

Emergency Response Procedure – Albany

DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	New Document	S Macaulay	Graeme Poole (RM)	09/03/2022	09/03/2022
02	Complete review to align with WA Emergency Risk framework and SPA Crisis & Emergency Management Plan changes.	Group HSE Manager	Chief Operating Officer	22/04/2025	03/06/2025
03	Update to include additional medical equipment	Safety & Assurance Advisor Group HSE Manager	Chief Operating Officer	21/10/2025	21/10/2025

AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure.
- following a significant incident involving this Procedure.
- at least every three years.

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1 PURPOSE

The purpose of this Emergency Response Procedure is to describe the Emergency Response arrangements at Southern Ports – Albany. This procedure provides specific port guidance on activation and implementation of response arrangements, while supplementing the processes of the overarching Southern Ports Crisis and Emergency Management Plan.

It provides guidelines for actions to be taken during any actual or impending Tier 1 or Tier 2 occurrence to minimise the impacts by identifying potential scenarios and outlining response actions.

2 SCOPE

This procedure applies to any actual or impending Tier 1 or Tier 2 occurrence that may affect Southern Ports - Albany, including areas of responsibility under the *Port Authorities Act 1999*. The range of activities and assets that may be impacted by an actual or impending Tier 1 or Tier 2 occurrence include:

- all marine vessels associated with Southern Ports - Albany operations and marine vessels within Southern Ports - Albany waters.
- all landside assets owned and operated by Southern Ports – Albany.
- all operations/services under contract to Southern Ports – Albany.
- construction projects within Southern Ports land or management control; and
- offices and warehouses.

Port Users and Leaseholders within Southern Ports – Albany are required to have in place their own Emergency Management Procedures for their operating areas. These procedures complement the overarching Southern Ports Crisis and Emergency Management Framework.

3 PREVENTION AND PREPAREDNESS

3.1 Emergency Response Risks

An Emergency Risk Management workshop was conducted on 13 February 2025 comprising representatives of the Southern Ports Executive Team and each of the operating Ports.

As stated in State Emergency Management Policy Statement 3.2.6, Emergency Risk Management planning must be undertaken in accordance with State EM Prevention and Mitigation Procedure 1 and its attachment, the *Western Australian Risk Management Manual* (Western Australian Emergency Risk Management Procedure December 2022).

Accordingly, the workshop identified all hazards that could impact elements within Southern Ports scope of interest using available sources of information including the list of 28 hazards prescribed in WA Emergency Management legislation.

The identified hazards and associated emergency response procedures are contained in **Appendix 2: Emergency Response Risks and Procedures**.

3.2 Emergency Facilities and Equipment

3.2.1 First Aid Facilities and Equipment

The port provides and maintains first aid facilities and equipment including medical equipment such as defibrillators, oxygen and stretchers. (See Appendix 4: Locations – Medical Equipment)

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The Albany Maintenance Team manages the facilities, maintains the equipment and keeps a register of first aid equipment.

3.2.2 *First Aiders*

The Port maintains a pool of workers trained to either Senior First Aid or Occupational First Aid level.

Posters identifying first aid trained workers are posted in the first aid rooms and on-site safety notice boards.

3.2.3 *Emergency Fire Main System*

Detailed locations for fixed firefighting equipment are depicted at Appendix 5: Locations – Emergency Fire Main System for Berths .

3.2.4 *Oil Spill Equipment*

A complete list of oil spill equipment is listed in the Southern Ports Oil Spill Contingency Plan.

3.2.5 *Emergency showers and eyewash stations*

There are five emergency showers and eyewash stations located across the port with signage and lighting. The Albany Maintenance Team manage and regularly check the stations.

The locations are listed below and depicted at Appendix 8: Emergency Shower and Eyewash Stations.

- Maintenance workshop
- Biosecurity washdown bay
- Mechanics workshop
- Paint and oil store
- Amenities 6

3.3 Training and Exercising

The Albany Safety and Security Officer shall prepare an Incident response exercise and training schedule for the forthcoming year, in consultation the Regional Manager - Albany.

An incident that activates this Emergency Response Procedure may be regarded as a test exercise of the procedures.

Detailed requirements for training and exercise standards are set out in the Capability Management section of the Southern Ports Crisis and Emergency Management Plan.

4 EMERGENCY MANAGEMENT SYSTEM

4.1 Hierarchy of Controls

The Southern Ports Crisis and Emergency Management Plan details a three-level response structure to address an actual or impending Tier 1, Tier 2 or Tier 3 occurrence. The plan provides details of the management team structures and coordination arrangements to support the implementation of responses described in this procedure.

4.2 Port Organisational Structure

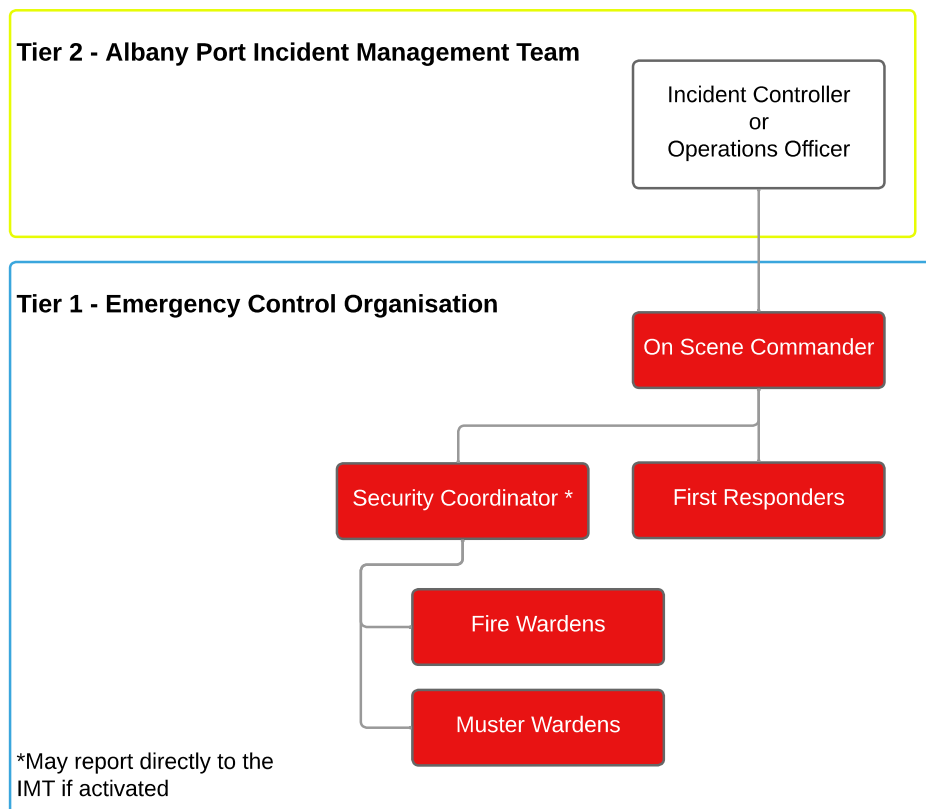


Figure 1: Southern Ports Albany ECO

4.2.1 First Response – Emergency Control Organisation

The initial response will be from the Emergency Control Organisation (ECO) which will usually comprise of Southern Ports - Albany personnel (or other on scene personnel) who will carry out local response activities, such as basic first aid/medical assistance, basic firefighting, site evacuation, accounting for personnel, vessel casualty assistance, oil spill response, and assistance with search and rescue.

ECO also have a role to play in assessing the potential consequence of the event and determining whether the IMT is required.

In many cases, port users, land and marine side, will contribute to, or may have primary responsibility for, response and recovery activities depending on the location of the incident.

Land based emergency response is heavily reliant upon assistance from external Emergency Services such as police, ambulance, and fire, i.e., Department of Fire and Emergency Services (DFES).

Vessel masters are responsible for emergency management and emergency response on board vessels and may seek Port or external assistance as required.

4.2.2 On Scene Commander

The On Scene Commander (OSC) commands all emergency response operations at or close by the event location and leads the ECO. The OSC is normally the senior Southern Ports - Albany person at any affected location (initially an appointed Muster Warden or Supervisor), or a person subsequently mobilised by the IMT to take control of the affected area.

The OSC is the 'eyes and ears' of the Incident Controller (IC) and directs the ECO and the workforce and provides reports back to the IMT and IC.

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Control of Tier 2 or Tier 3 incidents is covered in Southern Ports Crisis and Emergency Management Plan

4.2.3 *Incident Management Team*

Refer to Southern Ports Crisis and Emergency Management Plan.

The Incident Controller (IC) leads the Incident Management Team and may assign duties as described in the required Duty Cards.

The IC may, depending on the nature of the potential threat, request the assistance of the Emergency Services via a direct telephone call to '000'.

The SPA IC will continue in a supportive role as required in any incident.

5 EMERGENCY ACTIVATION PROCESS

Response to an emergency is initiated via a call to the designated emergency contact phone number (08) 9892 9000. Figure 2 indicates the Emergency Activation Process for Southern Ports – Albany. The requirements for additional assistance will be determined initially by the OSC and then communicated to the Incident Controller (IC) if the IMT is activated per Southern Ports Crisis and Emergency Management Plan.

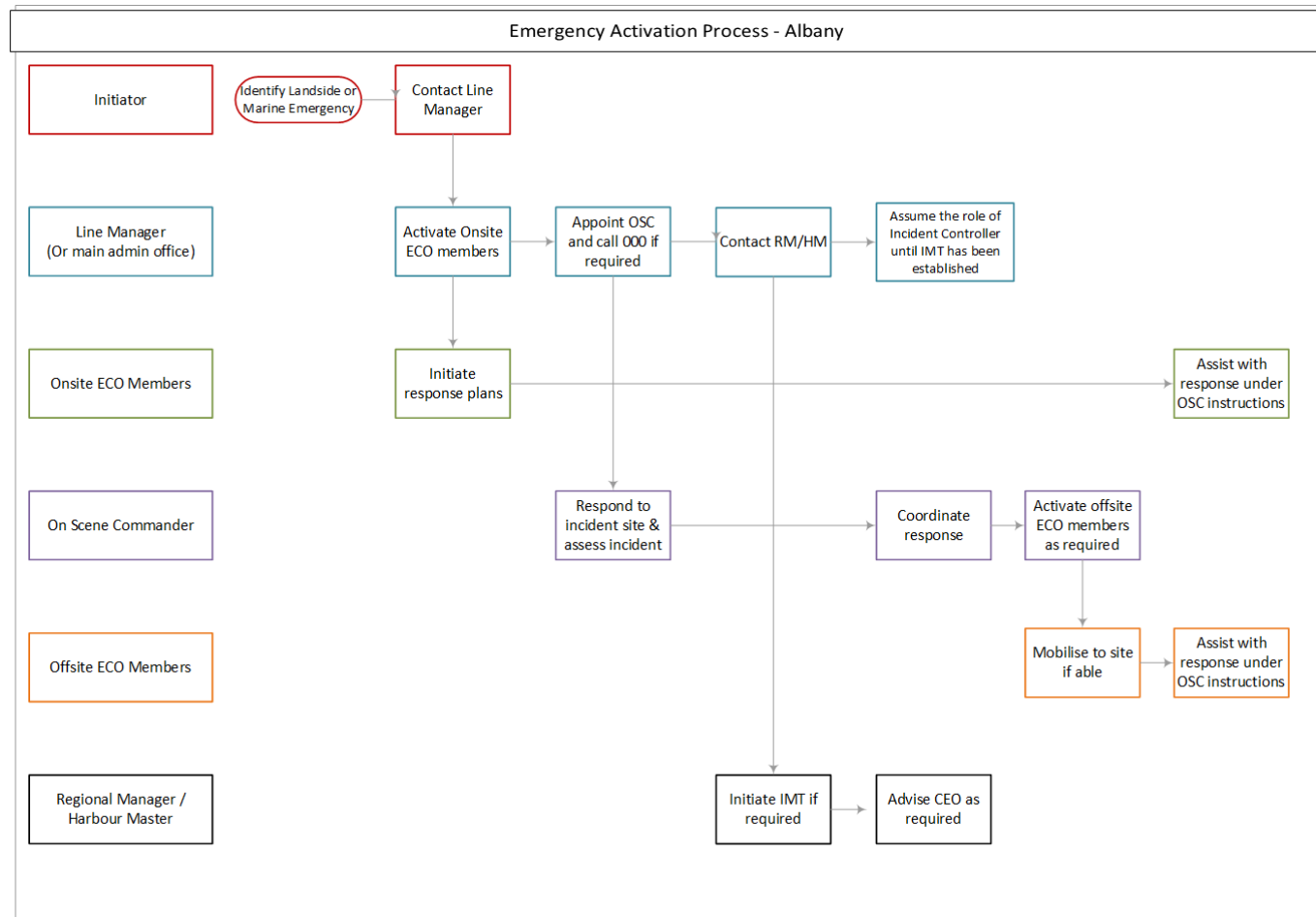


Figure 2: Emergency Activation Process

5.1 Emergency Telephone and Radio Contact Procedures

5.1.1 Emergency Contact Directory

A comprehensive list of emergency contacts is contained separately.

5.1.2 Raising the Alarm.

If the person raising the alarm deems it necessary to call the Emergency Services immediately, they should not hesitate to do so.

The established procedure for raising the alarm will be:

All Emergencies:	Notify On-Call Officer	(08) 9892 9000
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5.1.3 Landside Internal Communications

Internal port emergency communications will be established through the following methods:

Primary:	Mobile phone as required
Secondary:	UHF Ch1 (secure)

5.1.4 Marine Emergency Communications

Marine emergency communications will be established through the following methods:

Shipping emergency:	VHF Radio – Channel 12 & 16 (initial call up only)
Port marine emergency:	VHF Radio – Channel 14 (pilot boat, tugboats, lines boat and duty pilot)
Albany Sea Rescue:	VHF Radio – Channel 82

Southern Ports - Albany does not have a 24/7 marine VHF monitoring capability. To compensate for this, a standing agreement exists with Albany Sea Rescue to cover monitoring of VHF channels 12 (port operations) and 16 (emergency channel) outside of normal office hours. Albany Sea Rescue maintains a 24/7 radio and VHF watch of all emergency channels and is manned by trained operators.

5.1.5 Notification of Emergency Services

Emergency Services can be contacted by telephone on '000'. This can be done by the On Scene Commander or the Incident Controller.

Regardless of the emergency, the '000' operator must also be requested to notify Police. Control of Tier 2 or Tier 3 incidents will usually be assumed by the Emergency Services when they arrive unless it is an oil spill and Southern Ports/Department of Transport (DoT) is the designated Controlling Agency.

5.2 Site Alarms and Initial Responses

There is a general emergency siren for the berth 1-3 area, which should be activated when required.

There are four activation points which are located:

- Transit shed – external west wall
- Transit shed – external east wall

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- Watchmans hut – external south wall
- Berth 2 – on pole next to light tower no. 2

Refer to Appendix 7: Emergency Alarm Activation Points.

Emergency incidents must also be reported to Southern Ports - Albany or the Emergency Services by verbal means.

The activation process will vary depending on the emergency or incident. The process is based on assessment of the situation and escalating the response as required as defined in *ERP 01 – Immediate Response to Emergencies for all Personnel*.

The following items shall be actioned during any emergency incident occurring at Southern Ports - Albany:

- Most senior personnel to attend and become immediate OSC until emergency complete or is handed over to Emergency Services.
- The ECO to make immediate steps to assess the scene, save lives and prevent further harm.
- Make appropriate mobilisation calls including emergency response resources, if required.
- Provide emergency care to casualties.
- OSC to facilitate or delegate communications between the ECO and IMT.
- Secure the incident scene and control entry wherever possible.
- Provide regular updates to IMT.
- OSC to hand scene control over to statutory authorities where needed and appropriate once IC is notified.

5.2.1 Notification of Other Port Users

Other port users will be notified and updated as required. Contact details are listed on the Emergency Contact Directory.

5.2.2 Notification of Neighbours

Many emergencies will have the potential for an off-site impact. In this case, affected businesses and residences must be notified. Police will control the evacuation of affected persons on neighbouring premises. The IMT Liaison appointment is responsible for coordinating communication with neighbours.

5.2.3 Communication with the Media

The Chief Executive Officer (CEO) or appointed delegate is the Southern Ports - Albany traditional and social media spokesperson, responsible for all external communications, traditional and social media releases, unless otherwise directed.

The **Corporate Communications Team** (under the large scale IMT Australasian Inter-Service Incident Management System (AIIMS) structure this becomes Public Information Section) manages and controls all external and internal information releases. When responding to the media, government and any third party, reassure **concern, control and commitment**. These words may be used as the basis for any release. A draft media release is located in *SPA Crisis and Emergency Management Plan*.

6 TERMINATION OF AN EMERGENCY

6.1 Determining When an Emergency is Over

Emergency response actions will cease when the Incident Controller, after consultation with all relevant personnel involved, is satisfied that it is safe to do so.

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The “All Clear” should be communicated to all Southern Ports - Albany personnel by any or all of the following methods:

- Port UHF Ch1 (secure)
- Direct telephone
- In person

Affected neighbouring industries and residents should also be notified.

6.2 Post Incident Actions

6.2.1 Cleanup and Recovery

The Regional Manager – Albany will coordinate all clean-up and repair activities with the assistance of the Incident Management Team and/or Emergency Control Organisation. Port Users and Leaseholders will be responsible for recovery actions within their facilities. Any long-term clean-up activities will be carried out in consultation with the relevant authorities.

If the activation has resulted in damage to infrastructure or critical business processes, arrangements defined in the Southern Ports Business Continuity Plan shall be enacted to guide recovery efforts.

Where WA Emergency Management arrangements have been activated, recovery initiatives will be implemented in accordance with the requirements of the lead agency for recovery.

6.2.2 Continuous Improvement

A debriefing shall be arranged to review the response activities with all participants to determine key achievements as well as any opportunities for improvement. The Albany Safety and Security Officer will arrange a debrief with Field Crews and Emergency Control Organisation as soon as is practicable, and in any case, not more than two weeks after an emergency.

All agencies involved with the response should participate. This may be in conjunction with the Southern Ports - Albany IMT debrief. Recommendations for improvement, based on lessons learned, may be made. A debriefing session should cover the following aspects:

- description of the occurrence;
- summary of the response strategies and actions undertaken;
- identification of the circumstances or causes which lead to the occurrence;
- the nature and severity of the damage to personnel, equipment, environment, resources, reputation, liability and business continuity;
- identification of residual risks or ongoing issues;
- review of the efficiency and effectiveness of the alert procedure, emergency organisation, use of resources and communication;
- summary of key lessons learnt; and
- items for improvement in any of the plans used.

7 REFERENCES

7.1 Definitions and Abbreviations

The following definitions and abbreviations are used throughout this plan:

Table 1: Abbreviations and Definitions

Term/Abbreviation	Definition
AIIMS	Australasian Inter-Service Incident Management System. A system which integrates effective practices in emergency preparedness and response into a comprehensive framework for incident management. Such a system enables responders at all levels to work together more effectively to manage incidents no matter what the cause, size or complexity.
AMSA	Australian Maritime Safety Authority
ATSB	Australian Transport Safety Bureau
Battle Box	A box containing essential resources and supplies that are crucial for emergency response teams, allowing for swift mobilisation and response to unexpected events. The contents include copies of relevant duty cards, stationery, and IMT artefacts.
Biosecurity	State and Commonwealth government's efforts to prevent, respond to and recover from pests and diseases that threaten the economy and environment. The Commonwealth Department of Agriculture Fisheries and Forestry (DAFF) works to ensure high standards for emergency response. The WA Department of Agriculture and Water Resources (DAWR) leads the prevention effort with aquatic biosecurity surveillance programs that utilise cutting edge technology, and ground-breaking management and compliance strategies.
DEMIRS	Department of Energy, Mines, industry Regulation and Safety (WA)
DFES	Department of Fire and Emergency Services (WA).
DoT	Department of Transport (WA).
ECO	Emergency Control Organisation. Facilitates the safe and orderly implementation of the emergency procedures in a building, including the evacuation of the occupants from the building when appropriate. The ECO comprises Fire Wardens, Muster Wardens, Security Coordinator and First Responders.
ERT / First Responders	Emergency Response Team (ERT) for Port of Esperance. First Responders for Albany and Bunbury. Personnel who carry out local response activities, such as basic first aid/medical assistance, rescue from heights/confined space, basic firefighting, vessel casualty assistance, oil spill response, and assistance with search and rescue.
HW	High water (HW) is the time at which the water in a river or sea is at its highest level as a result of the tide.
IC	The Incident Controller (IC) leads the Incident Management Team and has overall responsibility of all activities and personnel to resolve the incident.
ICC	Incident Control Centre. The location where the Incident Controller and members of the Incident Management Team provide overall direction of response activities in an incident.
IMT	The Incident Management Team (IMT) manages the overall emergency response, operational and technical issues arising from an emergency.
LOA	Length Overall. The maximum length of a vessel's hull measured perpendicular to the waterline.
LW	Low Water (LW) is the time at which the water in a river or sea is at its lowest level as a result of the tide.

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Term/Abbreviation	Definition
Neil Robertson stretcher	A type of rescue stretcher widely used in maritime settings, particularly by naval forces and maritime rescue teams. Traditionally constructed from wooden slats and canvas, it was designed for the recovery of victims in difficult and cramped situations, especially where the patient has to be raised and carried to safety.
OSC	The On Scene Commander (OSC) commands all emergency response operations at or close by the incident location. The OSC is normally the senior Southern Ports person at any affected location, or a person mobilised by the Incident Management Team to take control of the affected area.
SPA	Southern Ports Authority
Stokes Litter stretcher	A metal wire or plastic litter widely used in search and rescue. It is a stretcher with sides (or just a raised edge) and a removable head and/or torso cover.

7.2 Supporting and Related Documents

The related SPA documents include, but are not limited to the following:

- Crisis and Emergency Management Plan
- Southern Ports Oil Spill Contingency Plan
- Business Continuity Plan
- SWI – ALB - Biosecurity Incident Response Procedure

APPENDIX 1: DUTY CARDS – EMERGENCY CONTROL ORGANISATION (ECO)

Appendix 1 contains the Duty Cards set out below. The cards are produced in hard copy (laminated) and contained in the Incident Management Team Battle Boxes in the primary (Administration Basement Storage Room) and alternate (Maintenance office / Transit shed) Incident Control Centre's.

Hard copies of relevant cards are located at warden points in the administration building. (9B and 10D)

- Duty Card 9A – Fire Warden – Transit Shed / Wharf
- Duty Card 9B – Fire Warden – Administration Building
- Duty Card 9C – Fire Warden – Lease 10 Building
- Duty Card 10A – Muster Warden 1 – No.1 gate
- Duty Card 10B – Muster Warden 2 – No.2 gate
- Duty Card 10C – Muster Warden 3 – No.6 gate
- Duty Card 10D – Muster Warden 4 – Administration Building
- Duty Card 10E – Muster Warden 5 – Lease 10 Building
- Duty Card 11 – On Scene Commander
- Duty Card 12 – Security Coordinator

Duty Card 9A – Fire Warden – Transit Shed / Wharf

DUTY CARD 9A

Fire Warden – Transit Shed/Wharf

Key Priorities

Action/Consideration	✓ or N/A	Time
Evacuate personnel from the immediate danger area.		
Initiate evacuation of the building, if required.		
For Fire Related Evacuations		
Coordinate endeavours to extinguish small fires if safe to do so.		
Ensure evacuating personnel: - Assist any person(s) in danger, if safe to do so. - Turn off all electrical appliances, if possible, in the area they are working in. - Close all windows in their work area if possible. - Check all rooms, toilets etc. to ensure all personnel are clear. - Ensure all doors are closed after the areas have been checked.		
For Bomb Threat Related Evacuations		
Ensure evacuating personnel: - Assist any person(s) in danger, if safe to do so. - Do not turn on or off any lighting or appliance. - Do not turn off main electrical supply. - Do not make any telephone calls (land line or mobile) or use radios. - Leave windows and doors open and, if possible, open additional ones.		
Carry out a very brief inspection of your work area to see if you can identify any unusual objects or packages in the vicinity. If so, report this after evacuating.		

DUTY CARD 9A

Fire Warden – Transit Shed/Wharf

Key Priorities

Action/Consideration	✓ or N/A	Time
For Armed Intruder/Active Shooter Your priority action should be to remove yourself and any others in your area from close proximity to the offender, or areas that they have or may be able to access. If you don't believe you can safely evacuate, or this may not be the best option, then you may need to consider sheltering in place (providing there is a suitable option available). If under immediate gunfire: • Take cover initially but attempt to leave the area as soon as possible if safe to do so. • Try to first confirm that your escape route is safe. • Leave most of your belongings behind (except for mobile phone). • Do not congregate in open areas or wait at evacuation points. • Provide guidance to people that might be unfamiliar with the area. • Maintain cover and concealment from offender. If you don't believe you can safely evacuate, consider sheltering in place (if suitable): • Avoid congregating in open areas, such as corridors and foyers. • Consider locking/barricading yourself and others in a room or secure area. • Secure your immediate environment and other vulnerable areas. • Move away from the door, remain quiet and stay there until told otherwise by <i>appropriate authorities</i>, or you need to move for safety reasons. • Silence mobile phones and other devices that may identify your presence. • Try to contact police (000) or others to advise of your location/situation. • Choose a location which may enable access to a more secure area. Constantly re-assess the situation and your options based on the best available information. These situations are very dynamic and often involve a moving threat. • Consider whether a safe escape route might now be possible if the circumstances have changed. • Assess better options for sheltering in place either within your current location or at an alternative location. • Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender.		

DUTY CARD 9A**Fire Warden – Transit Shed/Wharf****Key Priorities**

Action/Consideration	✓ or N/A	Time
Ensure evacuating personnel move promptly to Muster Locations.		
Ensure Emergency Services and Southern Ports - Albany Incident Controller have been notified.		
Be prepared to adopt the role of Muster Warden at Security Gate 1 (Duty Card 10A), Security Gate 2 (Duty Card 10B), or Security Gate 6 (Duty Card 10C) and carry out the actions described in the respective duty card.		
Endeavour to extinguish the fire if safe to do so.		
Pass on information regarding status of emergency and progress of evacuation to the responding emergency service and Southern Ports - Albany Incident Controller. Nominate person to record all relevant information and times.		
Notify Emergency Services and Southern Ports - Albany Incident Controller of any person(s) trapped/unaccounted for from the building evacuation.		

Duty Card 9B - Fire Warden – Administration Building

DUTY CARD 9B

Fire Warden – Administration Building

Key Priorities

Action/Consideration	✓ or N/A	Time
Evacuate personnel from the immediate danger area.		
Initiate evacuation of the building, if required.		
For Fire Related Evacuations		
Coordinate endeavours to extinguish small fires if safe to do so.		
Ensure evacuating personnel: • Assist any person(s) in danger, if safe to do so. • Turn off all electrical appliances if possible, in the area they are working in. • Close all windows in their work area if possible. • Check all rooms, toilets etc. to ensure all personnel are clear. • Ensure all doors are closed after the areas have been checked.		
For Bomb Threat Related Evacuations		
Ensure evacuating personnel: • Assist any person(s) in danger, if safe to do so. • Do not turn on or off any lighting or appliance. • Do not turn off main electrical supply. • Do not make any telephone calls (land line or mobile) or use radios. • Leave windows and doors open and, if possible, open additional ones.		
Carry out a very brief inspection of your work area to see if you can identify any unusual objects or packages in the vicinity. If so, report this after evacuating.		

DUTY CARD 9B

Fire Warden – Administration Building

Key Priorities

Action/Consideration	✓ or N/A	Time
For Armed Intruder/Active Shooter Your priority action should be to remove yourself and any others in your area from close proximity to the offender, or areas that they have or may be able to access. If you don't believe you can safely evacuate, or this may not be the best option, then you may need to consider sheltering in place (providing there is a suitable option available).		
If under immediate gunfire: • Take cover initially but attempt to leave the area as soon as possible if safe to do so. • Try to first confirm that your escape route is safe. • Leave most of your belongings behind (except for mobile phone). • Do not congregate in open areas or wait at evacuation points. • Provide guidance to people that might be unfamiliar with the area. • Maintain cover and concealment from offender.		
If you don't believe you can safely evacuate consider sheltering in place (if suitable): • Avoid congregating in open areas, such as corridors and foyers. • Consider locking/barricading yourself and others in a room or secure area. • Secure your immediate environment and other vulnerable areas. • Move away from the door, remain quiet and stay there until told otherwise by <i>appropriate authorities</i>, or you need to move for safety reasons. • Silence mobile phones and other devices that may identify your presence. • Try to contact police (000) or others to advise of your location/situation. • Choose a location which may enable access to a more secure area.		
Constantly re-assess the situation and your options based on the best available information. These situations are very dynamic and often involve a moving threat. • Consider whether a safe escape route might now be possible if the circumstances have changed. • Assess better options for sheltering in place either within your current location or at an alternative location. • Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender.		

DUTY CARD 9B**Fire Warden – Administration Building****Key Priorities**

Action/Consideration	✓ or N/A	Time
Ensure evacuating personnel move promptly to Muster Locations.		
Ensure Emergency Services and Southern Ports - Albany Incident Controller have been notified.		
Be prepared to adopt the role of Muster Warden at Southern Ports - Albany Admin Building (Duty Card 10D) and carry out the actions described in the respective duty card.		
Endeavour to extinguish the fire if safe to do so.		
Pass on information regarding status of emergency and progress of evacuation to the responding emergency service and the Southern Ports - Albany Incident Controller. Nominate person to record all relevant information and times.		
Notify Emergency Services and Southern Ports - Albany Incident Controller of any person(s) trapped/unaccounted for from the building evacuation.		

DUTY CARD 9B**Fire Warden – Administration Building****Operational Structure**

You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander.
People reporting to you:	Those at your building/area of responsibility.
Normal operational location:	Southern Ports - Albany Administration Building
Communications:	UHF CH1 or Phone.

Tier 2 - Albany Port Incident Management Team

Incident Controller
or
Operations Officer

Tier 1 - Emergency Control Organisation

On Scene Commander

Security Coordinator *

First Responders

Fire Wardens

Muster Wardens

*May report directly to the
IMT if activated

Key Responsibilities

- Manage muster of personnel at your site.
- Assess the ongoing safety of the evacuation and advise the Incident Controller of any issues.
- Liaise with attending Emergency Services.
- Direct evacuating people to Muster Points and be prepared to take on the role of Muster Warden using the designated Duty Card.
- Ensure evacuees do not return to the evacuated area or building until it is declared safe by the Emergency Services and the Incident Controller declares 'ALL CLEAR'.

Guiding Principles

- The evacuation should include all personnel at your site, with priority given to personnel from the affected work areas first.

Protect the privacy of personnel by not using names of any injured persons over the radio.
If possible, report the identity of injured persons to the IMT if using a telephone or runner.

Duty Card 9C - Fire Warden – Lease 10 Building

DUTY CARD 9C

Fire Warden – Lease 10 Building

Key Priorities

Action/Consideration	✓ or N/A	Time
Evacuate personnel from the immediate danger area.		
Initiate evacuation of the building, if required.		
For Fire Related Evacuations		
Coordinate endeavours to extinguish small fires if safe to do so.		
Ensure evacuating personnel: - Assist any person(s) in danger, if safe to do so. - Turn off all electrical appliances if possible, in the area they are working in. - Close all windows in their work area if possible. - Check all rooms, toilets etc. to ensure all personnel are clear. - Ensure all doors are closed after the areas have been checked.		
For Bomb Threat Related Evacuations		
Ensure evacuating personnel: - Assist any person(s) in danger, if safe to do so. - Do not turn on or off any lighting or appliance. - Do not turn off main electrical supply. - Do not make any telephone calls (land line or mobile) or use radios. - Leave windows and doors open and, if possible, open additional ones.		
Carry out a very brief inspection of your work area to see if you can identify any unusual objects or packages in the vicinity. If so, report this after evacuating.		

DUTY CARD 9C

Fire Warden – Lease 10 Building

Key Priorities

Action/Consideration	✓ or N/A	Time
For Armed Intruder/Active Shooter Your priority action should be to remove yourself and any others in your area from close proximity to the offender, or areas that they have or may be able to access. If you don't believe you can safely evacuate, or this may not be the best option, then you may need to consider sheltering in place (providing there is a suitable option available).		
If under immediate gunfire: • Take cover initially but attempt to leave the area as soon as possible if safe to do so. • Try to first confirm that your escape route is safe. • Leave most of your belongings behind (except for mobile phone). • Do not congregate in open areas or wait at evacuation points. • Provide guidance to people that might be unfamiliar with the area. • Maintain cover and concealment from offender.		
If you don't believe you can safely evacuate, consider sheltering in place (if suitable): • Avoid congregating in open areas, such as corridors and foyers. • Consider locking/barricading yourself and others in a room or secure area. • Secure your immediate environment and other vulnerable areas. • Move away from the door, remain quiet and stay there until told otherwise by <i>appropriate authorities</i>, or you need to move for safety reasons. • Silence mobile phones and other devices that may identify your presence. • Try to contact police (000) or others to advise of your location/situation. • Choose a location which may enable access to a more secure area.		
Constantly re-assess the situation and your options based on the best available information. These situations are very dynamic and often involve a moving threat. • Consider whether a safe escape route might now be possible if the circumstances have changed. • Assess better options for sheltering in place either within your current location or at an alternative location. • Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender.		

DUTY CARD 9C

Fire Warden – Lease 10 Building

Key Priorities

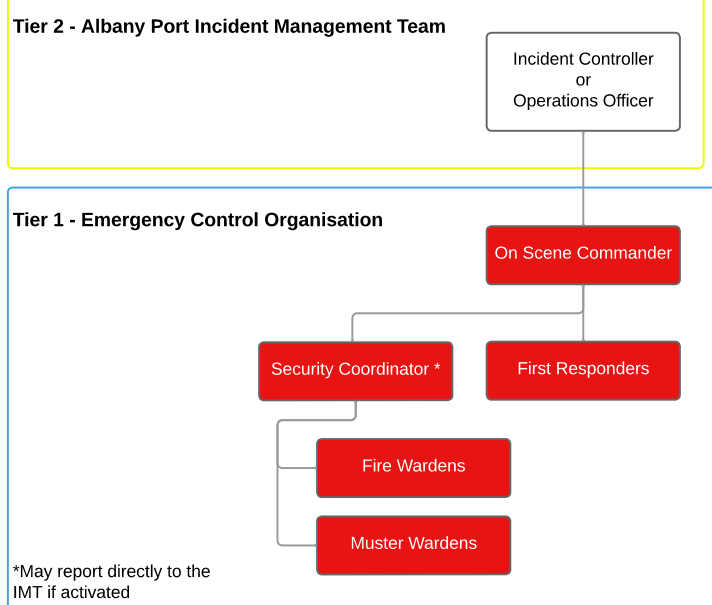
Action/Consideration	✓ or N/A	Time
Ensure evacuating personnel move promptly to Muster Locations.		
Ensure Emergency Services and Southern Ports - Albany Incident Controller have been notified.		
Be prepared to adopt the role of Muster Warden at Southern Ports - Albany Lease 10 Building (Duty Card 10E) and carry out the actions described in the respective duty card.		
Endeavour to extinguish the fire if safe to do so.		
Pass on information regarding status of emergency and progress of evacuation to the responding emergency service and the Southern Ports - Albany Incident Controller. Nominate person to record all relevant information and times.		
Notify Emergency Services and Southern Ports - Albany Incident Controller of any person(s) trapped/unaccounted for from the building evacuation.		

DUTY CARD 9C

Fire Warden – Lease 10 Building

Operational Structure

You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander.
People reporting to you:	Those at your building/area of responsibility.
Normal operational location:	Southern Ports - Albany Lease 10 Building
Communications:	UHF CH1 or Phone.



Key Responsibilities

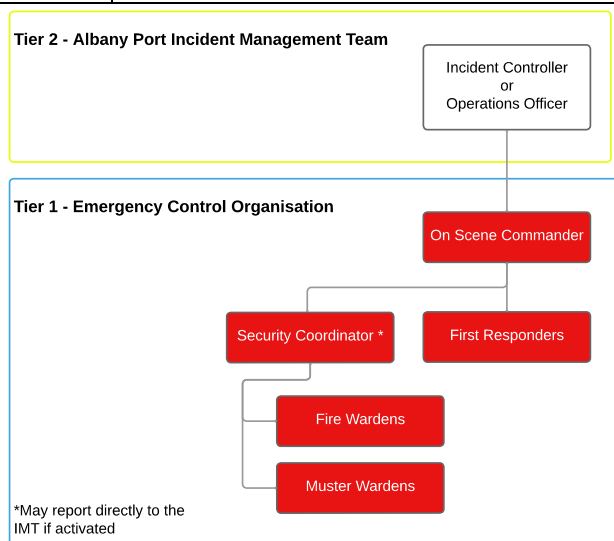
- Manage muster of personnel at your site.
- Assess the ongoing safety of the evacuation and advise the Incident Controller of any issues.
- Liaise with attending Emergency Services.
- Direct evacuating people to Muster Points and be prepared to take on the role of Muster Warden using the designated Duty Card.
- Ensure evacuees do not return to the evacuated area or building until it is declared safe by the Emergency Services and the Incident Controller declares 'ALL CLEAR'.

Guiding Principles

- The evacuation should include all personnel at your site, with priority given to personnel from the affected work areas first.
- Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT if using a telephone or runner.

Duty Card 10A - Muster Warden 1 – No.1 Gate

DUTY CARD 10A	
Muster Warden 1 – No.1 Gate	
Operational Structure	
You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander
People reporting to you:	Those at your Muster Point.
Normal operational location:	Main assembly area of No.1 entrance gate
Communications:	UHF CH1 or Phone.



Key Responsibilities

- Manage muster of personnel at your site.
- Ensure all ID Cards are registered on the Muster Point Attendance Log.
- Communicate the progressive count to the On Scene Commander/Incident Controller.
- Manage Personnel at muster points/evacuated personnel.
- Assess the ongoing safety of Muster Points and advise the Incident Controller if further evacuation of personnel from Muster Points if required.
- Do not allow personnel to leave muster station unless directed by the Incident Controller.
- If personnel are redirected from your location for First Aid/Response duties etc, ensure you sign them off the Muster Point Attendance Log and report their movement to the Incident Controller.

Guiding Principles

- The muster count should include all personnel at your site, with priority given to personnel from the affected work areas first.
- Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT if using a telephone or runner.
- Consideration should be given to moving personnel from the muster point **only after** the muster is complete and **approval is received from the Incident Controller**. Clear direction needs to be given as to where personnel go after leaving muster points (ensure you maintain control and the location of all personnel is known until the emergency is cleared).

DUTY CARD 10A

Muster Warden 1 – No.2 Gate**Muster Point Attendance Log**

This form records all personnel present at this muster point in the event of emergency or drill.

- Section 1: Muster Point Location and Attendance**

Muster Point: _____

No.	SURNAME and INITIAL (COMPANY, IF NOT Southern Ports - Albany)	ID No.
1	Muster Warden _____	
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TOTAL PERSONNEL _____ **Page** _____ **of** _____

- Section 2: Attendance confirmation**

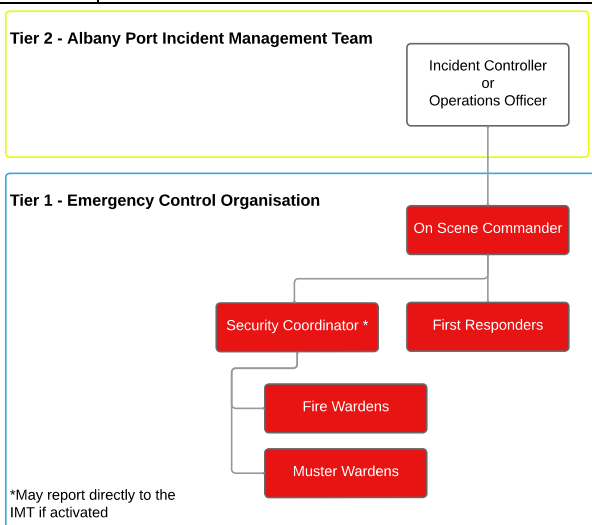
Muster Warden signature: _____

Printed name: _____

I have accounted for all personnel listed above.	
_____	_____
_____	Date: / /

Duty Card 10B - Muster Warden 2 – No.2 Gate

DUTY CARD 10B	
Muster Warden 2 – No.2 Gate	
Operational Structure	
You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander
People reporting to you:	Those at your Muster Point.
Normal operational location:	Main assembly area of No.2 entrance gate
Communications:	UHF CH1 or Phone.



Key Responsibilities

- Manage muster of personnel at your site.
- Ensure all ID Cards are registered on the Muster Point Attendance Log.
- Communicate the progressive count to the On Scene Commander/Incident Controller.
- Manage Personnel at muster points/evacuated personnel.
- Assess the ongoing safety of Muster Points and advise the Incident Controller if further evacuation of personnel from Muster Points if required.
- Do not allow personnel to leave muster station unless directed by the Incident Controller.
- If personnel are redirected from your location for First Aid/Response duties etc, ensure you sign them off the Muster Point Attendance Log and report their movement to the Incident Controller.

Guiding Principles

- The muster count should include all personnel at your site, with priority given to personnel from the affected work areas first.
- Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT if using a telephone or runner.

Consideration should be given to moving personnel from the muster point **only after** the muster is complete and **approval is received from the Incident Controller**. Clear direction needs to be given as to where personnel go after leaving muster points (ensure you maintain control and the location of all personnel is known until the emergency is cleared).

DUTY CARD 10B

Muster Warden 2 – No.2 Gate

Muster Point Attendance Log

This form records all personnel present at this muster point in the event of emergency or drill.

Section 1: Muster Point Location and Attendance

Muster Point: _____

No.	SURNAME and INITIAL (COMPANY, IF NOT Southern Ports - Albany)	ID No.
1	Muster Warden _____	
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TOTAL PERSONNEL _____ Page _____ of _____

Section 2: Attendance confirmation

Muster Warden signature: _____

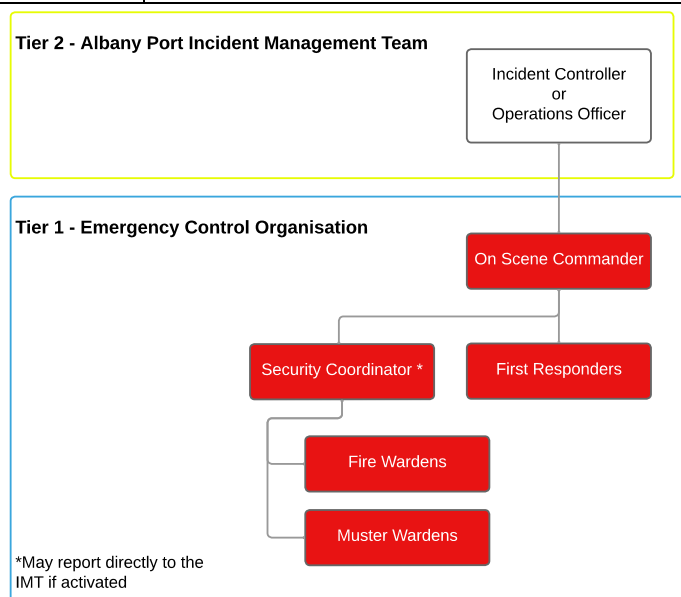
Printed name: _____

I have accounted for all personnel listed above.

_____	_____
_____	Date / /

Duty Card 10C - Muster Warden 3 – No.6 Gate

DUTY CARD 10C	
Muster Warden 3 – No.6 Gate	
Operational Structure	
You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander
People reporting to you:	Those at your Muster Point.
Normal operational location:	Main assembly area of No.6 entrance gate
Communications:	UHF CH1 or Phone.



Key Responsibilities

- Manage muster of personnel at your site.
- Ensure all ID Cards are registered on the Muster Point Attendance Log
- Communicate the progressive count to the On Scene Commander/Incident Controller.
- Manage Personnel at muster points/evacuated personnel.
- Assess the ongoing safety of Muster Points and advise the Incident Controller if further evacuation of personnel from Muster Points if required.
- Do not allow personnel to leave muster station unless directed by the Incident Controller.
- If personnel are redirected from your location for First Aid/Response duties etc, ensure you sign them off the Muster Point Attendance Log and report their movement to the Incident Controller.

Guiding Principles

- The muster count should include all personnel at your site, with priority given to personnel from the affected work areas first.
- Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT if using a telephone or runner.
- Consideration should be given to moving personnel from the muster point **only after** the muster is complete and **approval is received from the Incident Controller**. Clear direction needs to be given as to where personnel go after leaving muster points (ensure you maintain control and the location of all personnel is known until the emergency is cleared).

DUTY CARD 10C

Muster Warden 3 – No.6 Gate**Muster Point Attendance Log**

This form records all personnel present at this muster point in the event of emergency or drill.

- Section 1: Muster Point Location and Attendance**

Muster Point: _____

No.	SURNAME and INITIAL (COMPANY, IF NOT Southern Ports - Albany)	ID No.
1	Muster Warden _____	
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TOTAL PERSONNEL _____ Page _____ of _____

- Section 2: Attendance confirmation**

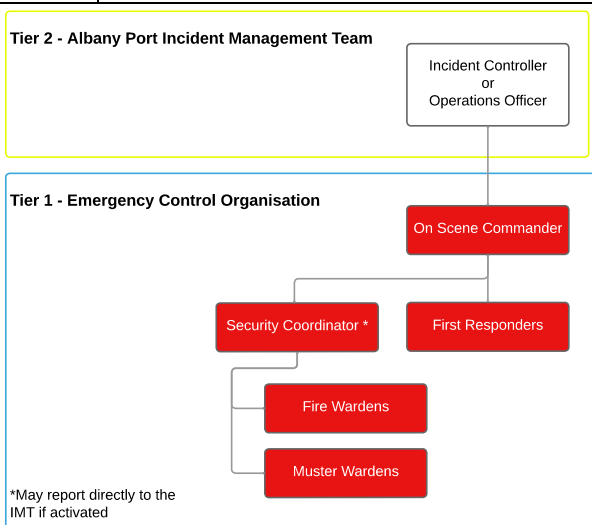
Muster Warden signature: _____

Printed name: _____

I have accounted for all personnel listed above.	
_____	_____
_____	Date / /

Duty Card 10D - Muster Warden 4 – Admin Bldg

DUTY CARD 10D	
Muster Warden 4 – Admin Bldg	
Operational Structure	
You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander
People reporting to you:	Those at your Muster Point.
Normal operational location:	Pathway on Brunswick Road, east of building or in rear carpark.
Communications:	UHF CH1 or Phone.



Key Responsibilities

- Manage muster of personnel at your site.
- Ensure all ID Cards are registered on the Muster Point Attendance Log
- Communicate the progressive count to the On Scene Commander/Incident Controller.
- Manage Personnel at muster points/evacuated personnel.
- Assess the ongoing safety of Muster Points and advise the Incident Controller if further evacuation of personnel from Muster Points if required.
- Do not allow personnel to leave muster station unless directed by the Incident Controller.
- If personnel are redirected from your location for First Aid/Response duties etc, ensure you sign them off the Muster Point Attendance Log and report their movement to the Incident Controller.

Guiding Principles

- The muster count should include all personnel at your site, with priority given to personnel from the affected work areas first.
- Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT if using a telephone or runner.
- Consideration should be given to moving personnel from the muster point **only after** the muster is complete and **approval is received from the Incident Controller**. Clear direction needs to be given as to where personnel go after leaving muster points (ensure you maintain control and the location of all personnel is known until the emergency is cleared).

DUTY CARD 10D

Muster Warden 4 – Admin Bldg

Muster Point Attendance Log

This form records all personnel present at this muster point in the event of emergency or drill.

- Section 1: Muster Point Location and Attendance**

Muster Point: _____

No.	SURNAME and INITIAL (COMPANY, IF NOT Southern Ports - Albany)	ID No.
1	Muster Warden _____	
2		
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TOTAL PERSONNEL _____ Page _____ of _____

- Section 2: Attendance confirmation**

Muster Warden signature: _____

Printed name: _____

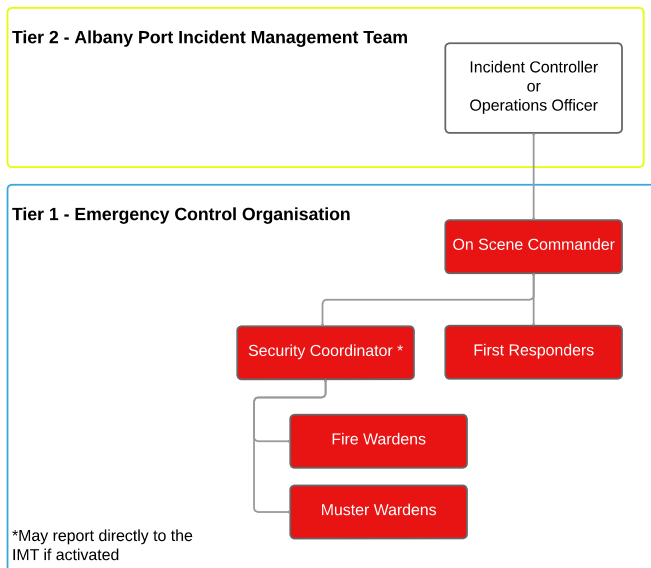
I have accounted for all personnel listed above.	
_____	_____
_____	Date / /

Duty Card 10E - Muster Warden 5 – Lease 10 Bldg

Muster Warden 5 – Lease 10 Bldg

Operational Structure

You report to (depending on who is activated):	Incident Controller or IMT Operations Officer or On Scene Commander
People reporting to you:	Those at your Muster Point.
Normal operational location:	Southern Ports - Albany Lease 10 Building (Gate 1 Muster Point)
Communications:	UHF CH1 or Phone.



Key Responsibilities

- Manage muster of personnel at your site.
- Ensure all ID Cards are registered on the Muster Point Attendance Log
- Communicate the progressive count to the On Scene Commander/Incident Controller.
- Manage Personnel at muster points/evacuated personnel.
- Assess the ongoing safety of Muster Points and advise the Incident Controller if further evacuation of personnel from Muster Points if required.
- Do not allow personnel to leave muster station unless directed by the Incident Controller.
- If personnel are redirected from your location for First Aid/Response duties etc, ensure you sign them off the Muster Point Attendance Log and report their movement to the Incident Controller.

Guiding Principles

- The muster count should include all personnel at your site, with priority given to personnel from the affected work areas first.
- Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT if using a telephone or runner.

Consideration should be given to moving personnel from the muster point **only after** the muster is complete and **approval is received from the Incident Controller**. Clear direction needs to be given as to where personnel go after leaving muster points (ensure you maintain control and the location of all personnel is known until the emergency is cleared).

DUTY CARD 10E

Muster Warden 4 – Lease 10 Bldg

Muster Point Attendance Log

This form records all personnel present at this muster point in the event of emergency or drill.

• **Section 1: Muster Point Location and Attendance**

Muster Point: _____

No.	SURNAME and INITIAL (COMPANY, IF NOT Southern Ports - Albany)	ID No.
1	Muster Warden _____	
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TOTAL PERSONNEL _____ Page _____ of _____

• **Section 2: Attendance confirmation**

Muster Warden signature: _____

Printed name: _____

I have accounted for all personnel listed above.	
_____	_____
_____	Date / /

Duty Card 11 - On Scene Commander

DUTY CARD 11

On Scene Commander

Key Priorities		
Action / Consideration	✓ or N/A	Time
Commence recording of information about the incident using carbon-copy log pad. Appoint a scribe locally or request this assistance from the IMT.		
Seek a briefing from the Incident Controller or IMT Operations Officer.		
Proceed to the incident scene and assume control of Southern Ports - Albany's activity at the incident scene.		
Ensure immediate actions to make the site safe. Shut down machinery and/or Emergency Shut Down if safe to do so.		
Initiate immediate first aid and accounting for all personnel on site.		
Establish and ensure identification of a Forward Command Post. Identify yourself to the Emergency Services Incident Controller if already present/when they arrive.		
Secure the incident scene: - Establish inner and outer cordons and exclusion zones (hot, warm and cold) and do not allow access by unauthorised persons. - Ensure there is no disturbance of the incident scene unless required for life saving purposes.		
In the event of a fatality, the scene may only be accessed by Emergency Services unless required for life saving purposes.		
Provide a verbal Situation Report to the Incident Controller or Operations Section and establish a schedule for future reports.		
Assess the situation using the combat appreciation tool set out below and activate additional Emergency Response as required. - Ensure that Southern Ports - Albany ECO, First Aiders etc, have been mobilised. - Ensure appropriate escorts are available if the incident is in a controlled access area. - Identify the threat to life, property and environment. - Identify the immediate tasks required to save life and make the area safe. - Assess the available resources to combat the incident or problem at hand. Request to mobilise (via Incident Controller / IMT Operations Officer) Emergency Services and operational support (operators and crews) as required. - Assess any time constraints or other limitations.		

DUTY CARD 11

On Scene Commander

Key Priorities

Action / Consideration	✓ or N/A	Time
Prepare and deliver succinct orders to the workforce and first responders on their arrival at the incident site using the format at the end of this duty card.		
Liaise with Emergency Services • Ensure Emergency Services have safe access and staging areas. • Emergency Services may assume the Incident Controller role in many circumstances particularly a major incident. Southern Ports - Albany OSC continues to coordinate Southern Ports - Albany support for Emergency Services' management of the incident.		
Liaise with Muster Wardens and Fire Wardens • Provide muster count details to the IMT. • Protect the privacy of personnel by not using names of any injured persons over the radio. If possible, report the identity of injured persons to the IMT by using a telephone or runner. • Assess the ongoing safety of Muster Points and arrange further evacuation of personnel from Muster Points if required.		
Ensure the preservation of evidence for HSE and/or any government authority investigations.		

DUTY CARD 11

On Scene Commander

Organisational Structure

You report to:	Incident Controller or IMT Operations Officer
Roles reporting to you:	Emergency Control Organisation, Security Coordinator*
Normal operational location:	Forward Command Post
Communications:	UHF CH1 or Phone

Tier 2 - Albany Port Incident Management Team

Incident Controller
or
Operations Officer

Tier 1 - Emergency Control Organisation

On Scene Commander

Security Coordinator *

First Responders

Fire Wardens

Muster Wardens

*May report directly to the
IMT if activated

DUTY CARD 11

On Scene Commander

Key Responsibilities

- Command of response operations/activities at the incident scene.
- Safety first approach for all personnel at the scene.
- Coordination of Muster Wardens/Fire Wardens and muster count to the IMT.

Guiding Principles

The Emergency Response Procedure is based on the following principles:

- **Management by objectives**

Determine what your objectives (desired outcomes of the event) are. Once you have your objectives identify the threats to these objectives and formulate an action plan with tactics/tasks to overcome the threats. Tactics/tasks should be prioritised according to the priority of objectives.

- **Functional management**

Functional management means the utilisation of specific functions to manage an emergency. The Crisis and Emergency Management Plan utilises the following four functions:

- **Control** - The management of all activities necessary for the resolution of an emergency.
- **Planning** - Development of plans for the recovery from an emergency.
- **Operations** - The tasking and application of resources to achieve resolution of an emergency; and
- **Logistics** - The acquisition and provision of human and physical resources, facilities, services and materials to support the achievement of the objectives.

- **Span of Control**

Span of control is a concept that relates to the number of groups or individuals that can be successfully supervised by one person. Where span of control is exceeded, the supervising officer should consider delegating responsibility to others. Under the principle of span of control, up to five reporting groups or individuals is considered to be desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance.

Documentation Required

- Individual log book.

DUTY CARD 11

On Scene Commander

Orders Format

Components	Areas to Consider	Notes
Situation	The current and predicted situation including: ☐ An overview of Incident ☐ Current and expected weather ☐ Life, environment and property risks/threats ☐ A summary of resources deployed so far (area work crews etc.)	
Mission	Statement of intent (what you need to achieve) and specific objectives set for the response.	
Execution	How the mission will be accomplished including: ☐ Strategies and tactics ☐ Constraints (boundaries, hot/warm/cold zones) ☐ Task and resource allocation ☐ Access to the incident ☐ Time constraints – (process safety, equipment duration, shift duty) ☐ Immediate tasks after briefing ☐ Contingency plans (what if something goes wrong?)	
Administration	Logistics for the operation including: ☐ Key support locations and roles ☐ Incident staging area ☐ Supply / emergency resources ☐ Ground / medical staff (location and patient transfer etc.)	
Command and Communications	Incident Management Structure including: ☐ Who reports to who and at what times? ☐ Contact mobile numbers, radio channels	
Safety	Identification of known or likely hazards including: ☐ Hot, energised and pressurised equipment ☐ 'Watch out' situations (reminder personal safety / assessment – Stop & Think) ☐ Safety equipment required and protective clothing standards ☐ Welfare – hydration, first aid	

Duty Card 12 - Security Coordinator

DUTY CARD 12		
Security Coordinator		
Key Priorities		
Action / Consideration	✓ or N/A	Time
Seek a briefing from On Scene Commander or Incident Controller / IMT Operations Officer if IMT is activated.		
If safe to do so, secure and control access to/from the immediate emergency area.		
In event of a full site evacuation:		
Close entry gates and post a sentry to stop all traffic from entering the port except emergency service vehicles.		
Restrict entry to emergency service personnel only.		
Coordinate and provide guides to outside agencies arriving at site.		
Routinely update the On Scene Commander or Incident Controller / IMT Operations Officer if IMT is activated with regard to emergency response vehicle and personnel movements.		
Direct all personnel and others to the muster point as required.		
Obtain list all personnel registered at Muster Points through Muster Warden and report all unaccounted personnel.		
Operational Structure		
You report to:	On Scene Commander or Incident Controller / IMT Operations Officer if IMT is activated.	
Normal operational location:	Main Gate	
Communications:	UHF CH1 or Phone.	

DUTY CARD 12

Security Coordinator

Tier 2 - Albany Port Incident Management Team

Incident Controller
or
Operations Officer

Tier 1 - Emergency Control Organisation

On Scene Commander

Security Coordinator *

First Responders

Fire Wardens

Muster Wardens

*May report directly to the
IMT if activated

Key Responsibilities

- Ensure exclusion zone is maintained if required
- Control access to emergency scene.

Guiding Principles

- Ensure the control points are set up in a safe location that allows the control movements as required.
- The destination of all personnel passing the control point should be logged, if they are injured persons their destination should be communicated to the Incident Controller or IMT Operations Officer.
- Nobody is allowed past a control point unless they are logged and approval is given by the On Scene Commander, Incident Controller or IMT Operations Officer. **All persons must be stopped at the control point and authorisation verified** via radio before they can proceed, **no exceptions**.

APPENDIX 2: EMERGENCY RESPONSE RISKS AND PROCEDURES

Emergency Risk Assessment

An Emergency Risk Management workshop was conducted on 13 February 2025 comprising representatives of the Southern Ports Executive Team and each of the operating Ports. The workshop identified all hazards that could impact elements within Southern Ports scope of interest using available sources of information including the list of 28 hazards prescribed in WA Emergency Management legislation.

The emergency response procedures are summarised at the end of this table. The Southern Ports Crisis and Emergency Management Plan and Port ERP 01 – Immediate Response to All Emergencies are a default procedure for all events listed as it is the initiating process at each Port.

Numbers 1 to 28 align to the list of 28 hazards prescribed in WA Emergency Management legislation and contextualised to Southern Ports. Numbers 29 onwards are Southern Ports specific/additional hazards. Commentary is provided where WA Emergency Management hazards either do not align or are addressed in separate Southern Ports procedures.

Table 2: Emergency Response Risks and Procedures

WA State or Described Hazards	Sothern Ports Hazards	Relevant/Associated Response Procedure
1. Air Crash	Air Crash in Port Waters/Land - Commercial/civil aircraft	ERP 02, 03, 04, 05, 06, 09, 10, 11, 19 and 20. SPA Oil Spill Contingency Plan D23 3954 Business Continuity Plan
2. Animal or Plant Pests or Disease 3. Biological Substance	Animal or Plant Pests or Disease or Biological Substance	ERP 02, 05, 09, 10, 18 and 19. Collection and Transportation of Biosecurity Waste Procedure
4. Chemical Substance 20. Other Substance (HAZMAT) 22. Radiological Substance	Dangerous Goods Noxious and Hazardous Substances - Chemical release - Gas release - Sulphur - Ammonium Nitrate at Summit - Methanol	ERP 02, 03, 04, 05, 09, 10, 11 and 19. SPA Oil Spill Contingency Plan
5. Collapse / cliff / landform and building	Collapse - Cliff / landform - Building - Port infrastructure - Structural collapse	ERP 02, 03, 04, 05, 06, 09, 10, 11, 14 and 19. SPA Oil Spill Contingency Plan D23 3954 Business Continuity Plan.
6. Cyclone 26. Storm	Severe Weather - Cyclone - Storm - Above 64kts of wind	ERP 02, 03, 04, 05, 06, 09, 10, 11, 12, 13 and 19. SPA Oil Spill Contingency Plan D23 3954 Business Continuity Plan.
7. Earthquake	Earthquake	ERP 02, 03, 04, 05, 06, 09, 10, 11, 12, 13, 14 and 19. SPA Oil Spill Contingency Plan D23 3954 Business Continuity Plan.

Emergency Response Procedure – Albany

WA State or Described Hazards	Sothorn Ports Hazards	Relevant/Associated Response Procedure
8. Electricity Supply Disruption	Not assessed as it not considered an ER risk for SPA. It would be addressed in the Business Continuity Plan if applicable.	
9. Fire (Bushfire and Structural)	Fire (Bushfire and Structural)	ERP 02, 03, 04, 05, 06, 09, 10, 11, 14, 19 and 20. D23 3954 Business Continuity Plan.
10. Flood	Flood	ERP 02, 05, 06, 11, 13 and 19. D23 3954 Business Continuity Plan.
11. Gas Supply Disruption	Not assessed as it not considered an ER risk for SPA. It would be addressed in the Business Continuity Plan if applicable.	
12. Heatwave	Not assessed as it is not considered a credible SPA ER risk scenario.	
13. Hostile Act 27. Terrorism	Security Incident - Hostile Act - Terrorism - Activism	ERP 02, 03, 04, 05, 06, 09, 10, 11, 15, 16, 17, 18, 19 and 20. SPA Oil Spill Contingency Plan D23 3954 Business Continuity Plan Port Maritime Security Plan
14. Human Epidemic	Not assessed as it is addressed in the Southern Ports Pandemic Plan	
15. Land Search	Not assessed as it is not considered a credible SPA ER risk scenario.	
16. Liquid Fuel Supply Disruption	Not assessed as it not considered an ER risk for SPA. It would be addressed in the Business Continuity Plan if applicable.	
17. Marine Search	Marine Search - Person in the water from berth or shipping - Pilot transfer	ERP 02, 09, 10 and 20.
18. Marine Oil Pollution	Marine Oil Pollution	ERP 02, 05, 09, 10, 11, 18, and 20. SPA Oil Spill Contingency Plan D23 3954 Business Continuity Plan
19. Marine Transport Emergency	Marine Transport Emergency - Vessel in distress / loss of power / direction / broken mooring - Fire on shipping vessel	ERP 02, 05, 06, 09, 10, 11, 17, and 20. SPA Oil Spill Contingency Plan

Emergency Response Procedure – Albany

WA State or Described Hazards	Sothorn Ports Hazards	Relevant/Associated Response Procedure
	- Loss of equipment/plant/vehicle into water (e.g. crane)	D23 3954 Business Continuity Plan
21. Radiation: Nuclear Powered Warships	Not assessed as it is not considered a credible SPA ER risk scenario.	
23. Rail Crash	Rail Crash - Road / train interaction - Train / infrastructure impact	ERP 02, 03, 04, 05, 06, 11 and 19. D23 3954 Business Continuity Plan
24. Road Crash	Road Crash - Single Vehicle - Light Vehicle v Light Vehicle - Heavy Vehicle v Light Vehicle - Heavy Vehicle v Heavy Vehicle - Mobile Plant v Light Vehicle - Mobile Plant v Heavy Vehicle - Heavy load collision/loss - Wide load collision - Overhead obstruction interaction - General heavy mobile equipment interaction with stationary equipment / object	ERP 02, 04, 05, 06, 11 and 19.
25. Space Re-entry Debris	Not assessed as it is not considered a credible SPA ER risk scenario.	
28. Tsunami	Tsunami	ERP 02, 05, 06, 09, 10, 11, 13, 14 and 19. D23 3954 Business Continuity Plan
29. Medical Injury - Life threatening - Non-life threatening - Trauma - Mass casualty - Specific medical issues i.e. Electrocution - Casualty assistance	Medical Injury - Life threatening - Non-life threatening - Trauma - Mass casualty - Specific medical issues i.e. Electrocution - Casualty assistance	ERP 02 and 10.
30. Working at Heights Incident - Worker trapped at height over land/water	Working at Heights Incident - Worker trapped at height over land/water	ERP 02, 06, 08 and 10.
31. Confined Space Incident	Confined Space Incident	ERP 02, 06, and 07.
32. Industrial Incident - Crane incident - Heavy infrastructure (fixed plant) - General crush under dropped load (vehicle, crane) - Mooring / Shore Tensioner failure - Stored energy	Industrial Incident - Crane incident - Heavy infrastructure (fixed plant) - General crush under dropped load (vehicle, crane) - Mooring / Shore Tensioner failure - Stored energy	ERP 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 14 and 19. D23 3954 Business Continuity Plan.
33. External Response Incident - Local Emergency Management Committee request for assistance	External Response Incident - Local Emergency Management Committee request for assistance	ERP 02

Emergency Response Procedure – Albany

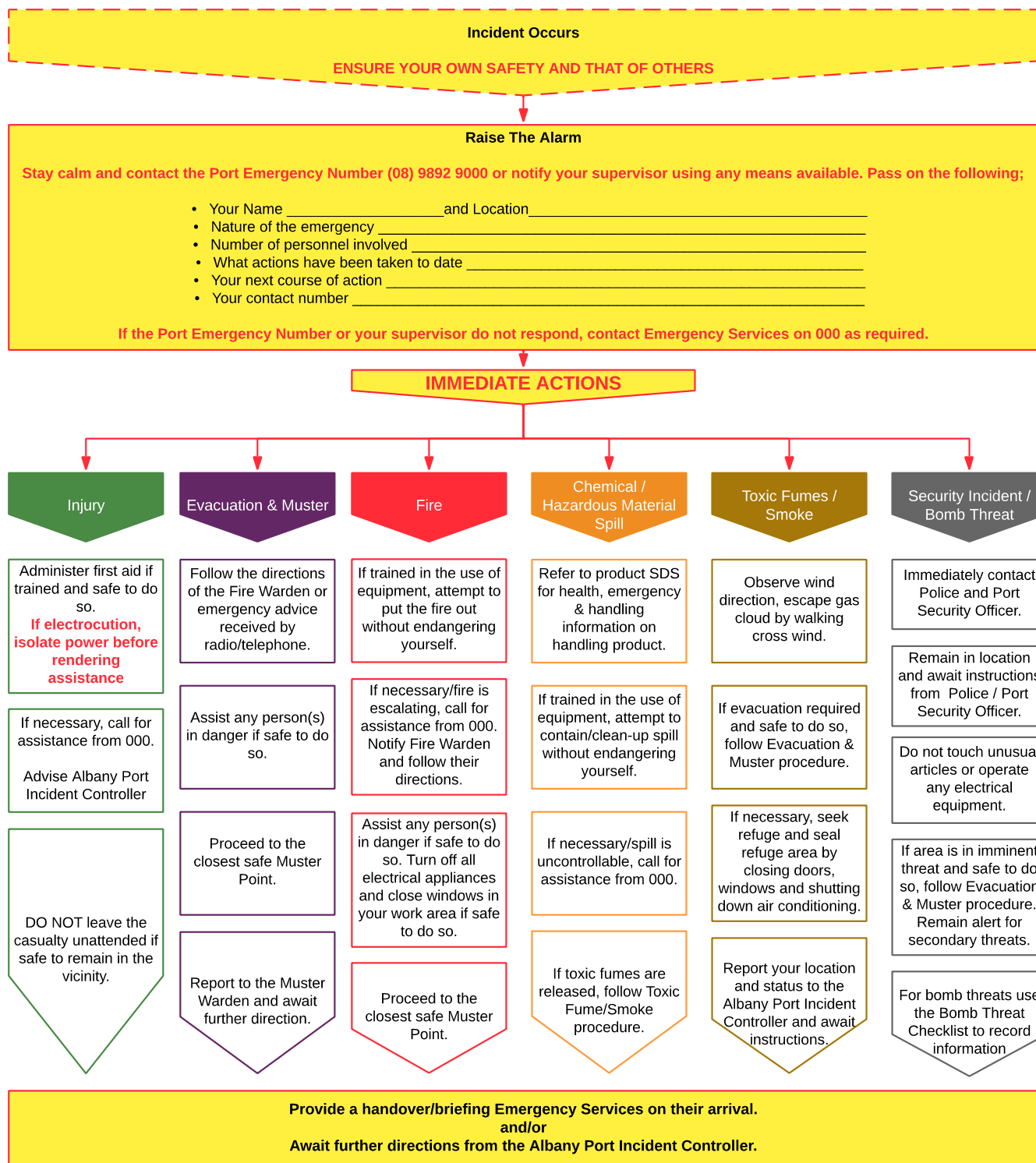
WA State or Described Hazards	Sothern Ports Hazards	Relevant/Associated Response Procedure
- Community and stakeholder events - Mutual Aid Arrangements	- Community and stakeholder events - Mutual Aid Arrangements	
34. Cyber Security Incident	Addressed in Southern Ports specific Cyber Incident Response and Business Continuity Plan arrangements.	

Emergency Procedures

Southern Ports has prepared Emergency Response Procedures (ERP) for specific incidents as follows:

- ERP 01 - Immediate Response to Emergencies for all Personnel
- ERP 02 - Medical Emergency
- ERP 03 - Office/Structural Fire
- ERP 04 - Bushfire
- ERP 05 - Dangerous Goods Noxious and Hazardous Substances Release
- ERP 06 - Industrial/Transport Accident or Structural Instability
- ERP 07 - Confined Space Incident (Ashore)
- ERP 08 - Working at Heights Incident
- ERP 09 - Incident Involving a Ship
- ERP 10 - Evacuation of Personnel from a Ship
- ERP 11 - Oil Spill/Dangerous Goods Release Into the Water
- ERP 12 - Severe Weather
- ERP 13 - Flood/Tidal Surge/Tsunami
- ERP 14 - Earthquake
- ERP 15 - Bomb Threat
- ERP 16 - Armed Incursion/Security Breach
- ERP 17 - Civil Disturbance
- ERP 18 – Biosecurity Incident
- ERP 19 - Site Evacuation & Muster
- ERP 20 – Aircraft Ditching in Port Land/Waters

Emergency Response Procedure – Albany

ERP 01 - Immediate Response to Emergencies for all Personnel

Emergency Response Procedure – Albany

ERP 02 - Medical Emergency

ERP 02 - Medical Emergency		YES	N/A	Time
1	Ascertain nature and location of the medical emergency or injury.	☐	☐	
2	Ensure appropriate Emergency Services have been notified.	☐	☐	
3	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
4	Arrange first aid assistance for person(s) injured / unwell. Primary First aid posts are established at the following places: - East end of Transit Shed. Note: This post has a Stokes Litter stretcher for casualty evacuation and a <u>defibrillator</u> and <u>oxygen bottle</u>. - Amenities #3 (with <u>defibrillator</u>) - Berth 6 amenities building (with <u>defibrillator</u> and <u>oxygen bottle</u>) - Administration building. – level 1 lunchroom <u>Defibrillator</u> located outside the main entry door - Lease 10 Building Secondary First aid posts/kits are located: - Watchman's hut - east of Transit Shed - Maintenance Workshop (with <u>defibrillator</u>) - Weighbridge office - Security hut @ gates 1 and 2 - Pilot vessel <i>Mokare</i> (with <u>defibrillator</u>) - All SPA-Alb vehicles <u>Defibrillator</u> located in electricians vehicle	☐	☐	
5	Consider activation of the IMT for multiple or serious injury events.	☐	☐	
6	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
7	Assign a person to monitor the selected emergency channel to report / update all other Southern Ports - Albany personnel on the status as required.	☐	☐	
8	Pass on all relevant information regarding status of emergency to the responding emergency service.	☐	☐	
9	Notify external agencies (Police, DoT, AMSA, WorkSafe, etc.) if required.	☐	☐	
10	Make incident area safe	☐	☐	
11	Give "All Clear / Stand-down" call over effective communication means.	☐	☐	
12	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 03 - Office/Structural Fire

The following Fire Wardens have been appointed:

- Transit Shed / Wharf – Maintenance Supervisor.
- Administration Building – Safety and Security Officer, Office Administrator
- Lease 10 Building

ERP 03 - Office/Structural Fire		YES	N/A	Time
1	Contact Fire Wardens and ensure Fire Warden Duty Cards are activated as required to control the response.	☐	☐	
2	Consider the requirement to appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
3	Assess the situation and determine whether a full site evacuation is warranted and instigate ERP 19 (Site Evacuation & Muster) as required.	☐	☐	
4	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.	☐	☐	
5	Ensure appropriate Emergency Services have been notified (Including Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.	☐	☐	
6	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
7	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
8	Notify external agencies (Police, DoT, etc) if required.	☐	☐	
9	Follow the directions of responding emergency service and await their advice on when the incident area safe.	☐	☐	
10	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
11	Give "All Clear / Stand-down" call over emergency communication systems.	☐	☐	
12	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 04 - Bushfire

ERP 04 - Bushfire		YES	N/A	Time
1	Notify the Emergency Services.	☐	☐	
2	If necessary, initiate (in consultation with DFES/Police) an evacuation of the northern areas of the Port.	☐	☐	
3	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
4	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services should they require access to the fire front via the Port (if safe to do so).	☐	☐	
5	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel (if not being handled by responding Emergency Services).	☐	☐	
6	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
7	Assess the situation and determine whether a full site evacuation is required.	☐	☐	
8	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
9	Notify external agencies (Police, DFES, DoT, etc) if required.	☐	☐	
10	Follow the directions of responding emergency service and await their advice on when the incident area safe.	☐	☐	
11	Give "All Clear / Stand-down" call.	☐	☐	
12	Notify the Emergency Services.	☐	☐	

Emergency Response Procedure – Albany

ERP 05 - Dangerous Goods Noxious and Hazardous Substances Release

ERP 05 - Dangerous Goods Noxious and Hazardous Substances Release		YES	N/A	Time
1	Ascertain nature of the chemical/ hazardous substance spillage or toxic emission from the person reporting the emergency. Refer to the Chem Alert database on the intranet to ascertain identification, health, handling and emergency information for the product.	☐	☐	
2	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
3	Activate the IMT as required and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.	☐	☐	
5	Ensure appropriate Emergency Services have been notified and coordinate evacuation as necessary.	☐	☐	
6	Have all ignition sources extinguished or turned off (e.g., power, radios, mobile telephones, etc.).	☐	☐	
7	If necessary, initiate an evacuation of the immediate vicinity of the spillage or leak in an upwind direction if possible.	☐	☐	
8	If safe, provide assistance for personnel in immediate danger.	☐	☐	
9	Assess the situation and determine whether a full site evacuation is warranted.	☐	☐	
10	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
11	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
12	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
13	Notify external agencies (Police, DoT, AMSA, WorkSafe, DEMIRS etc) if required.	☐	☐	
14	If the incident relates to the liquid petroleum pipeline, as the pipeline extends beyond the port gates, notify any person in an adjacent place who might be affected by the incident of the incident. <i>(reg 119 Dangerous Goods Safety Regs)</i>	☐	☐	
15	Liaise with responding Emergency Services (if attending) and make incident area safe.	☐	☐	
16	Give "All Clear / Stand-down" call over emergency communication system.	☐	☐	
17	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 06 - Industrial/Transport Accident or Structural Instability

ERP 06 - Industrial/Transport Accident or Structural Instability		YES	N/A	Time
1	Ensure appropriate Emergency Services have been notified including DFES if necessary.	☐	☐	
2	If safe, arrange first aid assistance for person(s) injured.	☐	☐	
3	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
4	Assess the situation and, if necessary, initiate an evacuation of the immediate vicinity of the accident or structural instability.	☐	☐	
5	Arrange for the area to be isolated/barricaded.	☐	☐	
6	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
7	Do not allow anything to be moved until Maintenance Superintendent or delegate has arrived on site.	☐	☐	
8	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for personnel.	☐	☐	
9	If access for road/rail traffic has been affected, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
10	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
11	Notify external agencies (Police, DoT, AMSA, WorkSafe, etc.) if required.	☐	☐	
12	Liaise with responding Emergency Services (if attending) and make incident area safe.	☐	☐	
13	Give “All Clear / Stand-down” call.	☐	☐	
14	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 07 - Confined Space Incident (Ashore)

ERP 07 - Confined Space Incident (Ashore)		YES	N/A	Time
1	Ensure appropriate Emergency Services have been notified, including DFES (for confined space rescue) if necessary.	☐	☐	
2	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
3	Have gas testing confined space carried out.	☐	☐	
4	If atmosphere safe, arrange first aid assistance for person(s) injured until Emergency Services arrive. If personnel conducting the work are trained, equipped and approved for confined space rescue, initiate appropriate rescue plan or await response from DFES.	☐	☐	
5	Arrange for the area to be barricaded and have non-essential personnel evacuated from the immediate area.	☐	☐	
6	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
7	Excluding any injured persons, do not allow anything at the site to be moved until Maintenance Supervisor or delegate has arrived on site.	☐	☐	
8	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for personnel.	☐	☐	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
10	Notify external agencies (Police, AMSA, WorkSafe, etc.) if required.	☐	☐	
11	Make incident area safe.	☐	☐	
12	Give "All Clear / Stand-down" call.	☐	☐	
13	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 08 - Working at Heights Incident

ERP 08 - Working at Heights Incident		YES	N/A	Time
1	Ensure appropriate Emergency Services have been notified, including DFES (for rescue at height) if necessary.	☐	☐	
2	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
3	If personnel conducting the work are trained, equipped and approved for rope rescue, initiate appropriate rescue plan or await response from DFES.	☐	☐	
4	If safe, arrange first aid assistance for person(s) injured until Emergency Services arrive.	☐	☐	
5	Arrange for the area to be barricaded and have non-essential personnel evacuated from the immediate area.	☐	☐	
6	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
7	Excluding any injured persons, do not allow anything at the site to be moved until Maintenance Superintendent or delegate has arrived on site.	☐	☐	
8	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for personnel.	☐	☐	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
10	Notify external agencies (Police, AMSA, WorkSafe, etc.) if required.	☐	☐	
11	Make incident area safe.	☐	☐	
12	Give "All Clear / Stand-down" call.	☐	☐	
13	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 09 - Incident Involving a Ship

ERP 09 - Incident Involving a Ship		YES	N/A	Time
1	Advise the Harbour Master of the circumstances.	☐	☐	
For Alongside Incident - The Harbour Master will assume the role of Incident Controller and determine if any ship needs to be removed from the port.				
2	Obtain an update from the ship's crew and/or Southern Ports - Albany personnel at the scene.	☐	☐	
3	Order vessel working on adjacent berth to cease operations and move from the wharf if required.	☐	☐	
4	Order evacuation of the ship's crew if required.	☐	☐	
5	Order the use of shore-based equipment to be used on the ship.	☐	☐	
6	Ensure tugs are prepared for use to remove a ship from a wharf.	☐	☐	
7	Ensure vessel removed is anchored a safe distance from Port infrastructure.	☐	☐	
8	Initiate an evacuation in the immediate vicinity of the incident if required.	☐	☐	
9	Assess the situation and determine whether a full site evacuation of the Port is warranted.	☐	☐	
10	In the event of a fire, coordinate with DFES to ascertain appropriate Incident Command and response strategies.	☐	☐	
11	Place oil spill equipment and response personnel on stand-by immediately. Consider deploying oil spill equipment to area or establishing a forward command site/post.	☐	☐	
12	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for personnel.	☐	☐	
13	Ensure appropriate Emergency Services have been notified (Including Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.	☐	☐	
14	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the affected area and direct Emergency Services.	☐	☐	
15	Notify external agencies (Police, DoT, AMSA, etc) as required (AMSA Form 18 & 19 by Master). Advise Border Force in event personnel are bought ashore.	☐	☐	
16	Obtain an update from the ship's crew and/or Southern Ports - Albany personnel at the scene.	☐	☐	
17	Order vessel working on adjacent berth to cease operations and move from the wharf if required.	☐	☐	
18	Order evacuation of the ship's crew if required.	☐	☐	
19	Order the use of shore-based equipment to be used on the ship.	☐	☐	
20	Ensure tugs are prepared for use to remove a ship from a wharf.	☐	☐	

ERP 09 - Incident Involving a Ship		YES	N/A	Time
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Emergency Response Procedure – Albany

For at Anchor/Under Pilotage Incident. The Ships Master will retain control of the vessel and determine the best course of action in conjunction with the Harbour Master

2	Ascertain and record accurate details of the incident, including: • Time and location. • Vessel(s) details – LOA, beam, drafts, direction of ship's head. • Tide gauge reading at the time of incident. • State of the tide and times of HW and LW. • Topography and type of the seabed in the vicinity. • Condition of the vessel, including any underwater damage / watertight integrity / oil pollution occurring or likely / potential oil pollution / propulsion damage / steering damage. • If any crewmembers are injured and if a medical evacuation is needed. • Type and quantity of cargo on board.	☐	☐	
	If Pilot is on board, appoint them to be On Scene Commander. If no Pilot on board, liaise with Master to ascertain if suitable and safe to mobilise a Pilot to act as On Scene Commander.	☐	☐	
	Call tugs for assistance if required.	☐	☐	
	Consider whether safe navigation within the port is affected. If so, consider stopping or curtailing all traffic in the area.	☐	☐	
	Determine risk to other vessels at anchor in King George Sound.	☐	☐	
	Establish 'NO GO ZONE' around vessel (using VHF).	☐	☐	
	Activate the IMT and commence the IMT workflow.	☐	☐	
	Ascertain any vessel damage, loss of hull integrity, any oil tanks breached.	☐	☐	
	Activate Southern Ports Oil Spill Contingency Plan as required.	☐	☐	
	Assess sea/swell, weather and tidal conditions and consider weather forecasts.	☐	☐	
	Place oil spill equipment and response personnel on stand-by immediately. Consider deploying oil spill equipment to area or establishing a forward command site/post.	☐	☐	
	In the event of a fire, coordinate with DFES to ascertain appropriate Incident Command and response strategies.	☐	☐	
	In the event of people overboard or search and rescue, coordinate with Police to ascertain appropriate Incident Command and response strategies.	☐	☐	
	Notify external agencies (Police, DoT, AMSA, etc) as required (AMSA Form 18 & 19 by Master). Advise Border Force in event personnel are bought ashore.	☐	☐	
	Consult with involved parties (AMSA, Vessel, Agents, P&I) to determine options such as whether to attempt refloat / beaching vessel or proceeding to an appropriate anchorage etc.	☐	☐	
	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
	Make vessel/area safe.	☐	☐	
	Give "All Clear / Stand-down" call over communication system.	☐	☐	
	Give "All Clear / Stand-down" call over communication system.	☐	☐	
	Request a copy of AMSA Form 18 & 19 submitted by Master as part of Port investigations.	☐	☐	

Emergency Response Procedure – Albany

ERP 10 - Evacuation of Personnel from a Ship

ERP 10 - Evacuation of Personnel from a Ship		YES	N/A	Time
For Alongside Incident - The Harbour Master will assume the role of Incident Controller and determine if any ship needs to be removed from the port.				
1	Appoint a port employee to be On Scene Commander (Duty Card 11) with effective communications to the ICC.	☐	☐	
2	Restrict all access to hold space. If there is any doubt in regard to the hold space atmosphere, ensure it is tested prior to anyone else entering the space. <u>Confirm hold atmosphere is safe.</u> If there is any doubt, DO NOT ENTER an unsafe area.	☐	☐	
3	Notify Emergency Services of the situation (DFES / Ambulance).	☐	☐	
4	Cease loading/discharging operations for that particular vessel.	☐	☐	
5	Notify the Harbour Master and Ships Agent.	☐	☐	
6	Send first aid qualified personnel to site to administer first aid until ambulance personnel arrive.	☐	☐	
7	Activate the IMT and commence the IMT workflow as required.	☐	☐	
8	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
9	Liaise with ships Master to assist with personnel rescue and ensure adequate rescue and first aid equipment is available on site.	☐	☐	
10	Ensure suitable rescue equipment is used, DFES equipment if possible, however the shore or ship cranes may be used if considered safe. NOTE: Only an approved workbox should be used to move someone via crane and a risk assessment completed first.	☐	☐	
11	If a casualty is to be lifted from the vessel or vessel hold on a stretcher, <u>DFES is to control</u> and ensure there is no possibility of the casualty slipping out of the stretcher. Where possible, <u>wait</u> for advice/assistance from DFES / Ambulance crews before moving an injured person.	☐	☐	
12	Notify external agencies (Police, AMSA, WorkSafe etc) as required (AMSA Form 18 & 19 by Master).	☐	☐	
14	Ensure a port employee escorts the casualty to hospital, preferably a witness to the accident.	☐	☐	
15	Notify Ship's Master and agent when casualty reaches hospital. Agents deal with casualty once on shore (if ships crew).	☐	☐	
16	Advise Border Force and Biosecurity that personnel are brought ashore.	☐	☐	
17	Make incident area safe and give "All Clear / Stand-down" call over communication system.	☐	☐	
19	Request a copy of AMSA Form 18 & 19 submitted by Master as part of Port investigations.	☐	☐	
For at Anchor/Under Pilotage Incident. The Ships Master will retain control of the vessel and determine the best course of action in conjunction with the Harbour Master				

Emergency Response Procedure – Albany

ERP 10 - Evacuation of Personnel from a Ship		YES	N/A	Time
1	Verify nature of injury/ illness and location of casualty on board.	☐	☐	
2	Ask vessel Master if any assistance required - arrange boat/ambulance if requested.	☐	☐	
3	If Pilot is on board, appoint them to be On Scene Commander. If no Pilot on board, liaise with Master to ascertain if suitable and safe to mobilise a Pilot to act as On Scene Commander.	☐	☐	
4	If immediate evacuation/ treatment required, discuss options with Master: - Establish if ship has a Neil Robertson stretcher. - If not, boat coxswain to collect Stokes Litter stretcher from First Aid Post at the eastern end of the transit shed. - Boat to proceed to the ship at best speed, with Stokes Litter stretcher and a minimum of two deckhands. - Ship's Master and crew will transfer casualty by stretcher to the boat. - Consider most suitable landing point for casualty recovery and inform boat and ambulance. - Despatch a Southern Ports - Albany employee to the landing site to ensure access and provide directions for the ambulance. - If aforementioned arrangements unworkable, consider berthing vessel then using ship alongside medical evacuation procedure.	☐	☐	
5	Notify Ship's Master when casualty reaches hospital.	☐	☐	
6	Notify vessel agent of situation. Agents deal with casualty once on shore.	☐	☐	
7	In event of serious injury/ fatality, arrange Medical opinion and ensure accident site remains unaltered for investigative purposes.	☐	☐	
8	Notify external agencies (Police, AMSA, etc) as required. Advise Border Force and Biosecurity (DAFF) that personnel are brought ashore.	☐	☐	
9	Request a copy of AMSA Form 18 & 19 submitted by Master as part of Port investigations.	☐	☐	
10	Give "All Clear / Stand-down" call over communication system.	☐	☐	

ERP 11 - Oil Spill/Dangerous Goods Release into the Water

ERP 11 - Oil Spill/Dangerous Goods Release into the Water

Implement the measures detailed in Southern Ports Oil Spill Contingency Plan

Emergency Response Procedure – Albany

ERP 12 - Severe Weather

ERP 12 - Severe Weather		YES	N/A	Time
If advanced notice is provided (media broadcasts/weather alerts/BoM information etc) – consider reduction of Port staff to essential staff only and make preparation for vessels to put to sea or seek refuge.				
Shipping				
1	- Advise all Southern Ports - Albany operational staff. - Advise berthed ships to secure moorings and run extra mooring lines. - Main engines on standby.	☐	☐	
2	- Advise vessel at anchor to lay out extra cable. - Have second anchor ready to let go. - Maintain listening watch VHF 12 and 16.	☐	☐	
3	Harbour Master to monitor swell conditions; if heavy swell predicted advise anchored vessel to consider putting to sea.	☐	☐	
4	Harbour Master to consider closing port to shipping.	☐	☐	
5	Recommend to Masters of vessels especially Panamax or woodchip vessels to put to sea if wind speeds expected to reach above 60 knots.	☐	☐	
Landside				
6	Advise all personnel to remain in the buildings and keep well clear of windows.	☐	☐	
7	Advise all personnel in storage sheds and facilities to move to the ground level and personnel on vessels to come ashore if safe to do so.	☐	☐	
8	Advise all personnel in buildings to shelter close beside desks or similar structures that offer protection.	☐	☐	
9	If necessary, initiate an evacuation of damaged buildings and facilities only if personnel are placed at risk by the damage. In the event of an evacuation, assess the egress route to ensure that it is safe.	☐	☐	
General				
11	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	☐	☐	
12	In event of the site being unsafe, carefully plan and initiate a full site evacuation. Organise a safe haven for those being evacuated and assess the egress routes to ensure the safe egress of all personnel.	☐	☐	
13	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port.	☐	☐	
14	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by Emergency Services).	☐	☐	

Emergency Response Procedure – Albany

ERP 12 - Severe Weather		YES	N/A	Time
15	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
16	Notify external agencies (Police, DoT, AMSA, etc) if required.	☐	☐	
17	Make incident area safe.	☐	☐	
18	Give “All Clear / Stand-down” call over communication system.	☐	☐	
19	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 13 - Flood/Tidal Surge/Tsunami

ERP 13 – Flood / Tidal Surge / Tsunami		YES	N/A	Time
If advanced notice is provided (media broadcasts/weather alerts/BoM information etc) – consider down manning of Port to essential staff only and make preparation for vessels to put to sea or seek refuge.				
Shipping				
1	- Advise all Southern Ports - Albany operational staff. - Advise berthed ships to secure moorings and run extra mooring lines. - Main engines on standby.	☐	☐	
2	- Advise vessel at anchor to lay out extra cable. - Have second anchor ready to let go. - Maintain listening watch VHF 12 and 16.	☐	☐	
3	Harbour Master to monitor swell conditions; if heavy swell predicted advise anchored vessel to consider putting to sea.	☐	☐	
4	Harbour Master to consider closing port to shipping.	☐	☐	
Landside				
5	Advise all personnel to remain in the buildings and keep clear of access doors.	☐	☐	
6	If necessary, initiate an evacuation of immediate flooded areas.	☐	☐	
7	Ensure appropriate Emergency Services have been notified.	☐	☐	
General				
8	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	☐	☐	
9	If the floodwaters continue to rise, assess the situation, identify suitable areas to muster on higher ground North of the Port and initiate a full evacuation. Advise shipping and provide directions accordingly.	☐	☐	
10	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port.	☐	☐	
11	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by Emergency Services).	☐	☐	
12	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
13	Notify external agencies (Police, DoT, AMSA, etc) if required.	☐	☐	
14	Make incident area safe.	☐	☐	
15	Give “All Clear / Stand-down” call over communication system.	☐	☐	
16	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 14 - Earthquake

ERP 14 - Earthquake		YES	N/A	Time
1	Advise all personnel to remain in the buildings and keep well clear of windows and, where possible, shelter close beside desks or similar structures that offer protection.	☐	☐	
2	Advise all personnel in storage sheds and facilities to move to the ground level.	☐	☐	
3	Ensure appropriate Emergency Services have been notified.	☐	☐	
4	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	☐	☐	
5	If necessary, initiate an evacuation of damaged buildings and facilities. In the event of an evacuation, assess the egress route to ensure that it is safe.	☐	☐	
6	Arrange first aid assistance for injured persons.	☐	☐	
7	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct the Emergency Services.	☐	☐	
8	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
10	Notify external agencies (Police, DoT, AMSA, etc) if required.	☐	☐	
11	Make incident area safe.	☐	☐	
12	Give "All Clear / Stand-down" call over communication system.	☐	☐	
13	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 15 - Bomb Threat

ERP 15 - Bomb Threat		YES	N/A	Time
1	Ensure the call/threat receiver has recorded call details using the Emergency Response Sheet 'Information to record if you receive a bomb threat'.	☐	☐	
2	Notify the Emergency Services (000).	☐	☐	
3	Notify the Port Security Officer, Regional Manager and Police.	☐	☐	
4	Seek advice from Police (000) before initiating an evacuation. Check that the egress routes and Muster Points are clear of suspicious items or vehicles. (Choose alternative Muster Points to avoid secondary targeting)	☐	☐	
5	Initiate an evacuation of buildings and facilities nominated by the person making the threat. If threat is not specific, initiate a full evacuation of the Admin and Lease 10 buildings and the Port. Use alternative Muster Points and do not congregate in large crowds near publicly accessible areas.	☐	☐	
6	Advise all persons NOT to: • Turn on or off any lighting or appliance. • Turn off main electrical supply. • Make any telephone calls (land line or mobile); or • Use radios.	☐	☐	
7	Advise all personnel to leave windows and doors open.	☐	☐	
8	If safe to do so, activate the Incident Management Team at a safe location and commence the IMT workflow.	☐	☐	
9	Harbour Master and Port Security Officer to implement precautions required under SPA - Albany Maritime Security Plan.	☐	☐	
10	Relevant Port Service Providers and Maritime Industry Provider's to be notified of incident.	☐	☐	
11	If safe to do so, assign a person as Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
12	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
13	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	☐	☐	
14	Notify external agencies (Police, AMSA, Dept of Home Affairs etc) if required.	☐	☐	
15	Make incident scene safe.	☐	☐	
16	Give "All Clear / Stand-down" call over communication system.	☐	☐	
17	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 16 - Armed Incursion/Security Breach

ERP 16 - Armed Incursion / Security Breach		YES	N/A	Time
1	Communicate with the person reporting the emergency and endeavour to ascertain: • The number and location of the intruders, • Whether the intruders are still on site; and • If there is any perceived danger to on-site personnel.	☐	☐	
2	Evaluate the status of the security breach and determine if the alarm needs to be raised.	☐	☐	
3	Notify Harbour Master, Regional Manager and Port Security Officer of any incident. Notify Police (000) unless it has been proven a false alert.	☐	☐	
4	Harbour Master to assume the role of Incident Controller when on site and implement any precautions required under SPA - Albany Maritime Security Plan.	☐	☐	
5	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	☐	☐	
6	If the intruders are still on site, attempt to monitor their position from a safe distance and report their movements to the Incident Controller.	☐	☐	
7	<u>Armed intruders still on site:</u> • Instruct all personnel to move inside the protection of buildings. • Instruct personnel to lock down their area and remain out of sight until instructed otherwise (mobile phones to silent and turn down volume of radio). • If possible and safe for personnel to evacuate the immediate vicinity of the intruders without moving in the open (e.g. via storage sheds, etc.), initiate such evacuation; and • Pass on all relevant information regarding status of emergency and progress of evacuation to the Emergency Services personnel on their arrival.	☐	☐	
8	<u>Intruders have left site:</u> • Ensure that injured are attended to. • Ensure that no item in the vicinity is touched or moved. • Have witnesses remain at scene. • Close Port and assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
9	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
10	Pass on all relevant information regarding status of emergency to the Emergency Services personnel on arrival.	☐	☐	

Emergency Response Procedure – Albany

ERP 16 - Armed Incursion / Security Breach		YES	N/A	Time
11	Notify external agencies (AMSA, Department of Home Affairs, etc) if required.	☐	☐	
12	Make incident area safe.	☐	☐	
13	On advice from Police, give “All Clear / Stand-down” call over emergency communication address system.	☐	☐	
14	On advice from Police, isolate incident area and support/instigate investigation purposes. Ensure access to site plans and CCTV footage (where possible).	☐	☐	

Emergency Response Procedure – Albany

ERP 17 - Civil Disturbance

ERP 17 - Civil Disturbance		YES	N/A	Time
1	Ascertain nature and location of the civil disturbance and determine the threat level posed.	☐	☐	
2	Ensure appropriate Emergency Services have been notified (Police).	☐	☐	
3	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	☐	☐	
4	If safe, have personnel remain in area of responsibility and advise them not to confront protestors.	☐	☐	
5	If a threat is posed to those working in the immediate vicinity of the protest, initiate an evacuation of that area via safe egress routes to muster points.	☐	☐	
6	If safe, assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
7	Assess the situation and determine whether a full evacuation is warranted.	☐	☐	
8	If full evacuation and Port closed, assign a person to advise Port users and direct all shipping, road and rail traffic as required (if not being handled by responding Emergency Services).	☐	☐	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐	
10	Notify external agencies (Police, DoT, Dept of Home Affairs, etc) if required.	☐	☐	
11	Make incident area safe.	☐	☐	
12	Give "All Clear / Stand-down" call over communication system.	☐	☐	
13	Isolate incident area and gather information for investigation purposes.	☐	☐	

ERP 18 - Biosecurity Incident

ERP 18 – Biosecurity Incident	
For incidents involving a vessel where prior notification has been received (vessel arrival declaration etc.).	
1	Vessel notifies the Agent as part of pre-arrival procedures.
2	Agent informs the Department of Agriculture, Fisheries and Forestry (DAFF) and/or Department of Health (DoH) who will provide appropriate direction on quarantine arrangements.
3	Agent informs Southern Ports on vessel management arrangements.
4	Consider the requirement to activate the Incident Management Team.
5	Southern Ports responds to advice from DAFF and/or DoH and/or Agent as appropriate.
For incidents where no prior notification has been received. The following section describes Incident Response action by the Port.	
1	On discovery of an incident or potential incident, inform DAFF and/or DoH and SPA - Albany Environment Dept.
2	Assess the situation and, if necessary, initiate an evacuation of the immediate vicinity of the incident to ensure health and safety of Port personnel.
3	If safe to do so, appoint an On Scene Commander.
4	Consider the requirement to activate the Incident Management Team.
5	Implement immediate containment arrangements to limit escalation / spread of the incident. This includes isolating ill passengers or confining them to the vessel until they can be assessed by a biosecurity official.
6	Initiate support/advice from DAFF and/or DoH.
7	In consultation with DAFF and/or DoH, implement appropriate measures to eradicate the outbreak including: • Refer to SWI-ALB- Biosecurity Incident Response Procedure. • Activation of approved treatment providers to manage incident. • Implement collection and treatment of biosecurity waste.
8	For incidents outside SPA-Albany capability (above Tier 1), support external agencies in the operational response. Typically, the aim of the operational phase is to contain and/or eradicate the pest or disease. During the operational phase: • Operations centres will be established at the appropriate levels (i.e. national, state and/or local), to manage strategic and operational aspects of the response. • A national consultative committee may be established. • A national management group may be established.
9	Implement stand down actions when appropriate. Stand-down phase commences when:

ERP 18 – Biosecurity Incident

- The response strategy has been effective, or
- Eradication of a pest or disease is not considered feasible, cost effective or beneficial, or
- The relevant national management group formally declares that the pest or disease outbreak is over.

During the stand-down phase operations centres will:

- Develop and implement an on-going management program, if required.
- Recover, decommission and dispose of stores and equipment.
- Arrange appropriate archiving of all records.
- Finalise accounts.
- Conduct debriefings and record all learnings.
- Develop an action plan to address learnings.

Emergency Response Procedure – Albany

ERP 19 - Site Evacuation & Muster

Emergency evacuation procedures for fire and bomb threats are available next to all Southern Ports - Albany telephones and throughout the Port buildings. For certain emergencies, a site wide evacuation may be required. A decision to evacuate will be made by the IC using the following process.

ERP 19 – Site Evacuation & Muster		YES	N/A	Time
1	Incident Controller assesses the situation and determines whether a full site evacuation is warranted or if non-affected areas can continue as normal and advise accordingly.	☐	☐	
2	Assess risks to established muster points and egress routes for all locations to be evacuated.	☐	☐	
3	Quickly develop a safe evacuation plan including routes, muster locations and what to do if things go wrong during the evacuation. (NB: rely on existing muster procedures if safe to do so).	☐	☐	
4	Brief Fire Wardens and Muster Wardens (by radio or telephone) on the conduct of the orderly evacuation.	☐	☐	
5	Give specific instructions to commence the orderly evacuation.	☐	☐	
6	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.	☐	☐	
7	Ensure appropriate Emergency Services have been notified (Including Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.	☐	☐	
8	Assign a person to the role of Security Coordinator (Duty Card 12) to secure access to the Port and direct Emergency Services.	☐	☐	
9	If full evacuation and Port closed, assign a person to advise Port users and/or direct all shipping, road and rail traffic as required.	☐	☐	
10	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	☐	☐	
11	Notify external agencies (Police, DoT, AMSA, etc) if required.	☐	☐	
12	Make incident area safe.	☐	☐	
13	Give “All Clear / Stand-down” call over communication systems.	☐	☐	
14	Isolate incident area and gather information for investigation purposes.	☐	☐	

Emergency Response Procedure – Albany

ERP 20 - Aircraft Ditching in Port Land/Waters

ERP 20 – Aircraft Ditching in Port Land/Waters		YES	N/A	Time
1	Ensure Police have been notified.	☐	☐	
2	Assess where aircraft has ditched and what draft vessel can access immediate area.	☐	☐	
3	Consider whether safe navigation within the port is affected and advise vessels, implement restrictions as appropriate in conjunction with Police.	☐	☐	
4	Launch pilot boat to assist recovery of survivors. Appoint a port employee to be On Scene Commander with UHF communications to the ICC.	☐	☐	
5	Notify ATSB in consultation with Police.	☐	☐	
6	If necessary, use the Pilot launch/other vessels to assist Police keeping spectator vessels clear of the area.	☐	☐	
7	Activate the IMT as required and commence the IMT workflow.	☐	☐	
8	Notify external agencies (WorkSafe, DoT, AMSA, etc) if required.	☐	☐	
9	In the event of a survivor/fatality recovery, provide assistance to Police as required including: - Consider most suitable landing point for casualty recovery and inform Pilot boat and ambulance. - Despatch a SPA - Albany employee to the landing site to ensure access and provide directions for the ambulance.	☐	☐	
10	On advice from Police, give “All Clear / Stand-down” call over emergency communication system.	☐	☐	
11	Provide support and advice to Police and ATSB for investigation purposes.	☐	☐	

APPENDIX 3: OVERVIEW OF PORT LOCATIONS



Key – Southern Ports - Albany port location identification

1	Albany Administration Building	18	Security Gate 1
2	Border Force Building	19	Security Gate 2
3	CBH Grain Storage	20	Security Gate 3
4	Maintenance Workshop	21	Security Gate 4
5	Tug Marina	22	Security Gate 6
6	Lease 10 Building	23	Berth 1
7	Biosecurity Washdown Bay	24	Berth 2
8	Cold Store	25	Berth 3
9	Transit Shed	26	Berth 6
10	Silica Sand Stockpile	27	Pathway on Brunswick Road, east of the admin building
11	Lot 60	28	Carpark to the rear of the admin building
12	Fertiliser	29	Inside No.1 entrance gate for those occasions when No.1 berth is secured from other port areas gate
13	Woodchip/Biomass Stockpile	30	Main assembly area - west of No.2 main entrance
14	Woodchip/Biomass Stockpile	31	Berth 6 to the west of the amenities building
15	Lease 55 Shed		
16	Out of service Diesel & Unleaded Tanks		
17	Pilot Cottages		

APPENDIX 4: LOCATIONS – MEDICAL EQUIPMENT

Primary

First aid posts are established at the following places:

- East end of Transit Shed.
 - This post has a **Stokes Litter** stretcher for casualty evacuation, **defibrillator and oxygen** bottle.
- Amenities #3 (includes **defibrillator**)
- Berth 6 amenities building (**defibrillator and oxygen** bottle)
- Administration building. – level 1 lunchroom
 - **defibrillator** located outside the main entry door
- Lease 10 Building

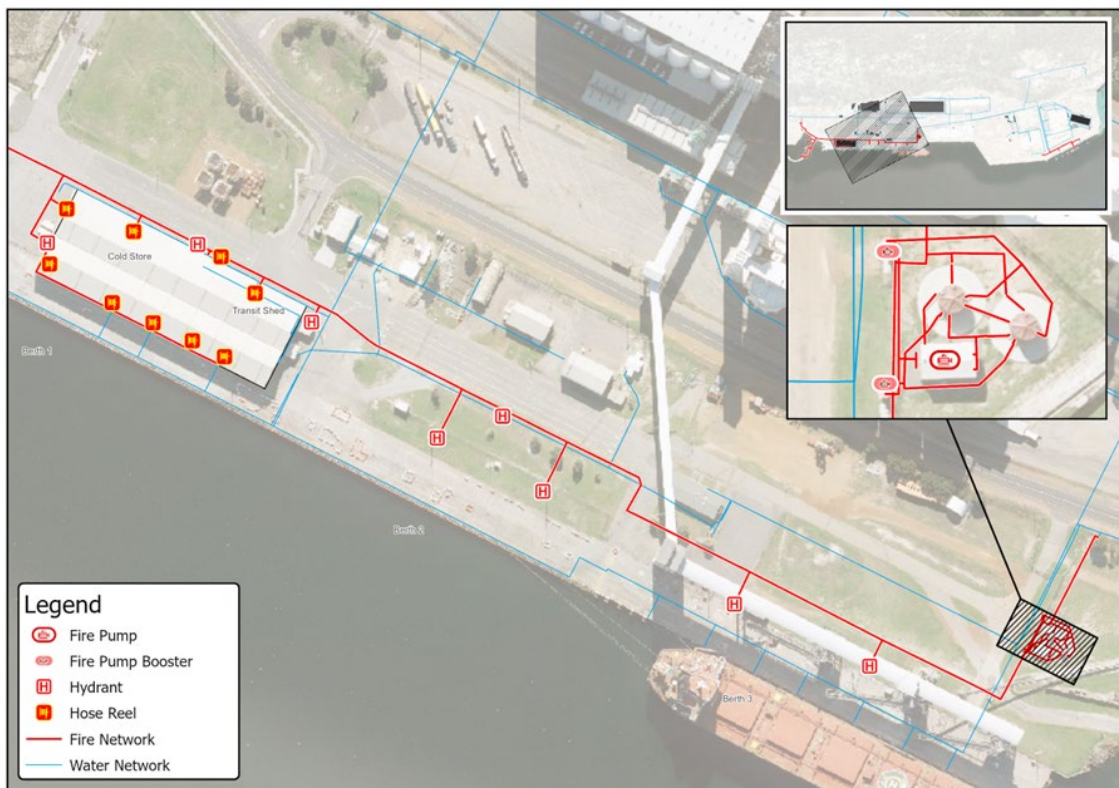
Secondary

First aid posts/kits are located:

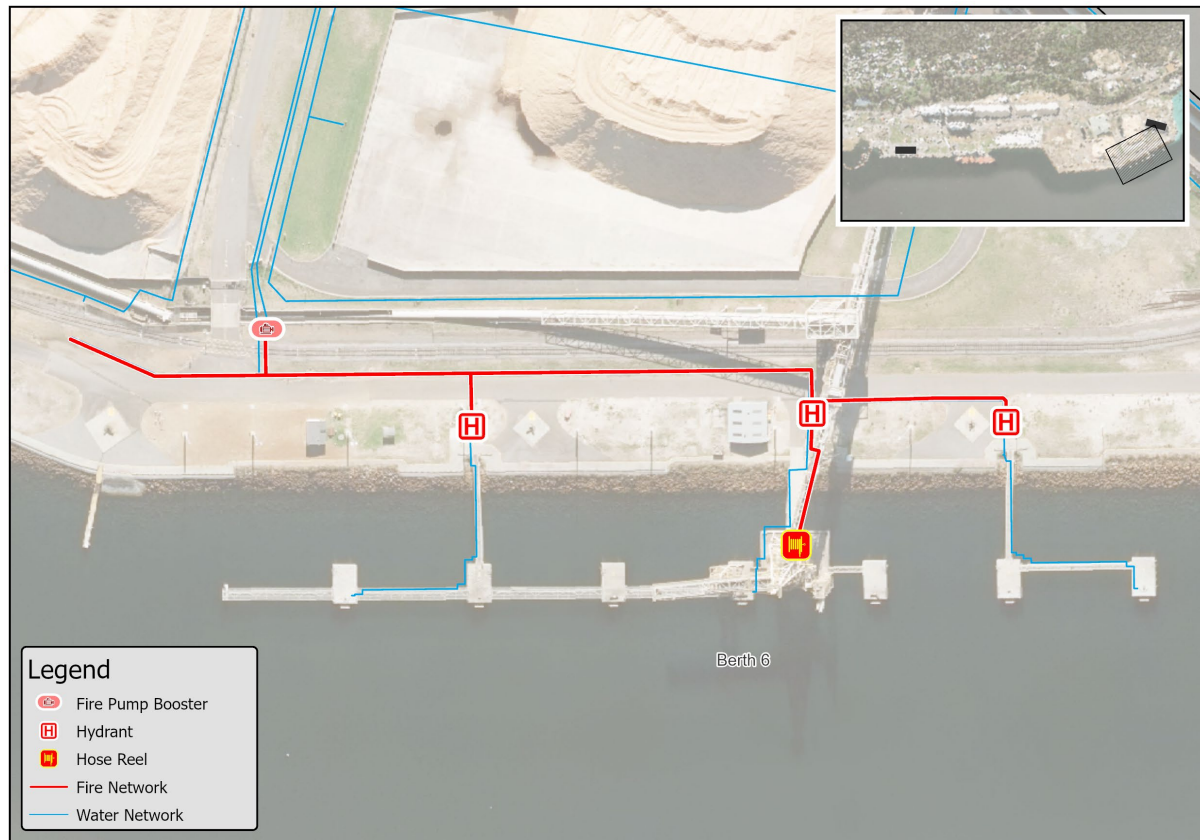
- Watchman's hut - east of Transit Shed
- Maintenance Workshop (includes **defibrillator**)
- Weighbridge office
- Security hut @ gates 1 and 2
- Pilot vessel *Mokare* (also carries **defibrillator**)
- All SPA-Alb vehicles
 - **Defibrillator** located in electricians vehicle



APPENDIX 5: LOCATIONS – EMERGENCY FIRE MAIN SYSTEM FOR BERTHS



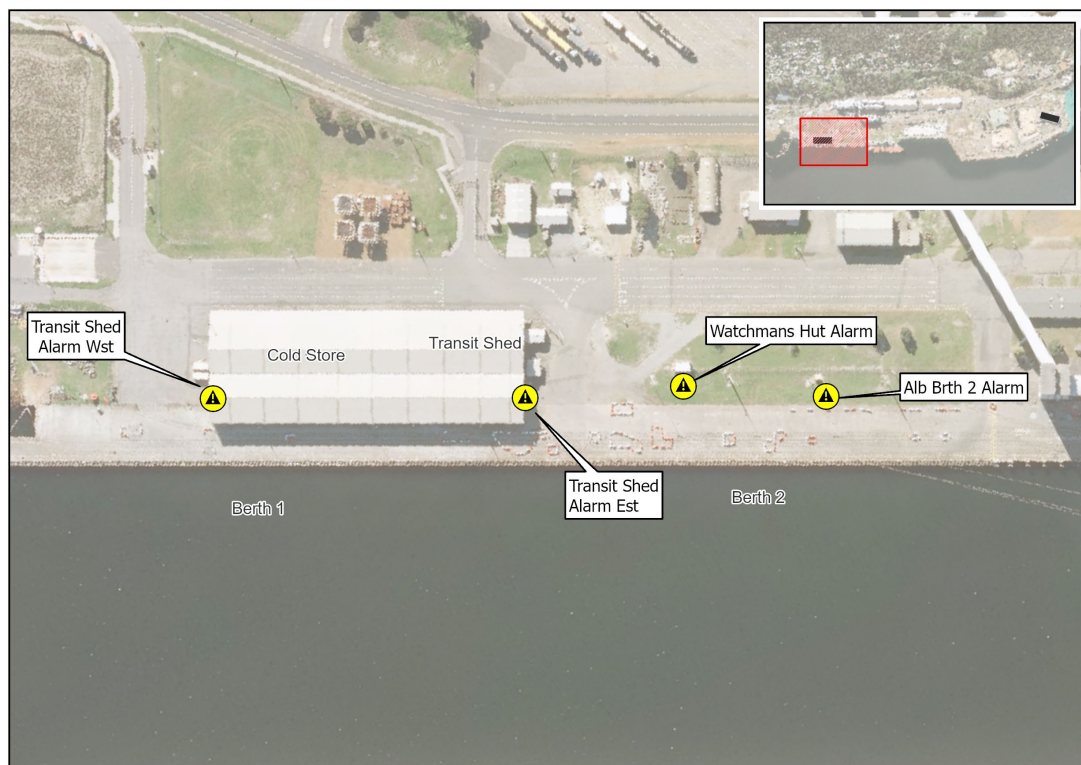
Emergency Response Procedure – Albany



APPENDIX 6: LOCATIONS - DANGEROUS GOODS & FLAMMABLE SUBSTANCES



APPENDIX 7: EMERGENCY ALARM ACTIVATION POINTS



APPENDIX 8: EMERGENCY SHOWER AND EYEWASH STATIONS



APPENDIX 9: INCIDENT CONTROL CENTRE LOCATIONS AND LAYOUT

Primary Incident Control Centre

The meeting room on the top floor of the Southern Ports - Albany admin building (aka Eclipse Room) and adjacent offices will be utilised as the primary ICC once the IMT is activated. An example layout is depicted over-page.

Note that initial direction by the IC may be made prior to mobilisation of the IMT to the alternate ICC or to evacuate the site.

The IMT tools are stored in the Battle Boxes. These are located in the basement of the Admin building and a mobile battle box (carry bag) with OSC info is stored and carried in the Maintenance Supervisors vehicle. Other details for the ICC are:

- Actions of the first person to enter the ICC – see Appendix 10 –*Incident Control Centre Setup Checklist*.
- The ICC equipment list is attached to the individual Battle Boxes.

Alternate Incident Control Centre

Alternate ICC facilities are available at the Maintenance Supervisors office. This facility will be used in the event that the primary ICC is not accessible.

The IMT tools are stored in the Battle Boxes stacked in the storage area at the eastern end of transit shed. Other details for the ICC are:

- Actions of the first person to enter the ICC – see Appendix 10 –*Incident Control Centre Setup Checklist*.
- The ICC equipment list is attached to the individual Battle Boxes.

Large Scale Incidents and Off-site Incident Control Centres

If the primary and alternate ICC are not useable for any reason, the IC will make alternate arrangements at the time, commensurate with the nature and scale of the emergency. Possibilities include:

- DFES building (5 Hercules Crescent, Albany)
- Australian Border Force office (49 Bolt Terrace, Albany).
- SES building (23 Mercer Rd, Walmsley)

For tier 2 or 3 incidents where Southern Ports - Albany hosts an augmented IMT and potentially State and National Oil Spill Response Teams, a combination of facilities including the primary ICC, Administration Building or DFES/SES facilities may be required.

Emergency Response Procedure – Albany

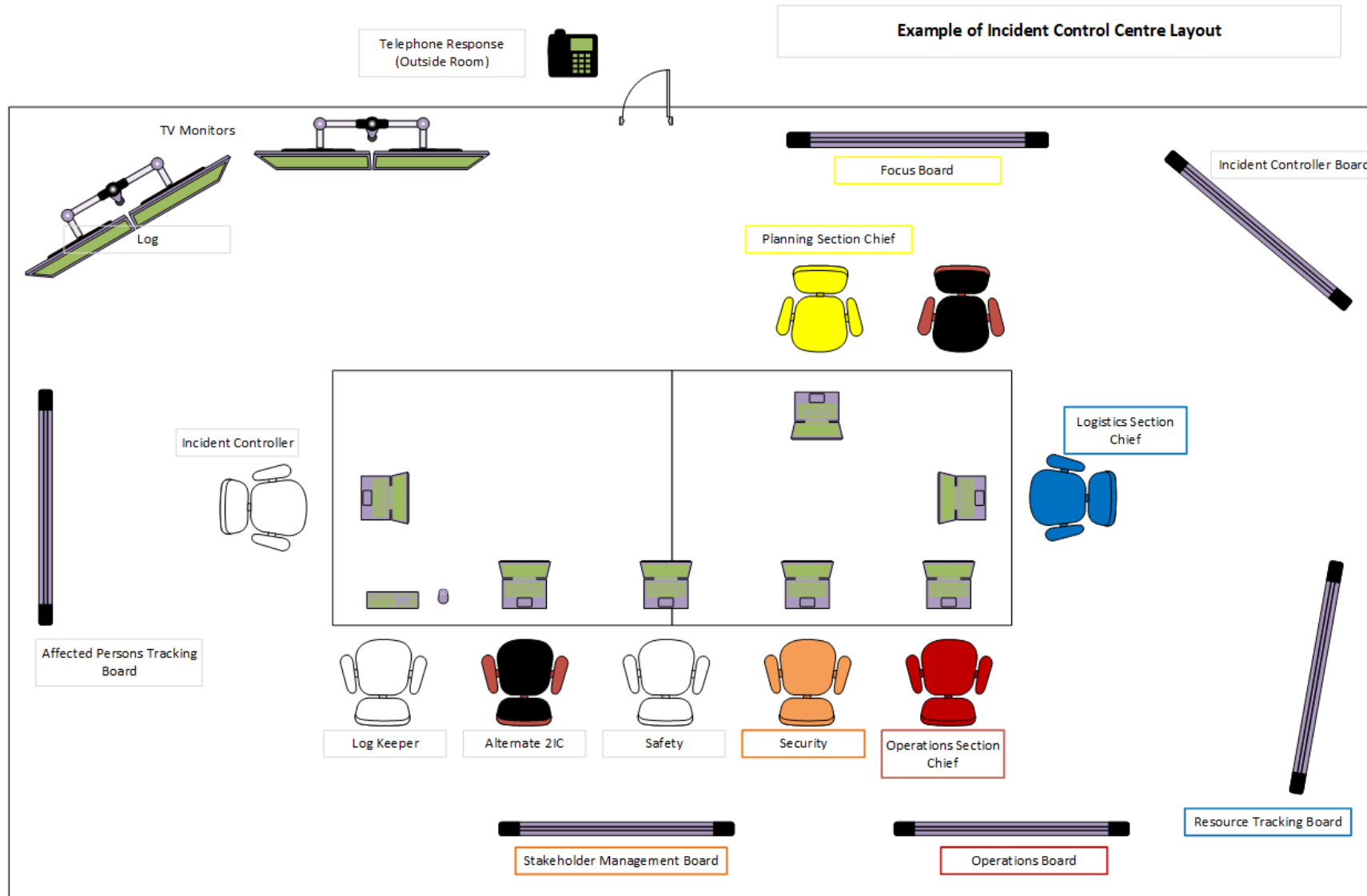


Figure 3: Incident Control Centre Layout

APPENDIX 10: INCIDENT CONTROL CENTRE SETUP CHECKLIST

