

## 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>VIC Emergency Service</b>	State based contact	132500
<b>Police</b>	<b>Victoria Police Centre</b>	Flinders Street, Melbourne	(03) 9247 6666
<b>Fire</b>	<b>Station 10, Church Street Richmond (contact Melbourne Fire Service)</b>	East Melbourne	(03) 9662 2311
<b>Ambulance</b>	<b>Ambulance Victoria</b>	Doncaster	(03) 9840 3500
<b>EPA</b>	<b>EPA Victoria</b>	Report Pollution	1300 372 842
<b>WorkSafe (reporting injured workers)</b>	<b>WorkSafe Victoria</b>		132360
<b>Local Government</b>	<b>Brimbank City Council</b>	General Office number	(03) 9249 4000

## 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 , Waste spill)	<ol style="list-style-type: none"> <li>1. Alarm (horn will sound) raised and relevant emergency services authorities contacted.</li> <li>2. Calmly evacuate the premises from nearest emergency exit.</li> <li>3. Emergency Warden to locate and take emergency kit to emergency evacuation location (kit is located beside entrance/exit door in Operations office)</li> <li>4. Arrive at evacuation location.</li> <li>5. Locate and account for all staff</li> <li>6. Follow emergency warden instructions</li> <li>7. Alert neighbouring businesses of emergency</li> <li>8. 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>9. Notify next of kin for any injured workers</li> </ol>	Grassy area outside site Exit gate beside light pole	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 Emergency Response' housed on the shelves above the desk on the left hand side in the Administration Office	<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

Evacuation drill schedule

Evacuation procedure type	Drill frequency	Position/person responsible	Next drill dates
All emergency types	Annually	Ashley Carnell	July 2017

Emergency kit

**Location**

In on the wall beside the Entrance/Exit door in the Operations Office

**Contents**

Reviewed and checked annually or as needed

Object	Checked/Reviewed Date	Person responsible
Emergency management & recovery plan	May 2018	Anna Austin
Emergency and recovery contacts	May 2018	Anna Austin
Copy of Employee next-of-kin list	May 2018	Anna Austin
Copy of Neighbouring businesses list	May 2018	Anna Austin
Insurance documents	May 2018	Anna Austin

## *Emergency Management Plan*



<i>Torch</i>	<i>May 2018</i>	<i>Anna Austin</i>
<i>First-aid kit</i>	<i>May 2018</i>	<i>Anna Austin</i>
<i>Spare batteries</i>	<i>May 2018</i>	<i>Anna Austin</i>
<i>Adhesive tape</i>	<i>May 2018</i>	<i>Anna Austin</i>
<i>Pen/pencil and notepad</i>	<i>May 2018</i>	<i>Anna Austin</i>

## 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>▪ Administer first aid support in an emergency.</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> </ul>	M Paterno	<a href="mailto:monica@rodneystransport.com.au">monica@rodneystransport.com.au</a>	(03) 9311 2300
<b>Emergency 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>	M Muscat	<a href="mailto:michaelm@rodneystransport.com.au">michaelm@rodneystransport.com.au</a>	(03) 9311 2300 0409 370 163
<b>Compliance Manager</b>	<ul style="list-style-type: none"> <li>▪ Update relevant insurance and finance documents</li> </ul>	A Austin	<a href="mailto:anna@rodneystransport.com.au">anna@rodneystransport.com.au</a>	(03) 9311 2300 0407 326 100