

Emergency Response Procedure - Esperance

DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	New Document	Tim Ammon	David Graham	22.11.2020	22.11.2020
02	Update Duty Cards	Tim Ammon	David Graham	28.10.2021	28.10.2021
03	Update Document	Safety & Security Manager, Regional Manager - Esperance	Chief Operating Officer	19/07/2024	02/08/2024
04	Complete review to align with WA Emergency Risk framework and Southern Ports Crisis & Emergency Management Plan changes.	Safety and Security Lead, Regional Manager, Group HSE Manager	Chief Operating Officer	22/04/2025	16/05/2025

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 Authority (Southern Ports) – Port of Esperance. 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 - Esperance, 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 - Esperance operations and marine vessels within Southern Ports - Esperance waters;
- all landside assets owned and operated by Southern Ports - Esperance;
- all operations/services under contract to Southern Ports - Esperance;
- construction projects within Southern Ports land or management control; and
- offices and warehouses.

Port Users and Stakeholders within the Southern Ports – Esperance are required to have in place their own Emergency Management Procedures for their operating areas. These procedures compliment 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

First Aid Facilities and Equipment

The port provides and maintains first aid facilities and equipment including medical equipment such as defibrillators and oxygen. (See Appendix 5: LOCATIONS – MEDICAL EQUIPMENT)

The Safety and Emergency Advisor who manages the facilities, maintains and keeps a register of first aid equipment.

First Aid Rooms

- Berth 2 / RCD Amenities
- Mission Control

First Aid Kits

First aid kits appropriate to the risks of the port are located at strategic locations to provide easy access, including workshops and muster points. These kits are portable so they can be collected and taken to the location of the injured party if required.

First aid kits are located in select vehicles on site and port pool vehicles. First aid kits are also available for road travel.

Marine type first aid kits and medical equipment are provided on all marine vessels such as the pilot boats.

The kits are serviced every 6 months.

First Aiders

The Port maintains a pool of workers trained to either Provide First Aid or Advanced First Aid level.

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

ERT Facilities and Equipment

A summary of Port emergency equipment is as follows.

ERT01 – Fire Appliance

- 4x Breathing Apparatus sets
- Vehicle Rescue Equipment

ERT02 – Rescue Appliance

- 4x Breathing Apparatus sets
- Vertical Rescue Equipment
- HAZMAT Response Equipment
- Heavy Vehicle Rescue Equipment

ERT Ancillary Equipment

- Turbex High Expansion Foam Generator
- Bauer Junior 2 Compressor – Breathing Apparatus cylinder refilling
- DFES B Class Foam Trailer
- DFES Ship Fire Fighting Cache

Oil Spill Equipment

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

3.3 Training and Exercising

The Esperance Health, Safety and Security Lead shall prepare an Incident response exercise and training schedule for the forthcoming year, in consultation with the Regional Manager - Esperance.

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

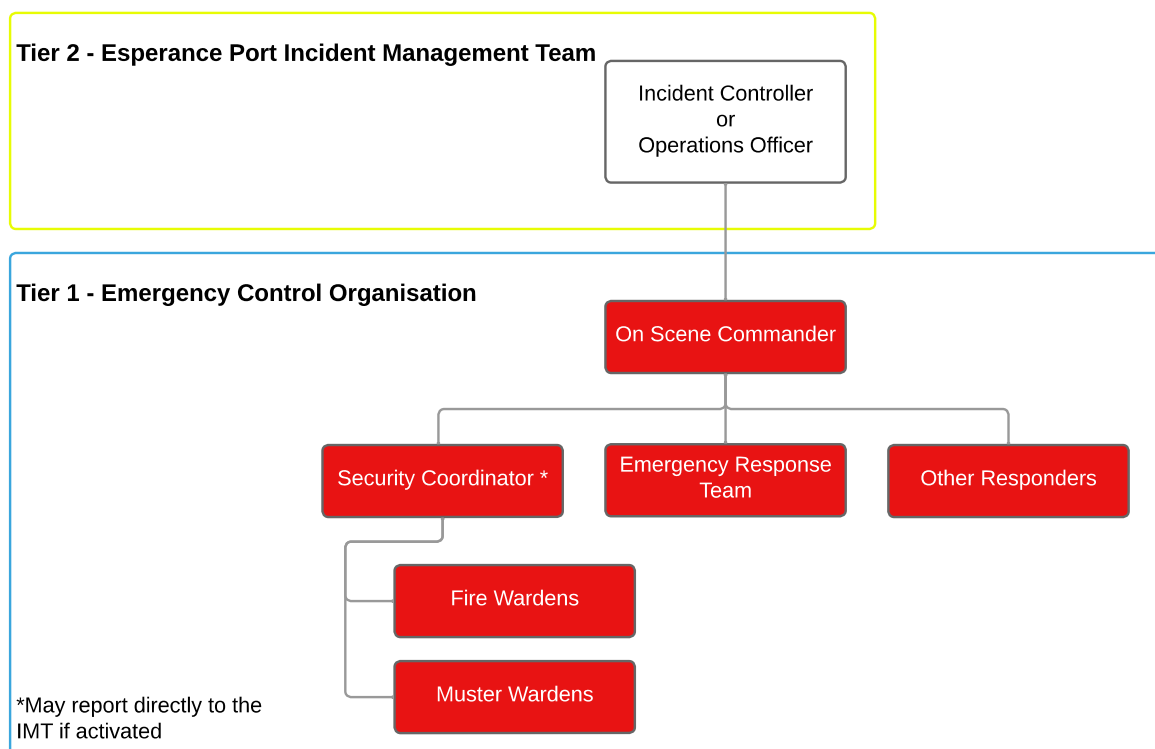


Figure 1: Southern Ports Esperance ECO

First Response – ECO or ERT

First response is initiated by the Shift Superintendent and is comprised of Fire Wardens and Muster Wardens (Emergency Control Organisation - ECO) and the Emergency Response Team (ERT) depending on the capability required to combat the incident.

Detailed duty cards for all ECO and ERT appointments are contained Appendix 1.

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

On Scene Commander (OSC)

The OSC directs all emergency response operations at or close by the event location.

The OSC is predominantly the Shift Superintendent but depending on the nature of the incident the OSC can also be the ERT Coordinator or Marine Pilot.

The OSC may assign duties as described in the required Duty Cards.

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

Utilising the SMEACS form (Appendix 9) the OSC will prepare a briefing and deliver it to the ERT and workforce on their arrival at the incident scene.

Control of Tier 2 or Tier 3 incidents is covered in Southern Ports Crisis and Emergency Management Plan (D18/24683)

Emergency Response Team (ERT)

The ERT will carry out local response activities, such as but not limited to providing first aid/medical assistance, rescue from heights and confined space, firefighting, light and heavy vehicle rescue, Hazmat, structural collapse and search and rescue.

Incident Management Team (IMT)

Refer to Southern Ports Crisis and Emergency Management Plan (D18/24683)

Mutual Aid Arrangements

Formal mutual aid arrangements have been structured to cover assistance provided from and to Southern Ports.

Mutual Aid Agreement outlines the terms agreed by Southern Ports and participating local organisations to provide a mutual response should a crisis or emergency occur.

The Mutual Aid is not to provide day to day emergency services, rather an emergency response should an event or incident occur which overwhelms an individual Incident Management Teams immediate resources.

Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) is in place between Southern Ports – Esperance and the Department of Fire and Emergency Services (DFES). The purpose of the MOU is to establish mutual support between DFES and Southern Ports – Esperance for planning and responding to incidents in and around the Esperance Port Zone being within a 50km radius from Esperance Port in the Esperance Fire District.

5 EMERGENCY ACTIVATION PROCESS

Response to an Emergency is initiated via an emergency call via VHF radio channel 1 (secure) or the designated Emergency Contact phone number 0428 712 111. Figure 2 indicates the Emergency Activation Process for Southern Ports – Esperance.

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.

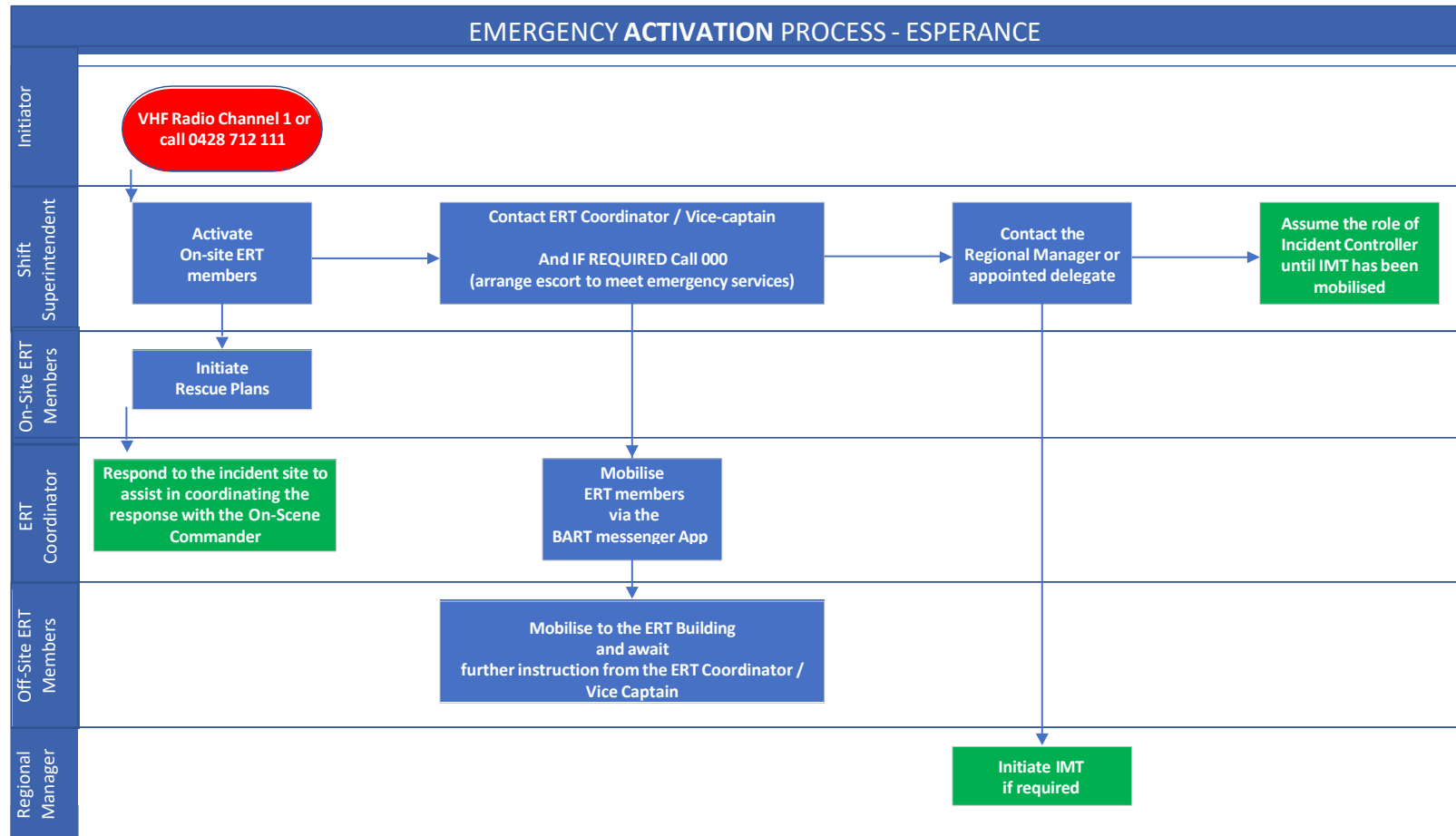


Figure 2: Emergency Activation Process – Esperance

5.1 Emergency VHF Radio Frequencies and Procedure

Channels		VHF Radio Frequencies	
Black VHF Radios for all channels	1	General	Emergency (Landside), Iron Ore Operations, Rail Operator
	5	Security	Security Radios
	6	Marine	Emergency (Waterside)
	8	ERT	ERT Radios
	12	Marine	Marine General
	13	Marine	Marine General
	16	Marine	International distress frequency - distress, urgency and safety.
White marine VHF	12	Marine	Marine General
	16	Marine	International distress frequency - distress, urgency and safety.

In the event of an emergency occurring within the Port:

- All Radio Operators to clear the Channel 1 and maintain radio silence except for:
 - The person broadcasting the emergency.
 - The Shift Superintendent and or Control
 - Any personnel directly involved or requested to attend the emergency.
- The person broadcasting the emergency should do so by transmitting:
 - **“EMERGENCY, EMERGENCY, EMERGENCY”** followed by
 - Type of emergency - Man Down, Fire, etc.
 - Location Status
- Required assistance.

Depending on the status of the emergency it may be necessary to immediately shutdown all operations inside the port and evacuate. However, if the emergency does not pose any threat to personnel or plant operations then:

- 1) Shift Superintendent should advise all radio operators that the emergency transmissions will be carried out on another selected channel not involved with Port Operations.
- 2) Personnel involved in the emergency to immediately change to the selected channel.
- 3) The selected emergency channel should be monitored by a nominated individual (log keeper) who can report / update all other personnel on the status as required.

Note: A copy of this section is displayed in the vicinity of the radios in the IMT control room.

5.2 Site Alarms and Responses

AARC Emergency Alarm System

Esperance Port has an evacuation alarm system which uses alarm tones and voice messages to provide clear and concise communications of emergency response across site.

To activate an AARC Evac - Manual Call Point (MCP) Press and **Hold the button for 3 seconds**.



Site Evacuation. The Evacuation MCP are located at the Security office, Shift Superintendent's office and in the Shift Superintendents' and Security vehicles. In the event of a potentially serious event the Shift Superintendent (On-scene Commander) shall initiate a Site Evacuation.

In response to the sounding of an Evacuation Alarm all employees, contactors, port users and visitors shall make their way to the nearest safe Muster Point and report to the Muster Warden.



First Aid. The wall mounted First Aid assistance MCP are installed at high occupancy or potentially at-risk work locations including Security, Berth 1 (near the Berth 1 Cargo Supervisor transportable), Berth 2 (near the Berth 2 Cargo Supervisor transportable), Berth 3 (near the CV34 eastern entrance), RCD MCC entrance, Maintenance Workshop, Shed 5 Control Room, Store's building southern entrance and the Administration building. When activated the First Aid alarm will initiate an alarm tone followed by a location defined voice message.

In response to a First Aid assistance alarm competent first aider should respond to the location to assist.



Duress. Wall mounted Duress MCP are installed at all high occupancy, community accessible and potentially at-risk work locations including the Administration building kitchen and Finance office entrance. When activated the Duress Assistance alarm will initiate a coded covert alarm message to minimise escalation of the incident and provide timely response.



All Clear. The All-Clear alert will be activated by the Shift Terminal Superintendent (On-Scene Commander) or Incident Controller when the incident has been controlled, contained and it is deemed safe to return to normal safe operations.

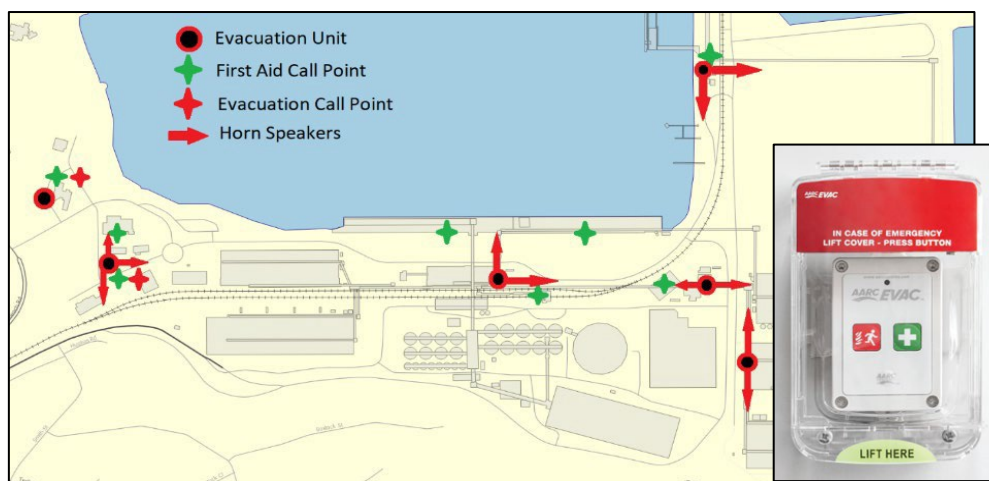


Figure 3: Site Alarms

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.

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

- Port VHF Ch1 (secure)
- SMS Text Message
- Direct telephone
- Public Address system ‘ALL CLEAR’

Affected neighbouring industries and residents should also be notified.

6.2 Post-incident actions

Cleanup and Recovery

The Regional Manager – Esperance will coordinate all clean-up and repair activities with the assistance of the Incident Management Team and/or Emergency Response Team. Port Users and Stakeholders 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.

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 Safety & Security Manager will arrange a debrief with Field Crews and ERT 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 - Esperance 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:

Term / Abbreviation	Definition
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 Forests works to ensure high standards for emergency response. The WA Department of Agriculture and Water Resources 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
DFES	Department of Fire and Emergency Services
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 and First Aiders.
ERP	Emergency Response Procedure. Detailed and pre-planned immediate actions taken in response to an emergency.
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. The primary ICC is the Southern Ports – Esperance Training Room as depicted in Appendix 7.
IMT	The Incident Management Team (IMT) manages the overall response, operational and technical issues arising from a Tier 2 occurrence.
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.
Southern Ports	Southern Ports Authority
WAPOL	Western Australia Police Force

Table 1 Supporting and Related Documents

7.2 Supporting and Related Documents

The following table outlines relevant documents associated with or linked to this ERP:

Doc #	Title
D18/24683	Southern Ports Crisis & Emergency Management Plan
D23/3954	Southern Ports Business Continuity Plan
D20/13612	Southern Ports Oil Spill Contingency Plan
	Port of Esperance Maritime Security Plan
D18/263	Emergency Contact Directory
D17/3992	First Aids Kits Register

Table 2 Supporting and Related Documents

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

Appendix 1 is issued separately and contains the Duty Cards set out below. The cards are produced in hard copy (laminated) and contained in the locations appropriate to the roles.

Duty Card 9A – Muster Warden

- 4 muster point boxes Duty Card 9B – Fire Warden
- 4 Fire Warden PPE locations

Duty Card 10A – Emergency Response Team Leader Duty Card

- ERT 01 & 02

Duty Card 10B – Emergency Response Team Member

- ERT 01 & 02

Duty Card 11 – On Scene Commander

- OSC battle box in Shift Superintendent office
- ERT 01 & 02
- Shift Superintendent site vehicle.

Duty Card 12 – Security Coordinator

- Security Coordinator battle box in Security office

Duty Card 9A – Muster Warden

DUTY CARD 9A Muster Warden	
Organisational Structure	
You report to:	Security Coordinator
People reporting to you:	Those at your Muster Point.
Normal operational location:	Mission Control, CV34 Gallery, Shed 3, Stores/Main Admin
Communications:	VHF Radio CH01 or Phone.

Tier 2 - Esperance Port Incident Management Team

Incident Controller
or
Operations Officer

Tier 1 - Emergency Control Organisation

On Scene Commander

Security Coordinator *

Emergency Response Team

Other Responders

Fire Wardens

Muster Wardens

*May report directly to the
IMT if activated

DUTY CARD 9A

Muster Warden

Key Responsibilities

- Manage muster of personnel at your site.
- Ensure all ID Cards are registered on the Muster Reader and entered onto the Muster Point Attendance Log (D16/273)
- Communicate the progressive count to the Security Coordinator.
- Manage Personnel at muster points/evacuated personnel.
- Assess the ongoing safety of Muster Points and advise the Security Coordinator if further evacuation of personnel from Muster Points if required.
- If personnel are redirected from your location for ERT or IMT duties etc., ensure you sign them off the Muster Point Attendance Log (D16/273) and report their movement to the Security Coordinator.

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 Security Coordinator via 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 (via Security Coordinator)**. 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 9B – Fire Warden

DUTY CARD 9B Fire Warden	
Organisational Structure	
You report to:	Muster Warden
People reporting to you:	Persons within your designated work area
Normal operational location:	Designated structural buildings
Communications:	VHF Radio CH01 or Phone.
Tier 2 - Esperance Port Incident Management Team Incident Controller or Operations Officer Tier 1 - Emergency Control Organisation On Scene Commander Security Coordinator * Emergency Response Team Other Responders Fire Wardens Muster Wardens *May report directly to the IMT if activated	
Key Responsibilities	
• Determine the nature of the emergency and ensure that the alarm has been raised. • Evacuate personnel from the immediate danger area to a safe location. • Search the floor or area to ensure all persons have been evacuated. • Ensure the orderly flow of persons into the protected area e.g. stairwells. • Act as leader of groups moving to the nominated muster points. • Pull yellow and black tape across all doorways and proceed to the nearest Muster Point • Report to the Muster Warden that the evacuation is complete. • If a Muster Warden has not been appointed to the nearest Muster Point after the evacuation is complete, the Fire Warden assumes this role.	

DUTY CARD 9B

Fire Warden

Guiding Principles

- Hi visibility vest is to be worn with the wording - Fire Warden
- Do not place yourself in Danger
- Understand procedures for specific emergencies
- Communicate with the persons in the affected area and ascertain the nature of the emergency
- Be fully familiar with all escape routes and exits from the area
- Pass on all relevant information regarding the status of the emergency and process of evacuation
- Understand the first strike principles of extinguishing or containment of a small-scale fire
- Be a holder of a current First Aid certificate

Moving safely through Smoke and Darkness

- Do not panic
- Orientate yourself (get to the wall)
- Make an exit plan and STICK TO IT
- Stay below the smoke level if possible
- Follow your reference wall, using the back of your hand
- Keep your weight on the back leg
- Feel your way with the front leg
- Keep the other hand, clenched lightly, towards you
- Sweep it up and down from the knee to above your head
- Always maintain contact with your reference points such as the wall
- Go around tables, chairs and benches if possible
- Or go under the obstacles
- ONLY as a last resort, go over the obstacles

Classes of Fire and Fire Extinguishers

- A - Wood, Paper - Water, Foam, DCP
 - B - Flammable Liquid - Foam, DCP, CO²
 - C - Flammable Gases – hose reel spray mist
 - D - Combustible Metals - DCP
 - E - Electrical Energised - CO², DCP.
 - F - Cooking Oils and Fats - CO², DCP, Foam.
- *DCP – Dry chemical powder

DUTY CARD 10A		
Emergency Response Team Leader		
Key Priorities		
Action / Consideration	✓ or N/A	Time
Deploy to the ERT turn out room.		
Monitor the safe activation of ERT members to the ERT turn out room.		
Establish communications with the On Scene Commander.		
Request an update from the On Scene Commander.		
Prepare a brief for the ERT using the SMEAC form.		
Brief the ERT on their arrival at the turn out room.		
Take control and lead the ERT and other emergency personnel allocated to you by the Incident Controller or On Scene Commander for the response.		
Ensure ERT dons appropriate PPE and allocate equipment and members to emergency vehicles.		
Deploy the ERT to the scene within hazard constraints and check in with the On Scene Commander at the Forward Command Post.		
Assess the event and undertake immediate containment and lifesaving actions as required.		
Provide regular updates to the On Scene Commander as required.		
Operational Structure		
You report to:	Incident Controller or On Scene Commander	
Roles reporting to you:	PoE Emergency Response Team Members	
Normal operational location:	Forward Command Post/Incident Scene	
Communications:	VHF Radio CH 01 or Phone	
Tier 2 - Esperance Port Incident Management Team Incident Controller or Operations Officer Tier 1 - Emergency Control Organisation On Scene Commander Security Coordinator * Emergency Response Team Other Responders Fire Wardens Muster Wardens *May report directly to the IMT if activated		

DUTY CARD 10B

Emergency Response Team Members

Key Priorities

The Emergency Response Team will be filled by personnel trained in Emergency Response Skills

Action / Consideration	✓ or N/A	Time
Muster to the ERT Building for turnout response.		
Receive a brief from the Shift Superintendent/ERT Coordinator/Vice Captain.		
Don appropriate PPE and gather emergency equipment for the situation.		
Deploy emergency vehicles and or other equipment as directed by the ERT Coordinator/Vice Captain.		
Follow the directions of the ERT Coordinator/Vice Captain only.		

Operational Structure

You report to:	ERT Coordinator/Vice Captain
Normal operational location:	Forward Command Post/Incident Scene
Communications:	VHF Radio CH 01 or Phone

Tier 2 - Esperance Port Incident Management Team

Incident Controller
or
Operations Officer

Tier 1 - Emergency Control Organisation

On Scene Commander

Security Coordinator *

Emergency Response
Team

Other Responders

Fire Wardens

Muster Wardens

*May report directly to the
IMT if activated

DUTY CARD 11		
On Scene Commander		
Key Priorities		
Action / Consideration	✓ or N/A	Time
Proceed to the incident scene and assume control of any Southern Ports activity. Coordinate the response at the incident scene and ensure safety of all personnel.		
Prepare and deliver a briefing to the ERT and workforce on their arrival at the incident scene utilising the SMEACS form Appendix 9		
<u>Appoint a Scribe.</u> Commence recording of information about the incident using carbon-copy log pad.		
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.		
- Secure the incident scene. - Establish inner and outer cordons and exclusion zones and do not allow access by unauthorised persons. - Ensure there is no disturbance of the incident scene unless required for life saving purposes.		
Provide a verbal Situation Report to the Operations section and establish a schedule for future reports.		
Establish and ensue identification of a Forward Command Post. Identify yourself to the Emergency Services Incident Controller on their arrival.		
In the event of a fatality, the scene may only be accessed by Emergency Services unless required for life saving purposes.		
Assess the ongoing situation and activate additional Emergency Response as required. - 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 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	
Liaise with Emergency Services			
Ensure Emergency Services have safe access and defined staging areas			
Emergency Services may assume the Incident Controller role in many circumstances particularly a major incident. Southern Ports OSC continues to coordinate as a support for Emergency Services' management of the incident.			
Ensure the preservation of evidence for HSE and/or any government authority investigations.			
Organisational Structure			
You report to:	Operations Section		
Roles reporting to you:	Emergency Response Team		
Normal operational location:	Forward Command Post		
Communications:	VHF Radio CH 01 or Phone		
Tier 2 - Esperance Port Incident Management Team Incident Controller or Operations Officer Tier 1 - Emergency Control Organisation On Scene Commander Security Coordinator * Emergency Response Team Other Responders Fire Wardens Muster Wardens *May report directly to the IMT if activated			
Key Responsibilities			
- Command of response operations/activities at the incident scene. - Safety first approach for all personnel at the scene.			

DUTY CARD 11	
On Scene Commander	
Guiding Principles	
The Emergency Management Plan is based on three key 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 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.	
Documentation Required	
• Individual logbook • SMEACS form Appendix 9	

DUTY CARD 12		
Security Coordinator		
Key Priorities		
Action / Consideration	✓ or N/A	Time
Seek a briefing from On Scene Commander or Incident Controller / Operations Section if IMT is activated.		
Broadcast notification to IMT Members through the Gallagher system		
In event of a full site evacuation:		
Close entry gates and post a sentry to stop all traffic from entering Hughes road except emergency service vehicles.		
Restrict entry to emergency service personnel only.		
Coordinate outside agencies arriving at site.		
Routinely update the On Scene Commander or Incident Controller / Operations Section if IMT is activated with regard to emergency response vehicle and personnel movements.		
Obtain print out of all personnel registered at Muster Points through Muster Readers and report all unaccounted personnel.		
Communicate with Muster Wardens		
Seek a briefing from Incident Controller or Operations section.		
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 Operations Section. • Nobody is allowed past a control point unless they are logged, and approval is given by the On Scene Commander, Incident Controller or Operations section. All persons must be stopped at the control point and authorisation verified via radio before they can proceed, no exceptions.		

DUTY CARD 12	
Security Coordinator	
Operational Structure	
You report to:	On Scene Commander or Incident Controller or Operations Section if IMT is activated.
Normal operational location:	Security Office
Communications:	VHF Radio CH01 or Phone.

Tier 2 - Esperance Port Incident Management Team

Incident Controller
or
Operations Officer

Tier 1 - Emergency Control Organisation

On Scene Commander

Security Coordinator *

Emergency Response Team

Other Responders

Fire Wardens

Muster Wardens

*May report directly to the IMT if activated

APPENDIX 2: EMERGENCY RESPONSE RISKS 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 SPA 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.

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. Oil Spill Contingency Plan 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. 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. Oil Spill Contingency Plan 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. Oil Spill Contingency Plan Business Continuity Plan.
7. Earthquake	Earthquake	ERP 02, 03, 04, 05, 06, 09, 10, 11, 12, 13, 14 and 19. Oil Spill Contingency Plan Business Continuity Plan.
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.	

Emergency Response Procedure - Esperance

WA State or Described Hazards	Sothern Ports Hazards	Relevant/Associated Response Procedure
9. Fire (Bushfire and Structural)	Fire (Bushfire and Structural)	ERP 02, 03, 04, 05, 06, 09, 10, 11, 14, 19 and 20. Business Continuity Plan.
10. Flood	Flood	ERP 02, 05, 06, 11, 13 and 19. 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. Oil Spill Contingency Plan 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. Oil Spill Contingency Plan Business Continuity Plan
19. Marine Transport Emergency	Marine Transport Emergency - Vessel in distress / loss of power / direction / broken mooring - Fire on shipping vessel - Loss of equipment/plant/vehicle into water (e.g. crane)	ERP 02, 05, 06, 09, 10, 11, 17, and 20. Oil Spill Contingency Plan 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. Business Continuity Plan

Emergency Response Procedure - Esperance

WA State or Described Hazards	Sothern Ports Hazards	Relevant/Associated Response Procedure
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. 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.
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. Business Continuity Plan.
33. External Response Incident - Local Emergency Management Committee request for assistance - Community and stakeholder events - Mutual Aid Arrangements	External Response Incident - Local Emergency Management Committee request for assistance - Community and stakeholder events - Mutual Aid Arrangements	ERP 02
34. Cyber Security Incident	Addressed in Southern Ports specific Cyber Incident Response and Business Continuity Plan arrangements.	

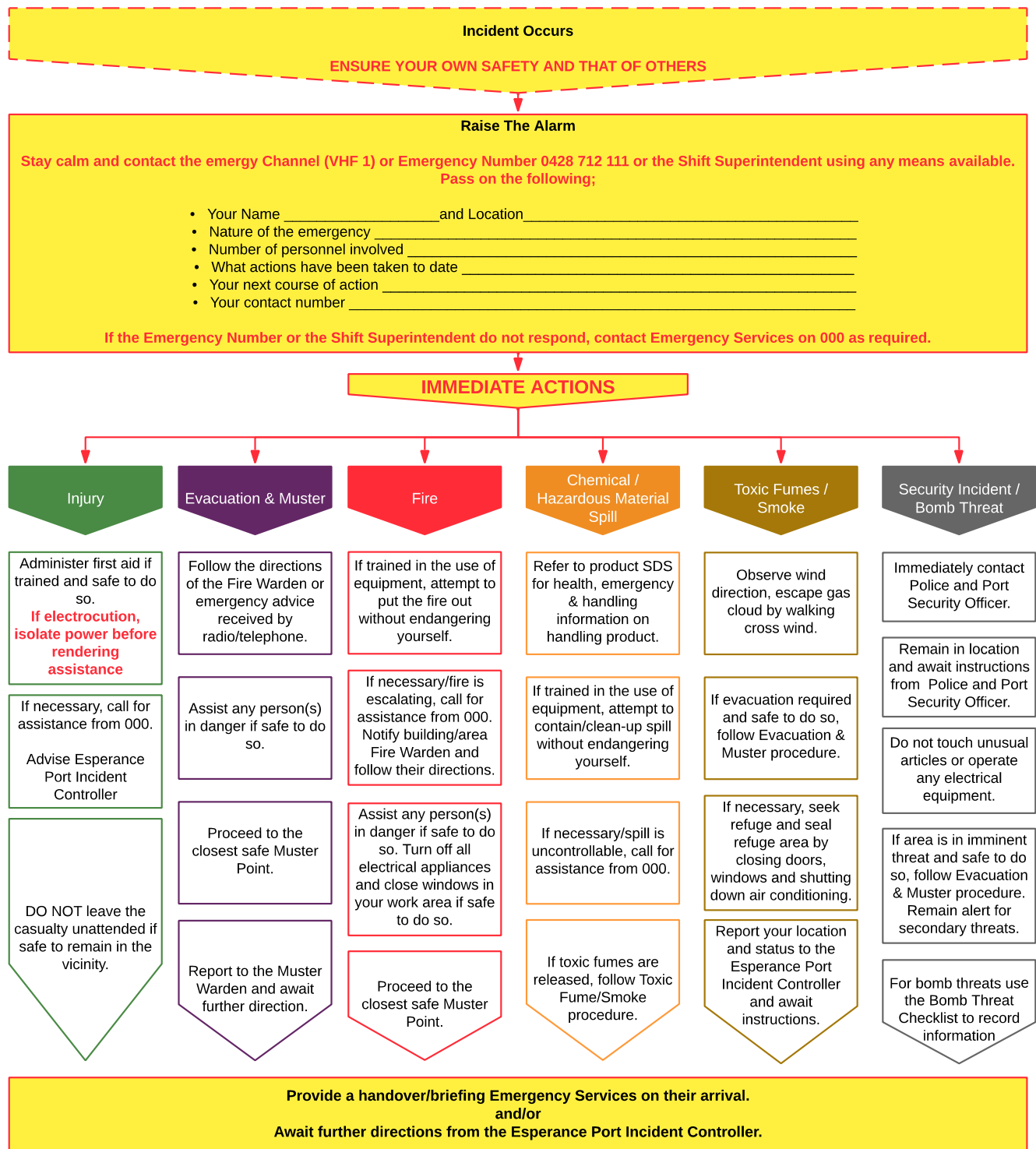
Table 3 Emergency Response Risks and Procedures

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 Waters

Emergency Response Procedure - Esperance

ERP 01 - Immediate Response to Emergencies for all Personnel

Emergency Response Procedure - Esperance

ERP 02 - Medical Emergency

ERP 02 - Medical Emergency		✓	N/A
1	Ascertain nature and location of the medical emergency or injury.	☐	☐
2	Confirm the activation and current ERT status.	☐	☐
3	Ensure appropriate emergency services have been notified.	☐	☐
4	Consider activation of the Incident Management Team for multiple or serious injury events.	☐	☐
5	Instruct all Southern Port personnel on the radio network to clear the airway and maintain radio silence with the exception of: The person broadcasting the emergency. The Shift Superintendent and or Incident Controller; and any personnel directly involved or requested to attend the emergency.	☐	☐
6	Assign a person to the role of Security Coordinator 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 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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
10	Make incident area safe	☐	☐
11	Give "All Clear / Stand-down" call over emergency public address system	☐	☐
12	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 03 - Office/Structural Fire

ERP 03 – Office / Structure Fire		✓	N/A
1	Initiate an evacuation in the immediate vicinity of the fire depending upon the nature of the fire.	☐	☐
2	Confirm the activation and current ERT status.	☐	☐
3	Ensure the appropriate emergency services have been notified.	☐	☐
4	Await ERT to assess the situation and determine whether a full site evacuation is warranted.	☐	☐
5	Activate the Incident Management Team if deemed large scale incident.	☐	☐
6	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
7	If full evacuation and Port closed, assign a person to direct all heavy vehicles entering the Port to detour through CBH and leave the area.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
10	Make incident area safe	☐	☐
11	Give “All Clear / Stand-down” call over emergency public address system	☐	☐
12	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 04 - Bushfire

ERP 04 - Bushfire		✓	N/A
1	Confirm the activation and current ERT status.	☐	☐
2	Ensure the appropriate emergency services have been notified.	☐	☐
3	If necessary, initiate (in consultation with the WAPOL) an evacuation of the surrounding areas.	☐	☐
4	Assess the situation and determine whether a full site evacuation is required.	☐	☐
5	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
6	Activate the Incident Management Team if deemed large scale incident.	☐	☐
7	Assign a person to stop road trains on Harbour Road and have the first road train stopped broadcast a message for other road trains not to proceed to the Port and to continue doing so at regular intervals.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
10	Make incident area safe.	☐	☐
11	Give "All Clear / Stand-down" call over emergency communication system.	☐	☐
12	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 05 - Dangerous Goods Noxious and Hazardous Substances Release

ERP 05 - Dangerous Goods Noxious and Hazardous Substances Release		✓	N/A
1	Ascertain nature of the chemical/ hazardous substance spillage or toxic emission from the person reporting the emergency. Refer to the <i>ChemAlert</i> database on the intranet to ascertain identification, health, handling and emergency information for the product.	☐	☐
2	Confirm the activation and current ERT status.	☐	☐
3	Ensure appropriate emergency services have been notified and coordinate evacuation as necessary.	☐	☐
4	If necessary, initiate an evacuation of the immediate vicinity of the spillage or leak in an upwind direction if possible.	☐	☐
5	Activate the Incident Management Team.	☐	☐
6	Await ERT to assess the situation and determine whether a full site evacuation is warranted.	☐	☐
7	Have all ignition sources extinguished or turned off (e.g. Power, radios, mobile telephones, etc.).	☐	☐
8	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
9	If safe, provide assistance for personnel in immediate danger.	☐	☐
10	If full evacuation and Port closed, assign a person to direct all heavy vehicles entering the Port to detour through CBH and leave the area.	☐	☐
11	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐
12	Notify external agencies (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
13	Make incident area safe.	☐	☐
14	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
15	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 06 - Industrial/Transport Accident or Structural Instability

ERP 06 - Industrial/Transport Accident or Structural Instability		✓	N/A
1	Confirm the activation and current ERT status/actions.	☐	☐
2	Ensure appropriate emergency services have been notified.	☐	☐
3	If safe, arrange first aid assistance for person(s) injured.	☐	☐
4	Await ERT to assess situation and, if necessary, initiate an evacuation of the immediate vicinity of the accident or structural instability.	☐	☐
5	Instruct all Southern Ports personnel on the radio network to clear the airway and maintain radio silence with the exception of: - The person broadcasting the emergency. - The Shift Superintendent and or Incident Controller. - Any personnel directly involved or requested to attend the emergency.	☐	☐
6	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
7	If required activate the Incident Management Team.	☐	☐
8	Arrange for the area to be barricaded.	☐	☐
9	Do not allow anything to be moved from the incident site.	☐	☐
10	If the access for road trains has been affected, assign a person to direct all heavy vehicles entering the Port to detour through CBH and leave the area.	☐	☐
11	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐
12	Notify external agencies (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
13	Make incident area safe.	☐	☐
14	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
15	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 07 - Confined Space Incident (Ashore)

ERP 07 - Confined Space Incident (Ashore)		✓	N/A
1	Confirm the activation and current ERT status/actions.	☐	☐
2	Ensure appropriate emergency services have been notified.	☐	☐
3	Have gas testing confined space carried out.	☐	☐
4	If atmosphere 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	Instruct all Southern Ports personnel on the radio network to clear the airway and maintain radio silence with the exception of: - The person broadcasting the emergency. - The Shift Superintendent and or Incident Controller; and - Any personnel directly involved or requested to attend the emergency.	☐	☐
7	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
8	Excluding any injured persons, do not allow anything to be moved from the incident site.	☐	☐
9	Activate the Incident Management Team.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
12	Make incident area safe.	☐	☐
13	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
14	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 08 - Working at Heights Incident

ERP 08 – Working at Heights Incident		✓	N/A
1	Confirm the activation and current ERT status/actions.	☐	☐
2	Ensure appropriate emergency services have been notified.	☐	☐
3	If safe, arrange first aid assistance for person(s) injured until emergency services arrive.	☐	☐
4	Arrange for the area to be barricaded and have non-essential personnel evacuated from the immediate area.	☐	☐
5	Instruct all Southern Ports personnel on the radio network to clear the airway and maintain radio silence with the exception of: - The person broadcasting the emergency. - The Shift Superintendent and or Incident Controller. - Any personnel directly involved or requested to attend the emergency.	☐	☐
6	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
7	Excluding any injured persons, do not allow anything to be moved from the incident site.	☐	☐
8	Activate the Incident Management Team.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
11	Make incident area safe.	☐	☐
12	Give “All Clear / Stand-down” call over emergency public address system.	☐	☐
13	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 09 - Incident Involving a Ship

ERP 09 - Incident Involving a Ship		✓	N/A
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 Personnel at the scene.	☐	☐
3	Confirm the activation and current ERT status/actions.	☐	☐
4	Order vessel working on adjacent berth to cease operations and move from the wharf.	☐	☐
5	Order evacuation of the ship's crew.	☐	☐
6	Order the use of shore-based equipment to be used on the ship.	☐	☐
7	Ensure tugs are prepared for use to remove a ship from a wharf.	☐	☐
8	Ensure vessel removed is anchored a safe distance from the Port.	☐	☐
9	Initiate an evacuation in the immediate vicinity of the incident if required.	☐	☐
10	Assess the situation and determine whether a full site evacuation is warranted.	☐	☐
11	Activate the Incident Management Team.	☐	☐
12	Ensure appropriate emergency services have been notified (Including WAPOL to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.	☐	☐
13	Assign a person to the role of Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
14	If full evacuation and Port closed, assign a person to direct all road trains for the Port to detour through CBH and leave the area.	☐	☐
15	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	☐	☐
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	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.	☐	☐
3	Call tugs for assistance if required	☐	☐
4	Activate the Incident Management Team.	☐	☐
5	Ascertain any vessel damage.	☐	☐
6	Activate Oil Spill Contingency Plans as required	☐	☐
7	Assess sea/ swell, weather and tidal conditions and consider weather forecasts.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐

Emergency Response Procedure - Esperance

ERP 09 - Incident Involving a Ship		✓	N/A
10	Make incident area safe.	☐	☐
11	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
12	Isolate incident area and gather information for investigation purposes.	☒	☐

Emergency Response Procedure - Esperance

ERP 10 - Evacuation of Personnel from a Ship

ERP 10 - Evacuation of Personnel from a Ship		✓	N/A
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	Confirm the activation and current ERT status/actions.	☐	☐
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.	☐	☐
3	Notify the appropriate emergency service of situation.	☐	☐
4	Cease loading/discharging operations for that particular vessel.	☐	☐
5	Notify the Southern Ports Harbour Master	☐	☐
6	Activate the Incident Management Team.	☐	☐
7	Nominate a Security Coordinator.	☐	☐
8	Confirm hold atmosphere is safe.	☐	☐
9	Send several first aid qualified personnel to site to administer first aid until Ambulance personnel arrive.	☐	☐
10	Liaise with ships Master to assist with personnel rescue and ensure adequate rescue and first aid equipment is available on site.	☐	☐
11	Ensure suitable rescue equipment is used.	☐	☐
12	Ensure a port employee escorts the casualty to hospital, preferably a witness to the accident.	☐	☐
13	Notify external agencies (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
14	Make incident area safe.	☐	☐
15	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
16	Isolate incident area and gather information for investigation purposes.	☒	☐
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			
1	Verify nature of injury/ illness and location of casualty on board.	☐	☐
2	Ask vessel Master if any assistance required - arrange 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: - Berth Vessel then crane transfer/ gangway to wharf - Arrange Paramedic to attend vessel if safe to do so (Pilot Boat)	☐	☐

Emergency Response Procedure - Esperance

ERP 10 - Evacuation of Personnel from a Ship		✓	N/A
5	Manoeuvre vessel safely to aid any transfers as necessary.	☐	☐
6	In event of serious injury/ fatality, arrange medical opinion and ensure accident site remains unaltered for investigative purposes.	☐	☐
7	Notify vessel agent of situation. Notify Quarantine in cases of illness.	☐	☐
8	Advise Master/ Agent to submit Form 18 to AMSA as applicable.	☐	☐
9	Give "All Clear / Stand-down" call over emergency public address 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 SPAPLAN26 Oil Spill Contingency Plan

Emergency Response Procedure - Esperance

ERP 12 - Severe Weather

ERP 12 - Severe Weather		✓	N/A
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.			
1	Advise all personnel to remain in the buildings and keep well clear of windows.	☒	☐
2	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.	☐	☐
3	Advise all personnel in buildings to shelter close beside desks or similar structures that offer protection.	☐	☐
4	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.	☐	☐
5	If safe to do so, ensure the ERT is on standby for potential tasking.	☐	☐
6	If safe to do so, activate the Incident Management Team.	☐	☐
7	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.	☐	☐
8	Assign a person to the role of Security Coordinator to secure access to the Port.	☐	☐
9	If full evacuation and Port closed, assign a person to direct all road trains for the Port to detour through CBH and leave the area.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
12	Make incident area safe.	☐	☐
13	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
14	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 13 - Flood/Tidal Surge/Tsunami

ERP 13 - Flood/Tidal Surge/Tsunami		✓	N/A
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.			
1	Advise all personnel to remain in the buildings and keep clear of access doors.	☐	☐
2	If necessary, initiate an evacuation of immediate flooded areas.	☐	☐
3	Ensure appropriate emergency services have been notified.	☐	☐
4	If safe to do so, ensure the ERT is on standby for potential tasking.	☐	☐
5	If safe to do so, activate the Incident Management Team.	☐	☐
6	If the floodwaters continue to rise, assess the situation, identify suitable areas to muster on higher ground behind the Port and initiate a full evacuation.	☐	☐
7	Assign a person to the role of Security Coordinator to secure access to the Port.	☐	☐
8	If full evacuation and Port closed, assign a person to direct all road trains for the Port to detour through CBH and leave the area.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc) if required.	☐	☐
11	Make incident area safe.	☐	☐
12	Give “All Clear / Stand-down” call over emergency public address system.	☐	☐
13	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 14 - Earthquake

ERP 14 - Earthquake		✓	N/A
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, ensure the ERT is on standby for potential tasking.	☐	☐
5	If safe to do so, activate the Incident Management Team.	☐	☐
6	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.	☐	☐
7	Arrange first aid assistance for injured persons.	☐	☐
8	Assign a person to the role of Security Coordinator to secure access to the Port and direct the emergency services.	☐	☐
9	If full evacuation and Port closed, assign a person to direct all road trains for the Port to detour through CBH and leave the area.	☐	☐
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 (WAPOL, DEMIRS, DoT, AMSA, etc.) if required.	☐	☐
12	Make incident area safe.	☐	☐
13	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
14	Isolate incident area and gather information for investigation purposes.	☒	☐

Emergency Response Procedure - Esperance

ERP 15 - Bomb Threat

ERP 15 - Bomb Threat		✓	N/A
1	Ensure the call/threat receiver has recorded call details using the AFP Phone Threat Checklist.	☐	☐
2	Notify the emergency services (000).	☐	☐
3	Notify Port Security and WAPOL.	☐	☐
4	Seek advice from WAPOL (000) before initiating an evacuation. Check that the egress routes and Muster Points are clear of suspicious items or vehicles. (Choose alternative Muster Points)	☐	☐
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 Port and Main Admin Office. 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, ensure the ERT is on standby for potential tasking.	☐	☐
9	If safe to do so, activate the Incident Management Team.	☐	☐
10	Port Security Officer to implement precautions required under Maritime Security Plan.	☐	☐
11	Relevant Port Service Providers and Maritime Industry Provider's to be notified of incident.	☐	☐
12	If safe to do so, assign a person as Security Coordinator to secure access to the Port and direct emergency services.	☐	☐
13	If full evacuation and Port closed, and safe to do so, assign a person to direct all road trains for the Port to detour through CBH and leave the area.	☒	☐
14	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	☐	☐
15	Notify external agencies (WAPOL, DEMIRS, DoT, Department of Home Affairs, etc) if required.	☐	☐
16	Make incident scene safe.	☐	☐
17	Give "All Clear / Stand-down" call over emergency public address system.	☐	☐
18	Isolate incident area and gather information for investigation purposes.	☒	☐

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Emergency Response Procedure - Esperance

ERP 16 - Armed Incursion/Security Breach

ERP 16 - Armed Incursion/Security Breach		✓	N/A
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 General Manager and Security Manager of any incident. Notify WAPOL (000) unless it has been proven a false alert.	☐	☐
4	Port Security Officer to assume the role of Incident Controller when on site and implement any precautions required under Maritime Security Plan.	☐	☐
5	Saving and protecting life • Use the built environment to restrict access. • Commence CCTV surveillance and track the offender(s). • Communicate appropriate escape or shelter in place options to those present. • Identify and establish a safe medical triage/first aid location. • Restrict further vehicle access to the site (bollards, gates, road closures, etc). • Restrict physical access to the site or general vicinity. • If safe to do so, activate the Incident Management Team at a safe location and commence the Incident Management Team 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	Facilitating the evacuation of those at risk • Notify key staff of the incident. • Provide guidance on safe routes (considering cover & concealment) for those that are self-evacuating. • Assess the suitability and potential safety of normal evacuation routes. • Evaluate the safety of standing evacuation Assembly Areas and change if necessary. • Identify potential safe places or strong holds for those unable to evacuate.	☐	☐
8	Containing the incident or threat • Consider electronic/ mechanical isolation systems to constrain the movement of the offender or restrict access to potential victims. • Identify and establish a suitable perimeter for securing the location. • Use the existing built environment to best advantage for safety and containment action. • Consider restricting escape options for the offender if these may endanger others.	☐	☐

Emergency Response Procedure - Esperance

ERP 16 - Armed Incursion/Security Breach		✓	N/A
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	Supporting emergency response and investigation activities - Identify and communicate safe access routes/form up points for emergency services. - Consider using CCTV and other remote methods where possible to enable situational awareness. - Commence incident and decision-making logs. - Port Security Officer or IC to meet/brief the WAPOL. - Ensure access to site plans and CCTV footage (where possible). - Clearly identify when Incident Control has transitioned to the WAPOL. Provide ongoing support to the emergency response action as requested.	☐	☐
11	Notify external agencies (DEMIRS, DoT, Department of Home Affairs, etc) if required.	☐	☐
12	On advice from WAPOL, isolate incident area and support/instigate investigation purposes.	☐	☐
13	On advice from WAPOL, give "All Clear / Stand-down" call over emergency public address system.	☐	☐

Emergency Response Procedure - Esperance

ERP 17 - Civil Disturbance

ERP 17 - Civil Disturbance		✓	N/A
1	Ascertain nature and location of the civil disturbance and determine the threat level posed.	☐	☐
2	Ensure appropriate emergency services have been notified (WAPOL).	☐	☐
3	If safe to do so, activate the Incident Management Team.	☐	☐
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.	☐	☐
6	If safe, assign a person to the role of Security Coordinator 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 direct all road trains for the Port to detour through CBH and leave the area.	☐	☐
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 (WAPOL, DEMIRS, DoT, Department of Home Affairs, etc) if required.	☐	☐
11	Make incident area safe.	☐	☐
12	Give "All Clear / Stand-down" call over emergency public address 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 and Water Resources and/or Department of Health 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 the Department of Agriculture and Water Resources and/or Department of Health 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 the Department of Agriculture and Water Resources and/or Department of Health and the Southern Ports 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 the Department of Agriculture and Water Resources and/or Department of Health.
7	In consultation with Department of Agriculture and Water Resources and/or Department of Health, implement appropriate measures to eradicate the outbreak including: • Activation of Port resources (Southern Ports Quarantine Waste management). • Activation of approved treatment providers to manage incident. • Implement collection and treatment of biosecurity waste.
8	For incidents outside Southern Ports capability (above Level 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: • 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.

ERP 18 – Biosecurity Incident	
10	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 - Esperance

ERP 19 - Site Evacuation & Muster

Emergency evacuation procedures for fire and bomb threats are available next to all Southern Ports - Esperance 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		✓	N/A
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	Ensure on-site ERT members muster at the ERT Muster Point for potential tasking.	☐	☐
4	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).	☐	☐
5	Brief Fire Wardens and Muster Wardens (by radio or telephone) on the conduct of the orderly evacuation.	☐	☐
6	Give specific instructions to commence the orderly evacuation.	☐	☐
7	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.	☐	☐
8	Ensure appropriate Emergency Services have been notified (Including WAPOL to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.	☐	☐
9	Assign a person to the role of Security Coordinator to secure access to the Port and direct Emergency Services.	☐	☐
10	If full evacuation and Port closed, assign a person to advise Port users and/or direct all shipping, road and rail traffic as required.	☐	☐
11	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	☐	☐
12	Notify external agencies (WAPOL, DoT, AMSA, etc) if required.	☐	☐
13	Make incident area safe.	☐	☐
14	Give “All Clear / Stand-down” call over emergency communication systems.	☐	☐
15	Isolate incident area and gather information for investigation purposes.	☐	☐

Emergency Response Procedure - Esperance

ERP 20 – Aircraft Ditching in Port Land/Waters

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

APPENDIX 3: LOCATIONS – DANGEROUS GOODS

APPENDIX 4: LOCATIONS – EMERGENCY RESPONSE EQUIPMENT



APPENDIX 5: LOCATIONS – MEDICAL EQUIPMENT



APPENDIX 6: LOCATIONS – MUSTER POINTS



APPENDIX 7: ICC ROOM LAYOUT 1 – TRAINING ROOM

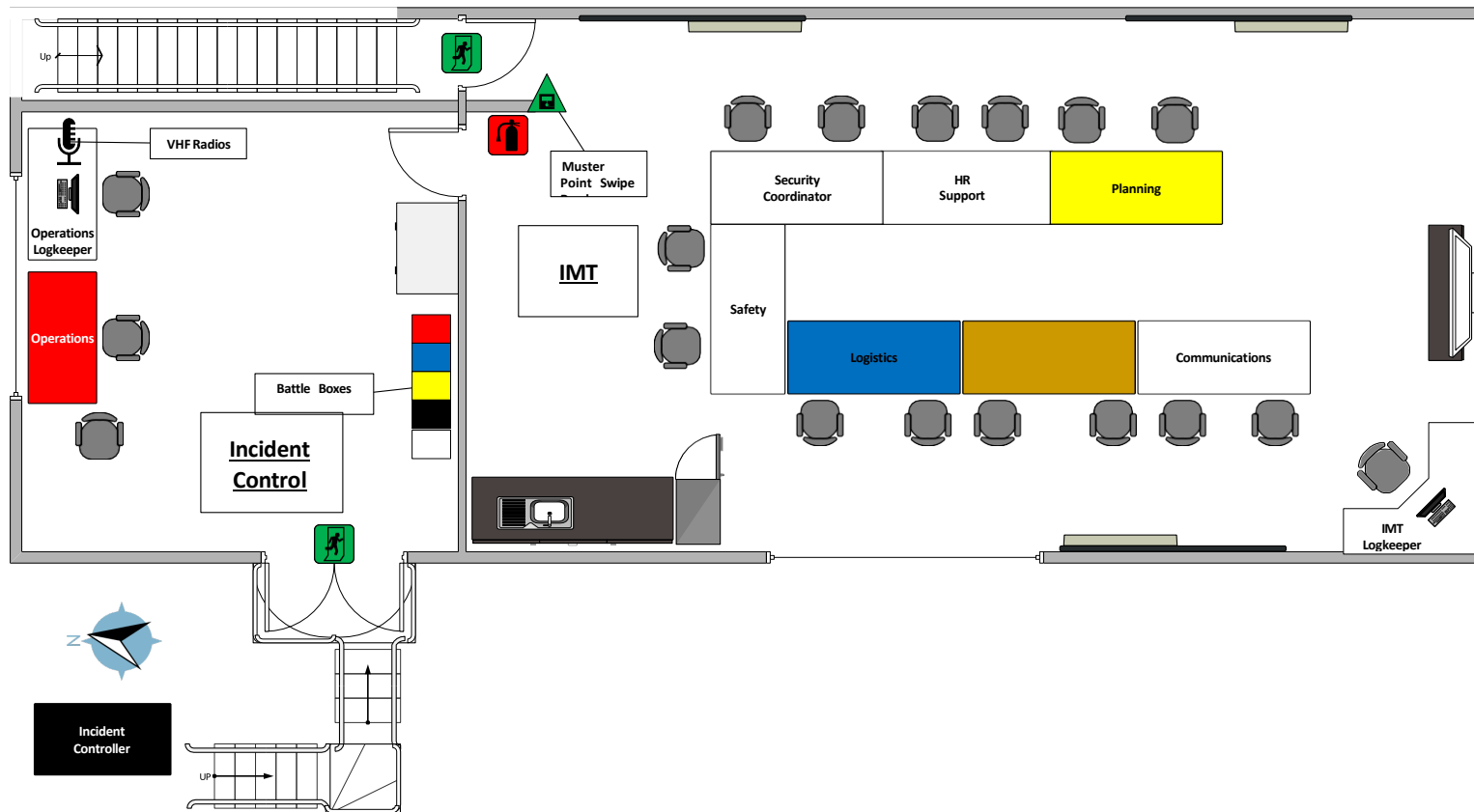
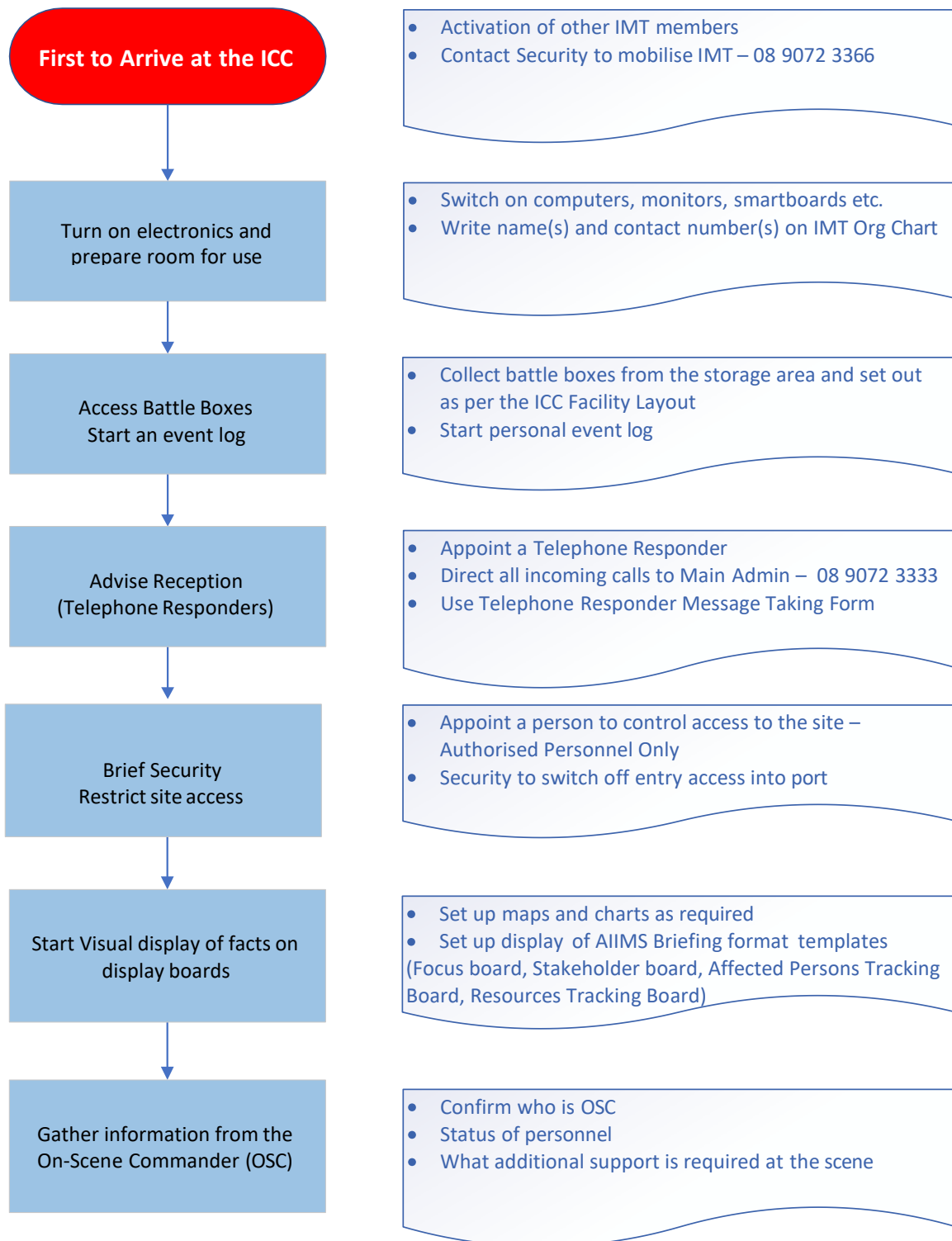


Figure 4: Incident Control Centre Layout

APPENDIX 8: ICC ROOM SETUP CHECKLIST



Most senior person assumes Incident Controller role

APPENDIX 9: SMEAC FORM

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 ☐ Times 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.	