

Emergency Response Plan

Capital & Woodlawn Wind Farm Procedure

Pro-2 Ver 0

Document Revisions

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Distribution List

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Site	All

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1 Introduction

The purpose of this document is to detail the steps to be taken in response to potential emergencies that could occur at the Capital and Woodlawn Wind Farms located on the Great Dividing Range approximately 60km North East of Canberra, near Bungendore in NSW. The O&M building is located off Tarago Road.

The Capital Wind Farm and the Woodlawn wind farms were constructed as separate wind farms but are immediately adjacent to each other and are operated by a single SEA service team from the O&M building.

1.1 Potential Emergency Scenarios

This plan considers the following possible emergency situations; (or a combination of all) that site personnel may be confronted with when working on site:

1. Runaway operation of a WTG.
2. Emergency descent or rescue of an injured person from a WTG.
3. Serious medical emergency, injury or fatality
4. Significant property damage
5. Off-site incident in the Veolia Bio Reactor
6. Fire, including bush fire events.
7. Extreme weather conditions
8. Significant Environmental Damage
9. Threats – bomb or suspicious parcel

1.2 Revisions

This plan is subject to revision based on review, experience and changes in technology.

This document has been issued as a controlled document to the holders as shown in the table on the front page

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2 Emergency Management Organisation

2.1 Site Information – SEA Australia

Telephone contact	Office hours: 07:00 to 15:00 Ph (03) 8415 8957 After hours: (Scott Bell – 0418 905 702)
OMS building location	1279 Tarago Road, Bungendore NSW 2621. approximately 13km from Bungendore.
Postal Address	PO Box 399 Bungendore NSW 2621

2.2 Senior Management Team

The following members of the SEA senior management must be notified in the event of an emergency as described in this plan.

The role of the senior management team is to provide high level support, direction and resources to the response team at site, to authorise response arrangements within their authority levels and to provide other assistance as described within this plan.

Title	Name	Telephone	Affiliated Company
SEA CEO	Mukesh R. Kolhe	0470 530 109	Suzlon Energy Australia
SEA QHSE Manager	Graham Rees	0437 538 192	Suzlon Energy Australia

2.3 Service Management Team

Essential to the effective management of any emergency situation is the active involvement of the service management team members located at site and supported by SEA head office personnel.

The following people comprise the Service Management Team.

Title	Name	Telephone	Affiliated Company
SEA Service Manager	Clive Londt	0437 636 192	Suzlon Energy Australia
SEA Lead Service Technician	Scott Bell	0418 905 702	Suzlon Energy Australia
Service Administrator	Renaye Alesi	0409 148 820	Suzlon Energy Australia
SEA QHSE Manager	Graham Rees	0408 990 971	Suzlon Energy Australia

The SEA Service Manager has responsibility for the overall control of the emergency situation at the site level.

The SEA Service Manager designates key site team members to implement the procedures set forth in this plan and receives from the team members all relevant information relating to the emergency.

The SEA Service Manager is responsible for communicating all required information to senior management and is the spokesperson at the project level.

The SEA Lead Service Technician is responsible for physical control of the site including obtaining emergency services as necessary, communicating the circumstances of the emergency to service management, and securing the emergency scene.

2.4 Client Contact – Infigen Energy PTY LTD

Name	Telephone	Postal Address
Andrew Milne	Office hours – 9:00am - 5:30pm Ph: 02 8031 9959 After hours/mobile Ph. 0488 090 953	Renewable Power Ventures Level 22, Pitt St Sydney NSW 2000

2.5 Veolia Contact

An incident at the Bio Reactor operated by Veolia adjacent to the Woodlawn Wind farm has the potential to impact on operations at the Capital and Woodlawn Wind Farms.

Name	Telephone	Address
Site Manager	PH: (02) 4844 6262 Fax: (02) 4844 6355	619 Collector Road, Tarago, NSW 2580

2.6 Emergency Contact List

Emergency Services Information is included in the site induction provided to all employees.

The Emergency Services Information will be conspicuously posted in the OMS office.

Organisation	Contact Details
All emergencies (Fire / Ambulance)	000
Police	Goulburn – (02) 4824 0799 Tarago – (02) 4848 4411
NSW Rural Fire Service (RFS)	Emergency 000 When Manned (02) 4822 1608
State Emergency Services	132 500
Goulburn Hospital	130 Goldsmith St, Goulburn (02) 4827 3111
Queanbeyan Hospital	16 Erin St, Queanbeyan (02) 6298 9211
Canberra Hospital	Yamba Drive, Garran, ACT (02) 6244 2222
Bungendore Medical Centre	36 Ellendon St, Bungendore (02) 6238 1417
Ministry of Health Public Health Unit	Goulburn Office – (02) 4824 1840 After hours – (02) 6080 8900 (Diverts to the Albury Base Hospital – ask for the Public Health Officer on call)
Poisons Information Centre	131 126
WIRES (Wildlife Rescue)	1300 094 737
WorkCover NSW	Information, assistance or advice: 131 050
Environment Protection Authority	To report incidents and complaints: 131 555 or (02) 9955 5555 General enquiries: (02) 9955 5000
Local Government (Palerang Council)	Bungendore office – 10 Majura St, Bungendore 1300 735 025

2.7 Facilities

Any emergency situation on site will be controlled from the OMS Building unless the emergency dictates that the office and compound area is evacuated.

At all times the following equipment must be available at the site office to assist in the management of any emergency.

1. Emergency Management Plan (this document)
2. Notebook
3. Telephone Conversation Log
4. Camera
5. Phone
6. Radios and base station access

The following equipment is also available on site:

Equipment	Location
First Aid Kits	On-site (in WTG's, vehicles & site office)
Defibrillator	On-site (in Site Office and 2 vehicles listed in office)
Fire Extinguisher	On-site (in WTG's, vehicles & site office)
Oil Spill Kits	On-site
Material Safety Data Sheets (MSDS)	On-site (in site office & DG Container)
Secure Waste Facility	On-site

2.8 Radio frequency used on site is UHF Channel 26.

Should an emergency, incident or evacuation be called for, the words EMERGENCY, EMERGENCY, EMERGENCY will be broadcast over the radio (Channel 26).

Radio silence should be maintained until instructions are given regarding the situation e.g. incident details, full evacuation to an Emergency Assembly Point, or other information as deemed necessary.

2.9 Emergency Assembly Points

The location of the assembly points will be clearly marked, maps showing the locations will be displayed in site facilities and shown at the site induction. If changes are made to the location of assembly points, changes will be communicated via the site toolbox meetings.

3 Runaway operation of a WTG

In a very rare combination of several circumstances a wind turbine, if not controlled, may spontaneously over-speed during high wind periods. Without prior control it can then be almost impossible to bring to a stop.

Runaway operation of a WTG can lead to the collapse of the entire structure.

3.1 Basic Procedures – runaway wind turbine

If a runaway wind turbine should occur the following basic procedures should occur:

3.2 Objectives

- Secure WTG site to prevent risk of injury.

	ACTION	BY WHOM
1.	Evacuate the turbine and the turbine immediate area by moving upwind.	Lead Service Technician
2.	Evacuate the WTG site and do not approach the site closer than 500 metres until it is under control. <i>Debris from e.g. blades can fly over long distances and cause danger to human lives.</i>	Lead Service Technician
3.	Notify the appropriate emergency response services and co-ordinate site access for them. <i>Note that this may require the dispatch of a guide vehicle to a meeting location to escort an emergency vehicle to a remote part of the site.</i>	Lead Service Technician
4	Start a diary of the sequence of events as they unfold. Log all messages and enquiries.	Lead Service Technician
5	Notify the Senior Management Team	Lead Service Technician
6	Notify the client representative (s)	SEA Service Manager
8	Co-ordinate response to media enquiries.	Senior Management
9	Keep project employees informed – via a Toolbox meeting if required.	Lead Service Technician

4 Emergency Descent from a WTG.

In a situation where the normal escape route via the tower should be cut off by a fire or other unforeseen events (such as the need to rescue an injured person who is unable to use the tower), the installed rescue and descent device that is located in the nacelle should be used.

SEA personnel who work in a WTG are trained in the use of emergency and rescue techniques using the installed emergency equipment.

All WTGs are equipped with automatic descender units and quick reference charts describing their use are posted in all nacelles.

4.1 Basic Procedures – Emergency Descent from a WTG

4.2 Objectives

- Obtain immediate and adequate treatment for injured person(s)
- Safely evacuate any persons to ground level

	ACTION	BY WHOM
1.	When notified of an incident, if required dispatch suitably trained personnel to the location.	Lead Service Technician
2.	Oversee the implementation of the emergency procedures. <i>This may require:</i> <ul style="list-style-type: none"> • Use of the emergency descent equipment for all personnel • Use of emergency equipment to lower a disabled person. <i>Note that the following are posted in each WTG;</i> <ul style="list-style-type: none"> • Nacelle Evacuation Flash Card • Anchorage Point Locations 	Lead Service Technician
3.	Notify the appropriate emergency response services and co-ordinate site access for them. <i>Note that this may require the dispatch of a guide vehicle to a meeting location to escort an emergency vehicle to a remote part of the site.</i>	Lead Service Technician
5	Notify the Senior Management Team	Lead Service Technician
6	Notify the client representative (s)	SEA Service Manager
7	If SEA personnel are injured in the emergency – implement the procedures documented in 5 below.	Lead Service Technician
9	Keep project employees informed – via a Toolbox meeting if required.	Lead Service Technician

5 Serious Medical Emergency, Injury or Fatality

5.1 Basic Procedures – Medical Emergency

5.2 Objectives

- Obtain immediate and adequate treatment for injured person(s)
- Secure accident site to prevent risk of further injury.
- Contact emergency services and SEA Service Manager.
- Notify Senior Management.
- Document the events.

	ACTION	BY WHOM
1.	Obtain appropriate immediate medical aid for any injured persons.	Person at the scene
2.	Secure the area to prevent further injuries or damage. <i>Note that for serious incidents the incident scene will need to be secured for an investigation by the relevant authorities.</i>	Lead Service Technician
3.	Notify the appropriate emergency response services and co-ordinate site access for them. <i>Note that this may require the dispatch of a guide vehicle to a meeting location to escort an emergency vehicle to a remote part of the site.</i>	Lead Service Technician
4	Start a diary of the sequence of events as they unfold. Log all messages and enquiries.	Lead Service Technician
5	Notify the Senior Management Team	Lead Service Technician
6	Notify the client representative (s)	SEA Service Manager
7	Provide assistance and information to the family of injured persons. <i>In some cases it may be necessary to arrange transport for a family member to a medical facility to be with an injured person.</i>	SEA Service Manager
8	Notify WorkCover – in the case of a serious injury. <i>In this case, the incident scene must be secured and left undisturbed until advised by the relevant authority.</i>	Lead Service Technician
9	Co-ordinate response to media enquiries.	Senior Management
10	Keep project employees informed – via a Toolbox meeting if required.	Lead Service Technician

6 Significant Property Damage

Accidents or damage of this type include:

- Incidents arising from crane operations – including damage to cranes and to loads being lifted.
- Incidents involving large plant.
- Loss of control of large loads being moved on uneven and undulating terrain.
- Striking of overhead electrical lines.

Note that incidents that result in serious property damage may also result in injury and environmental damage.

6.1 Basic Procedures

	ACTION	BY WHOM
1.	Obtain appropriate immediate medical aid for any injured persons. <i>Note that in incidents involving large plant, other plant may need to be sourced to assist in moving debris to extract injured people.</i>	Lead Service Technician
2.	Secure the area to prevent further damage, injuries or damage to the environment. <i>Note that for serious incidents the incident scene will need to be secured for an investigation by the relevant authorities.</i>	Lead Service Technician
3.	Notify the appropriate emergency response services and co-ordinate site access for them. <i>Note that this may require the dispatch of a guide vehicle to a meeting location to escort an emergency vehicle to a remote part of the site.</i>	Lead Service Technician
4.	Start a diary of the sequence of events as they unfold. Log all messages and enquiries.	Lead Service Technician
5.	Notify the Senior Management Team	Lead Service Technician
6.	Notify the client representative (s)	SEA Service Manager
7.	Notify Safework – in the case of a serious incident. <i>In this case the incident scene must be secured and left undisturbed until advised by the relevant authority..</i>	Lead Service Technician
8.	Co-ordinate response to media enquiries.	Senior Management
9.	Keep project employees informed – via a Toolbox meeting if required.	Lead Service Technician

7 Off-site incident at the Veolia Bioreactor

Previously a copper, lead and zinc open-cut mine, the void is now used as an in-situ bioreactor, since 2005.

Over this time, the bioreactor has taken in over 2.2 million tonnes of waste from the Sydney metropolitan area and Goulburn surrounds; as well as producing up to 3MWh of green electricity using the methane created by the resultant waste.

Incidents arising from the operation of the bioreactor includes:

- Fire or explosion caused by methane gas.

Note that Veolia will manage any emergency associated with the Bio-reactor.

7.1 Basic Procedure

	ACTION	BY WHOM
1.	Establish contact with any SEA personnel in the vicinity of the bioreactor. <i>Note that SEA personnel undertake a specific induction for the Veolia Bioreactor site and will be familiar with the required emergency assembly location.</i>	Lead Service Technician
2.	Establish communications with the Veolia Site Manager: Advise of the number and location of any SEA persons in the vicinity of the bio-reactor.	Lead Service Technician
3.	Monitor for instructions from the Veolia Site Manager. <i>Note that Veolia will manage any emergency associated with the Bio-reactor.</i>	Lead Service Technician
4.	Start a diary of the sequence of events as they unfold. Log all messages and enquiries.	Lead Service Technician
5.	Notify the Senior Management Team	Lead Service Technician
6.	Notify the client representative (s)	SEA Service Manager
7.	Co-ordinate response to media enquiries.	Senior Management

8 Fire

The following fire situations could cause an emergency situation affecting those working on the wind farm:

1. Bush Fire
2. Fire on site either within the compound area or on an area within the confines of the site
3. A fire within the Land Owners residence area
4. Fire initiated by project plant and equipment

In order to assist either in fighting a fire or dealing with an emergency situation the following actions must be taken during the mobilization process:

8.1 Preparation and planning

	ACTION	BY WHOM
1.	Ensure that RFS and SES have maps of the site with access points and egress points clearly shown together with emergency routes off site. Also mark water storage areas where RFS can re-fill fire fighting trucks	Lead Service Technician
2.	Ensure that site vehicles are equipped with first aid kits and that plant has fire extinguishers.	Lead Service Technician
3.	Ensure that assembly areas are sign posted and that all employees are advised at induction where emergency assembly areas are located. In the event of an emergency all persons on site must be accounted for via checking the site attendance logs (including the visitors log) and liaising with all Supervisors responsible for employees on site.	Lead Service Technician
4	Ensure arrangements are in place to check weather and fire information. Web sites that provide, weather, fire, lightning and other emergency information must be identified. Forecasts and warnings should be displayed in the site notice board.	Lead Service Technician
5	Install adequate fire extinguishers in permanent and temporary facilities including appropriate signage	Lead Service Technician
6	Site access roads leading off site may not be able to be used during a bush fire. Alternative emergency egress points that can be safely used to evacuate the site should be investigated and noted on the site map.	Lead Service Technician

8.2 Bush Fire Ratings

Every day during the fire season the Bureau of Meteorology (BOM) forecasts an outlook of the fire danger index by considering the predicted weather including: temperature, relative humidity, wind speed and dryness of vegetation.

The Fire Danger Rating for each weather district is determined by the BOM in consultation with the fire agencies. Each of the Fire Danger Ratings has recommended actions to be followed.

Fire Danger Ratings are usually declared the day before by the relevant authority. Note that days of high fire danger can often be associated with thunderstorm activity and potential for lightning strikes.

The SEA Lead Service Technician is responsible for monitoring the BOM and other emergency services web sites for information relating to the status of Fire Danger Ratings.

Total Fire Ban days may be declared by the BOM regardless of the Fire Danger Rating. No hot works may be conducted on any Total Fire Ban day unless agreed arrangements are in place with the Country Fire Service to allow such works under agreed conditions.

The following actions are required at the Capital Wind Farm, based on the Fire Danger Ratings shown below:

FIRE DANGER RATING	ACTION
<p style="text-align: center;">CODE RED (CATASTROPHIC)</p>	<p>No scheduled site activities, other than office based activities will be allowed on the wind farm except as described below.</p> <p>Deliveries to site should be rescheduled for another day wherever possible.</p> <p>In the event that access is needed to the wind farm for a breakdown reason, approval for access to be given by the SEA Lead Service Technician only after consideration of any known fire threats and with agreed control measures.</p>
<p style="text-align: center;">EXTREME</p>	<p>Scheduled work may proceed if no fires are known to be in the area.</p> <p>No site work to be started if fires are known to be in the area.</p> <p>Lead Service Technician to consult with local fire authority at the start of the day to determine the potential level of risk.</p> <p>Hot work permits are cancelled – no hot work permitted.</p> <p>SEA Lead Service Technician to monitor local radio stations for fire warnings and weather updates.</p> <p>Lead Service Technician to keep employees informed via daily start-up meeting.</p>

SEVERE	<p>Scheduled work may proceed if no fires are in the area.</p> <p>Lead Service Technician to consult with local fire authority at the start of the day to determine the potential level of risk.</p> <p>Existing hot work permits are cancelled – new hot work permits are issued only for essential works.</p> <p>Lead Service Technician to monitor local radio stations for fire warnings and weather updates.</p> <p>Lead Service Technician to keep employees informed via daily start-up meeting.</p>
VERY HIGH	<p>Scheduled work may proceed if no fires are in the area.</p> <p>Lead Service Technician to monitor local radio stations for fire warnings and weather updates.</p> <p>Lead Service Technician to keep employees informed via daily start-up meeting.</p>
HIGH	<p>Scheduled work may proceed if no fires are in the area.</p> <p>Lead Service Technician to monitor local radio stations for fire warnings and weather updates.</p> <p>Lead Service Technician to keep employees informed via daily start-up meeting.</p>
LOW - MODERATE	<p>Scheduled work may proceed if no fires are in the area.</p> <p>All hot work to be done under a hot work permit system that documents fire control measures.</p>

8.3 Bush Fire Response – Fire initiated off site

Regardless of the Fire Danger Rating, in the event that a bush fire is observed (or reported to be) in the general location of the Capital Wind Farm the following actions must be carried out.

	ACTION	BY WHOM
1.	If there is no apparent or immediate threat, contact local RFS for information on the likely effect on the wind farm.	SEA Lead Service Technician
2.	If there is an apparent immediate threat to the wind farm (or on the advice of the RFS) evacuate the site to an established evacuation point that takes into account the wind direction.	SEA Lead Service Technician
3.	Implement arrangements to assist the evacuation of personnel in slow moving plant, or with insufficient available transport.	SEA Lead Service Technician
4	Notify the local RFS.	SEA Lead Service Technician
4	Dispatch SEA supervision to the agreed evacuation points to collate the names of the persons assembled there.	SEA Lead Service Technician
5	Collect the site "sign-in" book to assess the number of people that have been successfully evacuated.	SEA Lead Service Technician
6	Notify SEA Senior Management	SEA Lead Service Technician
8	Co-ordinate response to media enquiries.	Senior Management
9	Keep project employees informed – via a Toolbox meeting if required.	SEA Lead Service Technician

8.4 Bush Fire Response – Fire initiated at site

If a bush fire is initiated within the wind farm, either through work activities or by a lightning strike, the following actions must be carried out.

	ACTION	BY WHOM
1.	If safe to do so - attempt to contain the fire using resources available.	All
2.	Notify the RFS	SEA Lead Service Technician
3.	If necessary evacuate the site – as above.	SEA Lead Service Technician
4	Provide assistance to project personnel in slow moving plant, or without transport	SEA Lead Service Technician
4	Notify local landowners	SEA Lead Service Technician
5	Collect the site “sign-in” book to assess the number of people that have been successfully evacuated.	SEA Lead Service Technician
7	Notify SEA Senior Management	SEA Lead Service Technician
8	Co-ordinate response to media enquiries.	Senior Management
9	Keep project employees informed – via a Toolbox meeting if required.	SEA Lead Service Technician

8.5 Plant / Equipment Fire

If a plant or equipment fire is initiated within the wind farm, either through work activities or by an electrical fault, the following actions must be carried out.

	ACTION	BY WHOM
1.	If a fire is initiated by plant or equipment, assess the fire and determine that if the fire can be contained by use of suitable equipment. If so contain the fire.	All
2.	If the fire has advanced such that it is too hazardous to attempt to contain, isolate the area (eg, close doors) and notify the RFS. Instruct the RFS if BA is required.	SEA Lead Service Technician
3.	Ensure that no personnel are in danger (eg, trapped) due to the fire and take action if required.	SEA Lead Service Technician
4.	Isolate the area including using barriers.	SEA Lead Service Technician
5.	<p>Notify the following people as soon as is practicable:</p> <ul style="list-style-type: none"> - SEA Service Manager - SEA QHSE Manager - Infigen Representative <p>If RFS have attended, also notify WorkSafe.</p>	SEA Lead Service Technician
5	Keep project employees informed – via a Toolbox meeting if required.	SEA Lead Service Technician

9 Extreme Weather Conditions

Site weather conditions may dictate that it may be too dangerous to continue some or all work activities.

When extreme weather conditions are forecast the SEA Lead Service Technician will monitor the conditions at site and may take pre-emptive action prior to “storm” conditions eventuating.

This may mean evacuating specific areas or the entire site.

In all extreme conditions, communication by 2-way radio will be utilised.

If evacuation of the site is deemed necessary, generally this will be to designated assembly points, where checks can be made to account for all personnel.

The following table identifies some specific conditions, their effect and the necessary actions that will be undertaken.

Weather Condition	Effect	Action
Extreme Frost	May render access roads too slippery	Close access roads until inspection shows roads safe.
Heavy Rain	May render access roads too dangerous to travel on	After event, inspect roads prior to re-opening. Sign post eroded or dangerous.
Gale Force Wind Condition (in excess of 18 m/s)	Windblown materials. Nullifies crane activities	Ensure all materials, plant & equipment tied down / protected. Make cranes “safe” (lower booms if possible etc). Cease work activities if considered too dangerous to continue. Vacate high ground if necessary.
Lightning	Lightning Strikes	Evacuate high ground. Evacuate towers. Monitor conditions.
High Winds (up to 18 m/s)	Stops crane activities	Stop all crane lifts. Crane operator responsible for close down and making crane safe.

10 Significant Environmental Damage

Emergencies of this type include:

- Major oil or fuel spill
- Major erosion events

10.1 Major oil or fuel spill

A major oil or fuel spill is most likely to come about from damage to plant or to fuel storage facilities.

The principal objective in responding to a major fuel spill is to contain the spill to prevent leakage to local waterways.

The following actions are required:

	ACTION	BY WHOM
1.	Implement immediate actions to contain the spill. <i>This may include the use of temporary earth bunds or sandbags.</i>	SEA Lead Service Technician
2.	Identify the product and obtain the SDS for it. <i>The SDS should be referenced before handling or treating the spill.</i>	SEA Lead Service Technician
3.	Notify SEA Senior Management	SEA Lead Service Technician
4	If necessary contact the emergency services. <i>If the spill involves a large quantity of a flammable liquid such as petrol, the local fire service should be contacted.</i>	SEA Lead Service Technician
5	Notify the EPA, Ministry of Health, WorkCover Authority, Local Council and the RFS. <i>(Refer emergency contact list)</i>	SEA Lead Service Technician
6	If the spill material is flammable liquid such as petrol, the area should be covered with foam from a fire extinguisher. <i>Note that this advice may be given by the local fire emergency service.</i>	SEA Lead Service Technician
7	If possible remove excess liquid from the temporary bund and store in appropriate drums. <i>Refer to the SDS for guidance on handling the product.</i>	SEA Lead Service Technician
8	Seek advice on the most appropriate method of cleaning up the area.	SEA Lead Service Technician
9	Maintain a log of actions taken.	SEA Lead Service Technician

10.2 Major erosion events

Major erosion events are most likely to occur during excessive rain events. Examples of a major erosion event include the collapse of a large embankment, heavy uncontrolled water flow down access tracks or the edges of access tracks on steep gradients, or the “blow-out” of a creek or culvert crossing.

The negative environmental impacts of a major erosion event include:

- Significant transport of sediment to waterways or drainage lines.
- Destruction of native flora and fauna and its habitat.
- Reduction in the stability of established trees which may result in trees falling over.
- Loss of top soil from the landscape.

The following response is required for a major erosion event:

	ACTION	BY WHOM
1.	Prevent access to the area to prevent any escalation to the damage.	SEA Lead Service Technician
2.	If safe to do so, attempt immediate control activities such as temporary containment measures such as temporary embankments, sand bags or silt fencing.	SEA Lead Service Technician
3.	Seek engineering advice on appropriate actions to stabilise the affected area. <i>Note: If ongoing inclement weather conditions (such as heavy rain) prevents stabilisation activities, monitor the situation and apply temporary containment measure where possible.</i>	SEA Lead Service Technician
4	Maintain a log, including photographs of the damage.	SEA Lead Service Technician
5	Notify SEA Senior Management.	SEA Lead Service Technician
6	If significant transport of sediment to a local waterway has taken place, the EPA must be notified.	SEA Lead Service Technician

11 Threats

The bomb threat is a serious characteristic public nuisance of modern times. Each one could be a cruel prank or a warning of an impending bomb attack. Usually, they are committed by individuals seeking to inflict alarm and confusion on an otherwise peaceful organisation. The problem can be minimised by proper planning and nomination of appropriate decision making authorities.

The threats may be in one of the following forms:

11.1 Written Threat

If a suspicious object is received, it should be put to one side, the supervisor informed and the procedures shown below followed.

TRIGGER		
Receive a recognised written bomb threat; further unnecessary handling should be avoided.		
ACTION		BY WHOM
1.	Keep the letter, envelope or container.	Person sorting mail.
2.	Place in a plastic envelope or clear plastic bag to prevent further unnecessary handling.	Person sorting mail.
3.	Immediately inform the Lead Service Technician.	Person sorting mail.
4.	Lead Service Technician assesses situation and implements response actions.	Lead Service Technician

11.2 Telephone Threat

TRIGGER		
<p>If a call is received.</p> <p>An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, actions and subsequent investigation. The person receiving the bomb threat by telephone should not disconnect the call as it may be possible to trace the caller and, as soon as possible, should record the information required.</p>		
ACTION		BY WHOM
1	Do not hang up. Keep the Caller talking. Ask questions in a careful manner, and attempt to assess other information, eg background noise, voice	Person receiving call.

TRIGGER		
2	When the caller is finished, DO NOT HANG UP as it may be possible to trace the call. Immediately complete all sections of the Check List to the best of your ability.	Person receiving call.
3	Contact the Lead Service Technician without delay.	Person receiving call.
4	Do not speak to any other person about the threat.	Person receiving call.
5	Lead Service Technician assesses situation and implements response actions.	Lead Service Technician
6.	If determined to be an emergency . Notify the appropriate emergency response services and co-ordinate site access for them. <i>Note that this may require the dispatch of a guide vehicle to a meeting location to escort an emergency vehicle to a remote part of the site.</i>	Lead Service Technician
7.	Start a diary of the sequence of events as they unfold. Log all messages and enquiries.	Lead Service Technician
8.	Notify the Senior Management Team.	Lead Service Technician
9.	Only for search without evacuation . Coordinate staff in each area to search their immediate areas and external areas including the grounds, car parks, laneways, maintenance areas and plant rooms starting with those areas most readily accessible to the public.	Lead Service Technician
10.	Receive all search reports resulting from the searches and ensure that all areas have reported in.	Lead Service Technician
11.	Assess situation and implements response actions.	Lead Service Technician

11.3 Suspicious Object Discovered.

TRIGGER		
<p>Discovery of a Suspicious Object or Parcel</p> <p>A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.</p>		
ACTION		BY WHOM
1.	Any person discovering a suspect object is to notify Lead Service Technician.	Person finding object.
2.	Evaluate the threat and implement response (as situation demands).	Lead Service Technician
3.	Contact 000 to gain specialist advice.	Lead Service Technician
4.	Assess situation and based on external advice, implement response actions.	Lead Service Technician
5.	Start a diary of the sequence of events as they unfold. Log all messages and enquiries.	Lead Service Technician
6.	Notify the Senior Management Team.	Lead Service Technician

12 Induction Training

All people working on the wind farm or visiting the site will complete an induction provided by the SEA Lead Service Technician or a suitably informed SEA employee in his absence.

The induction will contain instruction on the key requirements of this Emergency Response Plan.

13 Practice Drills and Review

During the life of the Wind Farm annual desktop or actual exercise will be undertaken to measure and assess the emergency management arrangements.

Following each exercise, a review will be undertaken to assess the effectiveness of the response. Records of these reviews will be maintained on site.

14 Media Liaison

All media enquiries are to be referred to the Owner's representative.

Refer also to the **Capital Wind Farm Service Management Plan** for specific arrangements for communications with the public and stakeholders.

Any media enquiries directed specifically to SEA are to be referred to SEA's CEO, or in his absence, the Director OMS.

Where necessary, the Owner and SEA will meet and develop a coordinated media response.