


Emergency Response Plan

BRWF

20 August 2023

Revision Control

Revision	Date	Issue	Author	Reviewed	Approved	Signature
[5]	20/08/23	Draft	David Laing	Zeina J	David Laing	

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Related documents

Type	Title
Policy	N/A
Process	N/A
Procedure	BRWF PIRMP
Form	Incident report forms

1 Document control

1.1 Revision status

Rev	Date	Detail	Prepared By	Reviewed By	Approved By
1	11.10.14	First Draft	M Wiggins	S Isherwood	
2	14.01.15	Second Draft	S Isherwood	M Wiggins	W Stone
3	08.07.15	Pollution incident contacts added	W Stone	M Wiggins	M Wiggins
4	5/1/23	Updated contacts	D Laing	D Laing	D Laing
5	20/8/23	Updated formatting	D Laing	D Laing	D Laing

2 Introduction

SQE has been contracted by Boco Rock Wind Farm Pty Ltd to undertake operational activities for the Boco Rock Wind Farm. This document outlines the Emergency Response Guidelines to be implemented in response to a site emergency. The plan addressed the site's demographics inclusive of remoteness, terrain, and other environmental factors.

3 Scope

This Emergency Response Plan (ERP) covers most foreseeable site emergencies and the associated SQE/ Site first level response up to and including any required handover to external emergency services.

This ERP addresses:

- Site Emergency Organisation and Responsibilities
- Emergency Response Procedure.
- Possible Emergency Response Scenarios and Management.
- Emergency Contact Details.
- Communication protocols.
- Site Layout and Access Coordinates.
- Muster point.
- Helicopter Access Management; and
- Environmental Emergency Response.

4 Procedure

4.1 Site Emergency Responsibilities

4.1.1 Operations Manager Responsibilities

The Operations Manager is responsible for management of the Incident / Emergency and is responsible to take control of the emergency situation until the emergency is rectified. This can be undertaken remotely or on site. If the Operations Manager is not contactable, the Head of Operations will take over as Operations Manager or delegate responsibility to another member of the site's contracted management team. The Operations Manager will cooperate with regulatory bodies such as police or the NSW WorkSafe Authority representative who may visit the site.

The Operations Manager shall be responsible for the notification of key SQE corporate personnel and directors of Boco Rock Wind Farm Pty Ltd, and for directing all media enquiries to the Operations Manager. If the Operations Manager is not contactable, these enquiries are to be directed to the SQE media line or media team.

Upon being informed of an emergency, the Operations Manager shall determine the significance of the emergency and evacuate personnel in immediate danger or everyone at site, as the case requires. As circumstances require, personnel shall be directed to assemble at the nominated "Muster Point" at the Site office complex. The Muster Point is pre-determined and identified on the site location map. In the field, the location of work and Muster Points will constantly change. As such, in-field muster points will be determined at the time and will depend on the location and the type and extent of the emergency event. Medical emergencies will be responded to at the nominated Muster Points under the advice of the Emergency Services personnel.

Where evacuation is required, the Operations Manager shall be responsible to action a head count to verify all persons have been safely accounted for. This may be accomplished through collection of the Site personnel list, visitor's log and sign-in records. The Operations Manager will determine, in consultation with responders, if external emergency services are required, and will undertake liaison as required.

4.1.2 Site personnel responsibilities

Site personnel shall ensure they understand site emergency procedures that are delivered during Site Inductions.

All personnel are responsible for alerting their supervisor to an emergency event immediately upon identification of a situation.

First aid will be provided by trained First Aid Officers. All personnel attending will remain on-site until advised otherwise by Site management or the Operations Manager.

4.1.3 External Emergency Response Services

External Emergency Services will also be called on as required. Local emergency services will be provided this ERP and a site map. The Operations Manager will decide when external services are required. If the Site Manager is for any reason unavailable, the senior staff member on site shall determine need for external services.

5 Emergency Response

Emergency response may be required for accidents, incidents or natural disaster events such as fires. Some events have been detailed in sub-clauses below. However, in any emergency event the 1st person at the scene should:

- Assess the situation, ensure the safety of yourself and others.
- Contact your supervisor.
- Provide first aid if trained to do so, and only if it is safe to do so; and
- Initiate rescue or height rescue actions as required and where competent and safe to do so.

5.1 Notification of external Emergency Services

When notifying external emergency services call “000” for Ambulance, Fire or Police or ‘112’ if you don’t have phone reception. Emergency phone numbers, including local contact points are listed in the Emergency Response Phone List section of this plan.

When notifying an emergency, the caller should:

- Request Fire, Ambulance or Police
- State your name, contact number and position.
- Communicate the exact location of the emergency (road intersections).
- State who or what is involved (property, personnel etc.).
- Confirm the number of injured persons.
- State whether the situation is fluid and there is potential risk of further injury or damage.
- State to the best of their ability injury details and assistance required; and
- If air assistance is required request an air ambulance.

5.2 Communications

Communication on site will occur using a mobile phone or radio (Digital Channel 1). Communications via a hand-held digital radio requires a good supply of battery, and it is essential that personnel ensure they have an adequate supply. If a vehicle is equipped, the UHF radio it is to be checked for functionality prior to entering the field.

When communicating about an injured person, where possible, do not use the person’s name over the radio. Information regarding injured people needs to flow through the correct channels and broadcasting a name over the two ways may cause unnecessary stress on employees and family.

6 Response Scenarios

The major risks to human health, property and the environment identified for the project are outlined as follows.

	Fire	Building fires
		Vehicle fires
		Bush fires
	Fluid spills and leaks	Control/contain/clean up
		Internal chemical spill
	Natural Disaster / Storms	Severe storms
		Lightning strikes
		Other natural disasters
	Serious injury	Serious injury and medical injury
		Electrical incidents/shocks/ induction
	Fall from heights	
	Bomb threat	
	Traffic accident	
	Evacuation	

6.1 Fire

All vehicles (BRWF and subcontractor vehicles) entering the Project shall carry the appropriate firefighting equipment as specified in the BRWF induction manual and relevant High Fire danger periods.

6.1.1 Building fires (Operations, Maintenance Workshop and Control building)

In the event that a fire is beyond the capabilities of the site staff, personnel in the fire- affected area shall exit the workplace immediately and calmly and raise the emergency details to the Supervisor and the emergency services personnel (000).

Site personnel are to:

- Assemble at the designated Muster Point area. If directed, personnel shall stay within this area unless unsafe to do so or as advised by the Operations Manager.
- Consider temporary suspension of all or part of site activities; and
- Work with police or fire fighting authorities.

6.1.2 Vehicle fires

In the event of a vehicle fire or mobile plant fire the following actions should be taken, consistent with maintaining your personal safety:

- If safe to do so, park the vehicle away from flammable items such as fuel tanks.
- Turn off the engine.
- Exit the vehicle and if safe, fight fire with appropriate vehicle fire extinguisher. If possible, stay up wind of the fire avoiding toxic fumes (toxic fumes can come from burning tyres, cabins etc.).
- Immediately report the incident to emergency services (000) and your supervisor; and

- If safe/possible, barricade or block off the area around the vehicle (be aware of the chance of burning tyres exploding).

6.1.3 Bush fires

The site shall follow this document to determine the following critical factors:

- Required firefighting equipment.
- Communication avenues.
- Hot work requirements.
- Fire seasons.
- Total Fire Days; and
- Any other relevant factors.

Fires in the field should be reported immediately to your supervisor and emergency services on '000' or '112'. As required, appropriate firefighting equipment should be used to contain the fire. If the fire cannot be contained, personnel should move away from the fire to a safe position and await emergency services.

The Operations Manager or other delegate will consider site evacuation and ensure that this will not increase danger.

Any smoke or notification of fires in the local area should be assessed for impact on works and consideration should be given to evacuating the site. Smoke seen during the fire season should be reported immediately.

The shire emergency groups (RFS) have an SMS system for fire alerts, including vehicle bans. Personnel contact details may be provided to the RFS to ensure that these alerts are received.

6.2 Fluid Spills and Leaks

Fluid spills and/or leak can lead to soil and water contamination. Spill containment processes shall be immediately implemented to prevent the substance from entering any waterway system. Always read the Material Safety Data Sheet (MSDS) before considering clean up action. If safe to do so:

- Control the spill
- Contain the spilled material
- Clean-up
- Report

Note that the BRWF PIRMP Document is the guide for any spill or leak and should be referenced as the primary document. This section is only a guide.

Note that for a pollution incident that is causing or threatening material harm to the environment, the authorities listed in Section 7.3 must be contacted.

Chemical use and storage

A number of chemicals are stored on-site, and a complete list of these may be found in the site MSDS folder in the main O /M complex. A copy can also be found in the hazardous/flammable goods storage cabinet(s) and container. All containers will be marked or labelled to identify the contents of the container.

Chemical and hazardous waste storage

Wastes may accumulate in small quantities at the point of generation. Wastes are typically accumulated in 200 L (55-gallon) drums or purpose designed waste containers that are stored within a secondary containment. As these containers are filled, they are moved to designated hazardous waste storage areas.

The chemical and hazardous waste storage areas are inspected weekly to prevent releases, explosions, and fires.

6.3 Natural Disaster / Severe Storms

6.3.1 Severe storms

Effective planning forms a major part of defending against the effects of severe weather conditions. BRWF management shall ensure all site amenities are effectively secured.

Where weather alerts raise the possibility of severe storms the Operations Manager (or delegate) shall initiate measures to determine that all equipment and materials are stored or secured appropriately. All plant operations will follow their OEM specifications for rated wind speeds.

When first advised that severe weather is in the area the Operations Manager (or delegate) shall effectively monitor weather updates to ascertain likely interaction with the site. At this initial stage all, non-essential outdoor items will be secured and or taken inside secured facilities. Buildings will be inspected to ensure any loose panels or damaged structures are remediated or shored up.

6.3.2 Lightning strikes

Lightning strikes are common during storm activity and there is a risk of personal injury and / or fire associated with their occurrence.

General precautions include:

- Stay away from metal poles, fences, clothes lines etc.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside metal-bodied (hard top) vehicles but do not touch any metal sections; and
- Discard all metal objects.

If shelter is near-by:

- Seek shelter in a hard top vehicle or solid building. Avoid small structures or Fabric/Tarpaulin tents; and
- Keep clear of windows.

If shelter is not available:

- Crouch (alone, feet together), preferably in a hollow. Make yourself a small target.
- Remove metal objects from head/body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning) but avoid being the highest object.
- If your hair stands on end or you hear buzzing on nearby rocks, fences etc, move immediately.
- Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves; and
- Keep out of, and well away from, water bodies or watercourses.

The Lightning Safe Position includes:

- Squatting or crouching with knees drawn up and feet together, preferably on dry insulating material (e.g., foam mat).
- Keep hands off the ground; and
- Spread personnel out – about ten metres apart, but within calling distance.

Should lightning strike any part of the permanent or temporary facilities, a full inspection shall be undertaken to rectify any damage.

6.3.3 Other natural disasters

In the event of excessive rain, major flooding, storm damage, or other natural disaster affecting the site, operations may have to be suspended.

In these events, generally:

- Liaise with BRWF Management and external emergency services regarding local conditions.
- Ensure removal of everyone from the immediate danger area, and, if sufficient warning is available, consider evacuation.
- As far as is possible, ensure security/safety of assets and site generally, secure high-risk areas, and consider temporary suspension to operations.
- The lightning detector should be used when there is a threat of a storm and always during stringing activities (Vehicle AM radios are also permitted to detect encroaching thunderstorms).
- Institute rollcall/headcount of those on site.
- Arrange alternative accommodation/protection, where required.
- Ensure continuation of points of contact with those affected.
- Liaise with health authorities and/or external emergency services regarding priority actions during and post event.

6.4 Serious Injury

6.4.1 Serious injury and medical injury

In case of a serious Injury or medical emergency the following actions should be taken, consistent with maintaining your personal safety:

- Immediately report the incident to the emergency services (000 or 112) and your Site Supervisor.
- Do not rush to the scene. Move quickly and calmly. Ensure there is no danger to you or the injured person.
- If possible, do not leave the injured person.
- Attend to the injured as trained.
- Stay and wait for the Emergency Services to arrive and direct them to the area.
- Always have two people wait on the closest road for the ambulance with headlights and hazard lights on; and
- First aid is to be administered as per training, and at the level within the skills and competencies of the qualified First aider on the scene.

NB. For suspected spinal injuries, keep the patient immobilised and do not attempt to move/manipulate their body unless their location endangers their life.

6.4.2 Electrical incidents / electric shocks / induction

Electric shocks can cause cardiac arrest, respiratory arrest and devastating internal burns, with little or no evidence of damage to visible areas of the body. The following response is required for electrical incidents / electrical shocks:

- If safe, turn off or isolate the power supply.
- Immediately report the incident to emergency services (000 or 112) and your Site Supervisor.
- In case of induction, earth either side of injured person.

- If you cannot turn off the power, DO NOT make direct contact/grab the person; and
- Do not attempt to rescue the person until the electricity has been disconnected and proven de-energised.

Note:

- All transportation to hospital will be via ambulance if possible; and
- Remember: ALL electric shock victims require an ECG. Any person who suffers an electric shock on site must be escorted to a medical facility for an Electro Cardiograph (ECG) and review by a medical practitioner. The purpose of an ECG is to establish a baseline test in case of delayed complications.

6.5 Fall from Heights

Where a fall from height or suspension at height has occurred, rescue and/or serious injury may be required to avoid serious injury. Suspension trauma can occur very rapidly (within a few minutes) and can endanger life.

In general, appropriate response would include:

- Immediately report the incident to emergency services (000 or 112) and your site supervisor.
- Assist in height rescue if trained and safe to do so.
- If a rescue is not possible immediately report this to your supervisor.
- Determine what external assistance is required, i.e., EWP, helicopter etc.; and
- Consider the effect of temporary suspension as part of operations.

6.6 Bomb Threat

Any person who receives a bomb threat should remain calm and ask the following questions. When you are recording the call, try to record the exact wording of the conversation. It is important that you try to keep the caller talking and complete the checklist. Do not hang up, as the call may be traced. Once the call has finished, notify your supervisor immediately. The Operations Manager (or delegate) will then notify police and consider evacuation of the area.

Where did you put the bomb?

When did you put it there?

When is the bomb going to explode?

What does the bomb look like?

What kind of bomb is it?

What will make the bomb explode?

Did you place the bomb?

Why did you place the bomb?

What is your name?

Where are you now?

What is your address?

Voice	Speech	Telephone	Background
<input type="checkbox"/> Male	<input type="checkbox"/> Accent <input type="checkbox"/> Calm	<input type="checkbox"/> Local	<input type="checkbox"/> Music

<input type="checkbox"/> Female	<input type="checkbox"/> Stutter	<input type="checkbox"/> Angry	<input type="checkbox"/> STD	<input type="checkbox"/> Voices
<input type="checkbox"/> Child	<input type="checkbox"/> Fast	<input type="checkbox"/> Slurred	<input type="checkbox"/> Mobile	<input type="checkbox"/> Traffic
<input type="checkbox"/> Taped	<input type="checkbox"/> Slow	<input type="checkbox"/> Drunk	<input type="checkbox"/> Unknown	<input type="checkbox"/> Aircraft
<input type="checkbox"/> Unknown	<input type="checkbox"/> Loud	<input type="checkbox"/> Other		<input type="checkbox"/> Train
	<input type="checkbox"/> Soft			<input type="checkbox"/> Machinery

6.7 Traffic Accident

In general:

- If a traffic accident occurs immediately call for assistance by calling emergency services (000 or 112).
- Ensure nobody is in further danger. If you have enough people, send somebody in each direction to warn traffic of accident on the road.
- Administer first aid if trained to do so.
- Monitor for vehicle fires, have fire extinguishers at the ready.
- Keep watch on anybody that has exited the vehicle and may have concussion; and
- Stay at the scene until emergency services have arrived. Provide assistance if required.

6.8 Evacuation

If an emergency occurs, you may need to evacuate the site. In such an event, follow appropriate guidelines, including:

- Notice to evacuate to be communicated by one or more of the following methods:
 - o Verbal notification if inside the O/M complex.
 - o UHF Radio (Ch. 25) “emergency, emergency, emergency” (then wait for further directive).
 - o Mobile phone.
 - o Your supervisor.
 - o The Site Manager.
 - o Police, Fire or SES may evacuate locally.
- If safe to do so, plant and equipment should be turned off and made safe.
- Leave your area by the nearest exit in an orderly manner.
- Ensure site visitors are with you if you were nominated escort.
- Assemble and register at the muster point not affected by the event and wait for further instruction. Do not leave the muster point unless instructed by Site Manager; and
- Notify the Operations Manager or Police/Fire/SES if you know someone is missing.

7 Incident Communication

Where an incident has the potential to impact neighbouring properties, or the local community, an incident communication process will be implemented.

This process may entail the following actions and will be appropriate to the incident.

- Report to the Community Consultative Committee
- Contact with local Council staff and/or community representatives
- Advertisement in local newspapers
- Communication via an email list of local community members

Note that for a pollution incident that is causing or threatening material harm to the environment, the authorities listed in Section 7.3 must be contacted.

8 Emergency Phone List

8.1 Project personnel

Staff Member	Company	Position	Phone	Email
Site Office	BRWF	Emergency Number	02 6449 2000	Nil
Ben Deer	SQE	SQE Head of Operations	0429 071 864	Ben.deer@Squadronenergy.com
David Laing	SQE	BRWF Operations Manager	0427 786 322	David.laing@Squadronenergy.com
Zeina Jokader	SQE	Environmental Officer	0476 882 365	Zeina.jokader@SquadronEnergy.com
Tony Reid	GE	Site Manager (GE)	0429 601 130	Anthony.reid@ge.com
Sam Herbert	GE	Lead technician	0439 519 273	Samuel.herbert@ge.com

8.2 Emergency Services

Organisation	General Contact	Local Contact
Emergency Services	Police Fire Ambulance	"000" or "112" (Where no reception is available)
Nimmitabel Police Station Bombala Street, Nimmitabel 2631	Call 000	Station inquiries 02 6454 6444
Cooma Police Service Massie Street, Cooma 2630	Call 000	Station inquiries 131 444
Public Hospital Cooma District Hospital Bent Street, Cooma 2630		02 6455 3222
The Bombala Street Surgery		02 6452 5888

Organisation	General Contact	Local Contact
62 Bombala Street, Cooma 2630		
Snowy Hydro – South Care Helicopter Service 4 Point Cook Avenue, Majura 2609		02 6207 9923 info@snowyhydrosouthcare.com.au
SES	Call 000	Inquiries 132 500

8.3 Pollution Incident Reporting

The authorities below must be notified immediately in the event of a pollution incident that is causing or threatening material harm to the environment.

Organisation	Contact
Environmental Protection Authority (EPA)	Environmental Line: 131 555
Snowy Monaro Regional Council 81 Commissioner Street, Cooma 2630	02 6455 1777
DPIE	1300 420 596 #2
Safe Work NSW	13 10 50
Ministry of Health via the local Public Health Unit	1300 066 055 (ask for Public Health Officer)
Fire and Rescue NSW	1300 729 579 (no need to call if 000 was called initially)

8.4 Other Services

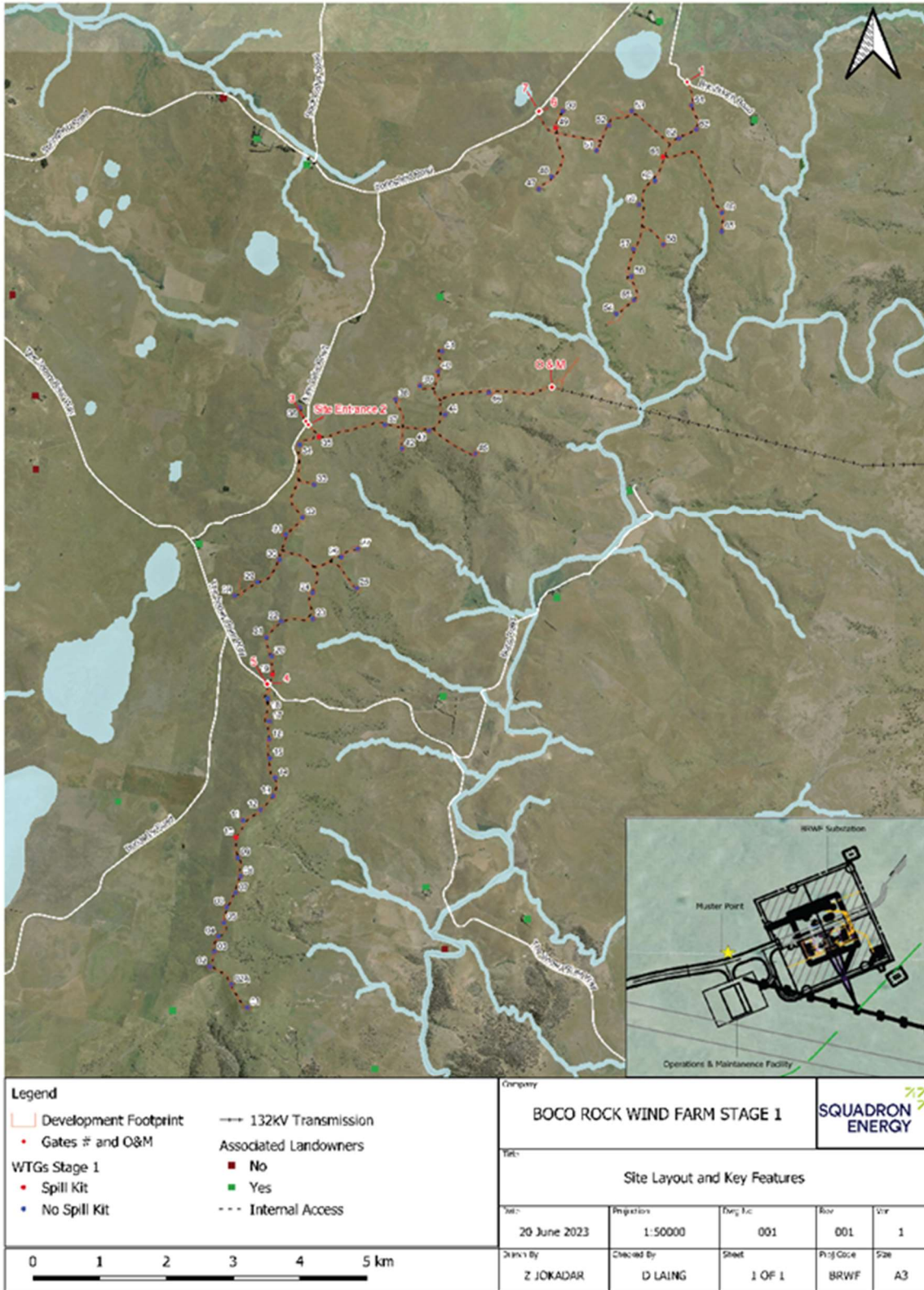
Organisation	Purpose	Local Contact
Bureau of Meteorology	Weather	www.bom.gov.au
Cooma Monaro Shire Council 81 Commissioner Street, Cooma 2630	General inquires	02 6455 1777
Bombala Council 71 Caveat Street, Bombala 2632	General inquires	02 6458 3555
Poisons Information	General inquires	131 126
Work Safe NSW	General Advice / Reporting	131 050
South East Livestock Health and Pest Authority 5 Dawson Street, Cooma 2630	General inquires	02 6452 1122
Essential Energy	Electricity matters	132 391
Jemena	Natural Gas matters	1800 620 492
Telstra	General inquires	132 203

Organisation	Purpose	Local Contact
Transport for NSW	General inquires	132 213

8.5 Project Landowners

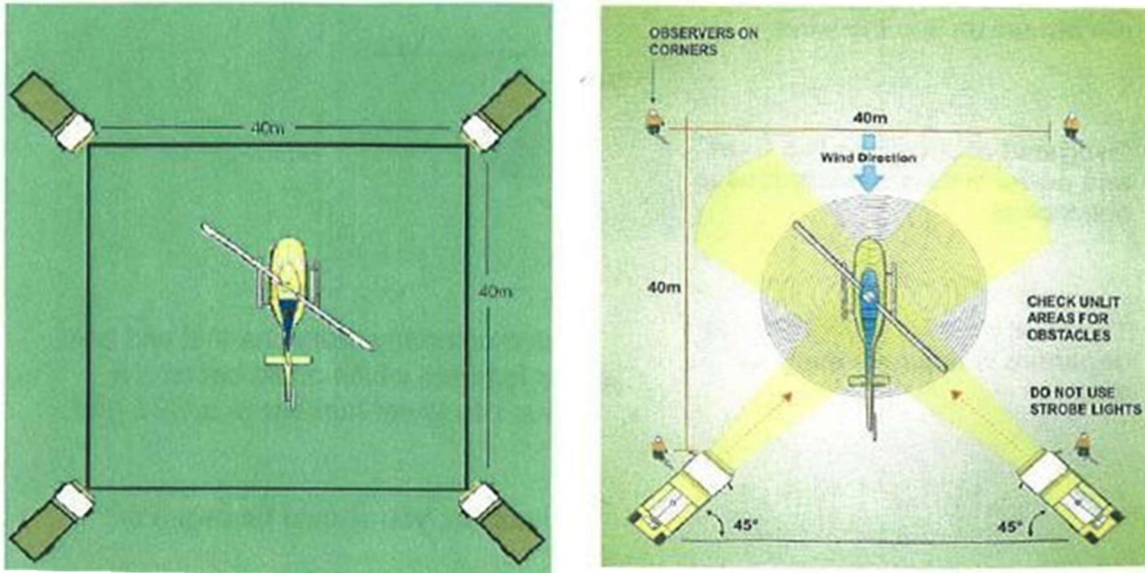
Contact Name	Mobile	Landline
John and Leanne Jardine	0421 282 088	02 6454 6214
Roger and Heather Haylock	0428 546 336	02 6454 6336 (Roger and Heather), 02 6454 6096 (George and Mel)
Albert Tory	0403 660 265	None
Bill Garnock	0428 536 244	02 6453 6248
Howard Charles	0429 446 481	02 6454 6403
Andrew Dunlop	0409 369 325	None
Jim Haylock	0400 275 820 (Jim)	02 6454 6250
Sean O'Neill	0412 530 550	02 6456 2354
Vicky Bridgewater	0409 755 803	02 6453 6234
Henry & Julia Bridgewater	0438 678 367 (Henry), 0428 242 853 (Julia)	02 6452 1527
Neil William Robinson	0438 968 055	02 6454 6349
AJ & MJ Burchall	0408 427 578	02 6454 6349
Peter & Margaret Bright		02 6452 3122
David & Lynette Williams	0458 363 300	02 6454 6418
James Williams		02 6236 3300
Jeanette & Tania Tahana	0400 460 551 (Tania)	02 6454 6314
Crenpine Pty Ltd	0403 660 265	
Matthew & Christine French	0417 020 757 (Matt). 0428 824 660 (Chrissie)	02 6454 6045

9 Project Site Layout



9.1 Helicopter Management

If you require a helicopter to land near you for a medical or other emergency, you will need to clearly identify the landing area. By day this can be as simple as four vehicles at the corner points of a 40m x 40m square (Figure A).



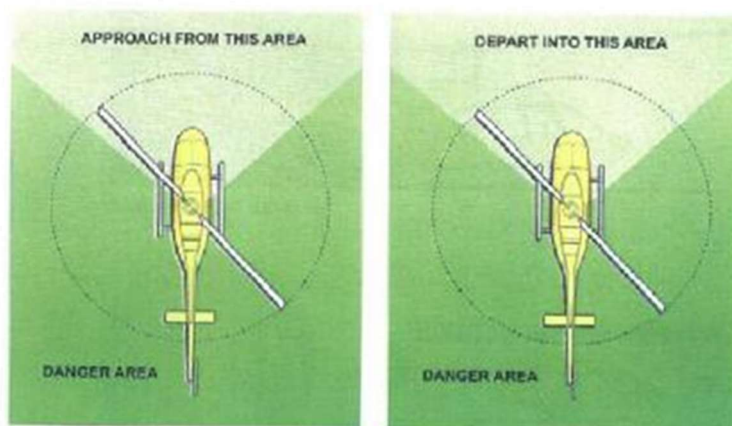
At night two vehicles at the two corner points of the 40m x 40m square should face the centre of the square, into the wind with headlights on. This shows the pilot the landing zone and the wind direction and prevents blinding by the headlights (Figure B). The highlighting of transmission lines is also required (for example: with a vehicle with rotating flashing beacons).

NB. Do not shine lights at the aircraft.

9.2 Approaching the helicopter

Once the helicopter has landed, approach should only be made:

- Upon indication from the pilot.
- Only from the front of the aircraft between the “10” and the “2 o’clock” position (Figure C); and
- Only after the aircraft has completely shut down.



Approach and departure zones

9.3 Site Landings

It must be considered that both fixed and rotary wing aircraft may be operating over the site at any time. As such, the potential for a rotary winged aircraft to land within the perimeter of the site boundaries may be quite real in terms of emergency management aircraft i.e., air ambulance, police helicopters, and firebombing aircraft.

With regards to site landings, police aircraft or air ambulance may need to land for a specific patient evacuation process etc. and firefighting aircraft may be deployed to work throughout the site should an outbreak of fire was to escalate beyond local control, in any of the aforementioned circumstances post first response by BRWF personnel, full co-operation with emergency services will be shown and the appropriate organisation will take on incident control.

Should an aviation accident/incident occur, in or around site, incident control will be given, with cooperation, to the appropriate organisation, post first response by BRWF personnel.

Squadron Energy is Australia's leading renewable energy company. Proudly Australian owned, our mission is to be a driving force in Australia's transition to a clean energy future by providing green power to our customers.

We develop, operate and own renewable energy assets in Australia.

With proven experience and expertise across the project lifecycle, we work with local communities and our customers to lead the transition to Australia's clean energy future.

Squadron Energy acknowledges the Traditional Owners of Country throughout Australia. We pay our respects to Elders past, present, and emerging.

