 tonne tip truck & various light pickup vehicles | | |
| Workboat – “The Corio” | 1 | Day time – 30 minutes After hours – 90 minutes |

Appendix M. Emergency Facilities and Equipment

A. d 11.2.1 Dry Chemical Powder Fire Extinguisher ABE

ABE extinguishers are located throughout GeelongPort head Office. This extinguisher is red in colour with a white band, holds a bicarbonate based powder. It is suitable for Class A, Class B, Class C and Class E fires. Not considered effective on Class F fires. The location of these items is marked on evacuation diagrams.

A. e 11.2.2 Evacuation Alarm - Manually Operated

The evacuation alarm is manually operated by GeelongPort Security. GeelongPort Security is responsible for activating the alarm. Chief Wardens will coordinate the emergency response during business hours, GeelongPort Security will coordinate outside of business hours. The evacuation alarms are located at GeelongPort Head Office, Corio Quay Security Office, Lascelles Wharf Security Office and Lascelles Wharf Maintenance Office

For any emergency that requires Lascelles Wharf to be evacuated (either as part of a Whole of Port evacuation or a stand alone evacuation), GeelongPort Security from Corio Quay is to make contact with either the Lascelles Wharf Security Officer if available, if not Lascelles Wharf Chief Warden or Deputy Chief Warden (or nominated person) to activate the evacuation alarm as the evacuation alarms for Corio Quay and Lascelles Wharfs are not inter-connected.

A. f 11.2.3 Defibrillator

A defibrillator is located:

- Inside GeelongPort Head Office building (opposite to Hopetoun meeting room door towards printer).
- At the main security office at Corio Quay
- At Lascelles Maintenance office
- At Lascelles Acid Hut

These simple-to-use units are based on computer technology which is designed to analyse the heart rhythm itself, and then advise the user whether a shock is required. First aiders are trained to use these.

A. g 11.2.4 Evacuation Diagrams

Throughout GeelongPort there are a series of 'you are here' diagrams, enabling the occupants of the buildings and staff members to locate their closest emergency exit, path of exit and the designated emergency assembly area. Staff and occupants are to identify their emergency evacuation pathway options, as part of their induction (staff) or welcome to the accommodation (occupants).

A. h 11.2.5 Fire Blanket

There is a fire blanket located in all kitchens contained within GeelongPort Head Office, Corio Quay and Lascelles. Fire Blankets are mainly used to smother small Class F fires where cooking oils & fats are involved. They can also be used to extinguish burning clothing by wrapping the fire blanket around the victim. A fire blanket cuts off the supply of oxygen smothering completely or reducing the size of fire.

A. i 11.2.6 Emergency Exit Lighting

Emergency exit lighting is installed throughout GeelongPort Head Office, Corio Quay and Lascelles buildings, this lighting will guide occupants and staff members out of the premises to the emergency evacuation assembly area in the event of an evacuation. Occupants and staff members should locate the closest emergency exit to their work area.

A. j 11.2.7 Emergency Assembly Area

All emergency assembly areas have been marked on building evacuation diagrams, the physical location of assembly points have been signposted appropriately.

Staff and occupants should familiarise themselves with the location of these areas as a part of occupant welcome packs, site inductions and annual evacuation training.

A. k 11.2.8 Emergency Exit Signage

Emergency exit signage is located throughout GeelongPort Head Office, Lascelles and Corio Quay. An exit sign is a device denoting the location of the closest emergency exit in case of fire or other emergency. Exit signs are designed to be absolutely unmistakable and understandable to anyone.

A. l 11.2.9 Maintenance of Fire Protection

The performance of a fire protection system depends not only on the quality of the product, but in the quality of its maintenance program. All fire equipment must be maintained in accordance with Australian Standard (AS) 1851-2012 Routine service of fire protection systems and equipment.

For any equipment to perform at maximum efficiency, particularly in an emergency, it must be meticulously serviced and tested at regular intervals to ensure it works if and when you might need it. The current compliance and testing on equipment and maintenance records should be referred to when developing maintenance schedule for fire protection equipment. AS 1851 - 2012 stipulates the following maintenance schedule, for further information refer to this standard.

| AS 1851 Section | Frequencies | | | | | |
|---|-------------|-----------|-----------|----------|----------|-----------|
| | Monthly | 3 monthly | 6 monthly | Annually | 5 Yearly | 10 Yearly |
| Automatic fire sprinkler systems | | | | ✓ | ✓ | ✓ |
| Fire detection and alarm systems | | | | ✓ | ✓ | |
| Special hazard systems | | | | ✓ | | ✓ |
| Fire Blanket | | | | | | |
| Hose reels | | | | ✓ | | |
| Portable and wheeled fire extinguishers | | | ✓ | ✓ | ✓ | |

| | | |
|---|---|---|
| Passive fire and smoke systems (non-sliding fire doors) | ✓ | ✓ |
| Emergency Planning in facilities | ✓ | ✓ |

A. m 11.2.10 Emergency Radios

Communication during an emergency will be via radio as the first option with mobile phones to be used as a back-up option when required. ‘Emergency Use Only’ radios will be located in nominated locations across both Corio Quay and Lascelles Wharfs. Instructions for use will be posted beside the location of the radio. The location of the radios and training in their use will also be provided to the Emergency Control Organisation.

The Chief Warden nominated on each day shall have the radio on their person at all times where possible. Where the Chief Warden can foresee that they may not be able to respond to an emergency throughout any part of their shift, they shall hand the radio to the Deputy Chief Warden or other nominated Warden.

A. n Locations of Emergency Facilities and Equipment

Emergency Facilities & Equipment

- GeelongPort –
 - 4x Dry Chemical Powder Fire Extinguisher ABE
- Head Office
 - 1x Evacuation Alarm - Manually operated
 - 1x Fire blanket
 - Emergency lighting
 - Emergency exit signage
 - Emergency Evacuation points
 - Evacuation diagrams
 - Defibrillator

- Lascelles
 - LASC #1 Cargo Shed
 - 6x Dry Chemical Powder Fire Extinguisher ABE
 - 7x Fire hydrant and hose reel
 - LASC #2 Cargo Shed
 - 6x Dry Chemical Powder Fire Extinguisher ABE
 - 7x Fire hydrant and hose reel
 - Office
 - 8x Dry Chemical Powder Fire Extinguisher ABE
 - 1x Fire blanket
 - Workshop

- 10x Dry Chemical Powder Fire Extinguisher ABE
- 1x Foam extinguisher
- 1x Fire blanket *Western small buildings
- 2x Dry Chemical Powder Fire Extinguisher ABE *Diesel tank
- 1x Dry Chemical Powder Fire Extinguisher ABE
- 1x Diphoterine

Security Gatehouse

- 1x Dry Chemical Powder Fire Extinguisher ABE

Acid Hut

- 2x Dry Chemical Powder Fire Extinguisher ABE
- 1x fire blanket
- Emergency exit signage
- Evacuation diagrams

Mobile Loader

- 2x Dry Chemical Powder Fire Extinguisher ABE

Corio Quay
(does not include
equipment installed in
2022)

DAFF

- 3x Dry Chemical Powder Fire Extinguisher ABE
- Emergency exit signage
- Emergency evacuation points
- Evacuation diagrams
- CQS Cargo Shed
- 8x Fire hydrant and hose reel
- 3x Dry Chemical Powder Fire Extinguisher ABE
- 1x Dry Chemical Powder Fire Extinguisher ABE *shipping container
- 1x Dry Chemical Powder Fire Extinguisher ABE Emergency Assembly Point
- 1x Dry Chemical Powder Fire Extinguisher ABE
- Eastern small building
- CQW Shed
- 4x Fire hydrant and hose reel
- 3x Dry Chemical Powder Fire Extinguisher ABE
- 1x Fire blanket *Western small building
- 2x Dry Chemical Powder Fire Extinguisher ABE *Northern small building
- 2x Dry Chemical Powder Fire Extinguisher ABE

Security Office

- 2x Dry Chemical Powder Fire Extinguisher ABE

- First Aid
- Emergency exit signage
- Emergency evacuation Points
- Evacuation diagrams *Security gate office
- 1x Dry Chemical Powder Fire Extinguisher ABE

CQN #2 Cargo Shed

- 10x Dry Chemical Powder Fire Extinguisher ABE
- 4x Fire hydrant and hose reel *Amenities small building
- 1x Dry Chemical Powder Fire Extinguisher ABE *Northern small storage buildings
- 14x Dry Chemical Powder Fire Extinguisher ABE
- 1x Fire blanket
- 1x Fire hydrant and hose reel
- First Aid *Diesel tank
- 1x Dry Chemical Powder Fire Extinguisher ABE

CQN #3 Cargo Shed

- 10x Dry Chemical Powder Fire Extinguisher ABE
 - 4x Fire hydrant and hose reel
 - Southern Loader
 - 3x Fire hydrant and hose reel
-

GENERAL SAFETY FEATURES

- Manual emergency evacuation alarm, operated by GeelongPort Security, this position is manned 24/7.
 - Fire extinguisher on all plant
 - Numerous emergency evacuation points
 - GeelongPort induction
 - Evacuation Diagrams / Emergency Exit Signs
-