



TARONG ENERGY CORPORATION LIMITED  
WIVENHOE POWER STATION BUSINESS PROCEDURE FOR  
EMERGENCY RESPONSE AND BUSINESS CONTINUITY PLAN  
FOR WIVENHOE POWER STATION  
WIV - MAN - 13

For use by the  
Incident Management Team  
or  
Emergency Response Team

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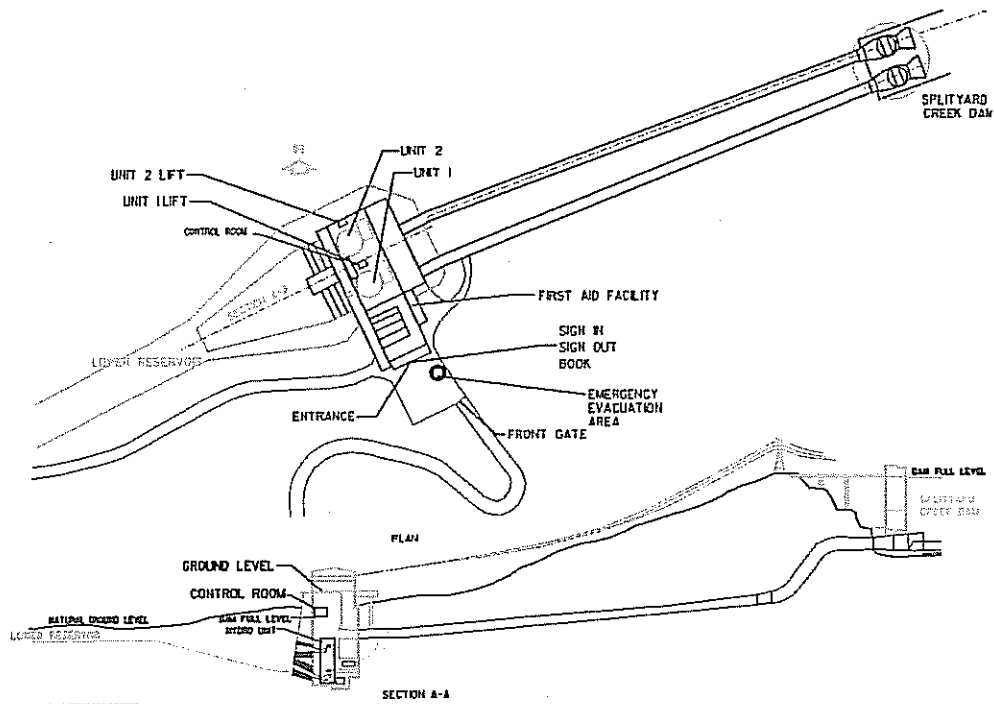
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# 1.0 Introduction

## 1.1 Site Plan



## 1.2 Site Aerial Photograph



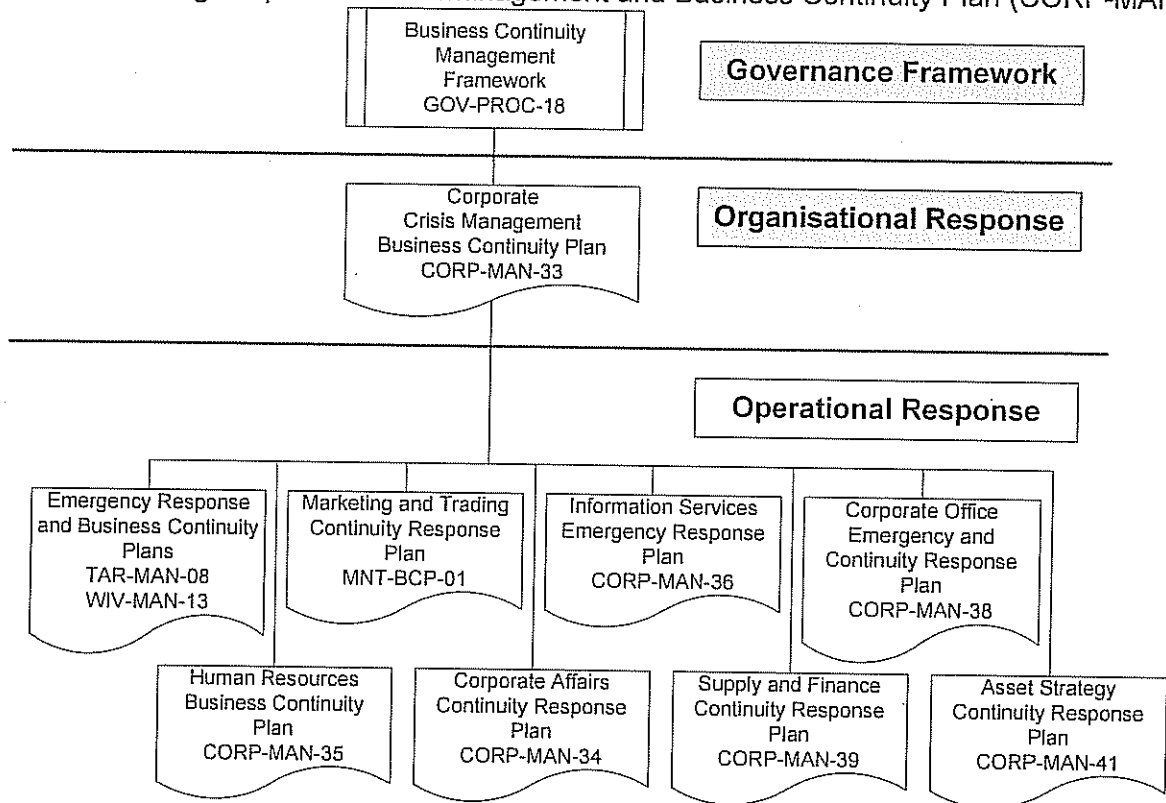
### 1.3 Relationship with Crisis Management Plan

This document is an overview of Tarong Energy Corporation's emergency response and business continuity planning for Wivenhoe Power Station and forms a part of Tarong Energy Corporation's Crisis Management Plan.

This document provides:

- Detail of this plan's context in relation to the Tarong Energy Crisis Management Plan.
- Details of Emergency Response and Continuity philosophies.
- Responsibilities of site personnel and outside agencies.
- Generic emergency procedures outlining core response actions.
- Emergency contact numbers.
- Business Continuity checklists.

The diagram below shows how this Plan fits in with other documents – this Plan directly links into the Tarong Corporate Crisis Management and Business Continuity Plan (CORP-MAN-33).



# **EMERGENCY RESPONSE PLAN WIVENHOE POWER STATION**

## **2.0 Emergency Response Plan**

### **2.1 Credible Emergency Incidents**

A number of types of potential emergency situations have been identified and prepared for in this Plan. Individual Emergency Procedures / Drill Sheets are included later in this Plan. These include (but are not limited to):

- Fire
- Gas / Chemical
- Accident
- Environmental
- Evacuation
- Bomb Threat (or other threat)
- Trespass or Civil Disobedience

### **2.2 Incident Escalation Process**

The Corporate Incident Escalation Matrix has been developed to enable fast assessment and decision-making when an incident occurs. This matrix is aligned to the corporation's existing Risk Management Framework, the Emergency Services industry standard, and the Electricity Industry standard for consistency and business integration, as employees are already familiar with these processes. (See Section 2.3 Crisis Management Escalation Matrix).

Levels 1 – 3 are internally managed.

### **2.3 Crisis Management Escalation Matrix**

See Attachment E Crisis Management Escalation Matrix.

### **2.4 Corporate Emergency / Crisis Command Organisation**

This Emergency Response and Business Continuity Plan, is aimed at the operational management of incidents at Levels 1 & 2. As detailed previously, if an incident escalates to a Level 3 Incident or above, then the Tarong Energy Crisis Management Plan is invoked.

The Emergency Control Process below further details specific functions of responsible officers within the process. (See Section 2.7)

For critical Level 3 incidents the Crisis Management Team will be formed to ensure that the Corporations Crisis Management Plan is followed and a broader focus is placed on the possible affects of the incident on the wider corporation.

In an emergency or continuity situation, the Emergency Controller and / or the Incident Manager will assume control of all business operations relating to the situation until after the threat has passed.

The Emergency Controller and the Incident Manager will always be Tarong Energy employees.

## **2.5 Emergency Response - Philosophy**

An emergency incident at Wivenhoe Power Station means any unplanned or adverse event and may include:

Fire and Explosion, Gas/Chemical, Accident, Environmental, Radiation, Evacuation, Bomb Threat or threatening phone call, Trespass or civil disobedience.

All Emergency situations that occur at Wivenhoe Power Station shall be guided by this plan, and all actions and critical decisions, shall be made by, and/or authorised by the Power Station Coordinator acting in the role of **Emergency Controller**.

It shall be the responsibility of all personnel at Wivenhoe Power Station, to comply with the directions of the Emergency Controller, and to provide all reasonable assistance to ensure the safety of Personnel and equipment.

**In all Emergency situations, it shall be the responsibility of the Emergency Controller to notify the Incident Manager of the details of the emergency, as soon as possible.**

For Wivenhoe Power Station the Manager Operations will take on the role of Incident Manager unless delegated to another person.

Where the emergency situation warrants, outside emergency agencies, (Police, Ambulance, Fire Brigades, etc.), shall respond and assist in the control of the emergency situation.

Outside Emergency Agency Commanders, shall carry out the required emergency functions, in conjunction with, and guided by, the Emergency Controller.

One or more of the following sources shall provide emergency responses:

- Wivenhoe Emergency Team during normal business hours.
- Wivenhoe operating staff after normal business hours.
- Queensland Fire and Rescue Authority (QFRA).
- Queensland Ambulance Service (QAS.).
- Queensland Police Service (QPS).
- Other Tarong Energy Corporation employees and contractors.

## **2.6 Emergency Response – Objectives**

The objective of Emergency Response is to:

- Promptly respond to and investigate all reported emergencies.
- Take over immediate control of the emergency situation.
- Carry out actions to ensure, (in this order of priority), the safety of personnel, the safety of the environment, the safety of plant and equipment, and the continued capacity to generate electricity.
- Notify the Incident Manager of the emergency details, and assist the Incident Manager to decide if an Incident Management Team should be assembled.

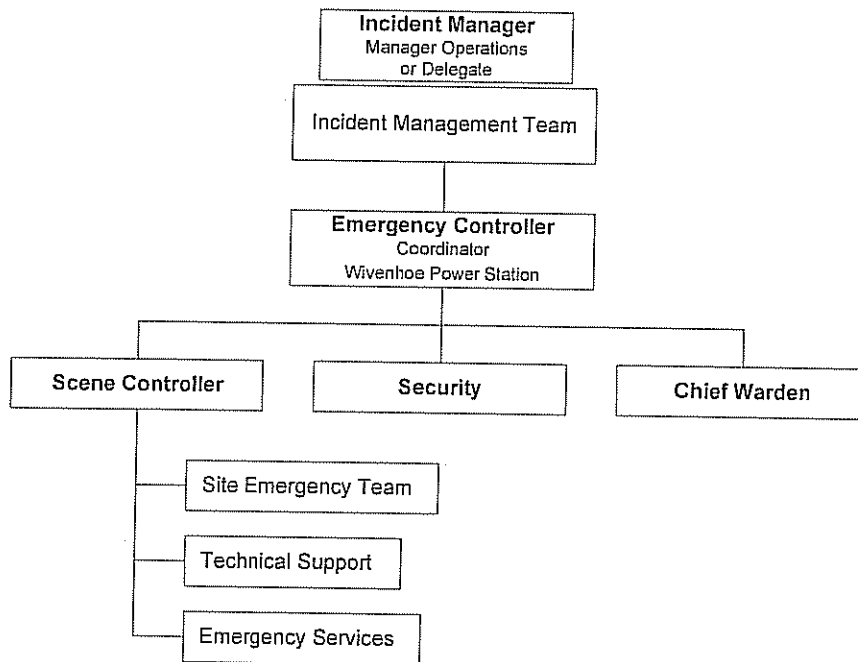
## **2.7 Emergency Response - Roles and Responsibilities**

This phase will be implemented in all emergencies, and requires actions by:

- **Receptionist** to alert personnel that an Emergency has occurred, secure entry to the site and to establish communication with outside Emergency Services where required.
- **Emergency Controller** to coordinate emergency response actions, and to evaluate the scale, impact and implications of the emergency, to ensure that the response is escalated to the appropriate level.



- **Scene Controller** to oversee emergency response actions at the scene, including all actions of The Tarong Emergency Team, Operators and Technical Support Personnel, and External Emergency Response Agencies.
- **Evacuation Warden** to oversee the safe evacuation of personnel if required.



## 2.8 *Emergency Command Centre Locations*

The Emergency Controller shall assume initial control of the emergency at the Command Centre. In order of preference, the designated Command Centres are:

- **Station Coordinators Office.**
- **Alternate safe area identified by the Emergency Controller.**

# **BUSINESS CONTINUITY RESPONSE PLAN WIVENHOE POWER STATION**

## 3.0 Continuity Response

### 3.1 *What is Business Continuity Response?*

Once the safety of personnel has been established after the initial emergency response phase then the Incident Manager will assume control and ensure that minimal disruption is caused to the business from the incident.

**In all Business Continuity situations, it shall be the responsibility of the Incident Manager to notify the Crisis Manager of the details of the incident, as soon as possible.**

The Incident Manager will also liaise with the other business Incident Managers and determine if the incident is "serious" or "critical" (i.e. whether the incident needs to be escalated and the Crisis Management Team formed).

The Incident Manager will lead the Incident Management Team. Once the safety of personnel has been established, the Emergency Controller will report to the Incident Manager. The team may include other members, as needed to complete the continuity objectives. The Incident Manager will form part of the Crisis Management Team and consider overall business continuity with other Business Unit Incident Managers.

### 3.2 *Continuity Objectives*

Once the safety of personnel has been established, the initial Continuity Response is to;

- Maintain contact with staff (with the assistance of HR)
- Ensure sufficient manning levels are maintained
- Restore critical supplies to the power station
- Repair / replace damaged equipment
- Work with Powerlink or other down stream companies to ensure continuity incidents are resolved
- Ensure communications are restored / diverted / responded to (postal mail, telephones, fax and email)
- Establish office facilities for a limited number of key staff (training room, visitors centre, motel in Fernvale, Lowood, Esk.)
- Contact the outside world and advise new operating conditions (web site, advertisements in the paper)
- Restore operations at existing office location (cleaning crews, replace furniture, etc)

### 3.3 *Continuity Response – Roles and Responsibilities*

This phase will be implemented following the Emergency Response or in any other situation where it is considered necessary to convene an Incident Management Team. This team will control the ongoing aspects of the incident. The **Incident Manager** will form the Incident Management Team (IMT). This team will be comprised of the skills that the Incident Manager thinks necessary to rectify the situation. Detailed below is a list of skills that may be required. Membership of the IMT may change over time.

#### **INCIDENT MANAGEMENT TEAM.**

- **Incident Manager** to assume overall control of the Business Continuity Response to the incident, brief the Crisis Management Team and consider actions required to ensure corporate wide business continuity.
- **Emergency Controller** to continue overall command of the emergency, and communicate directly with Incident Manager, regarding current and predicted status of the emergency situation.
- **Health & Safety Manager** to provide expert advice on health and safety issues, to provide necessary access to the OHS team, and to liaise with regulatory authorities.

- **Engineering/Environment personnel** to support and provide engineering advice and predictions of potential further complications to the Incident Manager.
- **Operations Project Officers and/or Maintenance Coordinators** to commence planning and operations to control and rectify the current incident and/or predicted outcomes of the incident, including manpower, spares lists, and work scopes.
- **Procurement and Supply personnel** to source and supply equipment, spares or services as required, to rectify the current incident and/or predicted outcomes of the emergency, including, (but not limited to), outsourced labour, services, transport, etc.
- **Commercial Manager** to ensure financial, legal, and insurance issues arising out of the incident are addressed.
- **Human Resources personnel** to implement personnel services including next of kin, relative response, stress debriefing, or trauma counselling, etc.
- **Communications personnel** to maintain communication links and interface with media and other external agencies.
- **Market & Trading Officers**, to coordinate market related strategies and predictions, regarding the emergency situation.
- **Administration Assistant** to maintain logs of events and actions.

### ***3.4 Continuity Command Centre Location***

In order of preference, the designated Command Centres for the Incident Management Team Room will be:

- **Tarong Power Station Engineering Conference Room (incorporating Telephone communication with the Emergency Controller at Wivenhoe Power Station).**

and / or,

- **The Dam Conference Room at Eagle St. Office, (incorporating Telephone communication with the Emergency Controller at Wivenhoe Power Station).**

# **ROLES RESPONSIBILITIES AND ACTIONS**

## 4.0 Emergency and Continuity Responsibilities and Actions

INCIDENT MANAGEMENT TEAM (IMT)	
Membership	Tarong Energy staff selected or assigned to the team by the Incident Manager.
Reporting relationship	Reports to the Incident Manager.
Function	Assist with operational management of the incident/emergency/crisis  In some cases the Incident Management Team will begin as an Emergency Response Team. The Incident Management Team will manage the Emergency Response, Recovery Operation & Business Continuity of the incident. The team will solve the technical/operational problems.
Business Processes	Incident records, logs and reviews will be prepared and managed as corporate records in accordance with Tarong Energy's Record-keeping Policy; The IMT shall participate in a review / debrief of the incident.
Authority	

### 4.1 Incident Manager

**Reports to:** General Manager Generation Operations or the Crisis Manager

Determine threats to business continuity and implement mitigation strategies to minimise the effect.
After the safety of personnel has been established, assume control of the overall corporate continuity response to the incident, inc. regular review of strategy and coordination of response (assume the outstanding tasks of the emergency controller).
Establish, clarify, assess and confirm details of the incident.
Advise the Crisis Manager of the details of the incident.
Appoint a Deputy Incident Manager, ensuring this appointment is kept up-to-date and available for relief as and when required.
If necessary, delegate usual duties (as appropriate) to ensure the continued operation of the corporation.
Establish and maintain your own personal log of events. (T-1188)
If required, escalate, mobilise & brief the Incident Management Team <ul style="list-style-type: none"> <li>▪ Announce incident details as known.</li> <li>▪ Advise on how the Team and all support personnel will operate – set team rules.</li> <li>▪ Ascertain specialist / functional support requirements and mobilise as required (eg legal, IT, etc).</li> <li>▪ Ensure the Team Log and individual Logs are initiated.</li> <li>▪ Continually review Team composition and adjust responsibilities and tasks as appropriate to optimise team effectiveness.</li> </ul>
Brief the Continuity Management Committee and consider actions required to ensure corporate wide business continuity.
Escalate incident to "critical" and brief the Crisis Management Team if necessary.
Allocate tasks using the Continuity Check List as a guide. See Attachment C
Review and identify issues and impacts arising from the incident.

## 4.2 Emergency Controller

**Reports to:** Incident Manager or the Crisis Manager

Assume overall control of the emergency response, inc. regular review of strategy and coordination of response.
Establish, clarify, assess and confirm details of the emergency.
Advise the Incident Manager of the details of the emergency.
Convene all appropriate Technical Experts, (plant engineers, maintenance supervisors, environmental officer, health & safety coordinator, emergency services officer, occupational hygiene officer, occupational health nurse, corporate communications officer, etc.), at the Command Centre to provide advice and assistance in the control of the Emergency.
Communicate directly with Outside Emergency Response Agency Commanders.
If necessary, delegate usual duties (as appropriate) to ensure the continued operation of the corporation.
Establish and maintain your own personal log of events. (T-1188)
Brief the Continuity Management Committee and consider actions required to ensure corporate wide business continuity.
Review and identify issues and impacts arising from the incident.

## 4.3 Scene Controller

**Reports to:** Emergency Controller

Command all Tarong Energy and contractor personnel and resources assigned to the incident site.
Liaise with, and assist the Outside Emergency Agency Commander in the safe and effective control of the Emergency Situation.
Provide technical and operational advice and assistance to the Emergency Controller to assist in the safe and effective control of the Emergency.
If necessary, delegate usual duties (as appropriate) to ensure the continued operation of the corporation.
Establish and maintain your own personal log of events. (T-1188)
Participate in a review of the incident.

## 4.4 Tarong Power Station Operators (After normal hours)

**Reports to:** Emergency Controller

Immediately acknowledge and respond to all Emergency Alarms.
Immediately alert Wivenhoe Power Station Call-out Officer of the details of the alarm.

## 4.5 Wivenhoe Personnel

**Reports to:** Emergency Controller

Immediately acknowledge and respond to all Emergency Alarms.
Immediately investigate the reason for the Alarm and report any confirmed Emergency Situations.
Respond to all Confirmed Emergencies at Wivenhoe Power Station, including: fire and explosion, accident, gas / chemical incidents, environmental incidents, evacuation emergencies, bomb threats, trespass or civil disobedience, or natural disaster.

Carry out Initial and Secondary Emergency Control Functions as appropriate, including (where safe and appropriate):

- Alerting personnel and directing evacuation where required,
- Providing First Aid to injured personnel,
- "First Attack" Fire Fighting,
- Search and Rescue, and
- Gas/Chemical Handling functions.

Report all details of the Emergency Situation to the Emergency Controller, to assist in the control of the Emergency.

Provide Operational and Technical assistance to Emergency Responders.

Establish and maintain your own personal log of events. (T-1188)

#### **4.6 Emergency Team**

**Reports to:** Scene Controller

##### **During Normal Work Hours**

Respond to all confirmed emergencies at Wivenhoe Power Station, including: fire and explosion, accident, gas / chemical incidents, environmental incidents, evacuation emergencies, bomb threats, trespass or civil disobedience, or natural disaster.

Carry out Initial and Secondary Emergency Control Functions as appropriate, including (where safe and appropriate):

- Alerting personnel and directing evacuation where required,
- Providing First Aid to injured personnel,
- "First Attack" and "Industrial" Fire Fighting,
- Search and Rescue, and
- Gas/Chemical handling functions.

Report all details of the Emergency Situation to the Scene Controller, to assist in the control of the Emergency.

Providing operational and technical assistance to Emergency Responders.

#### **4.7 Wivenhoe Reception (During normal hours)**

**Reports to:** Emergency Controller

Monitor and respond to Emergency Calls on the Emergency Phone, (555), Reception Phones, or Portable Radios at Wivenhoe Power Station.

Complete the actions detailed in Wivenhoe Power Station "Emergency Switchboard Drill Sheets" in all Emergency Situations, and provide a communication and control link with all "On-Site" Emergency Responders, and "Off-Site" Emergency Agencies.

Restrict and control entry and exit to Wivenhoe Power Station during the period of Emergency Situations.

Establish and maintain your own personal log of events. (T-1188)

Participate in a review of the incident.

#### **4.8 Evacuation Wardens**

**Reports to:** Emergency Controller

**Continuously monitor portable radio channel 4**, at all times whilst on Site.

In the event of an evacuation, assemble and/or account for all personnel under their control, (including visitors) and report any exceptions to the Warden.

Immediately notify reports of missing personnel to the Emergency Controller.

Establish and maintain your own personal log of events. (T-1188)

Participate in a review of the incident.



## **4.9 All Site Personnel & Contractors**

**Reports to:** Evacuation Warden

Report all Emergencies at Wivenhoe Power Station, on telephone number 555, and ensure the safety of themselves and others.

Provide relevant details of Emergencies observed to Emergency Services Personnel, or Management Personnel.

Promptly evacuate to designated "Evacuation Assembly Points", on hearing Evacuation sounders or Sirens, or when directed to by Supervisors, Operators or Emergency Response Personnel.

Report their whereabouts to their Supervisor or an Emergency Team Member, on arrival at the Evacuation Assembly Point.

## **4.10 Visitors**

**Reports to:** Evacuation Warden

Always be accompanied by a Person who has undergone a Health, Safety, Environment and Equity Induction course at Wivenhoe Power Station.

Comply with the directions of that person, and all other Wivenhoe Power Station Supervisors, Staff, or Emergency Team Personnel.

## 5.0 Termination, Investigation, Reporting and Debrief

### 5.1 Temporary Transfer of Control

When a response to an emergency involves the Emergency Services, a senior member of the services attending will assume the formal incident control. When the Emergency Services Incident Controller decides that the situation is fully under control and no further danger exists, the Controller will formally hand back control of the site to the Emergency Controller. The Emergency Controller will in turn notify personnel and other parties involved of the termination of the Emergency Services involvement and resumption of repair and restoration activities.

### 5.2 Termination

On termination of the incident ensure a stand-down plan is formulated, any recovery/restoration actions have been identified and responsibility allocated; and all involved parties are informed of the termination of the incident.

### 5.3 Investigation

Following termination of the emergency and restoration of normal activities, the Emergency Controller, Incident Manager and Crisis Manager will, following legal advice, ensure completion of an internal incident report and applicable statutory reports, with initiation of formal investigation, considering such aspects as:

- Preservation of possible evidence for an investigation.
- Cause of the incident, and other contributing factors.
- Mitigating actions taken.
- Effectiveness of the response procedures.
- Preventive actions required in future.

This will not ever affect personal safety or any other crisis priority. This will form the basis for a review and debrief with the other members of the corporation. In addition, however, an official inquiry may be set up, and the report may be used as evidence.

### 5.4 Regulatory & Interested Party Reporting Requirements

The following incident types have reporting requirements:

Incident Type	To be reported to:
Injuries or fatalities involving Tarong Energy employees, visitors, contractor or contract employees	<ul style="list-style-type: none"><li>▪ Division of Workplace Health &amp; Safety and/or Electrical Safety Office</li><li>▪ Queensland Police</li><li>▪ Ministers and Chairman</li><li>▪ Chief Executive Officer</li><li>▪ Insurers</li></ul>
Lost time and medical treatment injuries involving Tarong Energy employees and contractors. Work Caused Illness. Critical Incident. Dangerous Event. Serious Electrical Incident Dangerous Electrical Event	<ul style="list-style-type: none"><li>▪ Division of Workplace Health &amp; Safety and/or Electrical Safety Office</li><li>▪ WorkCover</li><li>▪ Ministers and Chairman</li><li>▪ Insurers</li></ul>

Incident Type	To be reported to:
Fire or explosion	<ul style="list-style-type: none"> <li>▪ Division of Workplace Health &amp; Safety and/or Electrical Safety Office</li> <li>▪ Police / Fire Brigade</li> <li>▪ Ministers and Chairman</li> <li>▪ Chief Executive Officer</li> <li>▪ Insurers</li> </ul>
Discharge or release to the environment	<ul style="list-style-type: none"> <li>▪ EPA</li> <li>▪ Police / Fire Brigade</li> <li>▪ Ministers and Chairman</li> <li>▪ Chief Executive Officer</li> <li>▪ Insurers</li> </ul>
Major property damage	<ul style="list-style-type: none"> <li>▪ Ministers and Chairman</li> <li>▪ Chief Executive Officer</li> <li>▪ Insurers</li> </ul>
Vehicle accidents	<ul style="list-style-type: none"> <li>▪ WorkCover</li> <li>▪ Police</li> <li>▪ Chief Executive Officer</li> <li>▪ Insurers</li> </ul>
Incidents likely to attract adverse publicity	<ul style="list-style-type: none"> <li>▪ Ministers and Chairman</li> <li>▪ Chief Executive Officer</li> <li>▪ External Affairs Manager</li> <li>▪ Insurers</li> </ul>
Charges (or likely charges) of regulatory non-compliance	<ul style="list-style-type: none"> <li>▪ Ministers and Chairman</li> <li>▪ Chief Executive Officer</li> <li>▪ Legal advisers</li> <li>▪ Insurers</li> </ul>

## 5.5 Debriefing

### 5.5.1 Introduction

The purpose of a debrief is to utilise the experiences and lessons learnt during an incident to make system and process improvements, so that Tarong Energy can manage incidents better in the future. Formal debriefings should be conducted for all incidents activating this Plan.

All debriefings should be held as soon as possible, preferably within seven days of the completion of the incident, to ensure that events are still fresh in the minds of the participants.

Separate debrief sessions are usually preferable for personnel involved in different facets of the overall response to achieve maximum input from involved personnel. After these individual sessions, an overall debrief should be held where the information gained from the initial debriefs are discussed. Attendance should be by invitation to those people who can assist in discussion and providing solutions to the matters raised.

### 5.5.2 Confirm the Log/Sequence of Events

This should be done in discussion with all participants to ensure accuracy as to what occurred and to bring everyone up-to-date so they can contribute effectively to the debrief sessions.

Note that from the recording and debriefing viewpoints, it is important that the log include incident events and impacts as well as the actions taken.

### 5.5.3 What Did We Do Well?

The positive aspects of the management of the incident need to be brought out, as they may be important in future emergency planning and training, or impact on existing contingency plans and standard operating procedures across Tarong Energy.

### 5.5.4 What Could We Have Done Better?

This part of the process is where the biggest opportunity lies for identifying those aspects of the incident response where improvements can be made to systems and procedures, and thereby improves overall business performance.

### 5.5.5 Outcomes from the Debrief Sessions

Once the systems, procedures or issues which should be improved upon have been identified, it is essential that teams/individuals be allocated the responsibility for coming up with solutions. This will rarely be achieved at the debrief sessions unless the issue is very minor or the solution very obvious. It is usually better for the task to be assigned to someone to complete and to report back by a designated date.

## 6.0 Reference Documentation

### 6.1 Forms

Form No. Wiv-F-450 Fire emergency switchboard drill sheet  
 Form No. Wiv-F-451 Gas/Chemical emergency switchboard drill sheet  
 Form No. Wiv-F-447 Accident emergency switchboard drill sheet  
 Form No. Wiv-F-452 Environmental emergency switchboard drill sheet  
 Form No. Wiv-F-449 Evacuation emergency switchboard drill sheet  
 Form No. Wiv-F-448 Bomb Threat or Other Threat emergency switchboard drill sheet  
 Form No. Wiv-F-453 Trespass or Civil Disobedience emergency switchboard drill sheet  
 Form T-1074 Initial Incident Situation Report.  
 Form T-1076 Sheet 4 Incident Action Plan – Logistics Sheet.  
 Form T-1076 Sheet 3 Incident Action Plan – Planning Sheet.  
 Form T-1076 Sheet 2 Incident Action Plan – Objective Sheet.  
 Form T-1076 Sheet 1 Incident Action Plan – Summary Sheet.  
 Form T-1077 Media Team – Inquiry Logging Sheet.  
 Form T-1078 Relative Response Team – Inquiry Logging Sheet.  
 Form T-1079 Message Form.  
 Form T-1188 Incident or Emergency Team Log Sheet

All forms above are located in *Word/File/New/On my computer/Wivenhoe/...*  
 or in *K:/TEMPLATE/Wivenhoe/Administration/...*

## 7.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Approv. By
1	08.10.03	Update to security requirements and Contact details.		
2	26.03.04	Reference to Attachment F – Business Continuity Plans added.		
3	03.11.05	Document and format revised as part of BCM Review Project.		
4	01.11.06	Personnel Contact details updated		
5	16.07.07	Personnel Contact details updated		
6	28.11.08	Personnel Contact details and Forms list updated		
7	21.10.09	Personnel Contact details and Switchboard Drill Sheets updated		

# Emergency Procedures

Fire

Gas / Chemical

Accident

Environmental

Evacuation

Bomb Threat (or other threat)

Trespass or Civil Disobedience

## 8.0 Attachment A - Generic Emergency Procedures



**WIVENHOE POWER STATION  
EMERGENCY SWITCHBOARD DRILL SHEET**

**FIRE**

WHEN ANSWERING EMERGENCY PHONE FOR FIRE, FOLLOW THIS SEQUENCE.

1. TIME call received \_\_\_\_\_
2. NAME of person reporting emergency \_\_\_\_\_
3. LOCATION of emergency \_\_\_\_\_
4. TYPE of fire \_\_\_\_\_  

Material Involved
5. NUMBER OF PERSONS Injured \_\_\_\_\_
6. PHONE NUMBER being used \_\_\_\_\_

WHEN ALL DETAILS OF THE EMERGENCY HAVE BEEN PROVIDED, FOLLOW THIS SEQUENCE WITHOUT FAIL (N. B. DIAL 0 FOR OUTSIDE LINE)

	TIME
1. Fire Sirens are automatically operated. Exception: EL78 (Top Floor)	
2. NOTIFY EMERGENCY TEAM OF DETAILS ON RADIO (CHANNEL 4)	
3. NOTIFY STATION MANAGER or his delegate	
4. ISSUE two-way radios as appropriate, DEDICATE Emergency Channel for incident and GIVE DETAILS of accident	
5. ONLY NOTIFY AMBULANCE if persons are injured EMERGENCY 000 - (Details must be clear including location - Wivenhoe Power Station, 663 Wivenhoe/ Somerset Road via Fernvale)	
6. ONLY NOTIFY FIRE BRIGADE if their services are requested / required. EMERGENCY 000 URBAN BRIGADES only to be used for structural fire fighting RURAL BRIGADES only may be used for grass / bush fires	
7. Ensure EMERGENCY SERVICES can get in and unwanted visitors do not come on site	
8. All staff - No comments to external parties - All contact communications to be made via Corporate Communications Manager	
9. STAND BY SWITCHBOARD and await further instructions from Emergency Team. Emergency Team Contact -	
10. Emergency terminated by: ..... (Designation) .....	
11. ADVISE WIVENHOE POWER STATION MANAGER or his delegate OF TERMINATION OF EMERGENCY.	

Additional Comments: .....

	Signature	
Person Recording Message	Printed Name	_____
	Date	_____

## **8.1 Fire**

### **8.1.1 Summary of Core Requirements**

A fire at the Wivenhoe Power Station must be considered to pose the risk of major fire, explosion, and/or environmental incident if allowed to develop. For this reason, the first priority must be given to :

- Ascertaining if fire alarms are "real" as a priority.
- Ensuring that fixed fire protection systems have operated.
- Evacuating personnel to a safe area.
- Manual operation of fixed fire protection systems must only be carried out by, or at the direction of, authorised Wivenhoe Power Station personnel.

### **8.1.2 Tarong Power Station Operator Response (After normal hours)**

#### **FIRE ALARMS**

- Assume that all fire alarms are "real" until proven otherwise.
- Report the fire alarm to the Wivenhoe Power Station Call-out officer immediately.
- Report the fire alarm to the Queensland Fire and Rescue Service (QFRS) at the Ipswich Region "Fire-com" Emergency Room on [REDACTED]
- Advise the details of the fire alarm, and that emergency responders will receive safe access, advice and assistance from Wivenhoe Power Station personnel, on arrival.

### **8.1.3 Wivenhoe Power Station Personnel Response (During normal hours)**

#### **FIRE ALARMS**

- Assume that all fire alarms are "real" until proven otherwise.
- Respond to a fire alarm immediately.
- If no evidence of fire is observed, carry out isolation of detection and/or protection systems as appropriate with caution, re-check for signs of fire, and implement repair /reinstatement of fire protection/detection systems as a Priority 2.

#### **FIRE CONFIRMED OR REPORTED**

- Reception must be immediately notified on emergency phone 555 or Radio, and directed to immediately notify outside emergency agencies on "000" when appropriate.
- Immediately notify the Emergency Controller of the details of the emergency.
- Carry out first response emergency actions if safe to do so.

### **8.1.4 Reception Response**

- Follow the sequence of the emergency switchboard drill sheet
- When directed, notify Fire Brigade on "000", and advise the details of the emergency.

### **8.1.5 Emergency Controller Response**

- Appoint Scene Controller and Chief Evacuation Warden.
- Direct securing of the Station and coordinate emergency response in conjunction with Scene Controller and External Emergency Services.
- Implement search operations for any personnel reported missing by the Chief Evacuation Warden.
- Decide the "Level" of the emergency.
- Notify the Incident Manager of the Emergency.



### **8.1.6 Scene Controller Response**

- Ensure that any automatic fixed protection systems have operated as required, or manually operate if required and safe to do so.
- Evacuate all personnel to a safe distance.
- Coordinate the safe isolation of plant and processes where required.
- Coordinate fire attack activities in conjunction with Emergency Team Members, Operations personnel, or External Emergency Agencies.
- Report status of the emergency situation to the Emergency Controller.

### **8.1.7 Emergency Team Response**

- Receive instructions from the Scene Controller.
- Collaborate with External Emergency Services on arrival, and assist with specialist advice and response assistance.

### **8.1.8 Technical Support Response**

- Obtain briefing from Scene Controller.
- Assist in securing critical plant and processes.
- Report to the Scene Controller on likely damage and operational impacts, including structural damage.

### **8.1.9 Evacuation Warden's Response**

- If an Evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Emergency Controller.

### **8.1.10 External Emergency Services Response**

#### Fire Services:

- Queensland Fire and Rescue Authority (Q.F.R.A.) shall be notified in all cases of fire outside "normal hours", and shall be called as required in case of fires during "normal hours".
- Q.F.R.A. Commanders shall liaise with Scene Controller and Emergency Controller in carrying out fire fighting operations, with regard to specific "plant / process" risks.

#### Police Services:

- Queensland Police shall be notified in the event of a major fire at Wivenhoe Power Station, and requested to carry out traffic control functions on the Site access roads.

#### Ambulance Services:

- Queensland Ambulance Service shall be notified in the event of a major fire at Wivenhoe Power Station, either because of known injuries, or to request standby for potential injuries.

### **8.1.11 Requirements of all Personnel**

- All fires at Wivenhoe Power Station must be immediately reported on 555.
- Personnel trained in the use of fire extinguishers should attempt to extinguish small fires, if safe to do so.
- Evacuation of all surrounding areas is an immediate responsibility of any person who discovers a fire at Wivenhoe Power Station.



## **8.2 Gas/Chemical**

### **8.2.1 Summary of Core Requirements**

Gas/Chemical spills or leaks at Wivenhoe Power Station must be considered to pose risk of personnel injury, environmental damage, process interruption or failure, and/or plant damage. For this reason, priority must be given to :

- Evacuating personnel from areas involved.
- Isolating and/or containing sources of the leak or spill.
- Isolating and/or making safe, affected plant or process.
- Safely reclaiming or disposing of spilled product.

### **8.2.2 Wivenhoe Power Station Personnel Response**

- Reception must be immediately notified on the emergency phone 555 or Radio in the event of a Gas/Chemical leak or spill at Wivenhoe Power Station.
- Immediately notify the Emergency Controller of the details of the emergency.
- Carry out first response emergency actions if safe to do so.

### **8.2.3 Reception Response**

- Follow the sequence of the emergency switchboard drill sheet

### **8.2.4 Emergency Controller Response**

- Appoint Scene Controller and coordinate emergency response in conjunction with Scene Controller.
- Direct securing of the Station and coordinate emergency response in conjunction with Scene Controller and External Emergency Services.
- Implement search operations for any personnel reported missing by the Chief Evacuation Warden.
- Decide the "Level" of the emergency.
- Notify the Incident Manager of the emergency.

### **8.2.5 Scene Controller Response**

- Implement immediate emergency actions as appropriate, to ensure that personnel are protected from toxic gas releases and that spills are contained to avoid contamination of water or soil.
- In the case of a toxic gas release, evacuate all personnel to a safe, upwind distance.
- Coordinate the safe isolation of plant and processes where required.
- Implement subsequent absorption or reclamation of spills, by Emergency Team or Technical Support personnel.
- Report status of the emergency situation to the Emergency Controller.

### **8.2.6 Emergency Team Response**

- Receive instructions from the Scene Controller, and carry out actions as appropriate to control the emergency situation.
- Subsequent absorption or reclamation actions, are to be carried out by Technical Support Personnel, when initial emergency control actions have been completed.
- Collaborate with External Emergency Services on arrival, and assist with specialist advice and response assistance.

### **8.2.7 Technical Support Response**

- Obtain briefing from Scene Controller.
- Assist in securing critical plant and processes.
- Carry out subsequent absorption or reclamation actions, when initial emergency control actions have been completed.

### **8.2.8 Evacuation Warden's Response**

- If an Evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personal to the Emergency Controller.

### **8.2.9 External Emergency Services Response**

#### Fire Services:

- Queensland Fire and Rescue Authority (Q.F.R.A.) shall be notified in the event of major Gas/Chemical spills at Wivenhoe Power Station.
- Q.F.R.A. Commanders shall liaise with Scene Controller and Emergency Controller in carrying out oil spill control actions, with regard to specific "plant / process" risks.

#### Police Services:

- Queensland Police shall be notified in the event of major Gas/Chemical emergencies at Wivenhoe Power Station, and requested to carry out traffic control functions on the Site access roads.

#### Ambulance Services:

- Queensland Ambulance Service shall be notified in the event of major Gas/Chemical emergencies at Wivenhoe Power Station, either because of known injuries, or to request standby for potential injuries.

### **8.2.10 Requirements of all Personnel**

- All Gas/Chemical leaks or spills must be immediately reported on 555.
- If safe to do so, personnel must attempt to contain the leak/spill, to avoid contact with water or soil.
- Follow instructions given by evacuation wardens in relation to evacuation and muster points.



## **8.3 Accident**

### **8.3.1 Summary of Core Requirements**

All accidents at Wivenhoe Power Station must be immediately reported and appropriate medical attention and/or rescue operations carried out. The first priority must be given to:

- The safety and well-being of emergency responders.
- The safety and well-being of any injured person.

### **8.3.2 Wivenhoe Power Station Personnel Response**

- Reception must be immediately notified on emergency phone 555 or Radio, in the event of an Accident at Wivenhoe Power Station.
- Immediately notify the Emergency Controller of the details of the emergency.
- Carry out first response emergency actions if safe to do so.

### **8.3.3 Reception Response**

- Follow the sequence of the emergency switchboard drill sheet

### **8.3.4 Emergency Controller Response**

- Appoint Scene Controller and coordinate emergency response in conjunction with Scene Controller.
- Direct securing of the Station and coordinate emergency response in conjunction with Scene Controller and External Emergency Services.
- Implement search operations for any personnel reported missing by the Chief Evacuation Warden.
- Decide the "Level" of the emergency.
- Notify the Incident Manager of the emergency.

### **8.3.5 Scene Controller Response**

- Implement immediate emergency actions as appropriate, to control the emergency.
- Coordinate the safe isolation of plant and process where required.
- Report status of the emergency situation to the Emergency Controller.

### **8.3.6 Emergency Team Response**

- Receive instructions from the Scene Controller.
- Collaborate with External Emergency Services on arrival, and assist with specialist advice and response assistance.

### **8.3.7 Technical Support Response**

- Obtain briefing from Scene Controller.
- Assist in securing critical plant and processes.
- Report to the Scene Controller on likely damage and operational impacts.

### **8.3.8 Evacuation Warden's Response**

- If an Evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Emergency Controller.

### **8.3.9 External Emergency Services Response**

#### Ambulance Services:

- Queensland Ambulance Service shall be notified if persons are injured at Wivenhoe Power Station.

#### Fire Services:

- QFRA Services shall be notified if complex rescue or extraction activities are required.

#### Police Services:

- Queensland Police Services shall be notified if fatalities are confirmed or suspected.

### **8.3.10 Requirements of all Personnel**

- All accidents involving emergency response must be immediately reported on 555.
- If safe to do so, personnel must stay with any injured person until emergency assistance arrives.



**WIVENHOE POWER STATION  
EMERGENCY SWITCHBOARD DRILL SHEET**

**ENVIRONMENTAL**

WHEN ANSWERING EMERGENCY PHONE FOR ENVIRONMENTAL EMERGENCY, FOLLOW THIS SEQUENCE.

1. TIME call received \_\_\_\_\_
2. NAME of person reporting emergency \_\_\_\_\_
3. LOCATION of emergency \_\_\_\_\_
4. TYPE OF EMERGENCY 

Oil Spill
Chemical Spill
Other (Specify) _____

Material Involved
5. POTENTIAL Environmental Threat \_\_\_\_\_
6. NUMBER OF PERSONS Injured \_\_\_\_\_
7. PHONE NUMBER being used \_\_\_\_\_

WHEN ALL DETAILS OF THE EMERGENCY HAVE BEEN PROVIDED, FOLLOW THIS SEQUENCE WITHOUT FAIL (N.B. DIAL 0 FOR AN OUTSIDE LINE)

	TIME
1. NOTIFY EMERGENCY TEAM OF EMERGENCY DETAILS ON RADIO (CHANNEL _____)	
2. NOTIFY STATION MANAGER or his delegate	
3. ISSUE two-way radios as appropriate. Use Emergency Channel _____ for ENVIRONMENTAL EMERGENCY and GIVE DETAILS of accident.	
4. NOTIFY ENVIRONMENTAL MANAGER ENVIRONMENTAL SPECIALIST	
5. NOTIFY CHEMICAL HAZARDS R.A.C.E. REPRESENTATIVE	
6. ONLY NOTIFY AMBULANCE if persons are injured. EMERGENCY 000 – (Details must be clear including location - Wivenhoe Power Station 683 Wivenhoe/ Somerset Road via Farnale)	
7. ONLY NOTIFY FIRE BRIGADE if their services are requested / required. EMERGENCY 000 – URBAN BRIGADES only to be used for structural fire fighting. RURAL BRIGADES only may be used for grass / bush fires.	
8. Ensure EMERGENCY SERVICES can get in and unwanted visitors do not come on site.	
9. All staff – No comments are to be made externally – All contact communications to be made via Corporate Communications Manager	
10. STAND BY SWITCHBOARD and communicate directly with the Emergency Team. Emergency Team Contact - _____	
11. Emergency terminated by: ..... (Designation): .....	
12. ADVISE WIVENHOE POWER STATION MANAGER or his delegate OF TERMINATION OF EMERGENCY	

Additional Comments: .....

Person Recording Message \_\_\_\_\_ Signature \_\_\_\_\_  
 \_\_\_\_\_ Printed Name \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_



## **8.4 Environmental**

### **8.4.1 Summary of Core Requirements**

Environmental emergencies at Wivenhoe Power Station must be considered to pose risks to the on-site or off-site environment. For this reason, first priority must be given to :

- Isolating the source of environmental concern.
- Containing the source of environmental concern to the minimum possible area.
- Reclaiming or disposing of the source of environmental concern.

### **8.4.2 Wivenhoe Power Station Personnel Response**

- Reception must be immediately notified on emergency phone 555 or Radio, in the event of an environmental incident at Wivenhoe Power Station.
- Immediately notify the Emergency Controller of the details of the emergency.
- Carry out first response emergency actions if safe to do so.

### **8.4.3 Reception Response**

- Follow the sequence of the emergency switchboard drill sheet

### **8.4.4 Emergency Controller Response**

- Appoint Scene Controller and coordinate emergency response in conjunction with Scene Controller.
- Direct securing of the Station and coordinate emergency response in conjunction with Scene Controller and External Emergency Services.
- Implement search operations for any personnel reported missing by the Chief Evacuation Warden.
- Decide the "Level" of the emergency.
- Notify the Incident Manager of the emergency.

### **8.4.5 Scene Controller Response**

- Implement immediate emergency actions as appropriate, to ensure that spills are contained to avoid contamination of water or soil.
- Implement subsequent absorption or reclamation of spills by emergency team or technical support personnel.
- Report status of the emergency situation to the Emergency Controller.

### **8.4.6 Emergency Team Response**

- Receive instructions from Scene Controller, and carry out actions as appropriate to control the emergency situation.
- Subsequent absorption or reclamation actions, are to be carried out by Technical Support Personnel, when initial emergency control actions have been completed.

### **8.4.7 Technical Support Response**

- Obtain briefing from Scene Controller.
- Carry out subsequent absorption or reclamation actions, when initial emergency control actions have been completed.

### **8.4.8 Evacuation Warden's Response**

- If an evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personal to the Emergency Controller.

#### **8.4.9 External Emergency Services Response**

Fire Services:

- Queensland Fire and Rescue Authority (Q.F.R.A.) shall be notified in the event of major environmental incidents at Wivenhoe Power Station.
- Q.F.R.A. Commanders shall liaise with Scene Controller and Emergency Controller in carrying out oil spill control actions, with regard to specific "plant / process" risks.

#### **8.4.10 Requirements of all Personnel**

- All environmental incidents must be immediately reported on 555.
- If safe to do so, personnel must attempt to contain any leaks or spills, to avoid contact with water or soil.



## **8.5 Evacuation**

### **8.5.1 Summary of Core Requirements**

The authority to direct Site Evacuation of personnel, must be given by Senior Management or the Emergency Controller.

### **8.5.2 Wivenhoe Power Station Personnel Response**

- Reception must be immediately notified on emergency phone 555 or Radio in the event of an evacuation being required at Wivenhoe Power Station.
- Immediately notify the Emergency Controller of the details of the emergency.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.
- NOTE: The decision to "trip" operating plant, or to leave operating plant running on evacuation, must be made at the discretion of the Emergency Controller.

### **8.5.3 Reception Response**

- Authority to sound the Site Evacuation Sounder may only be given by Senior Management or the Emergency Controller.
- Follow the sequence of the emergency switchboard drill sheet

### **8.5.4 Emergency Controller Response**

- Contact Security Officers and authorise the sounding of the Site Evacuation Siren.
- Appoint a Chief Evacuation Warden to oversee the safe evacuation of all personnel.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.
- NOTE: The decision to "trip" operating plant, or to leave operating plant running on evacuation, must be made at the discretion of the Emergency Controller.

### **8.5.5 Scene Controller Response**

- Implement immediate emergency actions as appropriate, to control the emergency.
- Coordinate the safe isolation of plant and process where required.
- Report status of the emergency situation to the Emergency Controller.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.

### **8.5.6 Emergency Team Response**

- Receive instructions from Scene Controller, and carry out actions as appropriate to control the emergency situation.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.

### **8.5.7 Technical Support Response**

- Receive instructions from Scene Controller, and carry out actions as appropriate to control the emergency situation.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.

### **8.5.8 Evacuation Warden's Response**

- If an Evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Emergency Controller.

#### **8.5.10 External Emergency Services Response**

Fire Services, Ambulance Services, Police Services.

- External Emergency Agencies shall be notified in the event of all Evacuations, and requested to stand-by at a safe area.

#### **8.5.11 Requirements of all Personnel**

- Follow instructions from Evacuation Wardens.
- Assemble at designated Evacuation Assembly points.
- Report to responsible Supervisor and report any missing persons.



**WIVENHOE POWER STATION  
EMERGENCY SWITCHBOARD DRILL SHEET**

# BOMB THREAT (OR OTHER THREAT)

1. TIME: ..... Internal Call Ext  Local Call  STD Call  (Please tick)

Exact wording of threat .....

2. **QUESTIONS TO ASK**

- (a) When will the bomb explode? \_\_\_\_\_
- (b) Where did you put it? \_\_\_\_\_
- (c) What does it look like? \_\_\_\_\_
- (d) What kind of bomb is it? \_\_\_\_\_
- (e) What will make it explode? \_\_\_\_\_
- (f) Did you place the bomb? \_\_\_\_\_
- (g) Why did you place the bomb? \_\_\_\_\_
- (h) What is your name? \_\_\_\_\_
- (i) Where are you? \_\_\_\_\_
- (j) What is your address? \_\_\_\_\_

3. **CALLER'S VOICE**

- (a) Sex            Male             Female
- (b) Accent        English             Asian             European             Australian             American
- (c) Age            Adolescent             Mature             Aged
- (d) Speech        Fast             Slow
- (e) Voice          Loud             Soft
- (f) Diction        Clear             Muffled
- (g) Manner        Calm             Emotional

Did you recognise voice? Yes  No  Do not write name, wait until asked by authorised person, Police or Manager.

4. **BACKGROUND NOISE**

- Street             Aircraft             House             Voices             Music             Machinery
- Vehicle             Other

5. **ACTIONS**

Normal Hours:	EXT.	Pager	Radio
Report call immediately to STATION MANAGER or delegate			Emergency Ch
After Hours:			
Report call immediately to TFS OPS. COORDINATOR or delegate			

- 6. Report call immediately to EMERGENCY 000 QUEENSLAND POLICE SERVICE (Details must be clear including location - Wivenhoe Power Station 563 Wivenhoe/Somerset Road via Fernvale)
- 7. Ensure EMERGENCY SERVICES can get in and unwanted visitors do not come on site
- 8. All staff - no comments to external parties - All contact communications to be made via Corporate Communications Manager
- 9. If Station Manager or delegate direct Evacuation :  
Sound siren (Rising tone for 3 seconds, constantly repeated).  
USE RADIO (EMERGENCY CHANNEL ) directing all personnel to Evacuate to Assembly Point.
- 10. CHECK All personnel present from SIGN ON / OFF BOOK
- 11. CALL TAKEN  
Date ...../...../..... Time ..... Duration of Call .....

12. **PERSON RECORDING MESSAGE**

Signature ..... Print Name ..... Date ...../...../.....

## **8.6 Bomb Threat (or Other Threat)**

### **8.6.1 Summary of Core Requirements**

Bomb Threats or Threatening Phone Calls must immediately be reported to :

- Queensland Police Services.
- The Emergency Controller.

All actions subsequent to this reporting, must be carried out at the direction of Queensland Police Services.

### **8.6.2 Wivenhoe Power Station Personnel Response**

- Reception must be immediately notified on emergency phone 555 or Radio, in the event of a bomb treat or threatening phone call at Wivenhoe Power Station.
- Immediately notify the Emergency Controller of the details of the emergency.

### **8.6.3 Reception Response**

- Follow the sequence of the emergency switchboard drill sheet

### **8.6.4 Emergency Controller Response**

- Appoint Scene Controller and direct to stand-by for further direction from Queensland Police Services.

### **8.6.5 Scene Controller Response**

- Stand-by for further direction from Queensland Police Services.

### **8.6.6 Emergency Team Response**

- Stand-by for further direction from Queensland Police Services.

### **8.6.7 Technical Support Response**

- Stand-by for further direction from Queensland Police Services.

### **8.6.8 Evacuation Warden's Response**

- If an Evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Emergency Controller.

### **8.6.9 External Emergency Services Response**

Police Services.

- Queensland Police Services will be notified of any Bomb Threat or Threatening Phone Call at Wivenhoe Power Station.
- Police Services shall direct the required emergency actions to the Emergency Controller, based on information available.
- Police Services shall contact and oversee the actions of bomb disposal experts as required.

### **8.6.10 Requirements of all Personnel**

- All Bomb Threats or Threatening Phone Calls must be immediately reported on 555.





## **8.7 Trespass or Civil Disobedience**

### **8.7.1 Summary of Core Requirements**

All trespass or civil disobedience activities at Wivenhoe Power Station must immediately be reported to:

- Queensland Police Services.
- The Emergency Controller.

All actions subsequent to this reporting, must be carried out at the direction of Queensland Police Services.

### **8.7.2 Wivenhoe Power Station Personnel Response**

- Reception must be immediately notified on the emergency phone in the event of a trespass or civil disobedience at Wivenhoe Power Station.
- Immediately notify the Emergency Controller of the details of the emergency.

### **8.7.3 Reception Response**

- Follow the sequence of the emergency switchboard drill sheet

### **8.7.4 Emergency Controller Response**

- Appoint Scene Controller and direct to stand-by for further direction from Queensland Police Services.

### **8.7.5 Scene Controller Response**

- Stand-by for further direction from Queensland Police Services.

### **8.7.6 Emergency Team Response**

- Stand-by for further direction from Queensland Police Services.

### **8.7.7 Technical Support Response**

- Stand-by for further direction from Queensland Police Services.

### **8.7.8 Evacuation Warden's Response**

- If an Evacuation is ordered from areas of Wivenhoe Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Emergency Controller.

### **8.7.9 External Emergency Services Response**

Police Services.

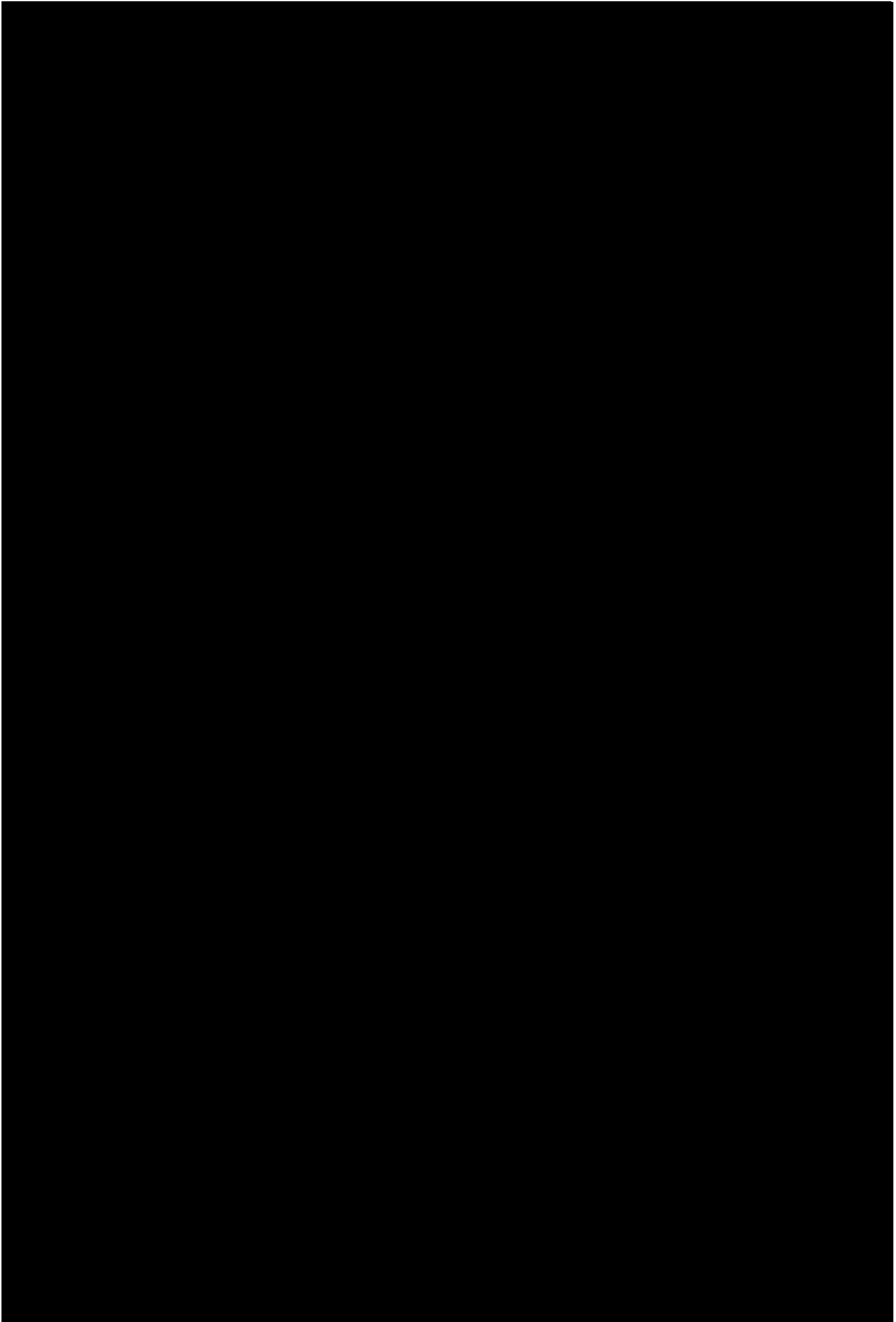
- Queensland Police Services will be notified of any trespass or civil disobedience at Wivenhoe Power Station.
- Police Services shall direct the required emergency actions to the Emergency Controller, based on information available.
- Police Services shall perform any/all personal contact with persons involved in trespass or civil disobedience.

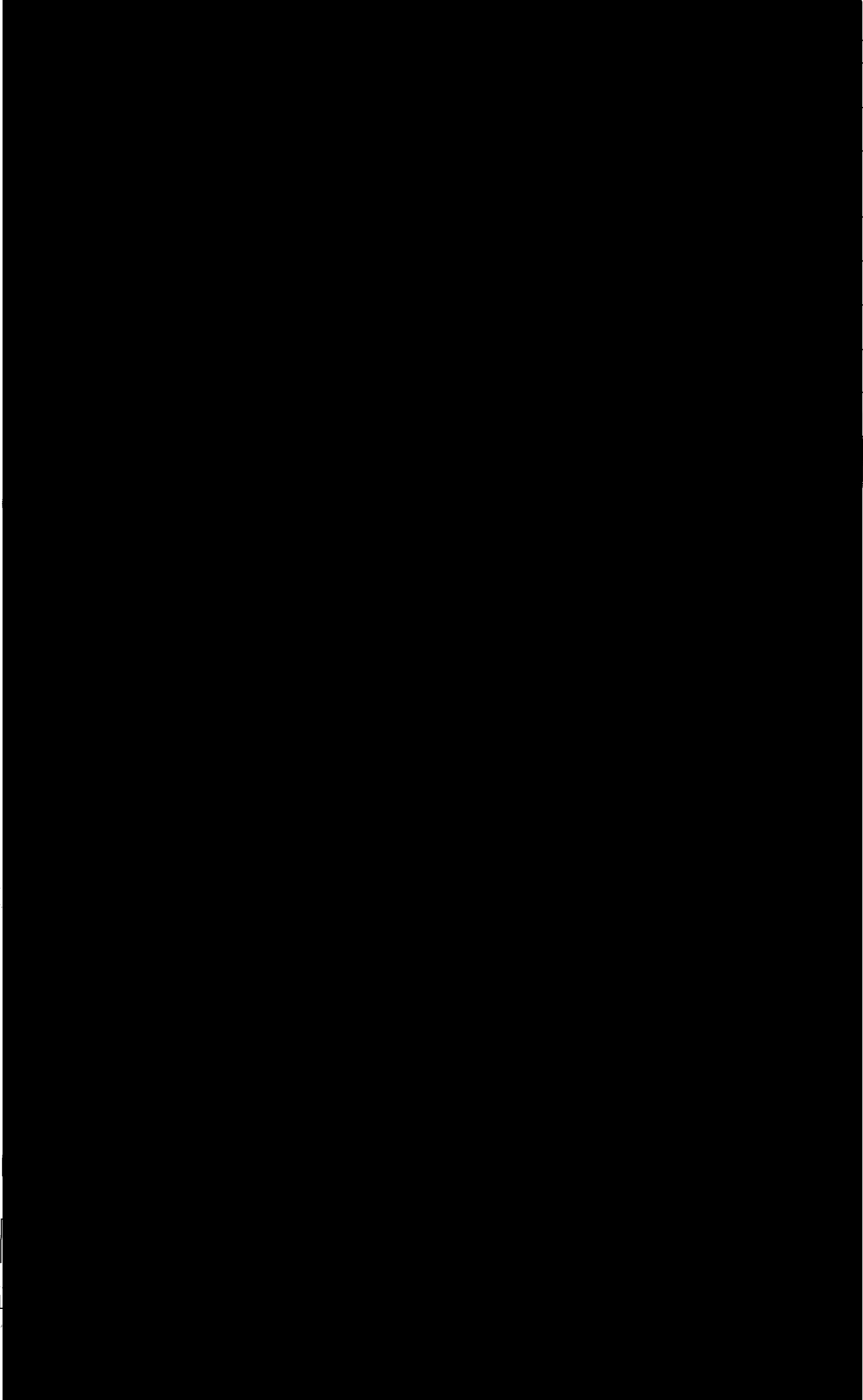
### **8.7.10 Requirements of all Personnel**

- All trespass or civil disobedience incidents must be immediately reported on 555.

## 9.0 Attachment B - Emergency Contact Numbers

### 9.1 *Internal Contacts*





[Redacted]

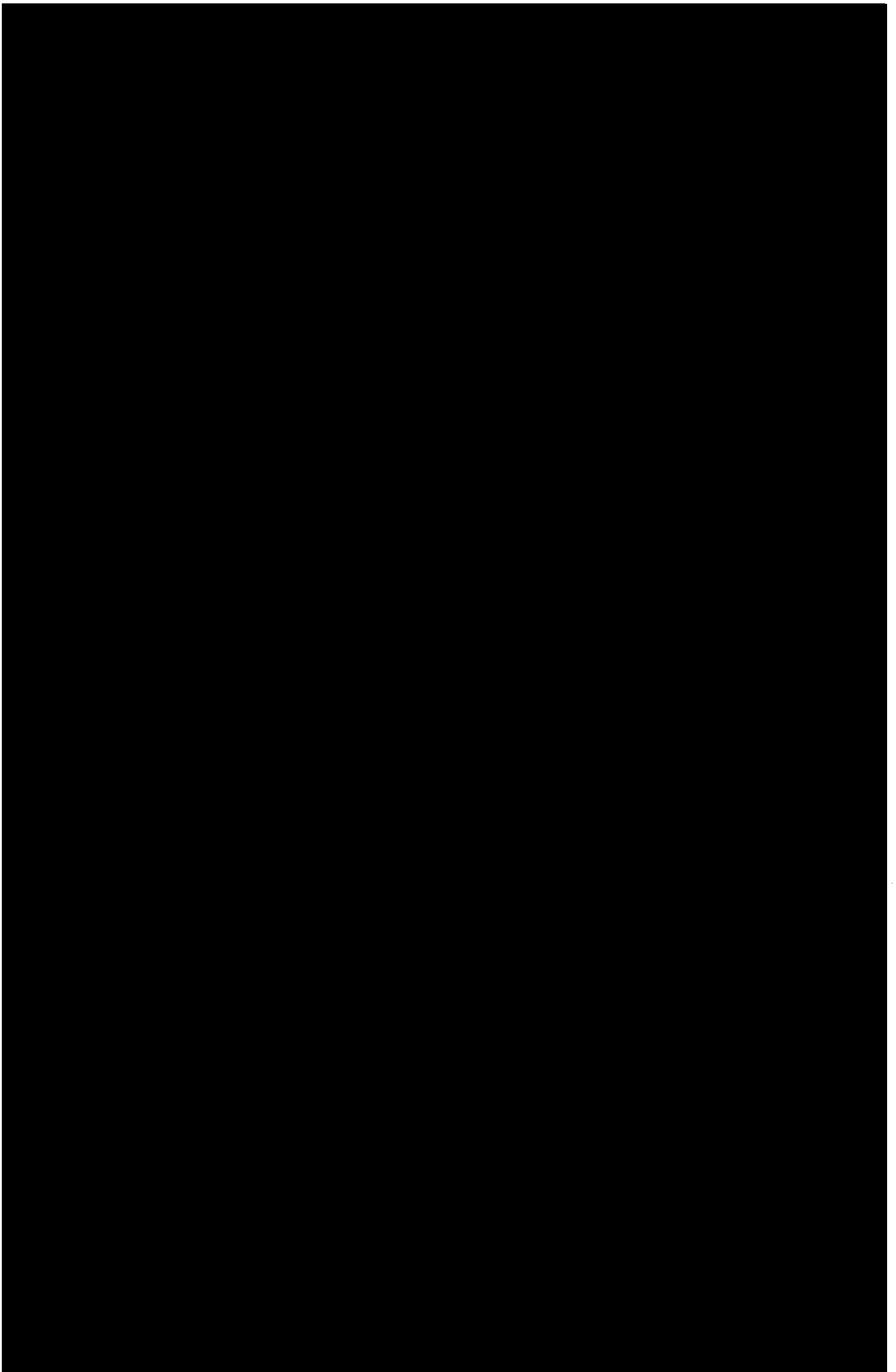
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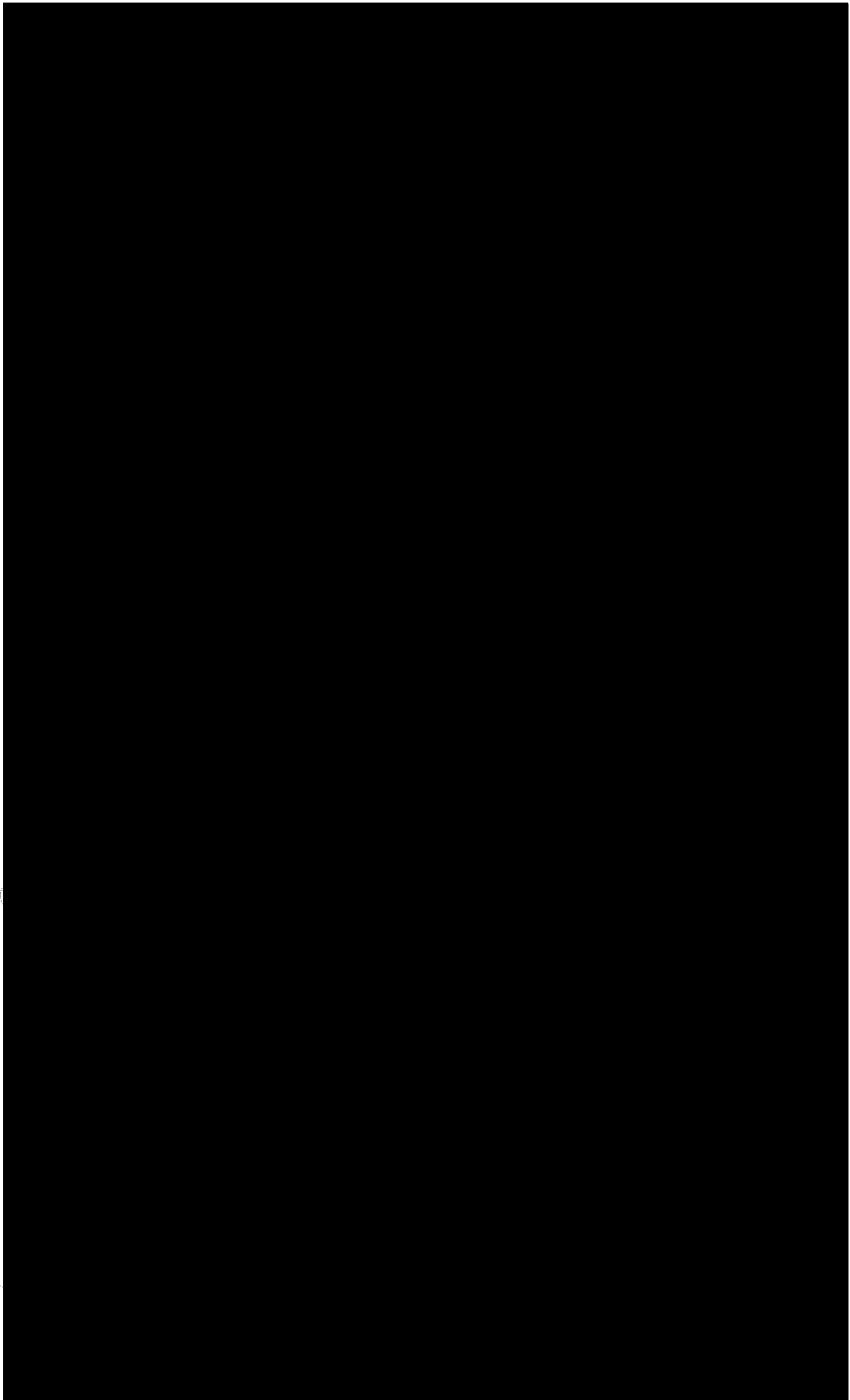
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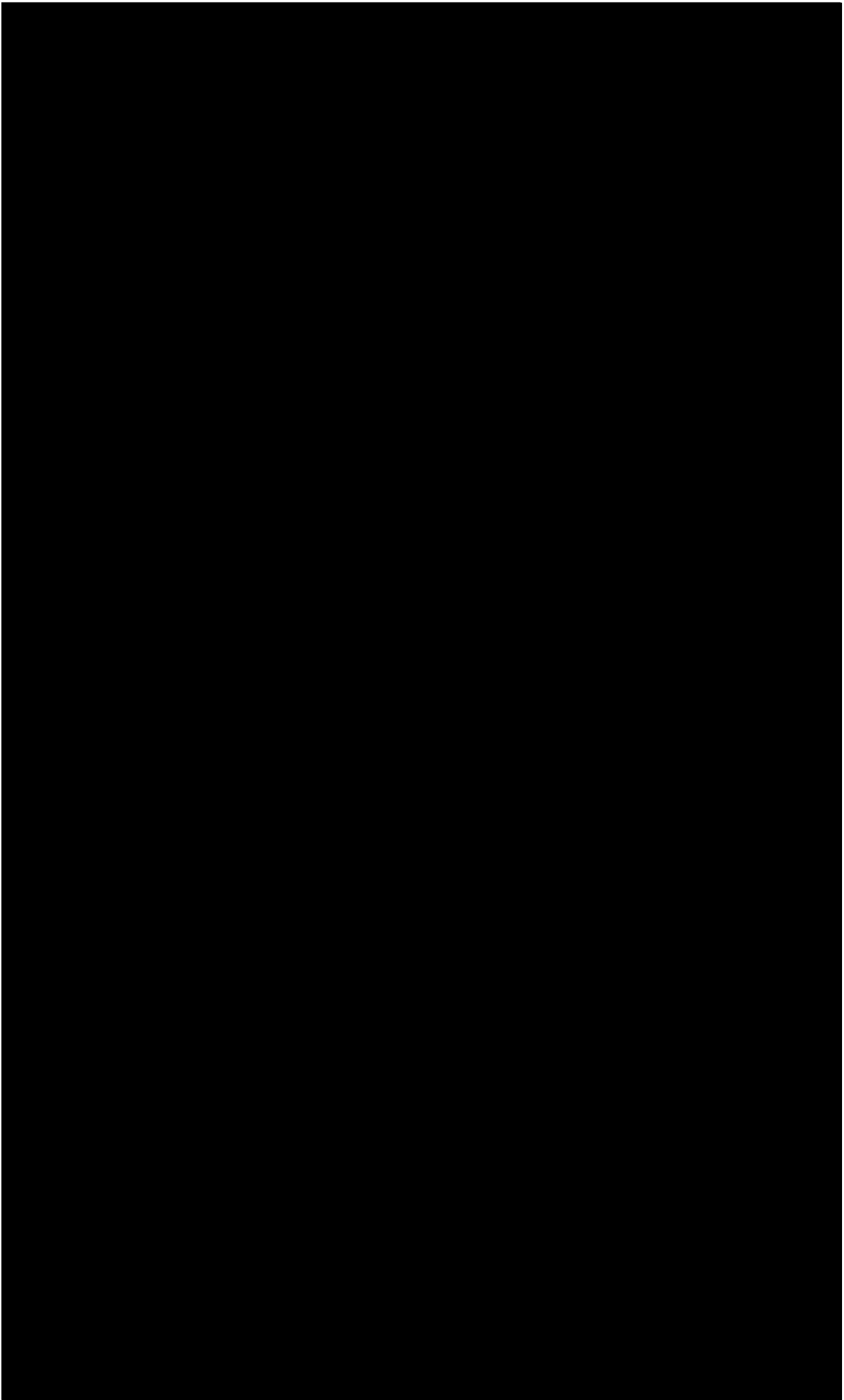
[Redacted]

[Redacted]

[Redacted]







# 10.0 Attachment C – Incident Management Team Checklist

(Guidelines only for when team first forms)

- Assume control of the overall local incident response.
- Ensure the safety of personnel has been established.
- Decide the initial membership of the Team:

Business Area	Responsible Member
Incident Controller	
Emergency Controller	
Scene Controller	
Safety	
Occupational Health	
Operations	
Maintenance	
Engineering	
Environment	
Marketing and Trading	
Command Centre Coordinator	
Public Relations	
Logistics (Supply & Purchasing)	
Human Resources	
Communications/IT	
Commercial	
Asset Strategy	
Legal	
Insurance	

- Establish Command Centre.
- Set up Administration Support:

- Log Keeping personnel

Overall Log Keeper	
Injury Log Keeper	
Action Log Keeper	

- Commence Individual Logs
- Set up Overall Log Keeper Information Whiteboard for sequence of events
- Set up Information of Injury Whiteboard
- Set up Action / responsibility Whiteboard.

- Establish any initial Team Rules:
  - Frequency of information exchanges
  - Call forwarding / redirection
  - Frequency of Action Plan updates

- Protocol for communicating with other teams & stakeholders
- Allocation of tasks.

- Establish details of the incident.
- Review and identify issues and impacts arising from the incident.
- Communicate incident details up the management line.
- Ensure Regulatory Bodies and Interested Parties are notified.
- Maintain communication with staff with the assistance of HR.
- Prepare plans for the rectification of the incident.
- If incident is prolonged appoint relief staff and establish roster system.
- Set up Incoming Call Centre.







## 13.0 Business Continuity Plans Attachment F

Please click here on [Attachment F](#) to access Tarong Power Station and Wivenhoe Power Station Business Continuity Plans.

Tarong Power Station and Wivenhoe Power Station Business Continuity Plans are restricted to the following personnel:

