



Emergency Management Plan – RODNEY’S TRANSPORT SERVICE

Emergency contacts

List your local emergency services numbers and any additional contacts you will need to phone in an emergency

Organisation Name	Contact	Title	Phone number
ALL	Emergencies	All types	000
State Emergency Services (SES)	NSW Emergency Service	State based contact	132500
Police	Wagga Local Area Command	Wagga Police Station	(02) 6922 2599
Fire	Fire & Rescue NSW	Wagga Wagga Fire Station	(02) 6921 4375
Ambulance	NSW Wales Ambulance Service	Wagga Ambulance Station	(02) 6925 1836
EPA			
Waste Spill (Corrosive 8)	NSW Office	Regulatory & Compliance Support Unit	(02) 9995 5700
Workcover (reporting injured workers)	Wagga Wagga Office	Workcover Assistance Unit	131050
Wagga Wagga City Council	Wagga Wagga Office	General Office number (ask for the Engineering department)	(02) 6926 9100

Emergency procedures

[List your emergency/evacuation procedures. It may be useful to attach a copy of your detailed emergency procedures and floor plan with the location of emergency exits, emergency kit and safety equipment clearly marked. Your emergency procedures should also include a map of evacuation locations for all emergencies.]

Procedures	Brief outline of procedures	Evacuation point/ address	Reference to full procedure document	Supporting documentation
Emergency Evacuation Procedure (eg Fire , DG spill, Waste spill)	<ol style="list-style-type: none"> 1. Alarm raised and relevant emergency services authorities contacted. 2. Calmly evacuate the premises from nearest emergency exit. 3. Arrive at evacuation location. 4. Locate and account for all staff 5. Follow safety warden instructions 6. Alert neighbouring businesses of emergency 7. Notify relevant emergency services <ul style="list-style-type: none"> - Ambulance if any injured workers - fire if evidence of flames, smoke or spills of DG listed products - Police if emergency coordination is required - EPA if the emergency relates to DG listed products - Workcover if injured worker 7. Notify next of kin for any injured workers 	Grassy area immediately opposite workshop exit door in front of the diesel bowzers	The emergency procedures.doc can be found on the shared drive in the OH&S folder. A hard copy is located in the folder 'RTS Management Systems' housed on the shelves above the Admin Support officer's desk.	<ul style="list-style-type: none"> - Emergency Evacuation Plan document describing emergency exits - Company Induction training records - List of neighbouring businesses contained in emergency kit - List of employee next of kin contained in emergency kit - Copy of this plan with emergency contact numbers contained in the emergency kit



List of (potential) pollutants stored on the premises

Name of Pollutant	Location of Pollutant	DG reference of Pollutant	Volume of Pollutant
Recycled Batteries	Storage facility marked 'Battery Shed' on site map	Class/Division 8 UN 2794	500t
Petrol	Pumps marked 'Petrol' on site map	Class/Division 3 UN 1203	40,000L
Diesel	Pumps marked 'Diesel' on site map	Class/Division 3 UN 1203	57,000L
Canola Meal	Shed marked 'Canola Meal' on site map	Class/Division 4.2 1386	2,000,000KG

Evacuation drill schedule

Evacuation procedure type	Drill frequency	Position/person responsible	Next drill dates
All emergency types	Annually	P Tye	June 2018

Emergency kit

Location

In the strong room in the administration building

Contents

Reviewed and checked annually or as needed

Object	Checked/Reviewed Date	Person responsible
Emergency management & recovery plan	May 2019	A Austin
Emergency and recovery contacts	May 2019	A Austin



Emergency Management Plan

Copy of Employee next-of-kin list	May 2019	A Austin
Copy of Neighbouring businesses list	May 2019	A Austin
Insurance documents	May 2019	A Austin
Torch	May 2019	J Payne
First-aid kit	May 2019	J Payne
Spare batteries	May 2019	J Payne
Adhesive tape	May 2019	J Payne
Pen/pencil and notepad	May 2019	J Payne

Emergency team roles & responsibilities

Role	Details of responsibilities	Person responsible	Email	Phone/Mobile numbers
First Aid Officer	▪ Administer first aid support in an emergency situation.	C Radley	finance@rodneysttransport.com.au	(02) 6937 9100
	▪ Contact neighbouring businesses using company mobile phone	B Doven	mechanics@rodneysttransport.com.au	
	▪ Ensure employee next of kin list is up-to-date	F Peeck	mechanics@rodneysttransport.com.au	
	▪ Ensure neighbouring business list is up-to-date			
Safety Warden	▪ Attend relevant training courses if necessary	P Tye	workshop@rodneysttransport.com.au	(02) 6937 9100 0409 619 549
	▪ Communicate procedures to all staff.			
	▪ Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff).			
	▪ Conduct regular drills.			
	▪ Update procedures regularly.			
Finance Manager	▪ Update relevant insurance and finance documents	R Bullock	rachel@rodneysttransport.com.au	(02) 6937 9100