

Brownes Foods Pty Ltd



EMERGENCY RESPONSE PLAN

Balcatta Site

July 2016 Version 7

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Introduction

The Emergency Response Procedure has been designed for the guidance and information of the occupants within the Brownes Foods Pty Ltd Balcatta site.

This procedure has been developed to enable quick and evasive action to take place in the event of an emergency incident, including a dangerous goods or hazardous substances incident, aiming to minimise the risk of injury to people and damage to property and the environment.

During an emergency, building occupants may have to be evacuated and the procedures contained within this manual are designed to enable the safe evacuation of all building occupants, as well as the safe management and control of an emergency situation.

AIM

The aims of this procedure are to cover the foreseeable emergencies which could occur on the Brownes Foods Pty Ltd Balcatta site and:

- To provide an effective means of assessing and communicating the nature and potential of an emergency as it arises and develops within the Balcatta site
- To provide a pre-determined counter action by which to safely control the emergency responses to a threatening situation
- To comply with relevant Legislation, Codes of Practice, Guidance Notes and Australian Standards.

OBJECTIVE

Our primary objective is to prevent injury and damage to all personnel, property and environment and assist in the management of emergencies.

Secondary objectives of this procedure are:

- To ensure that orderly and sequential corrective action is initiated immediately
- To eliminate or minimise personal injury or distress to any occupant of the Brownes Foods Pty Ltd Balcatta site during an emergency
- To eliminate or minimise damage to any of the buildings on the Brownes Foods Pty Ltd Balcatta site, its services or contents and the environment during an emergency
- To restore the normal day to day activities of the Brownes Foods Pty Ltd Balcatta site as quickly and as safely as possible.

This emergency procedure recognises that an emergency situation may affect only part, section or the whole site.

SCOPE

The scope of the Emergency Response procedure can be applied to the following emergencies:

- Fire
- Medical emergency
- Dangerous Goods/Hazardous Substances incident (including Gas or Ammonia leak)
- Bomb threat
- Natural Disasters:
 - Cyclones
 - Floods
 - Earthquakes
- Building Damage/Structural Instability
- Armed Intrusion
- Hostage situation
- Civil disorder

DANGEROUS GOODS AND CHEMICALS ONSITE

Specific details for all dangerous goods and chemical substances stored onsite is contained in Appendix G. Copies of MSDS's for all products are found at Front reception.

RESPONSIBILITIES OF BUILDING OCCUPANTS

At any particular point in time, all occupants on the Balcatta site (including visitors and contractors) are to be involved in Emergency Drills. The relevant host employee must assist visitors during any Emergency Drill. All employees and contractors should have knowledge of where the emergency exits are, and who the Area Wardens and First Aid Attendants are. These are listed on staff notice boards.

REMEMBER

Any employee, visitor or contractor discovering an emergency must notify their Area Warden or Supervisor immediately

During an emergency, whether potential or real, all building occupants must follow the directions of the Wardens. If the emergency evacuation alarm is activated all occupants must exit the building via the nearest emergency exit, unless otherwise instructed by the Chief Warden, Area Warden, Warden or Communications Officer.

On receipt of an emergency evacuation alarm and before exiting the building, all machinery operations must cease. Upon exiting the building no employee, contractor or visitor is permitted to re-enter the building unless instructed to do so by the Chief Warden.

VISITORS TO THE BALCATT A SITE

Any person who enters the Brownes Foods Pty Ltd Balcatta site is considered a visitor unless they are a direct Balcatta Brownes Foods Pty Ltd employee.

- Upon entering the Brownes Foods Pty Ltd Balcatta site, Security/Administration personnel are to ensure all casual visitors are signed into the 'Visitors Register' and that they are all made aware of the Evacuation Procedure.
- At the sign-in point each casual visitor will be issued with a 'Visitor' identification badge, which the visitor is required to wear at all times.
- Upon exiting the Brownes Foods Pty Ltd Balcatta site, all casual visitors must be signed out and badges returned.
- The host employee must assist the visitor during any emergency situation, including Emergency Drills.
- In the case of an evacuation all visitors are to remain at the Evacuation Assembly Point until checked-off the 'Visitors Register' and the Chief Warden gives the all clear.

VEHICLE DRIVERS MAKING DELIVERIES OR PICKUPS

- Upon entering the Brownes Foods Pty Ltd Balcatta site, all vehicle drivers must proceed to their intended destination without delay.
- In the event of an emergency, vehicle drivers must not move their vehicles.
- In the event of an emergency, vehicle drivers must follow Warden instructions.
- In the case of an evacuation, all vehicle drivers are to proceed immediately to the Evacuation Assembly Point and remain until instructed to leave by the Chief Warden.

POTENTIAL EMERGENCIES

Any of the following listed possible emergencies must be recognised and the appropriate part of the emergency procedure must take effect immediately. It must also be recognised that the type of emergency and its affect can be different from one location to another. Finally the domino effect from one effected area to another must always be considered.

The most appropriate Emergency Service will attend to any emergency arising at the Brownes Foods Pty Ltd Balcatta site. In most emergencies, there may be at least three emergency services involved:

- Police
- Fire Brigade
- Ambulance Service

There are a number of potential emergency situations which may affect the Balcatta site including:

FIRE

All fires within the premises must be treated as an emergency. A fire can result in the shutdown of a section or the whole plant. A fire can also result in an explosion or a leakage of dangerous goods/hazardous chemicals on site and therefore quick and evasive action must be taken immediately to minimise the risk of such events. Any fire on the Brownes Foods Pty Ltd Balcatta site can also potentially harm or damage people and property on neighbouring sites, and cause extensive environmental damage.

MEDICAL EMERGENCY

A medical emergency is any situation where someone suffers a serious injury, sudden onset illness (i.e. heart attack) or any other illness that requires urgent medical attention. A medical emergency may be a domino effect from a number of other incidents including fire, chemical spill, dangerous goods/hazardous substances incident etc.

DANGEROUS GOODS/HAZARDOUS SUBSTANCES INCIDENT/CHEMICAL SPILL

A dangerous goods or hazardous substances incident or chemical spill can result in significant damage to the environment, property and can possibly result in fatalities both onsite and to neighbouring people. These incidents can have a number of domino effects including fire, explosion and may result in building damage or structural instability. As a result of the incident, a medical emergency may also need to be declared.

GAS OR AMMONIA LEAK

Ammonia gas and LPG have the possibility for uncontrolled leak. The release of these gases is unlikely; however such release can present a major hazard to employees, neighbours and the environment. Flammable liquids can under adverse situations causing an explosive atmosphere and damage to property.

BIOLOGICAL INCIDENT

Chemical and biological agents may be disseminated by a spraying device, leaking package or container, a bursting device or explosive and aerosols. These agents may be ingested or inhaled and are sometimes invisible to our senses. Any emergency involving biological or chemical agents, or unknown substances constitutes an emergency.

BOMB THREAT

All Bomb Threats must be taken seriously. Bomb Threats and warnings are received in many forms, with the most common being via the telephone to a switchboard operator.

NATURAL DISASTERS (INCLUDING CYCLONES, FLOODS AND EARTHQUAKES)

Even though earthquakes are not common in our area, it must be recognised that it is possible. In the event of an earthquake one could expect possible liquid and gas leakage, fire and explosion. The path and directions of cyclones are unpredictable but exposure to cyclones is a possibility. A cyclone can cause damage to structures and buildings and cause leakage/spillage, fire and explosion. Floods are unlikely; however they are unpredictable and can result in gas leakage, structural instability and building damage.

BUILDING DAMAGE/STRUCTURAL INSTABILITY

Building damage or structural instability may result from a natural disaster, poor engineering or structural faults and can result in fire, explosion, loss of life or severe injuries.

ARMED INTRUSION/HOSTAGE SITUATION OR CIVIL DISORDER

An armed intrusion, hostage situation or civil disorder may result in fire, medical emergency or damage to buildings or property, therefore resulting in structural instability.

Emergency Control Organisation

PURPOSE

The Emergency Control Organisation consists of Brownes Foods Pty Ltd Employees (Wardens) representing the different areas onsite. The responsibilities of the Emergency Control Organisation during an emergency are:

- To assist any building occupants who require special assistance
- To assist Emergency Services personnel
- To operate fire fighting equipment, if trained and if safe to do so
- To conduct an orderly evacuation of the site occupants to a safe place of assembly

The Emergency Control Organisation consists of:

Chief Warden	WHITE Hat
Deputy Chief Warden	WHITE Hat
Area Wardens	YELLOW Hat / ORANGE Vest
Deputy Area Warden	RED Hat / YELLOW Vest
First Aid Attendants	GREEN Hat
Communications Officer	Nil (A communication officer is not necessary in all

situations. If deemed necessary the Chief Warden will appoint a Communications Officer to conduct those duties)

REMEMBER

The primary duty of Wardens is not to combat emergencies; but to ensure, as far as practicable, the safety of all occupants within the Brownes Foods Pty Ltd Balcatta site and their orderly evacuation from any danger zones.

DUTIES OF THE EMERGENCY CONTROL ORGANISATION

The Brownes Foods Pty Ltd Emergency Control Organisation shall:

- Devise a plan to facilitate effective communication between the Chief Warden, Area Wardens, Communication Officer, building occupants and responding emergency services during an emergency
- Devise a plan for conducting a thorough search of the site during an emergency requiring evacuation
- Devise a plan that will prevent unauthorised persons from entering the site and buildings during and following an emergency situation
- Plan and implement an Emergency Evacuation Drill at least twice annually

AUTHORITY

All Brownes Foods Pty Ltd occupants are required to observe without question all directions given by Emergency Control Organisation Personnel (Wardens), and to the extent that if such directions are inconsistent with those given by Management or other employees, the directions of the Emergency Control Organisation shall prevail (AS 3745: 2002).

REFUSING TO COMPLY WITH THE DIRECTIONS OF A WARDEN

In the event that a person refuses to comply with the directions given by a Warden, the Warden should:

1. Ensure that the person is clearly advised again of the direction
2. Notify the Chief Warden, who will advise the Officer in Charge of the attending Emergency Service who may take the appropriate action under the law

CHIEF WARDEN

During an emergency the Chief Warden is to respond immediately to an alarm or any other notification of an emergency, by determining what emergency exists and what emergency response procedures to implement.

The Chief Warden's duty is to assume, as far as is reasonably practicable, control of all occupants within the building, from the time that an emergency is recognised until the arrival of the emergency services. The Senior Officer from the Emergency Services, is likely to take over the Chief Warden's duties on arrival at the building. The Chief Warden should remain at the Facility Operations Centre to render assistance when required.

Upon notification of an emergency (via an alarm or personal communication), the Chief Warden will:

- Don the **WHITE** Hat and proceed to the Facility Operations Centre
- Determine the nature of the situation via the Area Wardens or consult with the most senior employee in the area that is available and determine appropriate action
- Ensure Area Wardens are advised of the situation via two way radio
- Instruct Communications Officer to contact the relevant Emergency Services (if they have not been contacted by direct link to fire panel) and advise neighboring establishments if necessary.
- Activate the Evacuation Alarm if evacuation is necessary. Control entry into and exit from the site

During an evacuation, the Chief Warden should:

- Remain at the Facility Operations Centre unless exposed to danger, otherwise exit the building and remain at a safe location (Secondary Facility Operations Centre) to liaise with attending emergency services.
- Liaise with the Area Wardens to determine if all building occupants are accounted for.
- Ensure the progress of the evacuation and any action taken is recorded in an incident log
- Liaise with attending emergency services on their arrival and provide all relevant information including type, scale and location of the emergency, status of the evacuation (if applicable) and act on the Senior Officers Instructions

Following an emergency evacuation the Chief Warden should:

- Advise Wardens at Emergency Assembly points that the All Clear has been provided by the Emergency Services or that the drill has finished and request all Wardens to attend the Facility Operations Centre for debrief.
- If a real emergency, wait to be advised by the Officer-In-Charge from the relevant Emergency Services, whether it is safe to re-enter the building.
- If re-entering the building, instruct all occupants to return to the building using only the main entrances.
- Instruct all occupants that it is safe to return to normal work duties.
- Complete the Evacuation Report contained in Appendix B

Additional responsibilities

Coordinate debriefing meetings following all emergency drills and real emergencies. Additional meetings with wardens and other appropriate personnel may also be needed to determine areas of responsibility and develop further plans for action in case of emergency.

DEPUTY CHIEF WARDEN

In an emergency, the Deputy Chief Warden shall assume the responsibilities and duties of the Chief Warden if the Chief Warden is unavailable.

If the Chief Warden is available then the Deputy Chief Warden shall:

- Don the **WHITE** Hat and proceed to the Facility Operations Centre
- Assist as required.

During an evacuation, the Deputy Chief Warden should:

- Obtain verification that all building occupants are accounted for using the Checklist in Appendix O. Inform the Chief Warden of building occupancy verification status and the location any missing person/people were last seen.
- Once building occupancy verification is complete and when instructed by the Chief Warden, guide all evacuees through the nominated emergency exits to the Evacuation Assembly Point
- Obtain the Visitors Register from each division and ensure all visitors are accounted for.
- Inform the Chief Warden of any visitors who are unaccounted for and the results of Area Warden searches.

AREA WARDENS

An Area Warden is appointed to each distinct area within the Brownes Foods Pty Ltd Balcatta site. The Area Wardens control and oversee the emergency response procedures for their area. An Area Warden has the authority to evacuate their area immediately if they consider the situation in their area to be life threatening.

Area Wardens should:

- Familiarise themselves thoroughly with their area and note all exits and alternative escape routes.
- Know the location of any storerooms, blind passages, toilets, meeting rooms, or obscure rooms where people could be located.
- Know the location of, and how to operate, fire-fighting equipment.
- Participate in regular meetings to determine areas of responsibility.
- Be aware of any mobility, sight or hearing impaired persons within their area.
- Remain cool and calm, and endeavour to keep staff, contractors and visitors the same way. Area Wardens must not cause panic through either their actions or their instructions.

NOTE

A mobility-impaired person is a person with physical, mental or sensory impairment either temporary or permanent or who requires assistance during an emergency evacuation.

In the event of an emergency, Area Wardens should:

- Don the **YELLOW** Hat / **ORANGE** Vest and two way radio and Emergency Response Grab File
- Stop building occupants from evacuating prematurely.
- Determine the nature of the emergency and ensure that the alarm has been raised.
- Evacuate personnel from any immediate danger area to a safe location.
- In the case of a fire and if trained and if safe to do so, the Area Wardens should operate fire-fighting equipment.
- If the emergency is located within the Area Wardens' area, communicate with the Chief Warden giving details of the present situation and whether evacuation is warranted via two way radio
- Inform all building occupants to cease non emergency phone calls.

During an evacuation, Area Wardens should:

- Ensure all staff, contractors and visitors evacuate directly through the nominated emergency exit/s and proceed to the Evacuation Assembly Point.
- Remind all building occupants that smoking is prohibited during an emergency (due to possible explosion risk) and that matches, lighters or mobile phones should not be used.
- Ensure mobility impaired persons receive assistance when evacuating the building.
- Carry out, if safe to do so, a thorough but quick search of their area commencing at the point furthest from the emergency exit. Close any doors after the area has been searched.
- Search area for suspicious articles but **Do Not Touch** (see Bomb Threat Procedure).
- Ensure staff, visitors and contractors do not re-enter the buildings
- Report to the Deputy Chief Warden with the results of any search.
- Ensure all occupants that were present in your area at the time of the evacuation are accounted for.
- Inform the Deputy Chief Warden whether all area occupants are accounted for and if not all accounted for, the location any missing individuals were last seen.

WARDEN

In an emergency, the Warden shall assume the responsibilities and duties of the Area Warden if the Area Warden is unavailable.

If the Area Warden is available then the Deputy Area Warden shall:

- Don the **RED** Hat / **YELLOW** Vest.
- Assist as required.
- Prevent occupants from evacuating prematurely.

During an evacuation, the Deputy Area Warden should:

- When instructed, guide building occupants to the Evacuation Assembly Point and ensure evacuees remain in their work groups until instructed otherwise.

ALARM

This section outlines the details of the alarm system. It is recognised that the system consists of a two phase alarm system. There is an alert tone (beep beep) and an evacuation alarm (whoop whoop).

IDENTIFICATION OF SITE SECTIONS

For the purpose of the emergency plan and its effectiveness, the site is divided into 11 distinct sections known as EWS Zones. Each area can be affected by an emergency specific to this area but can also be affected by an emergency in another area.

- 1. Recptn/Amenities/Workshop**
- 2. Dry Store**
- 3. North Plant**
- 4. Milk Production**
- 5. Crating**
- 6. CDC/Yoghurt/PLS**
- 7. DFP**
- 8. South Plant**
- 9. FDC Annex**
- 10.1st Floor**
- 11. Blow Moulding**

ALARM SYSTEM

Throughout the Balcatta site, thermal and smoke detectors are located at strategic points which are displayed in the panel located at reception. The Emergency Services are automatically contacted when the fire alarms is activated. For an ammonia leak, the emergency services will be notified by The Chief

Warden, manually called through. Throughout the site are a number of manual alarm points. These are connected to the master panel at reception. DFP and Beverage engine rooms have sensors to detect levels of ammonia, the engine drivers will manually activate the alarm. Emergency lighting is available on site and is on a preventative maintenance register to ensure regular checks are conducted and it is in order.

ALARM BY PHONE REPORTING TO SUPERVISOR

A person discovering an emergency, (fire, spillage, gas leak or other) can raise the alarm by using the nearest phone to contact Reception on extension 222 . When this alarm initiation is used, the person raising the alarm must give clear indication of where emergency is located and what type of emergency is occurring. A person can also raise the alarm by contacting the closest supervisor. The supervisor will contact Reception for further alarm initiation.

ALARM TESTING

Alarm testing will take place each Monday morning at 9am on the Balcatta site. An announcement prior to alarm testing will be made by the Communications Officer to advise all areas prior to the alarm testing.

Area wardens for each department contact Reception via two way radio, phone or e-mail, to advise if the alarms have been heard within the respective work area. The response is coordinated by the Brownes Officer on duty and any non compliance is reported to the HSW&IM Manager and Group Engineering Manager for follow up. A current copy of the Emergency Alarm Testing sheet is contained within Appendix I.

ESSENCE STORE & DISPENSARY

The essence store has an automatic alarm indicating high temperature and the dispensary has an automatic alarm indicating low airflow. Indicating is by flashing light in this area only. Personnel in this area will advise Reception for action.

TWO WAY RADIOS

Two way radios are located in the following areas for use during an emergency evacuation.

- Reception
Beverage
- Customer Service
- CDC
- FDC

- Dry Goods Store
- Engineering
- Dairy Production
- Finance

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On hearing the evacuation alarm test on Monday morning at 9am, the Area Warden shall

- Use the two way radio to advise the communications officer that you have heard the alarms
- Return the radio to charger
- E-mail the Communications officer, with section name, that you have heard the alarms
- Call Reception on 222

FACILITY OPERATIONS CENTRE

Administration is the nominated FACILITY OPERATIONS CENTRE. In the event of this area being affected by the emergency, CDC building will be used.

It is the responsibility of the Emergency Control Organisation to ensure that the FACILITY OPERATIONS CENTRES are adequately maintained and equipped. This shall be checked on a monthly basis using the checklist available in Appendix D, and coordinated by the Chief Warden. This may be delegated to another member of the Emergency Control Organisation.

The following information and equipment must be available at all times:

- Copy of emergency plan
- Copy of emergency manifest
- Site plan
- Material safety data sheet (MSDS) register
- Communication facilities, including landline and mobile phone, two way radio
- Torches (with adequate battery supplies)
- Stationery
- List of personnel on site at any one time
- Fire fighting equipment
- First aid kits, oxyviva and medical supplies
- Emergency Vest
- Breathing apparatus

NOTIFICATION OF AUTHORITIES

The Communications Officer, when directed by the Chief Warden shall notify all applicable authorities or emergency services. The Chief Warden shall brief emergency services upon arrival at the scene, however if unavailable or occupied, the Communications Officer will consult between the emergency service and the Chief Warden.

INFORMATION	FIRE	AMBULANCE	POLICE	HOSPITAL
Company Name	x	x	x	x
Address	x	x	x	x
Name of person calling	x	x	x	x
Type of emergency	x	x	x	x
Type of dangerous goods	x	x	x	
Number of victims		x	x	x
Nature of injuries		x		x
Effect on neighbouring area	x		x	

NOTIFICATION OF NEIGHBOURS

It is the responsibility of the Communications Officer to notify neighbours after advised by the Chief Warden. The advice to neighbours will depend on the nature, and extent of the emergency and can include instructions such as:

- **CLOSE ALL WINDOWS & DOORS – STAY INSIDE**
- **PREPARE TO EVACUATE ON ADVICE**
- **UNDERTAKE IMMEDIATE EVACUATION**

Neighbours that should be notified are contained in Appendix F

FIRE (CODE RED)

Any occupant who discovers a fire should:

- Phone Chief Warden Immediately (ext 222 or 349)
- Notify the Warden and Supervisor
- If trained to use fire extinguishers and if safe to do so, attempt to extinguish the fire.
- If instructed to evacuate:
 - Do not use mobile phones or use any ignition sources (including matches, lighters etc)
 - Do not carry anything.
 - Wear jackets/coats (non-flammable) if possible.
 - Exit the building using the closest safe emergency exit.
 - Remain calm and do not run.
 - Proceed to the Evacuation Assembly Point and remain there until instructed by the Chief Warden to leave or return to work.
 - Do not re-enter the building for any personal belongings or return to your lockers
- Follow Warden instructions at all times

CHIEF WARDEN

- Follow Chief Warden Procedures
- If involving medical emergency ring 000 and notify Emergency Services

WARDEN

Upon being notified that a fire exists, and if safe to do so, Wardens should immediately take the following actions:

- If safe to do so, investigate the nature of the fire / smell of smoke
- If trained and if safe to do so, operate fire-fighting equipment.
- If the fire cannot be extinguished with fire-fighting equipment begin evacuation of the immediate area and notify the Chief Warden of the situation by whatever means available (i.e. personal communication, direct a staff member to convey a message or use of a telephone, two way radio, mobile etc).

MEDICAL EMERGENCY (CODE BLUE)

A medical emergency is any situation where someone suffers a serious injury, sudden onset illness (i.e. heart attack) or any other illness that requires urgent medical attention.

If any person is made aware of a medical emergency they should:

- Contact a First Aid Attendant.
- The First Aid Attendant should render assistance to the injured/ill person and make them comfortable. An oxy viva (supplies oxygen) and defibrillator is available from the First Aid Room
- Ring 000 and advise the ambulance of the details of the emergency, providing the location, description and, if possible, the nature of the injury/illness.
- Contact Chief Warden (ext 222 or 349) and advise them of Medical emergency and that ambulance is on its way
- If the injury has resulted from a fall, the injured person **MUST NOT** be moved unless emergency resuscitation is required.
- The First Aid Attendant should remain with the injured/ill person until medical emergency help arrives to take over the emergency care.

AT THE COMPLETION OF THE EMERGENCY THE AREA SHALL BE CLEANED THOROUGHLY AND REFLECT BROWNES GMP POLICY 35/200.

(CODE YELLOW)

This includes: Chemical Spill, Biological Incident, Gas Leak, And Dangerous Goods Incident

The Area Warden should:

- Proceed immediately to the scene of the spill.
- Establish the scope of the emergency and whether safe containment will be speedily achieved (if necessary, refer to Material Safety Data Sheets).
- If in doubt, The Area Warden is to communicate with the Chief Warden and evacuation is to commence.
- Ensure any injured persons are treated and removed to a place of safety and that no one is exposed to further risk of injury.
- Continually notify Chief Warden of the situation.
- Ensure personnel do not smoke, use matches, lighters or electrical transmitting devices (i.e. mobile phones should be turned off).

The Chief Warden should:

- If there is any doubt if containment of the leak/spill can be achieved or two minutes have passed with confirmation that the leak is controllable by the maintenance team, then commence evacuation procedures.
- If there is an evacuation, then ensure Emergency Services have been notified.
- If necessary and safe to do so, implement a search of the building as per the Breathing Apparatus Procedures.
- If evacuation is necessary, all occupants should be evacuated to an area up-wind from the source of the gas.

BOMB THREAT (CODE PURPLE)

All Bomb Threats must be taken seriously. Bomb Threats and warnings are received in many forms, with the most common being via the telephone to a switchboard operator. Following any Bomb Threat, received via a telephone call, the recipient of the call must leave the telephone off the hook and then go to another telephone and contact the Police on 9222 1111, report the threat and request the call to be traced.

REMEMBER

**Do Not Replace the Receiver until Requested by the
Duty Inspector: Police Operations**

Anyone receiving a Telephone Bomb Threat should:

- Remain Calm.
- Keep the caller on the line for as long as possible (Do Not Hang Up).
- Obtain as much information as possible, and record it on the Bomb Threat Checklist (A copy of the Bomb Threat Checklist is contained in *Appendix C*).
- Attempt to determine the following:
 - What is it?
 - When is it going to explode or be released?
 - Where did they put it?
 - What does it look like?
 - When was it put there?
 - How will it explode or be released?
 - Did they put it there?
 - Why did they put it there?
- Listen carefully for any background noises, speech mannerisms, accents, and anything else that might give a clue to the age, gender and location of the caller.
- Do not hang up the telephone.
- Do not discuss the call with other occupants of the building.
- Notify the Chief Warden

- Hand the completed Phone Threat Checklist to the Chief Warden.
- If instructed to do so, assist to evacuate the building without notifying any other occupants of the nature of the emergency.

Anyone receiving a Written Threat should:

- Contact the Chief Warden immediately
- Keep the letter, any papers, envelope or container and minimize any handling of these.
- Place evidence into a plastic envelope

CHIEF WARDEN

- Follow Chief Warden Procedures
 - Advise 000 and ask for Police
 - Follow Police instructions
- If evacuation required:
 - Use landline to advise Wardens to evacuate their location calmly.

NATURAL DISASTERS (CODE BROWN)

Severe Storms, Flooding, Earthquakes

In the event of a natural disaster, occupants should:

- Move away from windows and outside walls.
- All staff working in all office areas should stay away from mirrors, light fittings, bookcases, filing cabinets, and other furniture that may fall or slide.
- If possible, take cover under a desk from falling debris or move to an internal corner of a room, sit down and protect your face.
- In the case of an earthquake, once the tremors have stopped, look around for injured persons and reassure others in your area.

REMEMBER

Do not attempt to run from the building

In the event of a natural disaster, the Chief Warden and Area Wardens should:

- Notify the Emergency Services.
- Assess the number and extent of injured persons.
- Ensure First Aid is given to all injured persons.
- Ensure personnel do not smoke, use matches, lighters or electrical transmitting devices (i.e. mobile phones should be turned off).
- Turn off non-essential electrical or gas to appliances (only if safe to do so).
- Assess evacuation routes for life threatening hazards, such as fallen power lines.
- Initiate a controlled evacuation of the building.

BUILDING DAMAGE/ STRUCTURAL INSTABILITY (CODE BROWN)

Although rare, there is a remote possibility of building damage due to unexpected forces such as an earthquake or storm damage. Other possible causes of damage may be explosion, internal structural failure or collision.

When building damage occurs, all occupants should:

- Take immediate refuge under desks, benches or doorframes.
- All staff working in office structures should stay away from mirrors, light fittings, bookcases, filing cabinets, and other furniture that may fall or slide.
- Maintain refuge until structural safety checks are completed.
- Not smoke, use matches, lighters or electrical transmitting devices (i.e. mobile phones should be switched off).

In the event of building damage the Chief Warden and Area Wardens should:

- Notify emergency services.
- Assess the number and extent of injured persons.
- Ensure First Aid is given to all injured persons.
- Ensure personnel do not smoke, use matches, lighters or electrical transmitting devices (i.e. mobile phones should be switched off).
- If safe to do so, switch off non-essential power and gas supply.
- When safe to do so, the Chief Warden should initiate a controlled evacuation of the building.

ARMED INTRUSION (CODE BLACK)

In the event of an armed intrusion the Chief Warden should:

- Notify the Police immediately.
- Restrict access to the building if safe to do so.
- If possible arrange for a person to meet and direct emergency services to a secure communications point.
- If safe to do so, ensure that any injured or distressed individuals receive first aid treatment immediately and that the emergency services have immediate access to them.
- If safe to do so, ensure that witnesses are moved to a secure area, separated, comforted and available to the Police.
- Advise Area Wardens, by telephone, that:
 - A security situation has occurred.
 - They should move building occupants to a secure location (i.e. lockable office), notifying the Chief Warden of this location and the telephone number.
 - They should contact the Chief Warden as soon as they are aware of the location of any suspected offenders.

During an armed intrusion all wardens should:

- As soon as possible secure the office doors and move all staff and visitors away from public areas.
- Communicate any accurate information to the Police and the Chief Warden as soon as possible.
- Advise the Chief Warden by telephone of your location, the actions taken, and how many building occupants are with you.
- Be prepared for a long delay if the incident is continuing.
- If safe to do so, contact any staff or visitors that may be arriving at the building to make other arrangement (restrict information you tell them).

REMEMBER

- **Do not activate any alarms.**
- **Do not evacuate until advised to do so by the Chief Warden or a Police Officer, who has a clear, secure and safe evacuation route planned.**
- **Do not communicate any information to any media organisations**

Hostage Situation (CODE BLACK)

Any person finding himself or herself in a hostage situation should prepare themselves for a long delay. Rash actions at any stage may lead to the injury or death of hostages.

Any person finding himself or herself in a hostage situation should:

- Follow the hostage taker's instructions exactly.
- Be as calm as possible.
- Appoint a spokesperson (if there are multiple hostages).
- Advise the hostage taker of any persons with medical conditions as soon as possible.
- Ask permission to attempt to pacify any hostages in shock or who are panicking.
- Attempt to ease tension by conducting a quiet conversation and establishing a rapport.
- Request that hostages be allowed to sit down.
- Request to move to a central location away from doors and windows.

REMEMBER

- **Do not argue.**
- **Do not ask too many questions or ask for too many favours.**
- **Do not allow talking amongst multiple hostages.**
- **Do not allow anyone to be a HERO**

CIVIL DISORDER (CODE BLACK)

Civil disorder, (riots or demonstrations) due to industrial unrest, emotional international situations or unpopular decisions, could threaten the security of Brownes Foods Pty Ltd Employees.

In the event of civil disorder, the Chief Warden must be notified.

The Chief Warden should carry out the following actions until the Executive Crisis Management Team takes control:

- Contact the Police and inform them of the situation.
- Restrict entry to the site
- Restrict contact between demonstrators and building occupants.
- Cash, valuables and files should be secured. Windows, blinds and curtains should be closed and staff directed not to agitate the demonstrators.

Evacuation (CODE ORANGE)

Following an evaluation of the threat, the Chief Warden or individual Area Wardens may decide to evacuate. The decision made to evacuate will involve a risk assessment by the Warden or Chief Warden based on the information at hand and the perceived threat or extent of the threat.

The evacuation process will be in line with the normal evacuation process with some inclusions:

- Occupants of the building are not to be notified of the nature of the emergency until the evacuation is complete (This may cause unnecessary panic)
- The Chief Warden may decide on an alternative Evacuation Assembly Point based on the information on hand.

All personnel will be accounted for at the Emergency Assembly Point during a roll call. Each of the Area Wardens are to report any missing personnel to the Deputy Chief Warden.

REMEMBER

**The initial sweep of the area is the most important step in any evacuation process.
The roll call at the assembly point is a measure to establish those who may be missing.**

TERMINATION OF EMERGENCY INCIDENT INVESTIGATION

The Chief Warden will determine when an emergency is over after obtaining advice from area wardens of the status of each area as well as emergency services (if applicable). Only when area(s) are safe will the Chief Warden terminate the emergency and order return to the building/work.

It is the responsibility of the Chief Warden to debrief all personnel concerned and obtain information in regard to the emergency. The Chief Warden is to organise clean up where required, organise safe storage for hazardous substances and disposal of contaminated material and is responsible for developing action plans in conjunction with senior management and Emergency Services to take action in regard to long term decontamination .

It is the Chief Wardens responsibility to investigate all emergencies and collate information that can be used to avoid further similar emergencies. If dangerous goods/hazardous substances storage is wholly or partially destroyed in an incident, approval must be obtained from the Department of Industry and Resources, Chief Inspector Explosive & Dangerous Goods Division, prior to reconstruction.

TRAINING

Competency based training is carried out on site for all wardens in accordance with AS3745 – 2010. This training will cover the following:

- Alarms and methods of raising alarms
- Procedures and methods of evacuation
- Location of assembly areas and post evacuation actions
- Circumstances where evacuation may need to be modified or where it is not the most appropriate action to take
- Emergency personnel identification
- Emergency personnel authorities
- The Emergency Control Organisation and role of the members (Chief Warden, Deputy Chief Warden, Area Warden, Warden)

OTHER TRAINING REQUIREMENTS

Type of training	Personnel to attend	Frequency
Senior First Aid	Selected personnel and First Aid Attendants	2 years/as required
Breathing Apparatus	All from Maintenance Department	Annual
Emergency evacuation and Fire Extinguisher Training	Wardens Deputy Wardens Selected personnel	Annual
Emergency Evacuation Drills	All personnel	6 months

OTHER FACTORS AFFECTING TRAINING REQUIREMENTS

Training requirements will also be assessed when one or more of the following occur:

- Changes are made regarding the location of storage of dangerous goods
- Changes are made regarding the type of dangerous goods onsite
- Changes to building and structures where dangerous goods are stored
- Changes to personnel
- New Area Wardens and Wardens.

Post emergency

Chief Warden is to complete and forward Emergency Report to the HSW&IM Manager. Emergency Planning Committee to meet and review emergency report, investigation and discuss improvements ASAP after event.

REVIEW OF EMERGENCY RESPONSE PLAN

The Emergency Response Plan should be reviewed annually by the Safety Steering Committee and the Emergency Control Organisation. A brief review of the plan should be conducted following an emergency situation during an Emergency Debrief Meeting with the Emergency Planning Committee.

EMERGENCY EXERCISES

Emergency drills should be conducted at least twice annually. This will generally be undertaken following training for all Wardens. Notice of the intention of the drills should be communicated to all levels of management and staff onsite.

MEDIA LIAISON

Unauthorised persons are not to make statements to the media or any external party, unless required by law to do so. Authorisation for media statements and contact must be given by the Managing Director (MD) of Brownes Foods Pty Ltd , or a direct representative.

APPENDIX A: ADDITIONAL RESOURCES AND EMERGENCY CONTACT NUMBERS

An emergency situation may require the assistance of external resources. The following is a list of external providers who may be able to assist in the event of an emergency situation.

EXTERNAL RESOURCE	PHONE	CONTACT NAME
Alinta Gas	131 352	
Ambulance	000	
BOC Gases Australia Ltd	1800 653 572 (Emergency)	-
Medibank Health Solutions	9248 6088	All hours
CSBP	9411 8777	1800 093 333 (Emergency Response)
DMP Explosive and Dangerous Goods Division	9222 3333	
Environmental Protection Agency	9222 7000	
Fire and Rescue Service	000	
Klen Chemicals	0407 772 154 9302 4000	
Local Hospital	9400 9400	Joondalup
Poisons Information Centre	131 126	24 Hour Information line
Police	000	
State Emergency Service	1300 130 039	
Water & Rivers Commission	9278 0300	-
Water corporation	131 375	24hr priority line
Western Power	131 351	

APPENDIX B: Emergency Incident REPORT FORM

To be completed by the Chief Warden in the event of a partial or complete evacuation

<i>EVACUATION DETAILS</i>				
SITE: <input type="checkbox"/> Balcatta <input type="checkbox"/> Other _____		CHIEF WARDEN:		
DATE OF INCIDENT		TIME INCIDENT REPORTED TO CHIEF WARDEN _____am/pm		
TIME EVACUATION INITIATED _____am/pm		TIME INCIDENT REPORTED TO SECURITY:		
ALL DEPARTMENTS SUCCESSFULLY EVACUATED YES <input type="checkbox"/> NO <input type="checkbox"/> Comments		INCIDENT REQUIRED NOTIFICATION TO NEIGHBOURS YES <input type="checkbox"/> NO <input type="checkbox"/> Comments		
WERE EMERGENCY SERVICES REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>		SPECIFY SERVICE/S REQUIRED: _____		
TIME EMERGENCY SERVICES CONTACTED _____am/pm		TIME EMERGENCY SERVICES ARRIVED _____am/pm		
DESCRIPTION OF MEDICAL ASSISTANCE PROVIDED (if applicable)				
INVESTIGATION (WITH INVOLVEMENT OF SAFETY REPRESENTATIVE) <i>The objective of investigation is not to fix blame, but to allow counter measures to prevent a re-occurrence</i>				
NAME OF WITNESS/ES TO INCIDENT				
DESCRIPTION OF HOW THIS ACCIDENT/INCIDENT OCCURRED				
DESCRIPTION OF MACHINE/EQUIPMENT BEING USED				
DESCRIPTION OF DUTIES BEING PERFORMED				
EXACT LOCATION OF ACCIDENT/INCIDENT:				
CDC <input type="checkbox"/>	BEVERAGE <input type="checkbox"/>	CUST SERV <input type="checkbox"/>	ICE CREAM <input type="checkbox"/>	ADMIN <input type="checkbox"/>
FDC <input type="checkbox"/>	MIX FLOOR <input type="checkbox"/>	LAB <input type="checkbox"/>	DRY STORE <input type="checkbox"/>	OTHER <input type="checkbox"/> (Please specify)
HAZARD/S IDENTIFIED.				
SUGGESTED CORRECTIVE ACTION				

ELIMINATION:		
SUBSTITUTION:		
ISOLATION (Engineering)		
REDESIGN / MODIFICATION		
ADMINISTRATION (Procedures / work exposure):		
PROBABILITY OF RECURRENCE WITHOUT INTERVENTION?: <input type="checkbox"/> RARE <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> FREQUENCY		
POTENTIAL SEVERITY OF HAZARD?: <input type="checkbox"/> MINOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MAJOR		
EXTERNAL INVESTIGATION/RECOMMENDATIONS		
AUTHORITY	RECOMMENDATIONS	TIME FRAME
FESA		
POLICE		
WORKSAFE WA		
EPA		
OTHER		
CORRECTIVE ACTION TO BE TAKEN:	BY WHOM	DATE COMPLETED
FOLLOW UP DATE AND TIME		
NEXT EMERGENCY EVACUATION REVIEW / DRILL		
SIGNATURES:		
1. DATE:/...../.....	2. DATE:/...../...	
CHIEF WARDEN	DEPARTMENT MANAGER	
3. DATE:/...../.....	4. DATE:/...../...	
SAFETY REPRESENTATIVE	WHS MANAGER	

APPENDIX C: BOMB THREAT CHECKLIST & PROCEDURE

Keep Calm

Name (print):
Telephone number:
Signature:

GENERAL QUESTIONS TO ASK:

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

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

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

BOMB THREAT QUESTIONS

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

EXACT WORDING OF THREAT:

CALLER'S VOICE

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

THREAT LANGUAGE

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

BACKGROUND NOISES

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

NOTES:

OTHER

Sex of caller: Estimated age:

CALL TAKEN:

Date: Time:
Duration of call:
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
Phone number:

AUSTRALIAN BOMB DATA CENTRE
GPO Box 401 CANBERRA ACT 2601
Telephone: 02 6287 0750 Facsimile: 02 6287 0770

APPENDIX D: FACILITY OPERATIONS CENTRE MONTHLY INSPECTION CHECKLIST

	YES	NO	Comments
Copy of Emergency Procedures available?			
Copy of emergency Manifest available?			
Site Plan			
MSDS Register			
Landline available			
Mobile Phone Available			
Two way radio available and working?			
Torch available and working?			
Spare batteries for torch available?			
First aid kit available?			
Stocked according to the contents list?			
Oxyviva unit readily available?			
Emergency helmet available?			
Breathing apparatus available in nearby location?			

Completed by:

Signed:

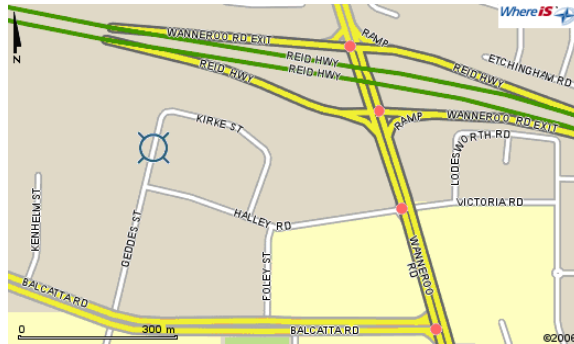
Date:

APPENDIX E: SITE WARDEN LISTING

CHIEF WARDEN	
Alan Upson	EXT 222 / 349
Steve Reilly (Deputy)	0400 995 717
Jason Mason	0438 927 179
Dermot Allen	0438 927 179
Wally Skolowski	0438 927 179
Dean Gaddes	0438 927 179
Nigel Pickett	0438 927 179
Tony Cam	0438 927 179
Brett Gruszecki	0438 927 179
Adrian Moore	0438 927 179
Allen Manyere	0448 792 978
Phillip Reid	0448 792 978
Jamie Anselmi	0448 792 978
GROUND FLOOR	
DAIRY PRODUCTION WARDEN	
Richard Lister	0409 345 855
MAINTENANCE WARDEN	
Sanjeet Singh	EXTN 247
Juan Padilla	0148 520 548
Matt Crane	0417 394 242
DRY STORE WARDEN	
Campbell Rigby	EXT 347 / 475
Troy Howard	0403 133 275
Kevin Kingston	EXT 325 / 627
BEVERAGE AREA WARDEN	
Robert Stefoski/Kyle Vanzati	EXT 487 / 493
Brett Carter/Iviva Marjanovic	0419 904 505
Pavle Stefoski/ /Riste Stefoski	
ADMINISTRATION AREA WARDEN	
SALES & MARKETING BUILDING WARDEN	
Candice Symes	EXT 216
CDC AREA WARDEN	
Darcy Middleton/Kaelem Ferrante/Chris Tedge	EXT 463 / 461
Shane White/Sash Lekoski/	0417 179 990
/Kevin Wood/Peter Katsaros	EXTN 466
UPSTAIRS MANUFACTURING WARDEN	
Ron Khor	EXT 367
Carol Murray	EXT 634
FINANCE	
Kelly Wyse	EXTN 606
Vanisha Ladhani	Extn 621

APPENDIX F: NOTIFICATION OF NEIGHBOURS

Business	Address	Contact Number
Geddes Street		
Bailey Automatics	11 Geddes Street	9240 1259
Belmar Foods	15 Geddes Street	9345 4066
Perth Daylighting	1 Halley Road	92404045
Vendpro	1 Halley Road	92401333
Tyrone Group	1 Halley Road	92405020
Protectomat	1 Halley Road	92408400
E-Solar	23 Geddes Street	6363 5420
WA Corporate Signs	23 Geddes Street	9240 255
Campbells	8 Geddes Street	9344 7411
Fugro	24 Geddes Street	9477 4400
Kirke Street		
Burgtec	3 Kirke Street	9344 6266
RJ Vincent and Company	4 Kirke Street	9345 3999
Kenhelm Street		
Barnard Enterprises	18 Kenhelm Street	9345 3580
FujiFilm	14 Kenhelm Street	6241 0600
Rittal Pty Ltd	10 Kenhelm Street	9240 2744
Pickles	Kenhelm/Balcatta Rd	9441 7000
Balcatta road – Sky Vista Centre		
Jonte Designs 92404615	Duff Recruitment 92442789	Life Net 94725611
EUPA Training Council 92402688	Jahn Financial 92404000	Zoom Recruitment 62409200
Datatel Electrical 0400600950	Rare Construction 61809360	MSS Security 93472719
Admin Express 92407276	Sky Vista Lunch Bar 9345 2045	Grapnel Carline Mufflers 9345 4211



APPENDIX

G: REGISTER OF DANGEROUS GOODS

Tank / Depot ID	Depot Type	Quantity Stored (kL)	Un no.	Class / Div.	Sub Risk	Pack Group	Description of Product / CoP
1a	PDB	6	1197	3	N/A	II	Flammable Essence Store, AS1940
1b	PDB	1	1197	3	N/A	II	Flammable Essence Store, AS1940
2a	GTD	12	1719	8	N/A	II	Caustic Liquid NOS, AS3780
2b	GTD	1.8	1760	8	N/A	II	Nitric Acid, AS3780
2c	GTD	1	1760	5.1	8	II	Peroxyacetic Acid, AS4326
3a	PDB	11.2	Various	8	N/A	II	Corrosive Substances of Packing Group II or III, AS3833
3b	PDB	2.68	Various	5.1	N/A	II	Oxidizing Substances of Packing Group II or III, AS3833
7	PP	33t	1005	2.3	8	N/A	Ammonia, Anhydrous, AS1677.2

APPENDIX H: LOCATION OF DANGEROUS GOODS STORED ON SITE

AMMONIA PLANT ROOM

AMMONIA ANHYDROUS LIQUIFIED CLASS: 2.3 Poisonous gas.

Suffocating in low concentrations. In liquid state extremely dangerous to eyes.

BULK AREA CORROSIVE LIQUIDS

CLASS: 8 (ACID) Reacts with bases.

May cause severe & permanent damage to eyes on contact. May cause severe burns to skin. Dangerous (corrosive) if swallowed. Vapours will irritate the respiratory tract.

CLASS: 8 (BASES) Reacts with Acids.

May cause severe & permanent damage to eyes on contact. May cause severe burns to skin. Dangerous (corrosive) if swallowed. Mist and Vapours may irritate respiratory tract.

ESSENCE STORE & DISPENSARY

ETHYL ALCOHOL CLASS 3 Highly Flammable.

Will generate explosive atmosphere above 15 degrees. Can cause irritation upon contact with skin. Can cause irritation and erythema to the eyes. Can, if over exposed, cause slight breathlessness, drowsiness or loss of consciousness. If swallowed can cause nauseousness or vomiting if taken undiluted.

PACKAGE AREA CORROSIVE LIQUIDS

CORROSIVE LIQUID CLASS: 8 (ACID) Reacts with bases.

May cause severe & permanent damage to eyes on contact. May cause severe burns to skin. Dangerous (corrosive) if swallowed. Vapours will irritate the respiratory tract.

CORROSIVE LIQUID CLASS: 8 (BASES) Reacts with Acids.

May cause severe & permanent damage to eyes on contact. May cause severe burns to skin. Dangerous (corrosive) if swallowed. Mist and Vapours may irritate respiratory tract.

NITRIC ACID CLASS: 8 Reacts with Bases.

May cause severe & permanent damage to eyes. On contact may cause severe burns to skin. Dangerous (corrosive) if swallowed. Mist and Vapours may irritate respiratory tract.

PHOSPHORIC ACID CLASS: 8 Reacts with Bases.

May cause severe & permanent damage to eyes on contact. May cause severe burns to skin. Dangerous (corrosive) if swallowed. Mist and Vapours may irritate respiratory tract.

HYDROGEN PEROXIDE CLASS: 5.1 Reacts with Acids & Alkalis.

Can promote combustion. May cause severe damage to eyes. On contact may cause burns to skin. Dangerous if swallowed. Vapours will irritate the respiratory tract.

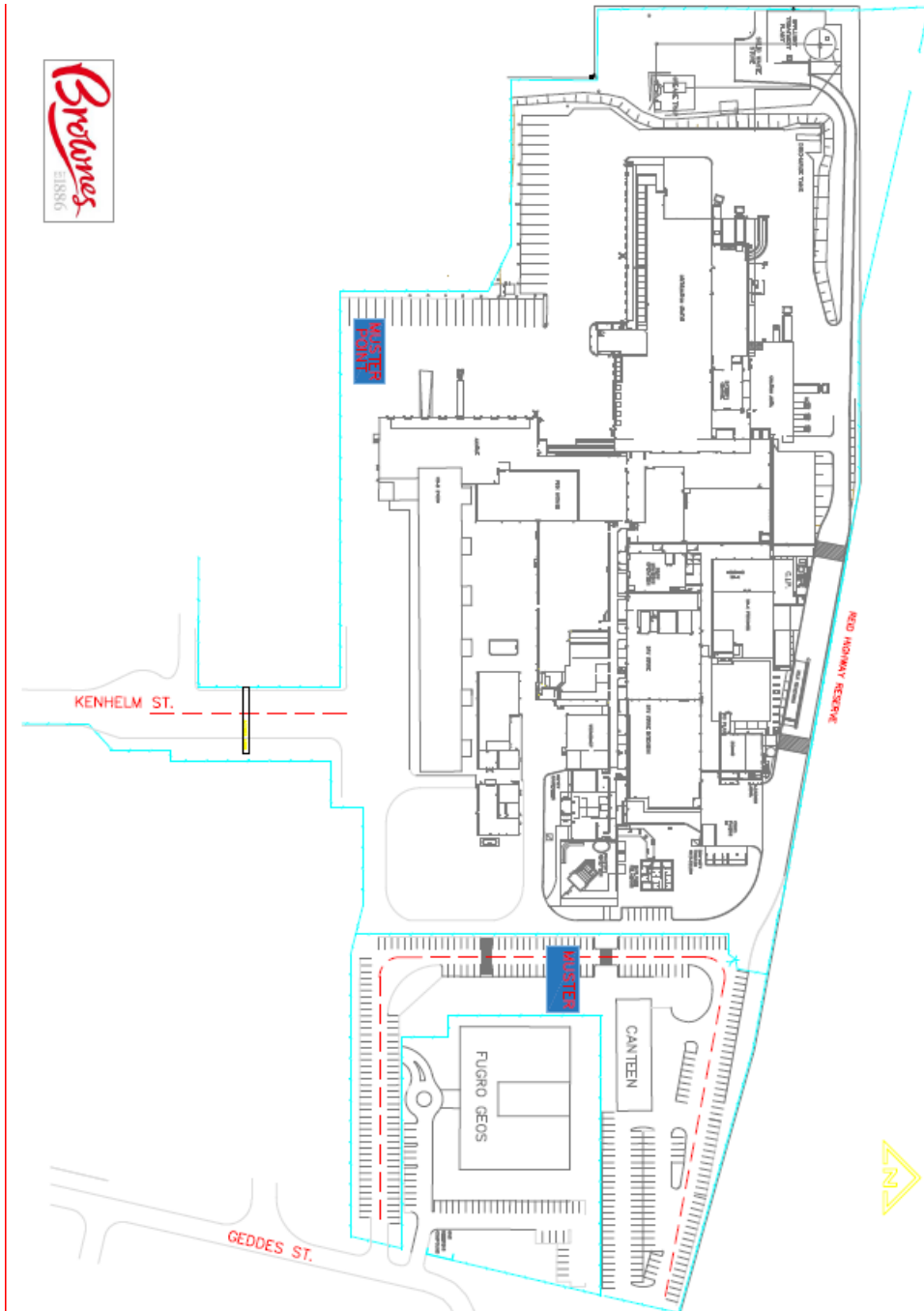
LIQUID NITROGEN TANK

Colourless odourless liquid, it will cause rapid freezing on contact and will rapidly evaporate to form a simple asphyxiant.

**APPENDIX I: SECURITY TWO WAY RADIO AND ALARM TESTING
CHECKLIST**

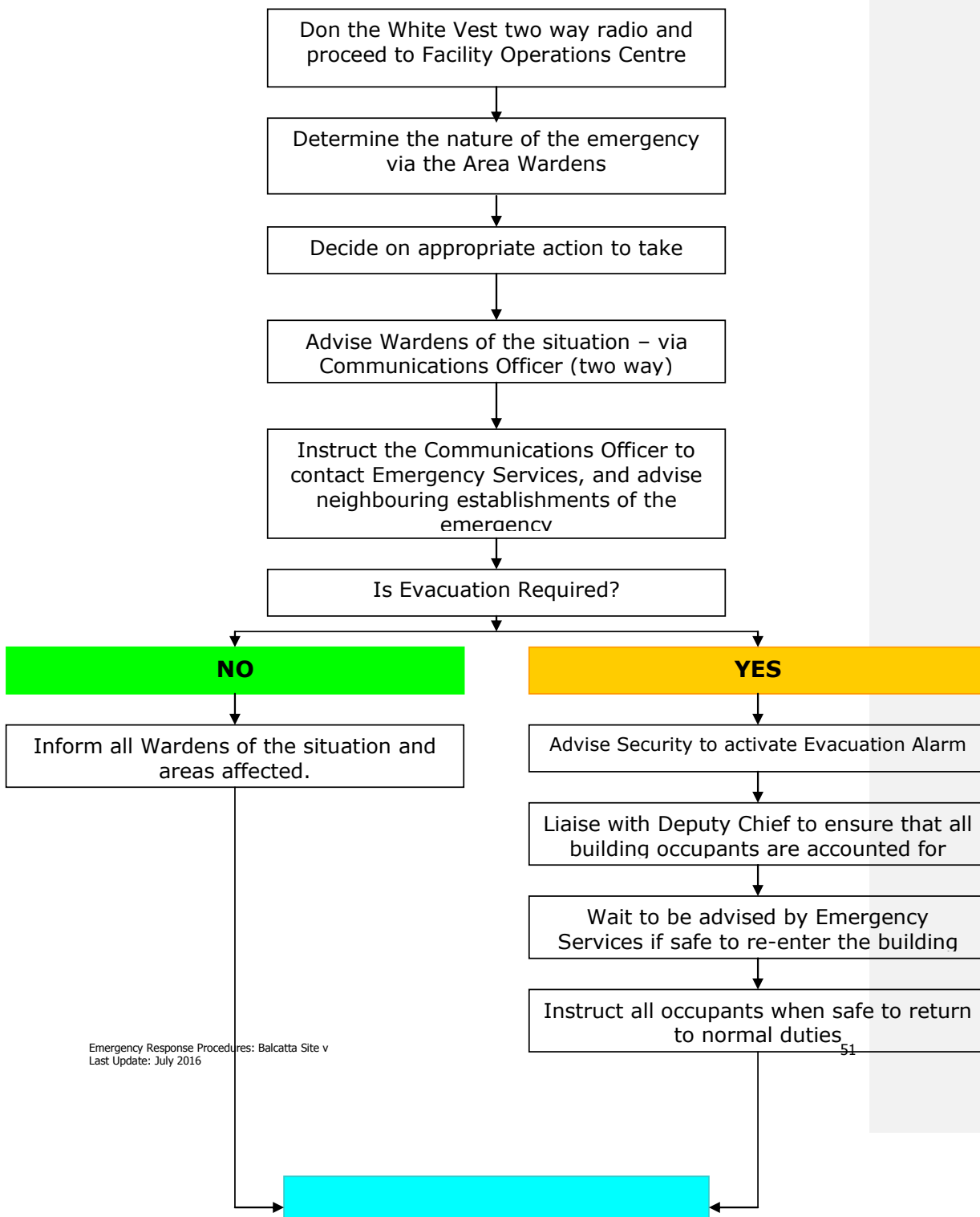
Department	Name	Number	Serial Number	Acknowledged
Engineering	Services Supervisor Site Services,	325 627	8L030015	
Dairy Production	Production	667	TBA	
CDC	CDC Team Leaders	463 0417179990	CDC Radio	
Admin, Sales and Marketing Building	Marketing Customer Service	289 473	8L030010	
Beverage Plant	Bev Team Leaders	487 0419904505	8L030008	
First floor Operations	Lab HR	367 634	8L030014	
Security	Duty Security Officer	222	Base	
Finance	Kelly Wyse	606	8L030037	
Dry Store	DGS Leading Hand	346 345	DGS Radio	
IT (HR)	IT Supervisor		Phone	
FDC	Supervisor		Phone	
Engine Driver	Duty Engine Driver	388	Phone	
Customer Service	Candice Symes	216	Phone	
Ground Floor Operations	Steve Reilly	310	Phone	

APPENDIX J: CURRENT SITE MAP

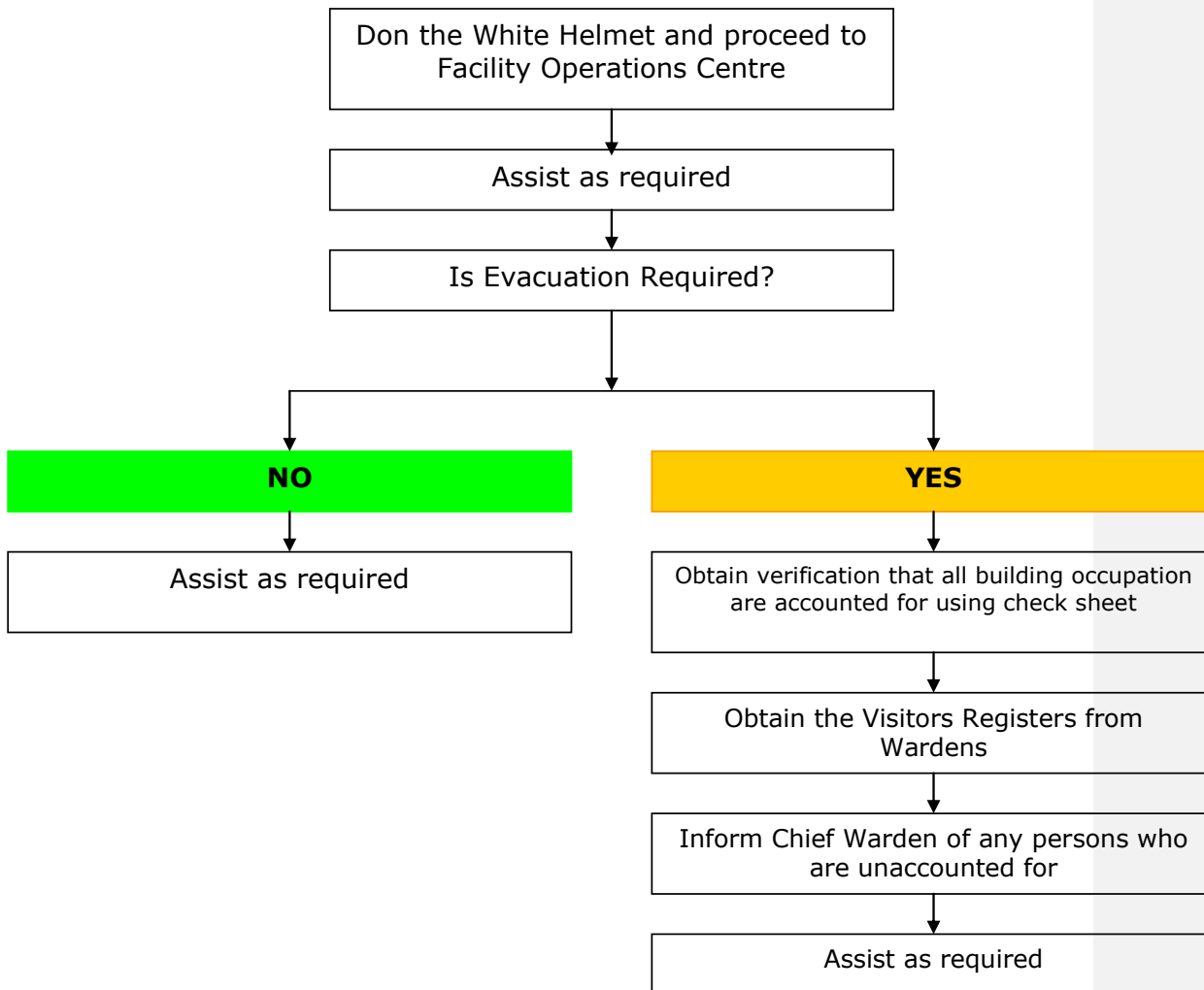


**APPENDIX K: PRIMARY ROLES AND RESPONSIBILITY
FLOW CHARTS**

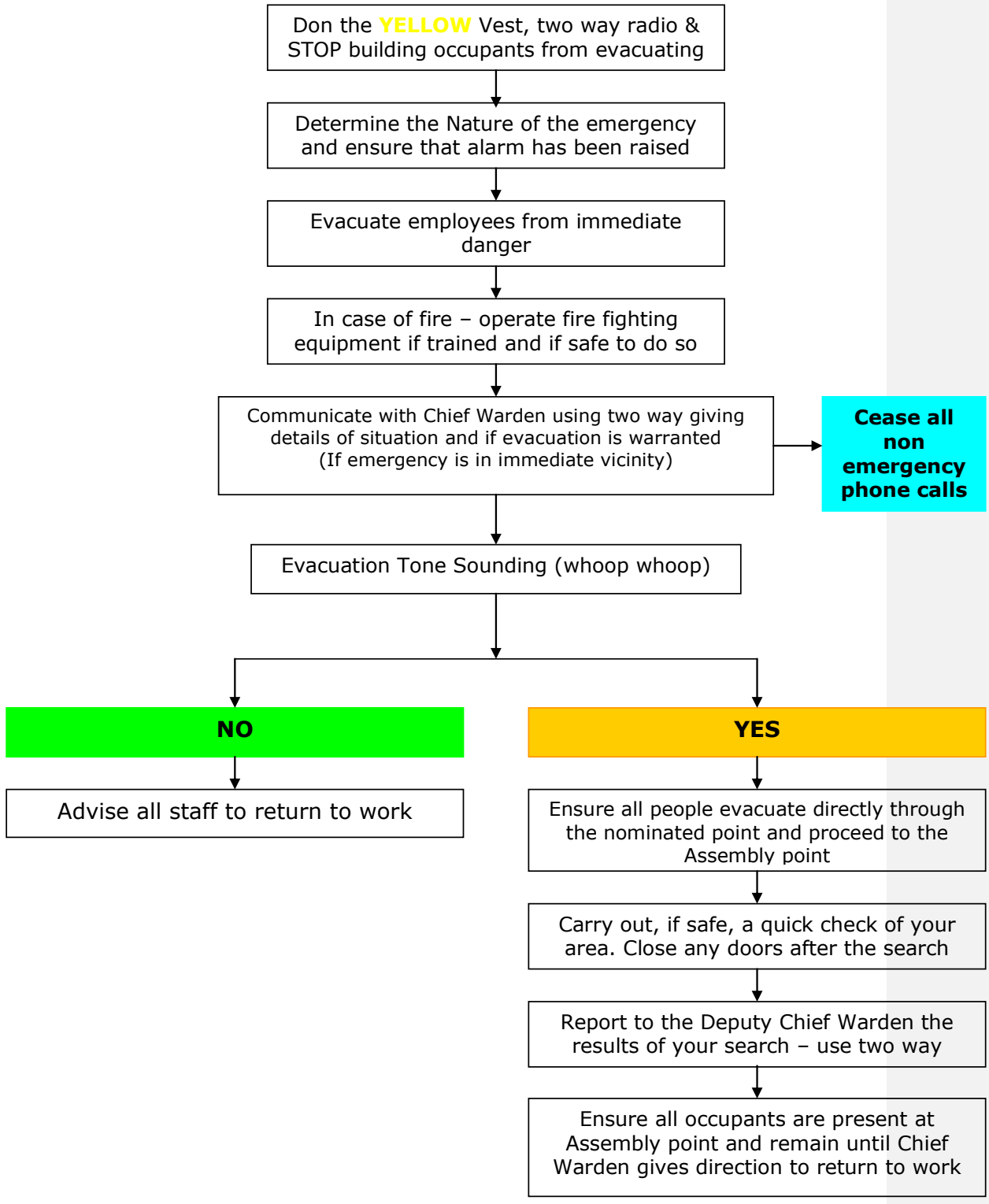
**PRIMARY ROLES AND RESPONSIBILITIES - ALL HOURS
CHIEF WARDEN – BALCATT**



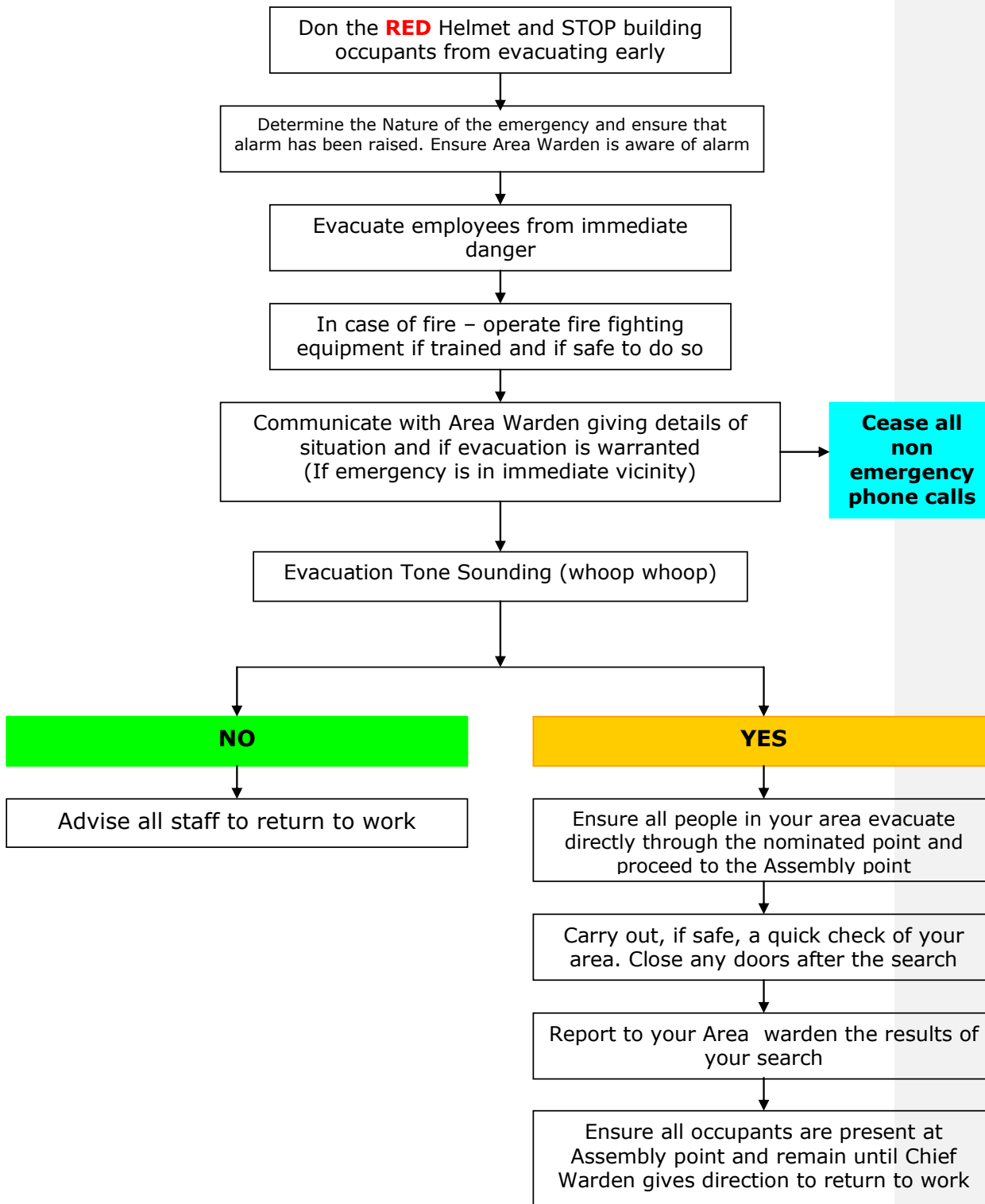
**PRIMARY ROLES AND RESPONSIBILITIES - ALL HOURS
DEPUTY CHIEF WARDEN – BALCATT**



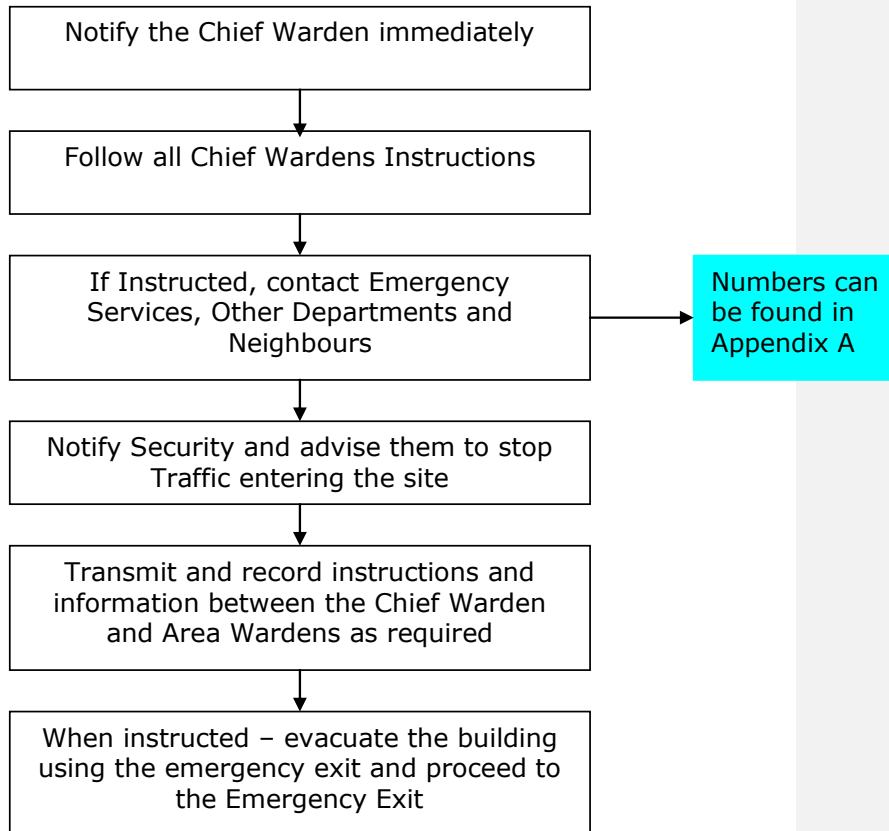
**PRIMARY ROLES AND RESPONSIBILITIES - ALL HOURS
AREA WARDEN – BALCATT**



**PRIMARY ROLES AND RESPONSIBILITIES - ALL HOURS
WARDEN – BALCATT**



**PRIMARY ROLES AND RESPONSIBILITIES - ALL HOURS
COMMUNICATIONS OFFICER – BALCATT A**

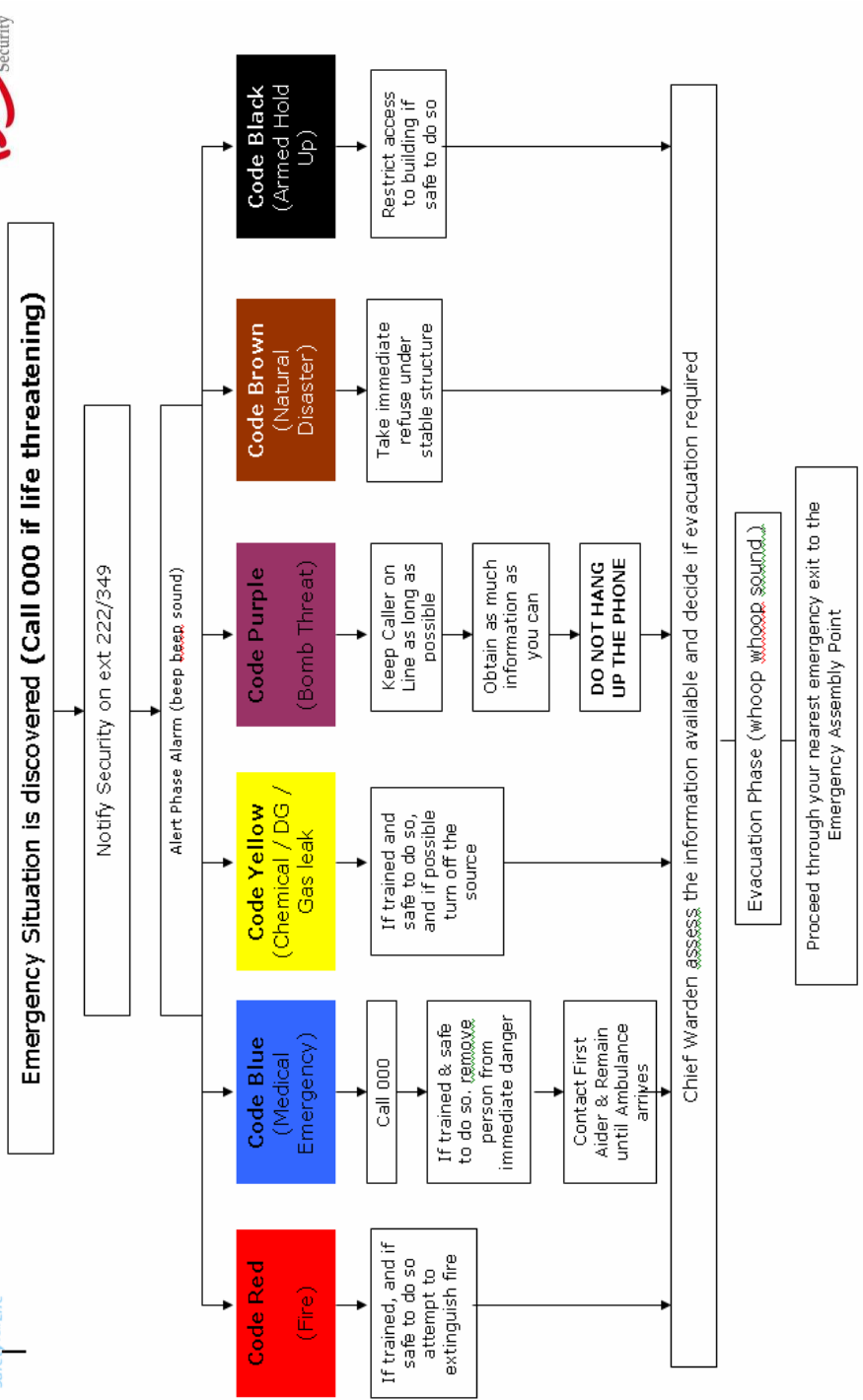


APPENDIX L: EMERGENCY RESPONSE PROCEDURE FLOW CHART

CHART



EMERGENCY RESPONSE PROCEDURE FLOW CHART (ALL HOURS)



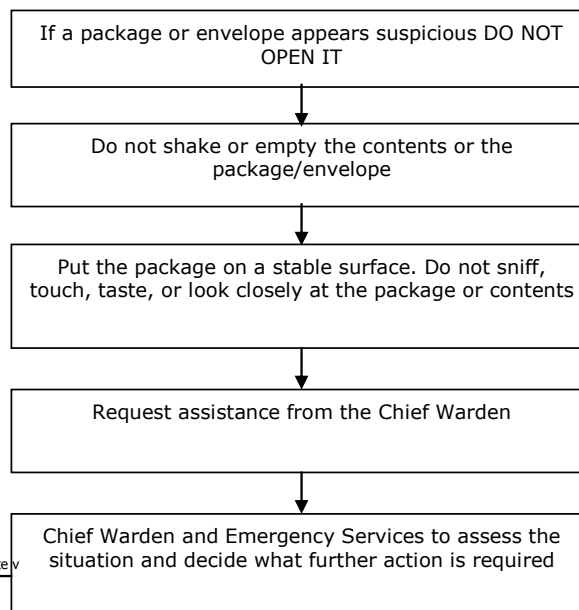
APPENDIX M: SUSPICIOUS LETTER OR PACKAGE RESPONSE PROCEDURE

All persons should take appropriate steps to protect themselves and others from exposure to possible Anthrax and suspicious packages.

Training will be provided to all those personnel in direct contact with external mail and packages.

Some characteristics of suspicious packages and envelopes include the following:

- Inappropriate or unusual labelling
 - Excessive postage
 - Poorly typed addresses
 - Strange return addresses or no return addresses
 - Incorrect titles or titles without names
 - Not addressed to a specific person
 - Marked with restrictions, such as "Personal", "Confidential" or "Do not X-ray"
 - Marked with any threatening language
- Appearance
 - Powdery substance felt through or appearing on the package or envelope
 - Oily stains, discolorations or odour
 - Lopsided or uneven envelopes
 - Excessive packaging
- Other suspicious signs
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminium foil
 - Smell of almonds or marzipan
 - Small holes in the packaging



APPENDIX N: EVACUATION CHECKSHEET – ALL HOURS

Area	Areas Include	2 Way / Mobile	Evacuated?	Roll call complete?
GROUND FLOOR				
Maintenance	Change Rooms Tea Rooms / Toilets Maintenance Workshop Maintenance Office Project Offices Support Offices Tasting Room			
Dairy Production	Mix Floor Production Packing			
DGS	DGS Yard Dispensary Cone Rooms			
NPD	NPD Room Lab			
1st Floor	Offices / Toilets Chem Lab Micro Lab Finance Upstairs Meeting Room PLC Room			
Beverage	Sauce Room Beverage Production Viscount Beverage Control Palletiser Maintenance Workshop Offices/Corridor/Toilets			
Café	Café /Toilets			
Crate Ramp	Crate Ramp Yoghurt Room Battery Room			
CDC	Offices/ Toilets Warehouse Order Cage Tea Room Vendors annex			
Sales & Admin	Customer Service Sales Marketing Finance Tea Room / Toilets			
FDC	Palletising High Rise Pick Module Office Tea Room / Toilets			

Reception	Meeting Rooms Sales Area			
Corporate Office	Offices Toilets Boardroom			