	<b>EMERGENCY RESPONSE PLAN – TOMAGO OPERATIONS</b>		
	<b>Issued By: Environmental &amp; OHS</b>	<b>Revision Date:</b> 22/10/2012	<b>Origin Date:</b> 01/07/2004


**OMEGA CHEMICALS**  
**LOT 109 ENTERPRISE DRIVE,**  
**TOMAGO, NSW 2322**

**Chemical Manufacturer**

**EMERGENCIES INCLUDE:**

- Fire - that requires immediate response to actively extinguish.
- Chemical Spill - that is not contained on Omega Chemicals property.
- Injury- accident involving a fatality or multiple serious injuries.
- Explosion- involving structural damage to the facility.
- Bomb Threat - made to plant.
- Natural Disaster - (e.g. severe storm, earthquake, flood) resulting in structural damage that interrupts business operations.
- Riot - A Riot or strike that threatens life and/or property.

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## 1.0 INTIAL ACTION

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Immediately contact the Plant Manager.


Warn anyone in danger.

Give whatever assistance it is safe for you to give.

The responsibility for the implementation of emergency procedures shall belong to the Plant Manager, who in an emergency must:

- Contact the Operations Manager or General Manager.
- Assess the seriousness of the situation.
- Decide on the course of action to handle the emergency.
- Evacuate to roadway of Industrial Avenue if required.
- Conduct a head count.
- If required, immediately contact other persons for help to handle the emergency. Recommend appropriate measures to contain incident, e.g. closure of roads.
- Assess the need to isolate power.

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## 2.0 RELEVANT AUTHORITIES

Below is a listing of the relevant authorities and Omega Chemical personnel that may need to be contacted during an emergency situation. The Plant operates with between two and six personnel. Normal operating hours 8:00 AM – 4:00 PM Monday to Friday.

NAME	TITLE	CONTACT
<b>Omega Chemicals Personnel</b>		
Hector Peterson	Plant Manager	02 4964 8105 (B/H) 0439 476 132 (A/H)
Sharad Gupta	Environmental & OHS Manager	03 8368 8023 (B/H) 0400 226 793 (A/H)
<b>Emergencies</b>		
State Emergency Services	Police, Fire Brigade, Ambulance	000
Poisons Information Centre		13 11 26
<b>Advice on Chemicals Management Spill and Clean-up</b>		
Cleanaway	Spills and Clean up	1800 774 557
Workcover (NSW)	Incident Reporting	02 9370 5000
EPA (NSW)	Incident Reporting	13 15 55
ISS Response	Transport spills	1300 131 001 (24 hr Service)

Due to the type of facility at Omega Chemicals, 'mutual aid' from adjoining sites is not feasible.

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### 3.0 ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY

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#### 3.1. FIRE

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**In all cases:**

- Contact Omega Chemical's Operations Manager and/or the General Manager.

**Minor Fire**

- Use fire extinguisher and/or water hose as appropriate to extinguish minor fires.

**Major Fire**

- Call Fire Brigade and inform them of the situation that has occurred.
- Give them details regarding site address and location of manifest describing the layout of the plant and chemicals stored on site.
- Evacuate all persons on site to a safe location.
- Notify neighbours.
- Wait for the arrival of the emergency services.
- Give advice as required

#### 3.2. CHEMICAL SPILL OR LEAK

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##### 3.2.1. Sulphuric Acid – Minor Spill

**a) Minor Spill or Leak inside Bunded Area**

- Sprinkle with soda ash on the spill and wash down with plenty of water
- Direct all washing into effluent pit

**(b) Minor Spill or Leak outside Bunded Area.**


- Sprinkle soda ash on spill to neutralise and shovel neutralised material into effluent pit
- Do not wash down into storm water drain.

##### 3.2.2. Sulphuric Acid – Major Spill

**a) Major Spill or Leak inside Bunded Area.**

Make sure that all bund valves are closed to contain the spillage or leak as much as possible.

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- Contact the emergency services.
- Notify adjoining neighbours and passing public of the chemical spill.
- **DO NOT ENTER INTO THE BUNDED AREA CONTAINING LARGE VOLUMES OF SULPHURIC ACID.**
- **DO NOT PUT WATER ON LARGE SPILL OF ACID** as it will create a lot of fumes and acid mist.
- Contact transport company with appropriate road tankers and direct them to the spill site so that the contained chemical can be pumped out of the bunded area.
- Open gently bund outlet valve and drain last remaining acid from the bunded area into the effluent pit.
- Wash down bunded area thoroughly and drain all liquids into the effluent pit

**b) Major Spill or Leak outside Bunded Area**

The Plant Manager shall assess the seriousness of the situation and take the following action as appropriate to the situation.

- Instruct all persons to stay away from the area.
- Contact emergency services.
- Warn all neighbours of the major spillage or leak.
- Warn passing public of the danger and advise them to stay away from the area.
- **DO NOT PUT WATER ON LARGE SPILL OF ACID** as it will create a lot of fumes and acid mist.
- Any acid spilled outside the bunded area should be neutralised with soda ash.
- All neutralised material should be shoveled into the effluent pit.
- All washings to be directed into effluent pit
- Stay upwind to avoid fumes


**c) Major Spill or Road Accident on Public road way**

- Call the emergency services immediately.
- If needed, call the tanker driver for assistance in pumping the acid into an alternate road tanker.
- Use dense soda ash to neutralize the acid spilled.
- Consult Emergency Procedure Guide kept in prime mover.
- Instruct all persons to stay away from the area.

**d) Major Spill at Customer's Premises**

- Driver to contact customer's representative immediately
- Follow customer's instructions and Emergency Procedures.

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### 3.2.3. Liquid Aluminium Sulphate & Liquid Ferric Chloride – Minor Spill

#### a) Minor Spill or Leak inside Bunded Area

- Sprinkle with soda ash on the spill and wash down with plenty of water.
- Direct all washing into effluent pit

#### b) Minor Spill or Leak outside Bunded Area

- Sprinkle soda ash on spill to neutralise and shovel neutralised material into effluent pit.
- Do not wash down into storm water drain

### 3.2.4. Liquid Aluminium Sulphate & Liquid Ferric Chloride – Major Spillage

#### a) Major Spill or Leak inside Bunded Area

- Make sure that all bunding valves are closed to contain the spillage or leak as much as possible.
- DO NOT ENTER INTO THE BUNDED AREA UNLESS IT IS ABSOLUTELY SAFE. MUST WEAR FULL PERSONAL PROTECTIVE EQUIPMENT.
- Contact a transport company with appropriate road tankers and direct them to the spill site so that the contained chemical can be pumped out of the bunded area.
- After the spilled material has been pumped out of the bunded area open gently bund outlet valve and drain the last remaining product from the bunded area into the effluent pit.
- Wash down bunded area thoroughly and drain all liquids into the effluent pit.

#### b) Major Spill or Leak outside Bunded Area


The Plant Manager shall assess the seriousness of the situation and take the following action as appropriate to the situation.

- Instruct all persons to stay away from the area.
- Contact emergency services.
- Warn all neighbors of the major spillage or leak.
- Warn passing public of the danger and advise them to stay away from the area.
- All neutralised material should be shoveled into the effluent pit.
- All washings to be directed into effluent pit
- Stay upwind to avoid fumes.

#### c) Major Spill or road accident on public roadway

- Call the emergency services immediately
- If needed, call the tanker drivers for assistance in pumping the product into an alternate road tanker.
- Use dense soda ash to neutralise the product spilled.
- Consult the Emergency Procedure Guide kept in the prime-mover.

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**d) Major Spill at customer's premises**

- Driver to contact customer's representative immediately
- Turn off all valves on road tanker to stop any leaks.
- Ensure all spillage is directed into bunded area.
- Immediately contact Omega Chemicals EHS Manager for further instructions.
- Follow customer's instructions as per their own Emergency Procedures.
- If required, contact the State Emergency Services

Note. Some Emergency Response Plans are site specific. These procedures have to be developed in consultation with the particular customer taking into account site specific conditions such as bunding, containment pits and equipment available. Customers may have also their own Emergency Procedures.

A copy of the Emergency Response Plan shall be kept in the driver's prime-mover.

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### 3.3. INJURY (FATALITY OR SERIOUS INJURY)


- Evacuate the area – institute standard evacuation procedures.
- Take head count to ensure all employees are accounted.
- Ensure prompt medical attention is provided to all injured employees. (Call 000 for ambulance, where required).
- Notify family members of injured employees.
- Secure the area. Keep employees not involved in investigation away from the site of the incident. Do not change or move any equipment or evidence.
- Notify the appropriate regulatory and local authorities (eg. EPA, WorkCover, Police, Fire Brigade).
- Notify one member of the Management Team (see Section 2), and direct that person to contact the others on the Team.
- Where required, develop press release –designate one person as the sole media contact. Instruct employees not to talk to media.
- Ensure MSDS and blue print of site available to investigative and regulatory agencies.

### 3.4. EXPLOSION

- Evacuate the area – institute standard evacuation procedures.
- Take head count to ensure all employees are accounted.
- Ensure prompt medical attention is provided to all injured employees. (Call 000 for ambulance, where required).
- Secure the area. Keep employees not involved in investigation away from the site of the incident. Do not change or move any equipment or evidence.
- Notify the appropriate regulatory and local authorities (e.g. EPA, WorkCover, Police, Fire Brigade).
- Notify one member of the Management Team (see Section 2), and direct that person to contact the other on the Team.
- Where required, develop press release –designate one person as the sole media contact. Instruct employees not to talk to media.
- Ensure MSDS and blue print of site available to investigative and regulatory agencies.

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### 3.5. BOMB THREATS

- All bomb threats should be taken seriously.
- If bomb threat is received by phone, person receiving the call should calmly obtain all available information and check the call display for the source phone number if possible. (Refer to Appendix A)
- Information should be relayed to Plant Manager immediately.
- If bomb threat is received by mail, letter/correspondence should be relayed to Plant Manager immediately.
- Notify police.
- Evacuate the facility.
- Notify one member of the Management Team (see Section 2), and direct that person to contact the others on the Team.
- Provide police with caller information and/or letter.
- Provide police with site diagram.
- Do not volunteer to assist police and local bomb squad on a walk through of the facility until you have conferred with Management Team.
- Return employees to work only after police have given approval, and have handed control of the site back to the Plant Manager.


### 3.6. NATURAL DISASTER

- Immediately evacuate personnel to designated secure sheltered areas (e.g. reinforced areas away from windows, and tin-sheeting walls).
- Once storm has passed, evacuate the area – institute standard evacuation procedures, and take head count to ensure all employees are accounted.
- Ensure prompt medical attention is provided to all injured employees. (Call 000 for ambulance, where required).
- Notify family members of injured employees.
- Notify the appropriate regulatory and local authorities (eg. EPA, WorkCover, Police, Fire Brigade).
- Notify one member of the Management Team (see Section 2), and direct that person to contact the other on the Team.
- Where required, develop press release – designate one person as the sole media contact. Instruct employees not to talk to media.
- Ensure MSDS and blue print of site available to investigative and regulatory agencies.

### 3.7. RIOT

- Notify local authorities: Police, etc.

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- Secure the area. Keep employees away from the site of the disturbance.
- Take head count to ensure all employees are accounted.
- Ensure prompt medical attention is provided to all injured employees. (Call 000 for ambulance, where required).
- Notify family members of injured employees.
- Notify the appropriate regulatory and local authorities (eg. EPA, WorkCover, Police, Fire Brigade).
- Notify one member of the Management Team (see Section 2), and direct that person to contact the other on the Team.
- Where required, develop press release –designate one person as the sole media contact. Instruct employees not to talk to media.

### 3.8. WATER, STORMWATER & SEWAGE

#### 3.8.1. Water Discharges

There is no discharge from the site to natural waterways. The Hunter Water Authority catchment is located beyond the western boundary of the site. It is unlikely that the effluent pits could overflow into the catchment however should this occur, the following action should be taken:

- Notify the Managing Director and/or the EHS & QA Manager;
- Notify the Hunter Water Authority;
- Contact emergency services if required.

#### 3.8.2. Stormwater Discharges

Stormwater does not normally discharge from the site. In the event of a weather event resulting in flooding of the site, the following action should be taken to prevent discharge of chemicals to stormwater:


- Take any action necessary to stop the discharge and to prevent further discharge if possible.
- Take any action necessary to prevent harm to employees and the public.
- Notify the EHS & QA Manager or the Managing Director that a discharge to stormwater has occurred.
- Contact emergency services.

#### 3.8.3. Sewer Discharges

- As all process wastewater is recycled, the site is not connected to the sewer. It is therefore not possible for accidental discharge of chemicals to the sewer.
- Sewage from the amenities area and water from the laboratory are discharged to an onsite septic system.

## 4.0 LOCATION OF MSDS

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All Material Safety Data Sheets (MSDS) for all the dangerous goods kept on the premises are located in the:

- Manifest Box
- Register of Hazardous Chemicals / MSDS – Plant Manager’s office.

## **5.0 LOCATION OF CLEANING UP MATERIAL AND EQUIPMENT**

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Dense Soda Ash	Factory building – as per site plan
Pumps and hoses	Factory building.
	Road tankers (carried by Transport Company)

## **6.0 TRAINING FOR EMERGENCIES**

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Regular training sessions shall be held during which the above Emergency Procedures are revised.

Emergency Procedures shall be reviewed and updated if necessary, during regular Safety and Environmental Meetings.

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# APPENDIX A

## Bomb Threat Questionnaire

This form is to be completed when any threat is made by telephone to these premises, business, or staff. When the call is completed do not hang up the phone but leave off the hook so that the call can be traced. Call the Police on a separate line immediately.

Exact Wording of the Threat:
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If a Bomb is mentioned ask the following questions....

When is it set to go off?
Where is the bomb? What does it look like? What will make it go off? When did you put it there?
Why did you place the bomb?
Why these premises?
Where are you? What is your name? What is your address?

After the call:

1. Estimate the callers:
Age: .....
Sex: .....
Accent: .....

2. Other questions:	
Was the voice known ?	Did they ask for anyone By Name/Title?
.....	.....
.....	.....

3. Caller's voice:	
D	Calm
D	Distinct
D	Angry
D	Slurred
D	Loud
D	Nasal
D	Soft
D	Stutter
D	Laugh
D	Lisp
D	Cry
D	Deep
D	Drunk

4. Background Sounds heard:	
D	Aircraft
D	Machinery
D	Vehicles
D	Animals
D	Children
D	Traffic
D	Radio
D	PA System
D	TV
D	Music
D	Voices