




# Emergency Response Management Plan

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Details of Revision Amendments



# Emergency Response Management Plan

## **Document Control**

The latest approved version of this Document will be available for all personnel on the SWF Confluence Space. The Head of Construction and Asset Management (HOCAM) will maintain, review and update this Document in accordance with the Records & Documents Procedure.

## **Amendments**

Each new revision to the Document will be distributed to all required personnel for review and approval.

The revision number is included at the end of the document number, which is noted in the footer of each page. The document will be allocated a new revision number each time a change is made to the document and changes will be in red for easy reference.

When a new revision to the document is available, a notification email will be distributed to all personnel by the Head of Construction and Asset Management advising of the update.

The Head of Construction and Asset Management is responsible for the implementation and review of the Document. The Head of Construction and Asset Management will approve new revisions of the Document via the review and approval process a detailed in the Records & Documents Procedure.



# Emergency Response Management Plan

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## 1. Overview

This document is about describes the appropriate measures for the effective management of Emergencies at the Facility. It is for use by all workers and their supervisors and managers.

## 2. Background

There are a number of situations that require an emergency response action to take place. SWF's own internal risk assessments require that an Emergency Response Plan (ERP) be maintained. The ERP is part of a broader Safety Management System as outlined in **Condition F1** which contains the Pollution Incident Response Management Plan as outlined in **EPL Condition R1** and in Section 4.4.10.

## 3. Risks

Risk Description	Cause	Potential Impacts	Pr ob ab ilit y	Co ns eq ue nc e	Ris k Sc ore	Mi tig ati on Str at egi es
Bush Fires	Ignition of grass and/or trees either on or off the Facility by manmade or natural causes	Destruction of property and loss of life	Un lik ely	Ca tas tro ph ic	M edi u m	Fac ili ty saf ety pro ced ur es to re du ce po ten tial of ign iti on so ur

						ces
Hazardous materials	Leakage of hazardous materials	Severe illness and severe contamination of the environment	Rarely	Catastrophic	Low	Facility safety procedures to reduce potential of ignition sources
Wind farm fires	Equipment failure of plant causing plant to catch fire	Destruction of property and loss of life	Rarely	Catastrophic	Low	Emergency response procedures and good maintenance

						man ag e m e n t
Adverse weather conditions	Severe wind storms, lightning storms	Destruction of property and loss of life	Un lik ely	Ca tas tro ph ic	M edi u m	Ev en t wa r ni ng s te xt ed an d e m ail ed to all sta ff, sto p wo rk pro ced ur es an d ev ac ua tio n pro ced ur es
No designated Emergency Controller for the Facility	Inappropriate or inadequate training	Destruction of property and loss of life	Ra rel y	Ca tas tro ph ic	Lo w	Ap po int m e n t

						of E m e r g e n c y C o n t r o l l e r  S p e c i a l i s e d t r a i n i n g f o r E m e r g e n c y C o n t r o l l e r
Lack of understanding in an emergency control structure	Inappropriate or inadequate training	Destruction of property and loss of life	R a r e l y	C a t a s t r o p h i c	L o w	R e g u l a r  e m e r g e n c y r e s p o n s e  t r a i n i n g a n d  r e v i e w o f t r a i n i n g

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## 4. Management Strategies

Management Actions	Strategies	Responsibilities
<b>Emergency Management Manuals</b>		
Notifications to Emergency Services	In the event of an emergency, emergency services are to be contacted on 000 and the relevant service or services (RFS, ambulance, police) requested. The nature and location of the emergency must be provided.	Facility Manager, and in their absence the nominated backup person
Identification of location	Facility maps for all personnel with WTGs and other key features marked. Maps are located in all vehicles and Service Compound.  A copy of the Facility map is to be provided to local emergency services.	Facility Manager
Notifications of Emergency	Emergency plans to include details of all personnel required to be notified. At a minimum, this must include the WTG Maintenance Site Manager, Facility Manager, Environment Manager and SWF Manager.	Facility Manager
Roles in an emergency	The designated Emergency Controller will be responsible for overall control of the emergency situation at the Facility. They will designate nominated key service team members from all contractors at the Facility to implement the procedures set out in the emergency manual.  Formation of a designated Emergency Response Team for the Facility.  Training provided to Emergency Response Team members pursuant to their respective roles including administration, communications, logistics, first aid,  Emergency Response Team to manage the evacuation of personnel from the various mustering points.	Facility Manager
Mustering and evacuation points	Designated mustering points will be established, shown on all Facility plans. When notified of an emergency, all staff at the Facility will proceed to a mustering point and take further directions from the nominated controller for the mustering point.	Facility Manager
<b>Facility</b> evacuation	In the event of an emergency, the Emergency Controller will decide whether evacuation is necessary and the evacuation routes. Inform all staff at the Facility, check off staff against the Facility sign on log.	Wardens and personnel



Management Actions	Strategies	Responsibilities
	Staff exiting the Facility via a non-approved evacuation route must contact Facility Manager to register departure from the Facility.	
Emergency Control Centre	Generally, all emergency situations at the Facility will be controlled from the Service Compound, unless the emergency dictates that the office and compound area is unsuitable.  At all times the following equipment must be available at the <i>Emergency Control Centre</i> : Facility sign-on log, a copy of the Emergency Response Manual, notebooks and pens, telephone conversation log, camera, video camera and/or mobile phone.	Facility Manager
Identification of fire rating	During fire season, fire rating will be obtained from local fire service and displayed in a prominent location in the Facility Office.	Facility Manager
Consultation with local fire units	Inspections of fire preparedness by local Rural Fire Service command. Inspections by local brigades, two months into operation and annually.  Facility information maps provided and updated annually with co-ordinates of WTG and substation and Service Compound.  24/7 contact number for use by emergency services.	Facility Manager
Training	Facility Inductions to include overview of emergency plans and emergency response procedures. Information on emergency plans maintained on information board.  More extensive training for personnel nominated as Facility Wardens.	Facility Manager
Un-trained persons	Visitors to the Facility, must be accompanied by fully inducted personnel.	All personnel
Contact information	Emergency response contact details to be maintained in the Emergency Response Manual, Facility Induction Package, information boards, next to each phone and in vehicles. Update annually or as identified.	Facility Manager
<b>Fire Prevention Measures</b>		
Firefighting (buildings)	Suitable fire extinguishers to be located in the substation, Service Compound and wind turbines. To be checked annually and tags stamped.	Facility Manager
Fighting fires (open areas)	A firefighting water cart of at least 1,000L will be maintained at the Service Compound. Monthly check during fire season for water and pump test run. Nominated personnel to be trained in its use. Record of training maintained.	Facility Manager
Fire first response	Where fires are started by Facility Personnel, provided it is safe to do so every effort must be made to extinguish the fire out before it gets hold. The Facility Manager and fire brigade (000)	All Personnel

Management Actions	Strategies	Responsibilities
	should be notified immediately. Notify landowners, inform all staff and order appropriate evacuations. Deploy firefighting water cart if safe to do so. Staff must not put themselves at risk.	
Reduction of fuels	Ensure there is no build-up of combustible materials around SWF Substation and Service Compound (see <b>Section Error! Reference source not found.</b> – <b>Error! Reference source not found.</b> ).  Control of vegetation in the immediate vicinity of all assets.	Facility Manager
Ignition from fault equipment causing electrical short circuit	Servicing of tools as per manufacturer’s recommendations. Tools used in open areas (outside of substation, Service Compound) shall be test tagged showing inspection within the last 12 months.	Facility Manager
Ignition from lightning strikes	The WTG and substation have lightning protection installed in them. After a lightning storm, when safe to do so, undertake a Facility inspection looking for potential ignition or strikes on equipment.	Facility Manager
Ignition from smoking and disposal of butts	Smoking is only permitted in the designated smoking areas. Smoking is not permitted anywhere else including within WTG’s, on roads, hard stands or in vehicles unless it is in designated smoking areas.	Facility Manager and all personnel
Ignition of bushfire caused by catalytic converters on petrol vehicles	Only diesel vehicles to be used when operating off the Facility roads  Facility Induction to prevent parking in long grasses.  Vehicles to be maintained regularly.	Facility Manager
<b>Bush Fires</b>		
Bushfire Contingency Plan	The Bushfire Contingency Plan sets out actions to manage the situation and reduce risk to people and property when a total fire ban is in force, a bushfire is known to be nearby or approaching the wind farm, or a bush fire originates or is travelling through the wind farm. The plan is to be summarised as part of Facility Induction, made available on the information board and copies contained within all Facility vehicles.	BWRF Manager
Prevention of ignition of trees, bushes and/or grasses caused by welding, metal cutting	WMS must be obtained for all works conducted outside of the workshop that may result in the ignition of a fire. Includes but not limited to grinding, cutting, arc welding, gas welding or any activity that produces a spark or a flame.  WMS will not be issued on days that are a total fire ban, where the fire danger rating is very high or above, and on days with high wind present.  Appropriate equipment such as fire blankets and fire extinguishers are to be made available and detailed on the WMS.	Facility Manager

Management Actions	Strategies	Responsibilities
	WMS issued by appropriate trained and authorised personnel. Register of authorised personnel maintained.	
<b>Hazardous Materials</b>		
Management of hazardous materials	Undertaken as per the soil and water management plan	Facility Manager
<b>Pollution Incident</b>		
Management of pollution incidents	Implement Pollution Incident Response Management Plan for reportable incidents. See Section 4.4.1	Facility Manager

## 5. Management Controls

Control	Purpose	Reference
Incident reports	For recording emergency situations, incidents of works undertaken on high fire rating days, total fire bans or without permits. For recording incidents of equipment used caused fires, failure of extinguishers and/or other firefighting equipment.	Incident Register
Fire ratings	Dissemination of fire ratings in pre-start briefings Installation of Fire Danger Rating Board at Facility Compound	Fire Ratings
Facility Sign on Logbook	To identify location of staff in event of emergency and check off who has evacuated the Facility.	Facility Attendance Log
Training Register	Identifies training for emergency response and wardens	Training Register
Inspections Check sheets	To include identification of build-ups of combustibles	Facility Inspection Check Sheet
Equipment Register	Records of firefighting equipment at the Facility	Equipment Register
Maintenance Records	Records of maintenance on major firefighting safety equipment	Maintenance Management System
Inspection Registers	Record of inspections for fire readiness	Inspection register
Emergency Response Manual	Plan containing all specific actions and information to respond to an emergency	Emergency Response Manual

## 6. Monitoring & Inspection

Description	Frequency
Monitor all work areas for appropriate fire extinguishers, tagged electrical equipment, correctly stored combustibles, build-up of combustible materials and notify Facility Manager if any concerns. Noted in Operations Manager Daily <b>Facility</b> Log.	Annual inspection of firefighting equipment by accredited person. Annual tagging of electrical equipment Removal of combustible material prior to commencement of Bushfire Danger Period.
Review of emergency and fire preparedness and against planning conditions, included as part of management review.	Annual review prior to the commencement of the Bushfire Danger Period
Liaison, inspection and regular fire prevention inspections by the Rural Fire Service and implement any recommendations.	Annually, prior to the commencement of the Bushfire Danger Period.

## 7. Key Performance Indicators

KPI	Measurement
Successful evacuation of the <b>Facility</b> under emergency conditions.	Incident reports
No incidents of work being undertaken without a WMS or on total fire ban days.	Corrective Action Requests