



Emergency Management Plan – RODNEY’S TRANSPORT SERVICE

280 Byrnes Road, Bomen NSW 2650

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 Management Plan

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 <ol style="list-style-type: none"> 7. Notify next of kin for any injured workers 	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 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	500t



Emergency Management Plan

Evacuation drill schedule

Evacuation procedure type	Drill frequency	Position/person responsible	Next drill dates
<i>All emergency types</i>	<i>Annually</i>	<i>P Tye</i>	<i>June 2023</i>

Emergency kit

Location

In fire pump shed – North end of property

Contents

Reviewed and checked annually or as needed

Object	Checked/Reviewed Date	Person responsible
<i>Emergency management & recovery plan</i>	<i>June 2022</i>	<i>A Austin</i>
<i>Emergency and recovery contacts</i>	<i>June 2022</i>	<i>A Austin</i>
<i>Copy of Employee next-of-kin list</i>	<i>June 2022</i>	<i>A Austin</i>
<i>Copy of Neighbouring businesses list</i>	<i>June 2022</i>	<i>A Austin</i>
<i>Insurance documents</i>	<i>June 2022</i>	<i>A Austin</i>
<i>Torch</i>	<i>June 2022</i>	<i>J Payne</i>
<i>First-aid kit</i>	<i>June 2022</i>	<i>J Payne</i>
<i>Spare batteries</i>	<i>June 2022</i>	<i>J Payne</i>
<i>Adhesive tape</i>	<i>June 2022</i>	<i>J Payne</i>
<i>Pen/pencil and notepad</i>	<i>June 2022</i>	<i>J Payne</i>



Emergency Management Plan

Emergency team roles & responsibilities

Role	Details of responsibilities	Person responsible	Email	Phone/Mobile numbers
First Aid Officer	<ul style="list-style-type: none">Administer first aid support in an emergency situation.Contact neighbouring businesses using company mobile phoneEnsure employee next of kin list is up-to-dateEnsure neighbouring business list is up-to-date	B Doven	mechanics@rodneysttransport.com.au	(02) 6937 9100
Safety Warden	<ul style="list-style-type: none">Attend relevant training courses if necessaryCommunicate procedures to all staff.Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff).Conduct regular drills.Update procedures regularly.	P Tye	workshop@rodneysttransport.com.au	(02) 6937 9100 0409 619 549
Finance Manager	<ul style="list-style-type: none">Update relevant insurance and finance documents	R Bullock	rachel@rodneysttransport.com.au	(02) 6937 9100