

## 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
<b>ALL</b>	<b>Emergencies</b>	All types	<b>000</b>
<b>State Emergency Services (SES)</b>	<b>NSW Emergency Service</b>	State based contact	132500
<b>Police</b>	<b>Wagga Local Area Command</b>	Wagga Police Station	(02) 6922 2599
<b>Fire</b>	<b>Fire &amp; Rescue NSW</b>	Wagga Wagga Fire Station	(02) 6921 4375
<b>Ambulance</b>	<b>NSW Wales Ambulance Service</b>	Wagga Ambulance Station	(02) 6925 1836
<b>EPA</b>			
<b>Wast Spill (Corrosive 8)</b>	<b>NSW Office</b>	Regulatory & Compliance Support Unit	(02) 9995 5700
<b>Workcover (reporting injured workers)</b>	<b>Wagga Wagga Office</b>	Workcover Assistance Unit	131050
<b>Wagga Wagga City Council</b>	<b>Wagga Wagga Office</b>	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"> <li>1. Alarm (siren will sound) raised and relevant emergency services authorities contacted.</li> <li>2. Calmly evacuate the premises from nearest emergency exit.</li> <li>3. Arrive at evacuation location.</li> <li>4. Locate and account for all staff</li> <li>5. Follow fire warden instructions</li> <li>6. Alert neighbouring businesses of emergency</li> <li>7. Notify relevant emergency services                             <ul style="list-style-type: none"> <li>- Ambulance if any injured workers</li> <li>- fire if evidence of flames, smoke or spills of DG listed products</li> <li>- Police if emergency coordination is required</li> <li>- EPA if the emergency relates to DG listed products</li> <li>- Workcover if injured worker</li> </ul> </li> <li>7. Notify next of kin for any injured workers</li> </ol>	Grassy area immediately opposite workshop exit door in front of the diesel bowsers	The emergency procedures.doc can be found on the shared drive n the ÓH&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"> <li>- Emergency Evacuation Plan document describing emergency exits</li> <li>- Company Induction training records</li> <li>- List of neighbouring businesses contained in emergency kit</li> <li>- List of employee next of kin contained in emergency kit</li> <li>- Copy of this plan with emergency contact numbers contained in the emergency kit</li> </ul>

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	N/A
Amonia Anhydrous	Storage facility marked 'Amonia Anhydrous' on site map	Class/Division 2.3 UN 1005	Max 20,000L
Sulphur Dioxide	Storage facility marked 'Sulphur Dioxide' on site map	Class/Division 2.3 UN 1079	Max 20,000L
Sulphuric Acid	Storage facility marked 'Sulphuric Acid' on site map	Class/Division 8 UN 2796	Max 30,000L
Sodium Hydroxide Solution	Storage facility marked 'Sodium Hydroxide Solution' on site map	Class/Division 8 UN 1824	Max 20,000L
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

## Evacuation drill schedule

Evacuation procedure type	Drill frequency	Position/person responsible	Next drill dates
All emergency types	Annually	S Rodney	February 2013

## 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	February 2013	S Rodney
Emergency and recovery contacts	February 2013	S Rodney
Copy of Employee next-of-kin list	February 2013	S Rodney
Copy of Neighbouring businesses list	February 2013	S Rodney
Insurance documents	February 2013	R Bullock
Financial documents	February 2013	R Bullock
Torch	February 2013	S Rodney
First-aid kit	February 2013	S Rodney
Plastic bags	February 2013	S Rodney
Spare batteries	February 2013	S Rodney
Adhesive tape	February 2013	S Rodney
Pen/pencil and notepad	February 2013	S Rodney

## Emergency team roles & responsibilities

Role	Details of responsibilities	Person responsible	Email	Phone/Mobile numbers
<b>First Aid Officer</b>	<ul style="list-style-type: none"> <li>▪ Attend regular first aid training courses.</li> <li>▪ Administer first aid support in an emergency situation.</li> <li>▪ Contact neighbouring businesses using company mobile phone</li> <li>▪ Ensure employee next of kin list is up-to-date</li> <li>▪ Ensure neighbouring business list is up-to-date</li> <li>▪ Ensure emergency kit is up-to-date</li> </ul>	S Rodney	<a href="mailto:shanelle@rodneystransport.com.au">shanelle@rodneystransport.com.au</a>	(02) 6937 9100 0438 212 461
<b>Fire Warden</b>	<ul style="list-style-type: none"> <li>▪ Attend relevant training courses if necessary</li> <li>▪ Communicate procedures to all staff.</li> <li>▪ Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff).</li> <li>▪ Conduct regular drills.</li> <li>▪ Update procedures regularly.</li> </ul>	P Tye	<a href="mailto:workshop@rodneystransport.com.au">workshop@rodneystransport.com.au</a>	(02) 6937 9100 0409 619 549
<b>Finance manager</b>	<ul style="list-style-type: none"> <li>▪ Update relevant insurance and finance documents</li> </ul>	R Bullock	<a href="mailto:rachel@rodneystransport.com.au">rachel@rodneystransport.com.au</a>	(02) 6937 9100