



**Southern  
Ports**

# **Emergency Response Procedure - Bunbury**

## DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	Initial ERP draft for review	OHS Risk & Port Security Officer	Chief Operating Officer	05/10/2022	05/10/2022
02	Complete review to align with WA Emergency Risk framework and SP 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 – Bunbury. 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 - Bunbury, 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 - Bunbury operations and marine vessels within Southern Ports - Bunbury waters.
- all landside assets owned and operated by Southern Ports Authority - Bunbury.
- all operations/services under contract to Southern Ports Authority - Bunbury.
- construction projects within Southern Ports land or management control.
- offices and warehouses.

Port Users and Leaseholders within the Southern Ports – Bunbury 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 1: Emergency Response Risks And Procedures**

### 3.2 Emergency Facilities and Equipment

#### 3.2.1 First Aid Facilities

The port provides and maintains first aid equipment, facilities and servicing through a third-party provider overseen by the Safety and Security Lead. These include, first aid kits, automated external defibrillators, Oxygen resuscitation kits (soft pack oxy style), Ferno Washington stretchers with float system, Inner Harbour berths 5 and 8 have dedicated first aid rooms

**See Appendix 5 Medical Equipment Locations****3.2.2 First Aid Officers**

The port has a group of employees trained to "Provide First Aid" including basic life support and cardiopulmonary resuscitation and Low Voltage Rescue and Advanced First Aid. The first aiders are identified through posters located within the workplaces and during an incident / accident by green helmets and green tabards.

**3.2.3 Fire Ring Main System**

The Port fixed firefighting ring main system is depicted at appendix 5 Emergency Fire Ring main

**3.2.4 Maritime Environmental Emergencies**

Reference the Southern Port Oil Spill Contingency Plan, this includes the tactics and equipment held at the Port of Bunbury to Combat any MEE event.

**3.2.5 Emergency Response Skills Maintenance**

The PoB Safety and Security Lead shall prepare incident response and skill maintenance exercises and training for the port including selected Maritime industry participants, in consultation the Regional Manager Southern Ports - Bunbury, Harbour Master and the Emergency Preparedness Committee.

An incident that activates this Emergency Response Plan 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 Control**

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 Southern Ports Response Structure

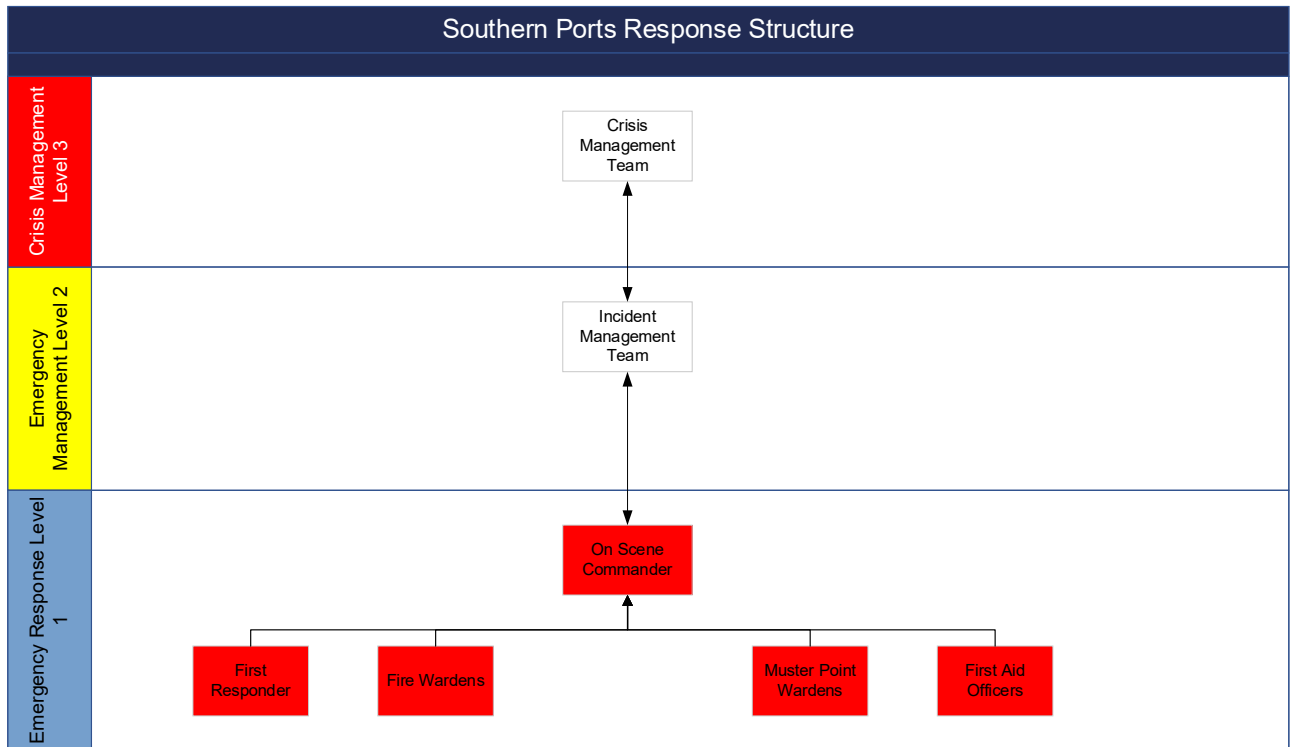


Figure 1: Southern Ports Response Structure

### 4.2.1 Emergency Control Organisation – First Response

The initial response will be from the Shift Supervisor, First Responders and members of the ECO which will comprise of Southern Ports personnel (or other on scene personnel) who will carry out local response activities, such as basic first aid/medical assistance, basic firefighting, accounting for personnel, vessel casualty assistance, oil spill response, and assistance with search and rescue.

Decisions on immediate response actions will be made by First Responder(s) based on their delegated authority, training and experience together with specific information relating to the incident.

First Responders will communicate with the On Scene Commander (Shift Supervisor) or depending upon the nature of the incident. The OSC can also be the Safety and Security Lead or Marine Pilot who will in-turn advise the Incident controller / Emergency Services and other business stakeholders (as necessary) of the potential for an incident to escalate beyond the nominated personnel.

The incident controller shall determine if the situation necessitates the activation of the ERP based on the type of event

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 initial on scene response

The OSC is the Shift Supervisor at the affected location, 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 Operations section

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

#### 4.2.3 **Field Crew**

Field Crew have a specific role to support the first strike activities as identified in the event of a Maritime Environmental Emergency using the OSCP and Bio Security Plan. On activation by the OSC, the field crew will assemble at the Southern Port Bio Security Shed to be briefed and mobilise resources to respond to an oil spill / bio security event

#### 4.2.4 **Fire Wardens / Muster Wardens**

In the event of an evacuation the first to arrive at an Assembly / Muster Point is the designated Muster Warden. The Muster Warden shall account for all personnel working at the Berth location and report into Southern Port P Bunbury Security. The Muster Warden shall follow the respective location evacuation plan and wait for further instructions from the OSC or IC.

#### 4.2.5 **First Aid Officers**

During an event the First Aid officers undertake the initial care of people suffering injury and illness at work. This should be consistent with their skills and knowledge acquired from training. If in doubt the first aid officer should recommend an employee seek medical advice or arrange for assistance from emergency services

#### 4.2.6 **Incident Management Team**

Refer to SP Crisis and Emergency Management Plan (D18/24683).

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 Southern Port 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 Port Security on +61 8 9729 6560. 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.

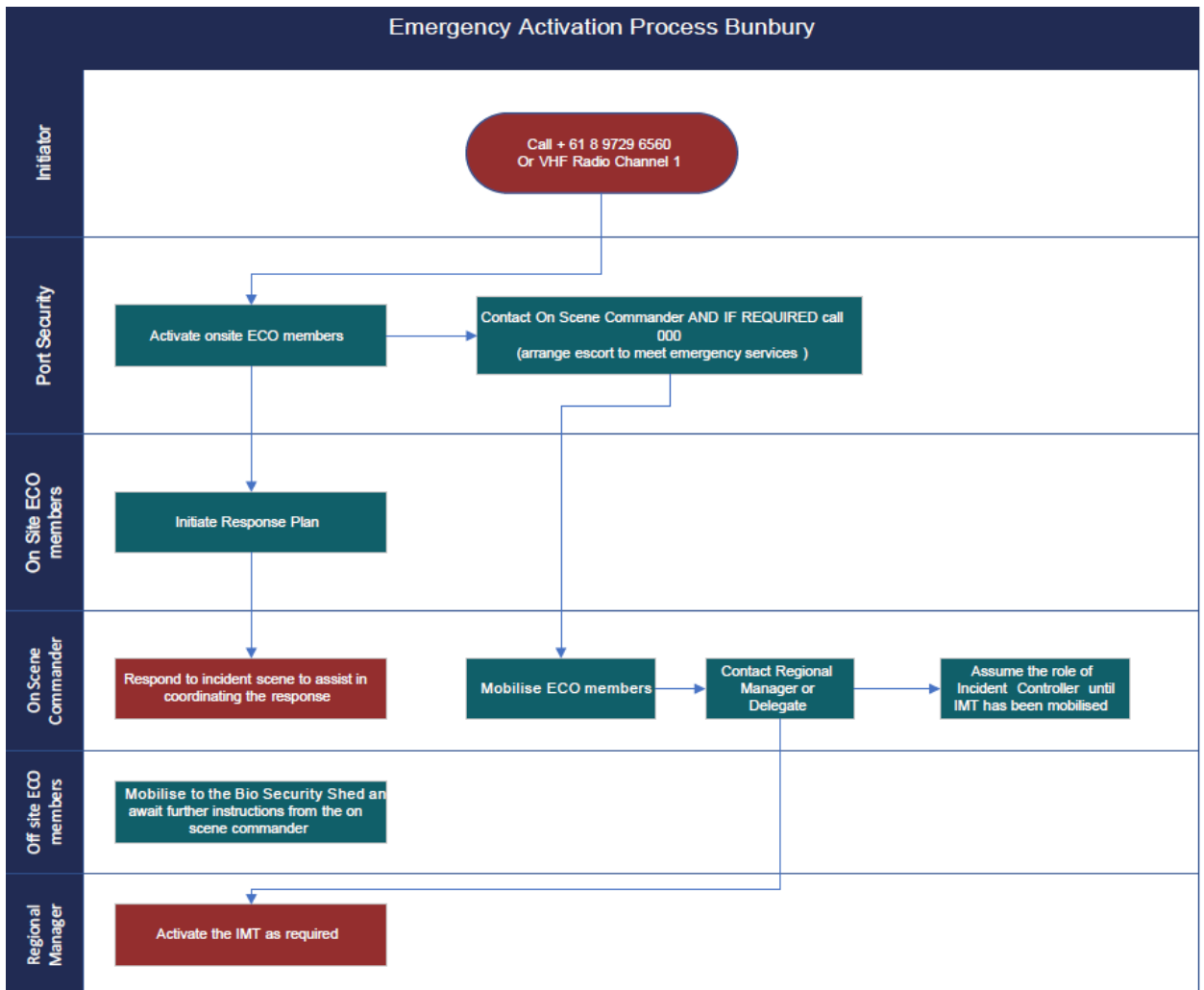


Figure 2: Emergency Activation Process

### 5.1 Emergency Telephone and Radio Contact Procedures

#### 5.1.1 Emergency Contact Directory

A comprehensive list of emergency contacts is listed at Appendix 10

#### 5.1.2 Landside Internal Emergency Communications

Internal port emergency communications will be established through the following methods

- Landside Emergencies:** Notify Port Security +61 8 9729 6560
- Primary:** Port VHF Ch1 (secure)
- Secondary:** Mobile phone as required

## 5.2 Marine Emergency Communications

Marine emergency communications will be established through the following methods

<b>Marine Emergencies:</b>	Notify Duty Pilot	+61 8 9729 6527
<b>Shipping emergency:</b>	Marine VHF Radio – Channel 12	
<b>Port marine emergency:</b>	Marine VHF Radio – Channel 16	
<b>Bunbury Sea Rescue:</b>	Marine VHF Radio – Channel 16 or 80	

## 5.3 Notification of Emergency Services

If the person to identify a potential Tier 1 or above occurrence deems it necessary to call the Emergency Services immediately, they should not hesitate to do so.

Emergency Services can be contacted by telephone on '000' or 012 by mobile. 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 Level 2 or Level 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.

## 6 SITE ALARMS

### 6.1 Emergency Sirens

There are emergency sirens for berths 1, 2, 3, 5 and 8; SPA office areas and workshop, which should be manually activated when required.

In the event of an alarm activation, personnel are to follow the respective evacuation procedure for that area and proceed to Emergency Assembly Points.

Once at the Emergency Assembly Point, personnel are to report to the Muster Warden who will then report into Port Security for further instructions.

#### 6.1.1 Muster Arrangements

Southern Ports Emergency Assembly Points will be controlled by the first to arrive and will become the nominated Muster Warden. Southern Ports - Bunbury has detailed evacuation plans by location for all Southern Ports controlled berths and facilities, all personnel are to be familiar with and follow these procedures in the event of an evacuation.

In an incident where multiple areas of the Port are required to muster, this will be coordinated by the IC. The movement of personnel to alternate Assembly Points and/or the coordination of a Port wide muster will be coordinated by the IC.

#### 6.1.2 Port Wide Evacuation

Activation of a Port wide evacuation is at the direction of the IC. In the event of a Port wide evacuation, the Port wide muster activation process will normally be enacted.

An SMS will be sent to all Port Users detailing a Port Muster. Port Users are to enact their mustering process and advise Southern Port Security on completion of muster.

Muster Wardens at Southern Ports controlled berths and facilities will report into the Southern Port Security Coordinator. The IC will provide further instructions on confirmation of the incident

### 6.1.3 **Port Evacuation Plans**

Evacuation plans have been developed for each Southern Ports - Bunbury office location, workshop and berths operated by Southern Port. Each plan outlines the response processes for the areas identified. The following plans have been developed:

- Main Administration Evacuation Plan
- Inner Harbour Offices Evacuation Plan
- Outer Harbour Evacuation Plan (Berth 1 and 2)
- Old Power Station Evacuation Plan
- Port Workshop Evacuation Plan
- Berth 3 Evacuation plan
- Berth 5 Evacuation Plan
- Berth 8 Evacuation Plan

## 6.2 **Notification of other Port users / Neighbours**

The IC may make notifications and give directions to external stakeholders and port users as required to affect incident control.

Details for local communication arrangements during an emergency are contained in the Emergency Contact Directory Appendix 10. The Southern Ports Crisis Communications Plans details respective guidance for external communications

## 6.3 **Communication with Media**

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

The **Corporate Communications Team** 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 in *SP Crisis and Emergency Management Plan*.

# 7 **TERMINATION OF AN EMERGENCY**

## 7.1 **Determining when the 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 - Bunbury personnel by any or all 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 as per the guidelines at section 5.4 of this procedure.

## 7.2 Post Incident Actions

### 7.2.1 Clean Up and Recovery

The Port Maintenance Superintendent will coordinate all clean-up and repair activities with the assistance of the Security & Safety Lead. 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 as defined in the Southern Ports Business Continuity Plan, this 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.

### 7.2.2 Debrief

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 and Security Lead will arrange a debrief with Field Crews and First Responders as soon as is practicable, and in any case, not more than two weeks after an emergency.

All agencies involved with the incident should participate. This maybe in conjunction with the Southern Ports - Bunbury 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.

## 8 REFERENCES DEFINITIONS AND ABBREVIATIONS

Term	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 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 innovative technology, and ground-breaking management and compliance strategies.
CEMP	Crisis and Emergency Management Plan
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, 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.
IMT	The Incident Management Team (IMT) manages the overall emergency response, operational and technical issues arising from an emergency.
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

## 9 SUPPORTING AND RELATED DOCUMENTS

The following table outlines relevant documents associated with the Southern Ports Preparedness, Prevention, Response and Recovery program.

Document	Title
D18/24683	Southern Ports Crisis & Emergency Management Plan
D23/3954	Southern Ports Business Continuity Plan
D20/13612	Southern Ports Oil Spill Contingency Plan
D18/15208	Port of Bunbury Maritime Security Plan
D25/1975	Southern Ports – Main Administration Evacuation Plan Bunbury
D25/1974	Southern Ports – Inner Harbour Offices Evacuation Plan Bunbury
D25/1977	Southern Ports – Outer Harbour Evacuation Plan Bunbury (Berth 1 & 2)
D25/1976	Southern Ports – Old Power Station Evacuation Plan Bunbury
D25/1978	Southern Ports – Port Workshop Evacuation Plan Bunbury
D25/657	Southern Ports – Berth 3 Evacuation Plan Bunbury
D25/1972	Southern Ports – Berth 5 Evacuation Plan Bunbury
D25/1973	Southern Ports – Berth 8 Evacuation Plan Bunbury

## APPENDIX 1 - EMERGENCY RESPONSE RISK AND PROCEDURES

WA State or Described Hazards	Identified Southern Ports Hazards	Relevant Response Procedure
01. 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
02. Animal or Plant Pests or Disease 03. 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
04. 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
05. 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.
06. 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.
07. 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.
08. 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.	
09. 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.	

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WA State or Described Hazards	Identified Southern Ports Hazards	Relevant Response Procedure
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 - Loss of equipment/plant/vehicle into water (e.g. crane)	ERP 02, 05, 06, 09, 10, 11, 17, and 20. SPA Oil Spill Contingency Plan 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.	

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WA State or Described Hazards	Identified Southern Ports Hazards	Relevant Response Procedure
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 - 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.	

## APPENDIX 2 - ECO DUTY CARDS

DUTY CARD 11		
Port Security Officer (PSO)		
ROLE: Port Security		
You Report To: Operations		Communications: VHF 01 or Mobile phone
Task	Activity / Consideration	Time
<input type="checkbox"/>	Seek a briefing from Incident Controller or Operations section.	
<input type="checkbox"/>	Broadcast notification to IMT Members through the Gallagher sys	
<input type="checkbox"/>	In event of a full site evacuation:	
<input type="checkbox"/>	Close entry gates and post a sentry to stop all traffic from entering the port via Leschenault road except emergency service vehicles.	
<input type="checkbox"/>	Restrict entry to emergency service personnel only.	
<input type="checkbox"/>	Coordinate outside agencies arriving at site.	
<input type="checkbox"/>	Routinely update the Incident Controller or Operations section regarding emergency response vehicle and personnel movements. (keep to a 20-minute time gap)	
<input type="checkbox"/>	Obtain print out of all personnel registered at Muster Points through Muster Point Readers and report all unaccounted personnel.	
<input type="checkbox"/>	Communicate with Muster Wardens	
<input type="checkbox"/>	Ensure exclusion Zone is maintained if required.	
<input type="checkbox"/>	Control access to emergency scene	
<input type="checkbox"/>	Ensure the control points are set up in a safe location that allows the control movements as required.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	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 except	
STAND DOWN ACTIVITIES		
<input type="checkbox"/>	Ensure the duty card has been signed.	
<input type="checkbox"/>	Hand duty card and the white copy from the Occurrence Record book to the EMT Leader.	

**DUTY CARD 12****ON SCENE COMMANDER****ROLE: ONSCENE COMMANDER**

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 persons

You Report To: Operations

Communications: VHF 01 or Mobile phone

Task	Activity / Consideration	Time
<input type="checkbox"/>	Obtain brief from the Incident Controller and nominate a Scribe to maintain a record of events and communications on the Emergency Log Form (include times and names).	
<input type="checkbox"/>	Prepare and deliver a briefing to the ECO and workforce on their arrival at the incident scene utilising the SMEACS form Appendix 9	
<input type="checkbox"/>	Appoint a Scribe. Commence recording of information about the incident using carbon-copy log pad	
<input type="checkbox"/>	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. <ul style="list-style-type: none"> <li>• Secure the incident scene.</li> <li>• Establish inner and outer cordons and exclusion zones and do not allow access by unauthorised persons.</li> <li>• Ensure there is no disturbance of the incident scene unless required for life saving purpose</li> </ul>	
<input type="checkbox"/>	Provide a verbal Situation Report to the Operations section and establish a schedule for future reports	
<input type="checkbox"/>	Establish and ensue identification of a Forward Command Post. Identify yourself to the Emergency Services Incident Controller on their arrival	
<input type="checkbox"/>	In the event of a fatality, the scene may only be accessed by Emergency Services unless required for life saving purposes	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Consult with Emergency Services	

<b>DUTY CARD 12</b>		
<b>ON SCENE COMMANDER</b>		
<input type="checkbox"/>	Ensure Emergency Services have safe access and defined staging areas	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Ensure the preservation of evidence for HSE and/or any regulatory authority investigation	
<b>STAND DOWN ACTIVITIES</b>		
<input type="checkbox"/>	Ensure the duty card has been signed.	
<input type="checkbox"/>	Hand duty card and the white copy from the Occurrence Record book to the EMT Leader.	
<input type="checkbox"/>	Collate all information recorded at the scene.	

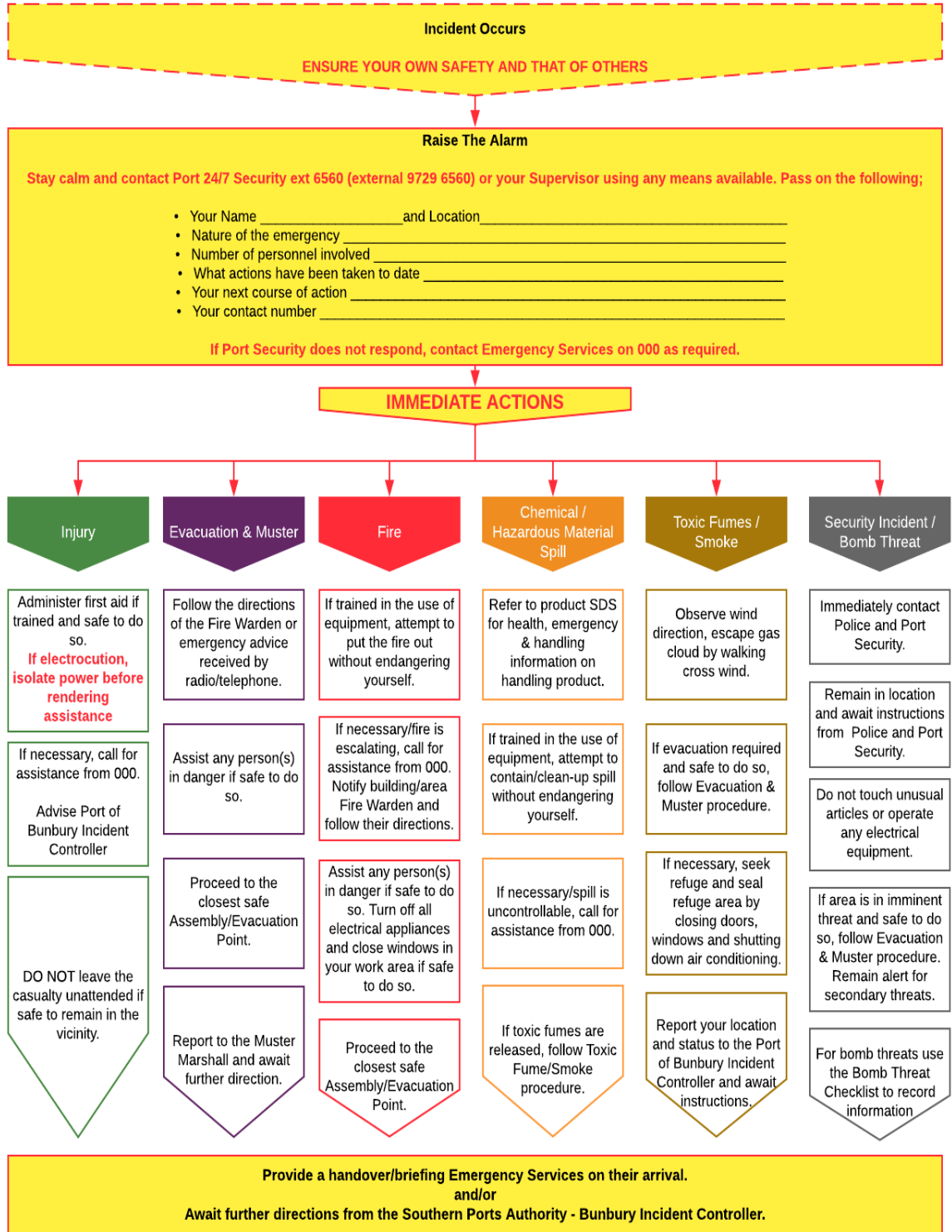
DUTY CARD 13A		
Muster Warden		
Role: Muster Warden		
Take control and account for all people at the Emergency assembly point, identify if any persons missing or unaccounted for in location, report to port security officer		
You Report To: Port Security Officer		Communications: VHF 01 or Mobile phone
Task	Activity	Time
<input type="checkbox"/>	Manage muster of personnel at your sit	
<input type="checkbox"/>	Ensure all ID Cards are swiped at the Emergency assembly point card reader and entered the EAP Attendance Log	
<input type="checkbox"/>	Communicate the progressive count to the Port Security Officer	
<input type="checkbox"/>	Manage evacuated personnel at Emergency Assembly Points	
<input type="checkbox"/>	Assess the ongoing safety of the Muster Point and advise the PSO if an alternate location is required for further evacuation of personnel from Muster Points if required (e.g., Fuming)	
<input type="checkbox"/>	If personnel are redirected from your location for MEE or IMT duties etc., ensure you sign them off the Muster Point Attendance Log and report their movement to the PSO	
<input type="checkbox"/>	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 PSO via telephone or runner	
<input type="checkbox"/>	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 PSO)). 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 clear	
STAND DOWN ACTIVITIES		
<input type="checkbox"/>	Ensure the duty card has been signed.	
<input type="checkbox"/>	Hand duty card and the white copy from the Occurrence Record book to the EMT Leader.	

## Emergency Response Procedure - Bunbury

DUTY CARD 13B		
Fire Warden		
Role: Fire Warden		
Ensuring the safety of occupants during emergencies, and acting as a leader during evacuations, including ensuring all staff are accounted for and assisting vulnerable people.		
You Report To: Muster Point Warden		Communications: VHF 01 or Mobile phone
Task	Activity	Time
<input type="checkbox"/>	Determine the nature of the emergency and ensure that the alarm has been raised	
<input type="checkbox"/>	Evacuate personnel from the immediate danger area to a safe location	
<input type="checkbox"/>	Search the floor or area to ensure all persons have been evacuated	
<input type="checkbox"/>	Act as leader of groups moving to the nominated emergency assembly point	
<input type="checkbox"/>	Pull yellow and black tape (caution) across all doorways and proceed to the nearest Emergency Assembly Point	
<input type="checkbox"/>	Report to the Muster Warden that the evacuation is complete	
<input type="checkbox"/>	If a muster warden has not been appointed to the nearest Emergency Assembly Point t after the evacuation is complete, the Fire Warden assumes this role	
<input type="checkbox"/>	Hi visibility vest is to be worn with the wording - Fire Warden	
<input type="checkbox"/>	Understand procedures for specific emergency	
<input type="checkbox"/>	Communicate with the persons in the affected area and ascertain the nature of the emergency	
<input type="checkbox"/>	Be fully familiar with all escape routes and exits from the area	
<input type="checkbox"/>	Pass on all relevant information regarding the status of the emergency and process of evacuation	
<input type="checkbox"/>	Understand the first strike principles of extinguishing or containment of a small scale fi	
STAND DOWN ACTIVITIES		
<input type="checkbox"/>	Ensure the duty card has been signed.	
<input type="checkbox"/>	Hand duty card and the white copy from the Occurrence Record book to the EMT Leader.	

# APPENDIX 3 - EMERGENCY RESPONSE PROCEDURES

## ERP 01 - Immediate Response to All Emergencies



## ERP 02 - Medical Emergency

ERP 02-Medical Emergency	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ascertain nature and location of the medical emergency or injury
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current ECO status The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consider activation of the Incident Management Team for multiple or severe injury events
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Instruct all Southern Port personnel on the radio network to maintain radio silence except for: <ul style="list-style-type: none"> <li>• The person broadcasting the emergency.</li> <li>• The Shift Supervisor and or Incident Controller; and any personnel directly involved or requested to attend the emergency</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assign a person to monitor the selected emergency channel to report / update all other Southern Ports personnel on the status as requested
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency to the responding emergency services
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required

## ERP 03 - Structure Fire

ERP 03-Structure Fire	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Initiate an evacuation in the immediate vicinity of the fire depending upon the nature of the fire
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current OSC /Field Crew status. The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure the appropriate emergency services have been notified
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Await OSC to assess the situation and determine whether a full site evacuation is warranted.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified (Including Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 04 - Bushfire

ERP 04-Bushfire	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify the Emergency Services
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Appoint a port employee to be On Scene Commander (Duty Card 11) with UHF communications to the ICC.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assign a person to the role of PSO (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).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel (if not being managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assess the situation and determine whether a full site evacuation is required
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Follow the directions of responding emergency service and await their advice on when the incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 05 - Dangerous Goods / Hazardous Material Release

ERP 05-Dangerous Goods /Hazardous Material Release	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current ECO / Field Crew status/actions. The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified and coordinate evacuation, as necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If necessary, initiate an evacuation of the immediate vicinity of the spillage or leak in an upwind direction if possible.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the Incident Management Team.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Await the OSC to assess the situation and determine whether a full site evacuation is warranted.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Have all ignition sources extinguished or turned off (e.g., Power, radios, mobile telephones, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe, aid with personnel in immediate danger.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 06 - Industrial / Transport Accident

ERP 06- Industrial Transport Accident / Structural Instability	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current ECO / Field Crew status/actions. The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified and coordinate evacuation, as necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe, arrange first aid assistance for person(s) injured
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Instruct all Southern Ports personnel on the radio network to maintain radio silence except for: <ul style="list-style-type: none"> <li>• The person broadcasting the emergency.</li> <li>• The Shift Supervisor and or Incident Controller.</li> <li>• Any personnel directly involved or requested to attend the emergency.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If required activate the Incident Management Team.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Arrange for the area to be barricaded
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Do not allow anything to be moved from the incident site.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If the access for road trains has been affected, assign a person to direct all heavy vehicles entering the Port to detour alternate gates as directed.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe. Give "All Clear / Stand-down" call over emergency communication network. Isolate incident area and gather information for investigation purposes. Notify external regulatory authorities as required (DoT, AMSA, Worksafe)

## ERP 07 - Confined Space Incident – Landside

ERP 07- Confined Space Incident Landside	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current ECO / Field Crew status/actions. The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified, including DFES (for rescue at height) if necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure confined space gas testing is conducted
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If atmosphere safe, arrange first aid assistance for person(s) injured until emergency services arrive
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	area to be barricaded and have non-essential personnel evacuated from the immediate area.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Instruct all Southern Ports personnel on the radio network to maintain radio silence except for: <ul style="list-style-type: none"> <li>• The person broadcasting the emergency.</li> <li>• The Shift Supervisor and or Incident Controller.</li> <li>• Any personnel directly involved or requested to attend the emergency.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Excluding any injured persons, do not allow anything at the site to be moved until OSC or delegate has arrived on site.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, Worksafe)

## ERP 08 - Working at Heights

ERP 08 – Working at Heights	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current ECO / Field Crew status/actions. The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified, including DFES (for rescue at height) if necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Initiate rope rescue procedures if the casualty is suspended in harness
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe, arrange first aid assistance for person(s) injured until emergency services arrive
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Arrange for the area to be barricaded and have non-essential personnel evacuated from the immediate area.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Instruct all Southern Ports personnel on the radio network to maintain radio silence except for: <ul style="list-style-type: none"> <li>• The person broadcasting the emergency.</li> <li>• The Shift Supervisor and or Incident Controller.</li> <li>• Any personnel directly involved or requested to attend the emergency</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Excluding any injured persons, do not allow anything at the site to be moved until OSC or delegate has arrived on site.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, Worksafe)

## ERP 09 - Incident Involving a ship

ERP 09- Incident Involving a Ship	
Action	Task
For any shipping incident the Harbour Master will assume the role of Incident controller and determine if the ship needs to be moved from the port	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise the Harbour Master of the circumstances
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Obtain an update from the ship's crew and/or personnel at the scene
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Confirm the activation and current ECO / Field Crew status/actions. The OSC is the Shift Supervisor at the affected location, or a person subsequently mobilised by the IMT to take control of the affected area
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Order vessel working on adjacent berth to cease operations and move from the wharf.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Order evacuation of the ship's crew. - by ships master
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Order the use of shore-based equipment to be used on the ship.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure tugs are prepared for use to remove a ship from a wharf.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure vessel removed is anchored a safe distance from the Port.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Initiate an evacuation in the immediate vicinity of the incident if required.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assess the situation and determine whether a full site evacuation is warranted.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified (Including Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If Pilot is on board, appoint them to be On Scene Commander. If no Pilot on board, consult with Master to ascertain if suitable and safe to mobilise a Pilot to function as On Scene Commander.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Call tugs for assistance if required
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow.

## Emergency Response Procedure - Bunbury

ERP 09- Incident Involving a Ship	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ascertain any vessel damage, loss of hull integrity, any oil tanks breached.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate Oil Spill Contingency Plans as required
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assess sea/ swell, weather and tidal conditions and consider weather forecasts.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consult with involved parties to determine options such as whether to attempt refloat/ beaching vessel or proceeding to an appropriate anchorage etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 10 - Evacuation of Personnel from a Ship

ERP 10 – Evacuation of Personnel from a Ship	
Action	Task
For any shipping incident the Harbour Master will assume the role of Incident controller and determine if the ship needs to be moved from the port	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise the Harbour Master of the circumstances
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Restrict all access to ships holds. If there is any doubt regarding the hold space atmosphere, conduct gas testing and conduct forced / natural ventilation prior to entering the space.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify DFES, Ambulance and Police of situation.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Cease loading/discharging operations for that vessel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Send first aid qualified personnel to the incident site to administer first aid until Ambulance personnel arrive.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consult with ships Master to assist with personnel rescue and ensure adequate rescue and first aid equipment is available on site.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure suitable rescue equipment is used.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure a port employee escorts the casualty to hospital, preferably a witness to the accident.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Verify nature of injury/ illness and location of casualty on board.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ask vessel Master if any assistance required - arrange Ambulance if requested
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If Pilot is on board, appoint them to be On Scene Commander. If no Pilot on board, consult with Master to ascertain if suitable and safe to mobilise a Pilot to function as On Scene Commander
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If immediate evacuation/ treatment required, discuss options with ships Master: <ul style="list-style-type: none"> <li>• Berth Vessel then crane transfer/ gangway to wharf</li> <li>• Arrange Paramedic to attend vessel if safe to do so (Pilot Boat)</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Manoeuvre vessel safely to aid any transfers, as necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	In event of severe injury/ fatality, arrange medical opinion and ensure accident site remains unaltered for investigative purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify vessel agent of situation. Notify Quarantine in cases of illness

## Emergency Response Procedure - Bunbury

ERP 10 – Evacuation of Personnel from a Ship	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise Master/ Agent to submit Form 18 to AMSA as applicable
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 11 - Oil Spill / Dangerous goods release into water

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

Implement the measures detailed in Southern Ports Oil Spill Contingency Plan

## ERP 12 - Severe Weather

ERP 12- Severe Weather	
Action	Task
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	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all Southern Ports - Bunbury operational staff. Advise berthed ships to secure moorings and run extra mooring lines. Main engines on standby
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise vessel at anchor to lay out extra cable. Have second anchor ready to let go. Maintain listening watch VHF 12 and 16.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Harbour Master to monitor swell conditions; if heavy swell predicted advise anchored vessel to consider putting to sea.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consider closing port to shipping.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Recommend to Masters of vessels especially Panamax or woodchip vessels to put to sea if wind speeds expected to reach above 60 knots.
Landside	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all personnel to remain in the buildings and keep well clear of windows.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all personnel in buildings to shelter close beside desks or similar structures that offer protection.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	In event of the site being unsafe, carefully plan and initiate a full site evacuation. Organise a haven for those being evacuated and assess the egress routes to ensure the safe egress of all personnel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 13 - Flood / Tidal Surge / Tsunami

ERP 13- Flood /Tidal Surge/Tsunami	
Action	Task
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.	
<b>Shipping</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all Southern Ports - Bunbury operational staff. Advise berthed ships to secure moorings and run extra mooring lines. Main engines on standby
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise vessel at anchor to lay out extra cable. Have second anchor ready to let go. Maintain listening watch VHF 12 and 16.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Harbour Master to monitor swell conditions; if heavy swell predicted advise anchored vessel to consider putting to sea.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consider closing port to shipping.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Recommend to Masters of vessels especially Panamax or woodchip vessels to put to sea if wind speeds expected to reach above 60 knots.
<b>Landside</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all personnel to remain in the buildings and keep well clear of windows.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If necessary, initiate an evacuation of immediate flooded areas.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate Emergency Services have been notified.
<b>General</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If the floodwaters continue to rise, assess the situation, identify suitable areas to muster on higher ground and initiate a full evacuation. Advise shipping and provide directions accordingly.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by Emergency Services)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 14 - Earthquake

ERP 14 – Earthquake	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all personnel in storage sheds and facilities to move to the ground level.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate Emergency Services have been notified.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Arrange first aid assistance for injured persons.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe)

## ERP 15 - Bomb Threat

ERP 15 – Bomb Threat	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure the call/threat receiver has recorded call details using the AFP Phone Threat Checklist (Refer to evacuation plan)  www.afp.gov.au/sites/default/files/PDF/afp-abdc-phone-threat-checklist.pdf
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify the emergency services (000).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify the Harbour Master, Port Security Manager and Police.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Seek advice from WA 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)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 Office.  Use alternative Muster Points and do not congregate in large crowds near publicly accessible areas.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all persons NOT to: <ul style="list-style-type: none"> <li>• Turn on or off any lighting or appliance.</li> <li>• Turn off main electrical supply.</li> <li>• Make any telephone calls (land line or mobile)</li> <li>• Use radios</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Advise all personnel to leave windows and doors open.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Harbour Master to implement precautions required under Maritime Security Plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Port Service Providers and MIP's to be notified of incident.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe, Dept Home Affairs)

## ERP 16 - Armed Incursion / Security Breach

ERP 16 – Armed Incursion /Security Breach	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 the there is any perceived danger to onsite personnel
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Evaluate the status of the security breach and determine if the alarm needs to be raised.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify Regional Manager and Security Manager of any incident. Notify Police (000) unless it has been proven a false alert.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Regional Manager to assume the role of Incident Controller when on site and implement any precautions required under Maritime Security Plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Saving and protecting life Use the built environment to restrict or deny 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 IMT at a safe location and commence the IMT workflow
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If the intruders are still on site, attempt to monitor their position from a safe distance and report their movements to the Incident Controller.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Facilitating the evacuation of those at risk <ul style="list-style-type: none"> <li>• Notify key staff of the incident.</li> <li>• Provide guidance on safe routes (considering cover &amp; concealment) for those that are self-evacuating.</li> <li>• Assess the suitability and potential safety of normal evacuation routes.</li> <li>• Evaluate the safety of standing evacuation Assembly Areas and change if necessary.</li> <li>• Identify potential safe places or strong holds for those unable to evacuate</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Containing the incident or threat <ul style="list-style-type: none"> <li>• Consider electronic/ mechanical isolation systems to constrain the movement of the offender or restrict access to potential victims.</li> <li>• Identify and establish a suitable perimeter for securing the location.</li> <li>• Use the existing built environment to best advantage for safety and containment action.</li> <li>• Consider restricting escape options for the offender if these may endanger others.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If full evacuation and Port closed, assign a person to advise Port to users/direct all shipping, road and rail traffic as required (if not being managed by responding emergency services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Supporting emergency response and investigation activities

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ERP 16 – Armed Incursion /Security Breach	
	<ul style="list-style-type: none"> <li>• Identify and communicate safe access routes/form up points for emergency services.</li> <li>• Consider using CCTV and other remote methods where possible to enable situational awareness.</li> <li>• Commence incident and decision-making logs.</li> <li>• Port Security Officer or IC to meet/brief the police.</li> <li>• Ensure access to site plans and CCTV footage (where possible).</li> <li>• Clearly identify when Incident Control has transitioned to the WA Police.</li> <li>• Provide ongoing support to the emergency response action as requested.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external agencies (DoT, Department of Home Affairs, etc.) if required.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	On advice from WA Police, isolate incident area and support/instigate investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	On advice from WA Police, give “All Clear / Stand-down” call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, Worksafe, Dept Home Affairs)

## ERP 17 - Civil Disturbance

ERP 17 – Civil Disturbance	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ascertain nature and location of the civil disturbance and determine the threat level posed.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate emergency services have been notified (Police).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe, have personnel remain in area of responsibility and advise them not to confront protestors.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If a threat is posed to those working in the immediate vicinity of the protest, initiate an evacuation of that area.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If safe, assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assess the situation and determine whether a full evacuation is warranted.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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 managed by responding Emergency Services).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	On advice from WA Police, isolate incident area and support/instigate investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	On advice from WA Police, give “All Clear / Stand-down” call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give “All Clear / Stand-down” call over emergency communication network
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, Worksafe, Dept Home Affairs)

## ERP 18 - Bio Security Incident

### ERP 18 – Biosecurity Incident

Implement the measures detailed in Southern Ports Bunbury Western Australia Biosecurity Incident Response Procedure (D19/3808) and Procedure for Use of Biosecurity Wash Bay (D19/3876).

## ERP 19 - Site Evacuation

ERP 19 Site Evacuation	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assess risks to established emergency assembly points and egress routes for all locations to be evacuated.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	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).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Brief Fire Wardens and Muster Wardens (by radio or telephone) on the conduct of the orderly evacuation.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give specific instructions to commence the orderly evacuation.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure appropriate Emergency Services have been notified (Including Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If full evacuation and Port closed, assign a person to advise Port users and/or direct all shipping, road and rail traffic as required.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Make incident area safe.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication systems.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, Worksafe, Dept Home Affairs)

## ERP 20 - Aircraft Ditching Port Land / Waters

ERP 20 – Aircraft Ditching Port Land Waters	
Action	Task
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure Police have been notified.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Assess where aircraft has ditched and what draft vessel can access immediate area.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consider whether safe navigation within the port is affected and advise vessels, implement restrictions as appropriate in conjunction with Police.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Launch pilot boat to assist recovery of survivors. Appoint a port employee to be On Scene Commander with UHF communications to the ICC.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify ATSB in consultation with Police.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If necessary, use the Pilot launch/other vessels to assist Police keeping spectator vessels clear of the area.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Activate the IMT as required and commence the IMT workflow.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	In the event of a survivor/fatality recovery, assist Police as required including:  Consider most suitable landing point for casualty recovery and inform Pilot boat and ambulance.  Dispatch a Southern Ports - Bunbury employee to the landing site to ensure access and provide directions for the ambulance.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Give "All Clear / Stand-down" call over emergency communication systems.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Isolate incident area and gather information for investigation purposes.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Notify external regulatory authorities as required (DoT, AMSA, WorkSafe, Dept Home Affairs)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	On advice from Police, give "All Clear / Stand-down" call over emergency communication system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Provide support and advice to Police and ATSB for investigation purposes.

# APPENDIX 4 - PORT LOCATIONS



Figure 3: Inner Harbour

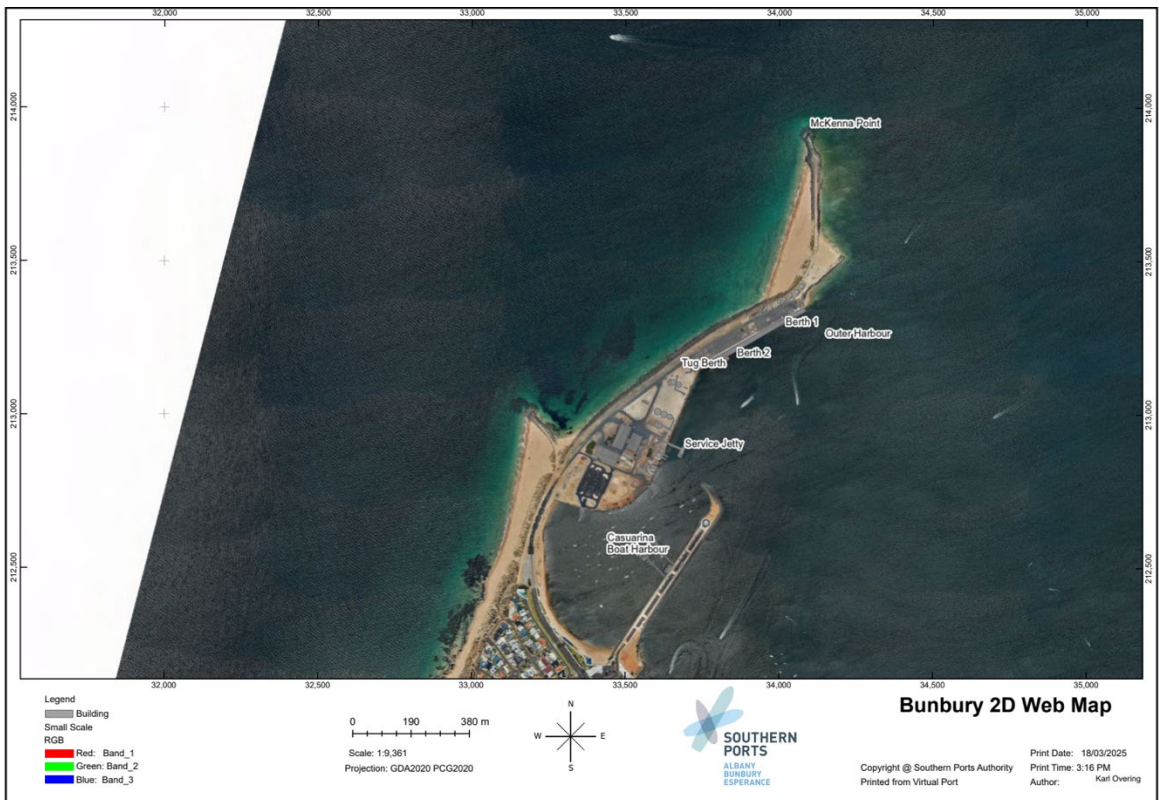


Figure 4: Outer Harbour

# APPENDIX 5 - MEDICAL EQUIPMENT LOCATIONS



Figure 5: Medical Inner Harbour

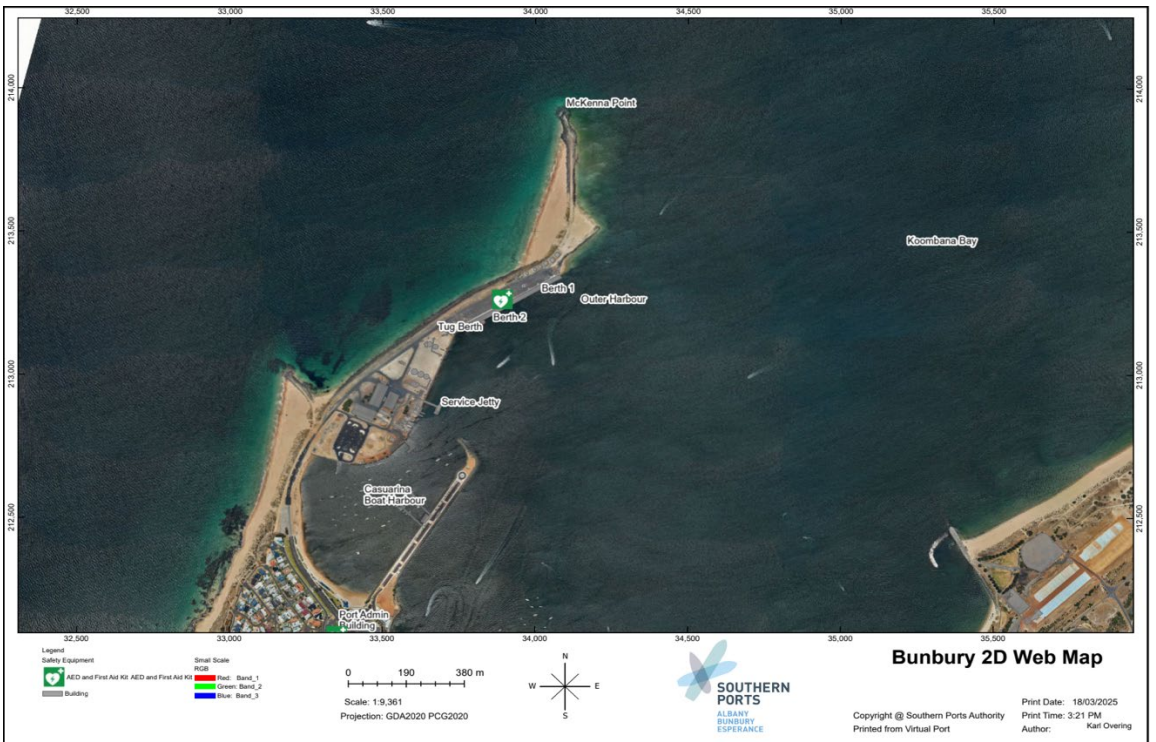


Figure 6: Medical Outer Harbour

# APPENDIX 6 - EMERGENCY FIRE RING MAIN



Figure 7: Fire Ring main Inner Harbour

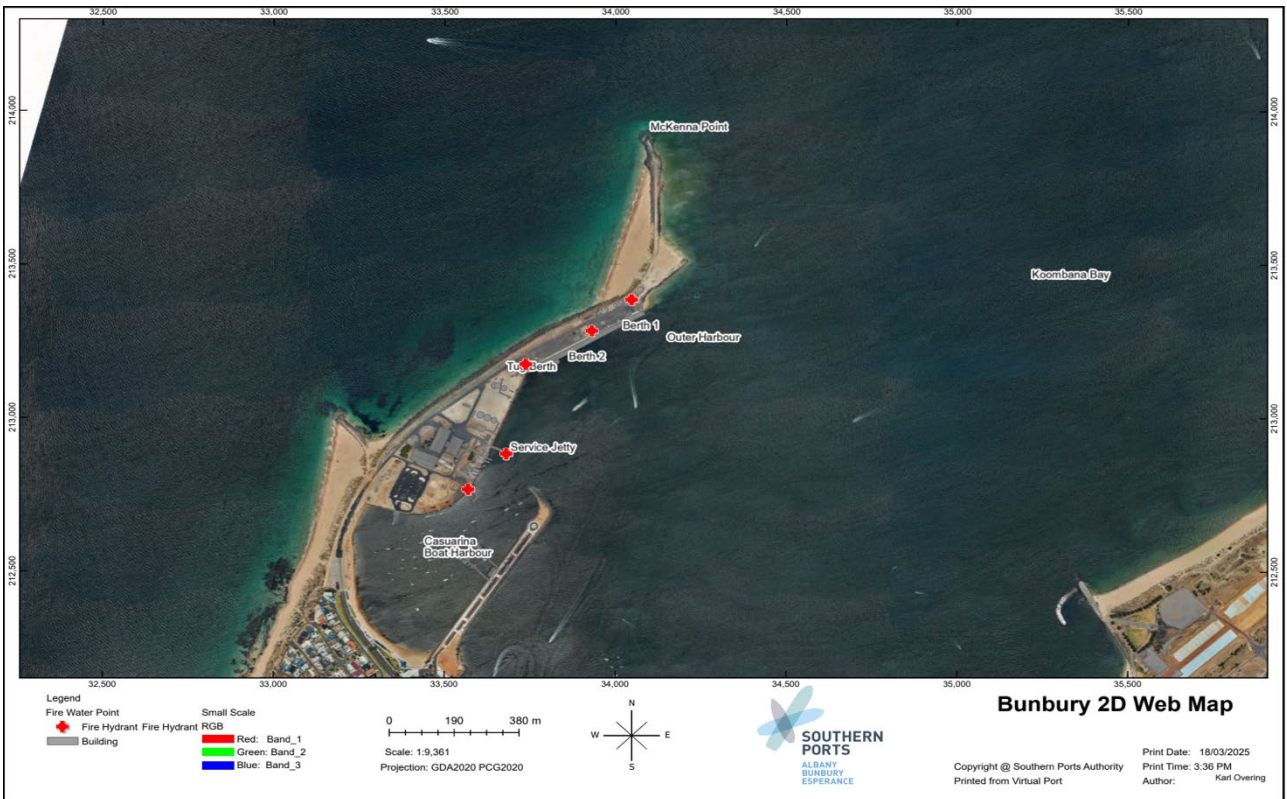


Figure 8: Fire Ring main Outer Harbour

## APPENDIX 7 - INCIDENT CONTROL CENTRES

### Primary Incident Control Centre

The primary incident control room is located within the administration building on the top floor. The Bunbury Administration Boardroom 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 move to the alternate ICC or to evacuate the site.

The IMT tools are stored in the Battle Boxes located in the boardroom storage room.

Other details for the ICC are:

- Actions of the first person to enter the ICC – see Appendix 8 – *Incident Control Centre Setup Checklist*.
- The ICC equipment list is attached to the individual Battle Boxes.

### Alternate Incident Control Centre

The Alternate ICC is located at the Inner Harbour Offices project meeting room. This resource is identical to the primary ICC with battle boxes etc.; The IMT will mobilise to this location in the event the primary ICC is not an option.

Other details for the ICC are:

- Actions of the first person to enter the ICC – see Appendix 8 – *Incident Control Centre Setup Checklist*.
- The ICC equipment list is attached to the individual Battle Boxes.

### ICC Mobile Battle Bags

Each ICC has a battle bag identical in configuration, containing maps, aide memoirs, stationery and USB sticks. These are coloured red with a high vis yellow triangle affixed

### 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 the local DFES building (5 Hercules Crescent, Bunbury) or Australian Border Force office (49 Bolt Terrace, Bunbury).

For Level 2 or 3 incidents where Southern Ports - Bunbury 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.

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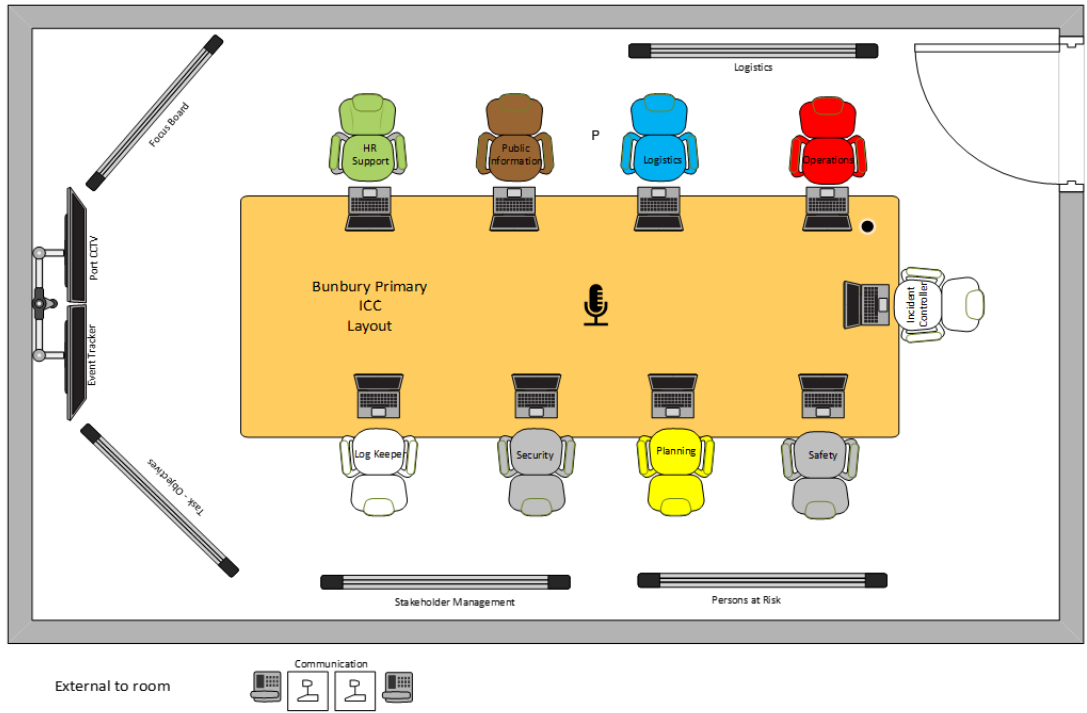


Figure 9: Primary and Alternate ICC layout


## APPENDIX 8 - POB ICC SETUP GUIDE

Primary and Alternate ICC Setup Guide	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	The first person to arrive at the ICC should commence setting-up the room (until the ICC Coordinator arrives).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Open and clear the room
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Connect IT and communications equipment and check it is working.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Establish virtual connections with remote team members.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Establish contact with reception and/or security.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Monitor Activation of team members
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Start a log- Ideally electronic, to facilitate sharing and archiving.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Provide initial situation brief to team members.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Establish uninterruptable lines of communication with on scene commander and reporting schedule.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Allocate team roles
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Prepare boards and logs for use.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Locate relevant plans, display maps and charts, activation packs and relevant references.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Locate and lay-out copies of the EMP, activation packs and relevant references
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Provide Releasable Information brief to telephone responders and reception staff.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Consider diverting phone lines.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Lock down building / floor / facility if necessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure that radios, computers, printers, monitors data projectors are switched on and logged-on
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Ensure an adequate supply of stationary is available
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Inform the Incident Controller and Deputy that the ICC is now functional.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Hand over to Incident Controller upon arrival
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Provide initial situation brief to team members. +
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Commence population of Focus Board
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Establish uninterruptable lines of communication with on scene commander and reporting schedule.
General Stationary	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Current plans of the port, surface services, maps of the local region
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Full set of Duty Cards
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	A copy of the EMP / Maritime oil Spill / CMP
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Paper, pencils, and pens
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Files and folders
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	In/out baskets
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Flip charts

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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Markers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Storage/filing containers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Supply of forms (activity log sheets, message pads).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Charts, drawings, etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Tables and chairs
<b>Communications</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Mobile phones
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Extra phone batteries and charges for mobiles
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Two-way radios, spare batteries, and chargers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Data line – access to Internet and on-site server
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Dedicated email address set up <a href="mailto:??@southernports.com.au">??@southernports.com.au</a>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Laptops/iPad
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Clocks x 2
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Digital camera and video camera
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Tape or digital recorder (with time stamp ability)
<b>Reference Material</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Phone book (site, corporate, white/yellow pages)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Manuals / Mapping
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Applicable contingency plans (e.g., state, federal)

## APPENDIX 9 - SMEAC BRIEFING GUIDE

# 0001	<b>SMEACS BRIEFING:</b>			
 <p>SOUTHERN PORTS ALBANY BUNBURY ESPERANCE</p>	INCIDENT:			
	Location:			
	Prepared By:			
	Position:			
	Operational Period	From:	Date Prepared:	
		To:	Time Prepared:	
Incident Controller:				
Situation Current situation				
Mission Define incident control objectives				
Execution How control of incident will be achieved. Tactics that will be implemented				
Administration & Logistics				
Command and Communications Command structure and reporting system. Maintenance of communication.				
Safety Safety issues.				
Time of Briefing:	Briefing to:	Person's Names:		
	Department			
	Section			
	Workgroup			

# APPENDIX 10 - EMERGENCY CONTACT DIRECTORY

[Guide - ALL - Southern Ports Staff Contact List](#)