Plan

GEN-HSE-ERP-UPS

Uranquinty Emergency Response Plan

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*Please see Document control section for more information

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Introduction

The Site Emergency Response Plan (ERP) is designed to provide direction and guidance for the Site Emergency Response Team Leader (Site ERT Leader) and site Emergency Response Team (ERT) to respond effectively to site level emergencies and to return site to normal operations. Further support is provided to the Operational Sites through the Emergency Response Framework (see Figure 1), specifically, the Generation Group Emergency Management Plan (GEMP) and Origin Energy's Crisis Management Plan (CMP).

ERP Activation & Escalation

Upon the initial notification of a site level emergency, the Site ERT Leader will activate this ERP and escalate where appropriate to internal and external parties (see Table 1). A toolkit is provided to assist site in activating and appropriately escalating the site level emergency to return the site to normal operations safely.

Table 1: Activation & Escalation

		Do	Check
Site ERT Leader	First Response	✓ Activate the Emergency Response Team (ERT) ✓ Delegate actions to Site ERT members ✓ Notify local Emergency Services ✓ Notify Asset Operations Manager (AOM) ✓ Notify Monitoring Support Center (MSC) ✓ Notify Energy Risk Management (ERM)	❑
	Emergency Services	**Provide** the following: ✓ Type of assistance (Fire, Ambulance, Police)? ✓ Location of emergency (site entry)? ✓ Nature of the emergency? ✓ Injuries or missing persons? ✓ Any hazards present?	❑
	AOM	**Provide** the following: ✓ What has happened? ✓ What has been done so far? ✓ Request further resources? ✓ *Potential escalation to GEMT*	❑
	MSC	Request the following assistance, if required: ✓ Emergency shut downs ✓ Notification to Wholesale and Trading (WS&T) ✓ Notification to ERM ✓ Notification to fuel suppliers ✓ Notification to Transmission Network Service Providers ✓ Notification to contractors (details are required to complete task)	❑

Table 2: Emergency Services Contact

Emergency Services Contacts		
Service	**Telephone Number**	**Response Time**
Police	000	20 minutes
Fire	000	20 minutes
Ambulance	000	20 minutes
CFA	000	20 minutes
SES	132 500	20 minutes
See Appendix 2 for the guide to calling 000		

Table 3: Location Specific Data

Location Specific Data		
Site Name	Uranquinty Power Station	
Site Address	280 Uranquinty Cross Road, Uranquinty, NSW, 2652	
Site Grid Reference	-35.180368, 147.216625	
Core Site Business (wind/LPG/power/gas)	Power	
Plant Manager Contact Details	Name: *Removed* Tel: *Removed* Mob: *Removed* Email: *Removed*	
Primary Site Telephone No.	*Removed*	
Site Emergency Telephone No.	*Removed* (24 hour divert to Duty Operator if station unattended)	
Fax No.	*Removed*	
Site Internal Emergency Radio Channel	Ch. 41 Repeater (Backup Ch. 42 simplex if repeater fails)	
Site Location and Accessibility Relevant to Local Community	Item	Details
	Nearest Town	Uranquinty
	Nearest Major Road	Olympic Highway
	Nearest Intersections	Hanging Rock Rd & Kendall Rd
	Nearest Airport	Wagga Wagga (Forest Hill)

Table 4: Critical Contact Information

Internal			
Role	**Position**	**Primary**	**Alternate**
Removed information from public release document			

External		
Service	**Telephone Number**	**Additional Information**
Emergency Services	000	Fire, Ambulance, Police
SES	132 500	
Wagga Wagga Hospital	02 6938 6666	
Peter Street medical Centre	02 6921 8899	
Kooringal Medical Centre	02 6922 6855	
Wagga City Council	02 6926 9100	
Cleanaway	02 6925 3555	Waste removal
Bureau Of Meteorology		www.bom.gov.au
APA	1800 020 584	Gas Supply
EPA	131 555 02 6022 0609	Albury
Transgrid	02 9620 0621	
Essential Energy	132 080	
NSW DOP&I	02 9228 6111	
Other Appropriate Regulatory Authorities (as required) -	• Ministry Health - 02 9391 9000 • NSW WorkCover - 131 050 • NSW Fire & Rescue - 000 (Emergency), Sydney Head Office - 02 9265 2999, Wagga Fire Station - 02 6921 4375	
Poisons Information	131 126	
Local Clean up Company		

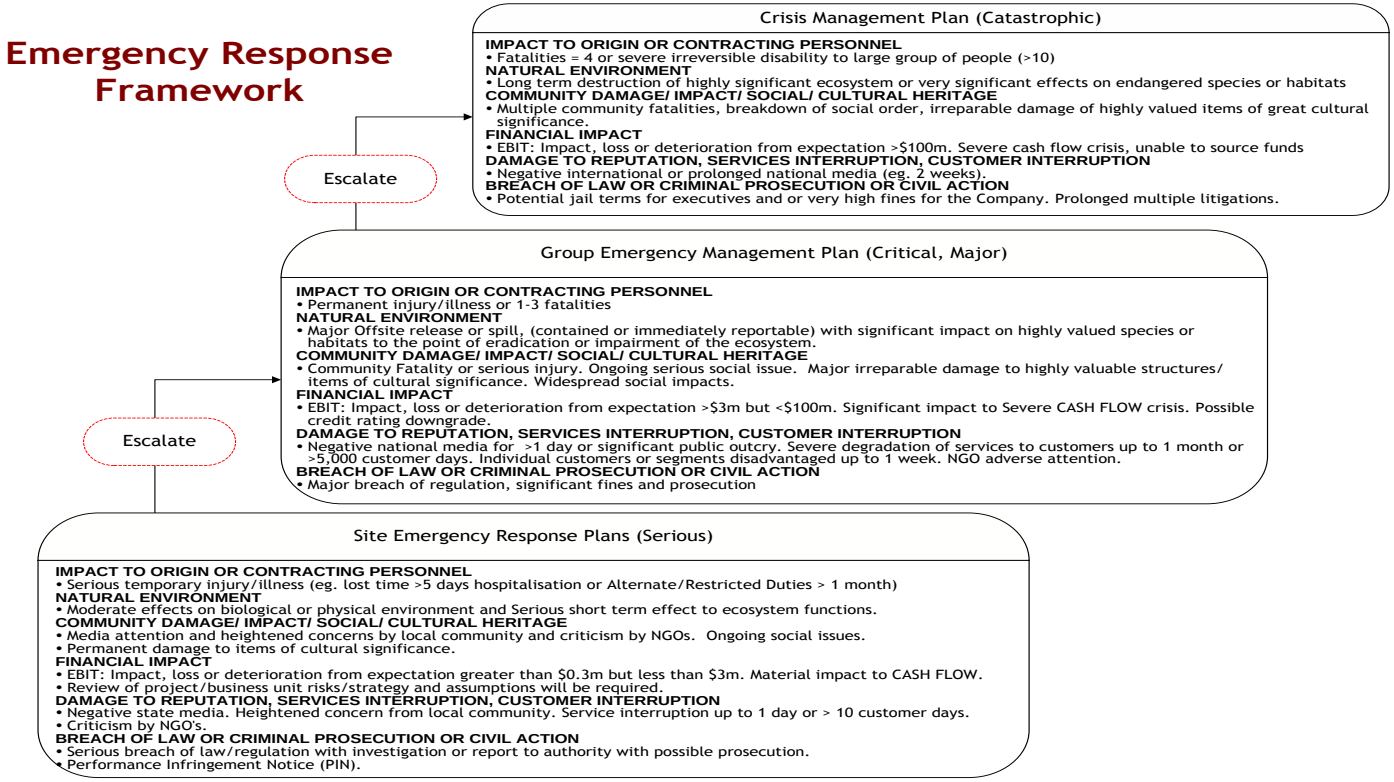

Figure 1: Emergency Escalation Framework

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1 Purpose

The purpose of this ERP is to describe the process to be followed for effective management of site level emergencies. Table 5 outlines the Emergency Response Philosophy to effectively manage site level emergencies.

This ERP also covers the requirements under the Protection of the Environment Operations Act, 1997 that requires a Pollution Incident Response Management Plan see addendum

Table 5: Emergency Response Philosophy

People	Evacuate and Muster at safest Assembly Area (if deemed necessary) Account for all people and determine missing persons Stop unauthorised access Onsite response personnel WILL NOT fight High Voltage (HV) fires and only manage major fires using fixed fire protection (e.g. deluge) Fighting Low Voltage (LV) fires will only take place where appropriate isolations can be made first Provide a technical resource to the Emergency Services
Environment	For emergencies that are safe to manage, (such as small fires, leaks and/or medical first aid emergencies), trained personnel will be mobilised to control and contain the emergency to minimise environmental impact.
Assets	Monitor automatic shutdown of the equipment or part thereof, or initiate manual shutdowns where safe to do so. Mobilise emergency services to intervene.
Reputation	Notification to neighbours (if required)
Liability	All personnel responsible for responding to an emergency will be trained in this ERP The ERP will be reviewed annually and updated as necessary Exercises and drills will be conducted regularly each 6 months in accordance with a schedule set by the Plant Manager. A variety of potential scenarios will be used when conducting drills.

2 Scope

An emergency is defined as a major deviation in normal operations requiring specific steps to recover and return the activity to normal.

This ERP applies to all site level emergencies and to people on site including employees, contractors and visitors.

Emergency scenarios and specific responses covered in this plan include the following:

- Basic Response;
- Muster and Evacuation;

- Missing/Overdue Personnel;
- Medical Emergency;
- Rescue - Heights/Confined Space/Electrical;
- Pollutant/Spill/Environmental Incident;
- Security Alert - Civil Disturbance/Criminal Activity;
- Security Alert - Bomb Threat;
- Major Structural/Mechanical Failure;
- Vehicle Accident;
- Fire/Explosion;
- Bushfire;(see Uranquinty Bushfire Management Plan for details) and
- Weather Related Incident (Flooding).

3 Site Description

The Uranquinty Power Station (UPS) is located on Uranquinty Cross Road near Uranquinty, approximately 15km south-west of Wagga Wagga in New South Wales (see figure 2). It covers a portion of the Lot 782 on DP878179 and Lot 76 on DP754573, Parish of Yarragundry. The designated site area is 450m x 775m and is divided – with the switchyard area being owned by Transgrid and the "non bench" areas outside of the immediate site fencing to be leased for grazing purposes.

The site is located on an intersection or crossover between an existing natural gas pipeline, which traverses local rural properties from south to north, and 132kV electricity transmission lines. Direct access to the site is available from the sealed Uranquinty Cross Road. A disused railway line also runs along the southern boundary of this corridor.



Figure 2: Location of the UPS

The site operates day shift only (7:30am – 4pm). On site there is one (1) Plant manager, six (5) Plant technicians and one (1) Administration assistant. The site is supported by an on call arrangement to respond to alarms or any changing site conditions. After normal working hours the Site ERT Leader is contactable via mobile telephone and shall activate the Site ERT.

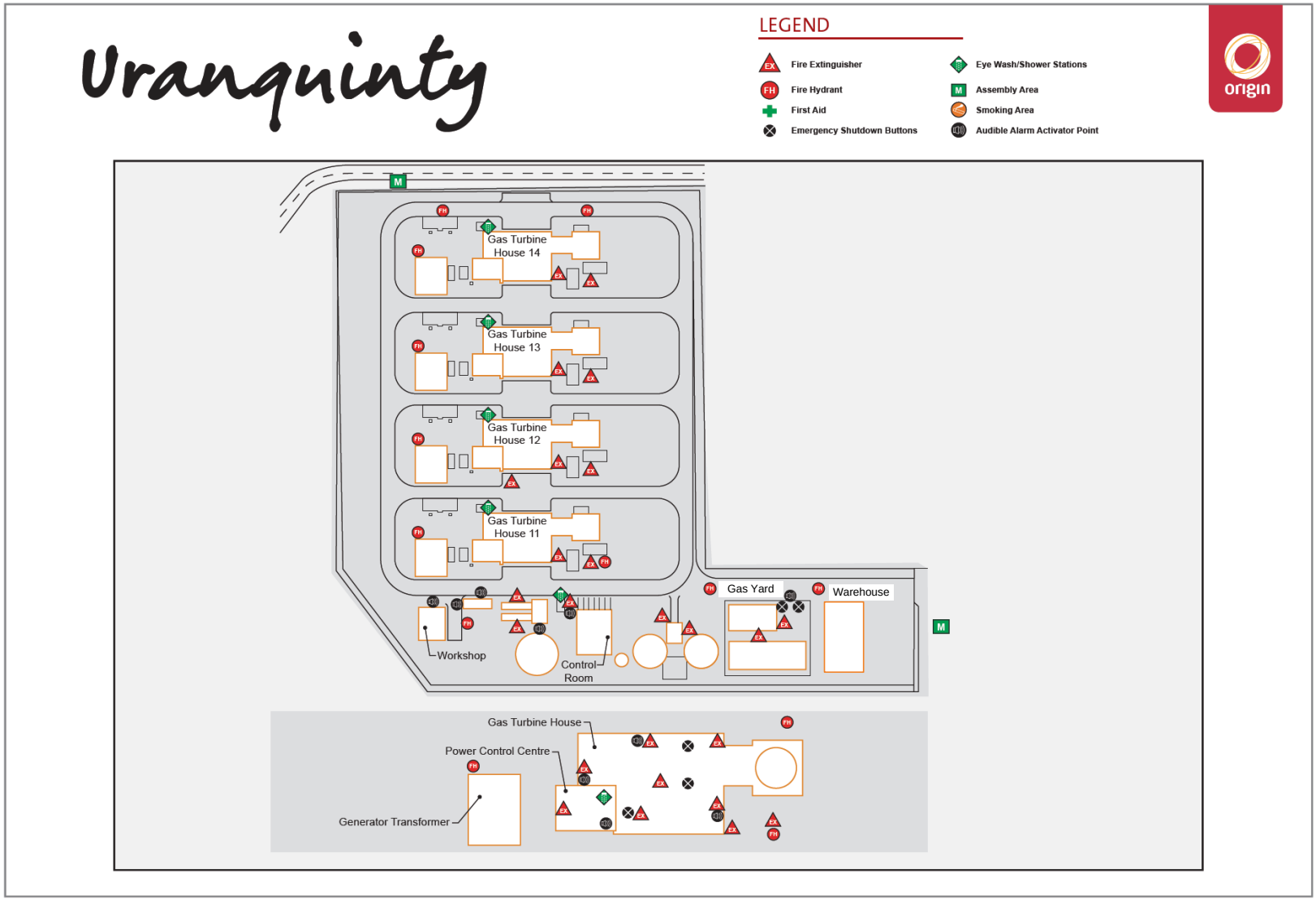


Figure 3: Site Layout

3.1 Operations

UPS is operated as a peaking plant feeding into the National Electricity Market. The plant output is generated by four 166MW open cycle gas turbines.

The power station is fuelled by natural gas from the Culcairn to Wagga Wagga Interconnect Gas Pipeline that passes through the site at a pressure of up to 10.2MPa. The existing buried natural gas pipeline runs along the western side of the plant and then diverts northeast between the plant and switchyard. The natural gas enters the facility through a metering skid and a gas receiving station and is then directed to the gas turbines. Exhaust gases are dispersed via a stack, 35m in height, adjacent to each gas turbine building.

Process water is obtained from the town water reticulation system and treated via the demineralisation plant to meet process specifications. This process uses reverse osmosis technology with an electrodeionisation unit, treatment wastes are pumped to the evaporation pond.

Approximately 1ML of the town water storage is held in reserve for fire fighting purposes.

The basic components or structures involved in the facility are:

- Gas pipelines and gas fuel filter and reduction station
- Gas turbine buildings, transformers and exhaust stacks
- Water storage and demineralisation plant (reverse osmosis)
- Power control centre/building
- Emergency diesel generators and minor distillate tanks
- Fire control facilities
- Dangerous Goods store
- Stores building

Other support facilities include an office building and workshop. A storm water holding pond and several evaporation ponds are also constructed adjacent to the Plant.

Operational personnel consist of a Plant Manager, Plant Technicians and a Site Support Coordinator . They carry out site operations, maintenance, safety and environmental duties, contract management and administrative requirements.

3.2 Dangerous Goods and Hazardous Substances

The associated Material Safety Data Sheets (MSDS) and inventory of potential pollutants including quantity and location on site are kept at the Site Office, and the Red HAZCHEM box at the front gate.

4 Roles and Responsibilities

Roles and responsibilities are presented in Table 6.

Table 6: Emergency Roles and Responsibilities

ROLES AND RESPONSIBILITIES	
First Responder	Responsible for: 1. Activating ESD/isolate equipment as necessary and if safe to do so; 2. Raising the alarm (report location, type and extent of incident) by radio or telephone to Site ERT Leader (if applicable); 3. Providing First aid, as required and if qualified to do so; and 4. Mustering.
Site ERT Leader (Plant Manager or Duty Operator)	Responsible for: 1. Responding to emergency; 2. Evaluating the emergency; 3. Coordinating the workplace emergency team; 4. Assisting emergency services personnel; and 5. Reporting outcomes of emergency response. 6. Briefing the emergency services on the current situation.
Site ERT Members	Respond to the situation as directed by the Site ERT Leader. Perform key roles (appointed by the Site ERT Leader):
	Information officer
	Responsible for: 1. Managing the potential increase in calls resulting from the event and to screen and effectively route calls relating to the event to the correct recipient; and 2. Completing an Emergency Response Log. This can be found in the UPS Emergency Response Toolkit - GEN-HSE-GDL-005
	Emergency services escort
	Responsible for: 1. Escorting the emergency services upon arrival to where the Site ERT Leader is situated; 2. Providing information relating to site safety (e.g. prohibited items, personal protective equipment, hazardous/restricted areas); and 3. Debriefing the emergency services on the current situation.
Contractor Liaison Officer	All contractors, with five or more persons on site, will have their own designated Contractor Liaison Officer. They must submit their name before starting work to Origin personnel. They shall account for their own team and report to Site ERT Leader, and must carry a radio.
Community Relations Representative (UPS)	Responsible for: 1. Initial contact, early warnings and continued information updates to near neighbours and the media; 2. Provision of actions for near neighbours to undertake during or immediately after the pollution event based on advice from the UPS Site Manager. 3. Notification of termination of emergency situation and follow up communication.
Regulatory Liaison (Generation Environment Advisor)	Responsible for: 1. Initial contact, and continued information updates to NSW EPA and other Relevant Authority and the Department of Planning. 2. Notification of termination of emergency situation and follow up communication.

If the Site ERT Leader is unable to undertake their responsibilities an alternate/delegate Site ERT Leader (with required training) shall be appointed to ensure that the Site ERT continues to function.

In the event of a Critical/Major incident, additional resources and support can be requested as necessary by the Site ERT Leader from the Origin Emergency Framework. The roles and responsibilities for the emergency teams are addressed in the Generation GEMP and Origin Energy's CMP.

5 Communications

Table 7 shows the communication resources available onsite that can be used in an emergency.

Table 7: Communication Resources

Communication resources	
Two-way Radios	10 hand held portables and a Channel 41 repeater station mounted on GT12 Stack platform
Phones	*Removed Information*
Fax	*Removed Information*

Where a need arises to contact local landowners in an emergency, this can be initiated by the Site ERT Leader.

Notifications required to regulatory authorities will be carried out as soon as practicable after the emergency situation is over, by the one up manager in consultation with the Site ERT Leader. Refer to Appendix 3 for Regulator Notification Requirements.

As necessary, stakeholder communications will be handled by the GEMT and are addressed in the Generation GEMP.

In the event of an emergency the following key stakeholders MUST be contacted and kept informed of the situation.

1. MSC
2. Trading
3. APA

6 Emergency Equipment

The emergency equipment located onsite is listed in Table 8 to 12.

Table 8: First Aid Equipment

First Aid Equipment	
Equipment	**Location**
Defibrillator	Control Room and GT13 PCC
First Aid Kit(s)	Site Vehicles Control Room Workshop
Trauma Kit(s)	Control Room
Eye Trauma Kit	First aid kit only. No separate kit
Electrical Rescue Kit	Control Room Balance of Plant Switch-room

Table 9: Fixed Gaseous Deluge

Fire Fighting Equipment - Fixed gaseous deluge		
Equipment	**Location**	**Comments / Details**
Inergen Fire System Containing CO2 and Inert Gas Mixture under pressure	Server Room Balance of Plant Switchroom (BOP) Each Unit Power Control Center (PCC)	2 x 16.6 M3 Automatic and Manual release fire suppressant gas release to Server Room. 5 x 16.6 M3 Automatic and Manual fire suppressant gas release to BOP Switchroom 7 x 16.6 M3 Automatic and Manual fire suppressant gas release to each unit PCC
Notes: • Prior to activation there is an audible / visual warning with a 30 second delay before activation. • Ventilation of the area post activation through normal ventilation fans after a system reset.		

Table 10: Firewater and Foam

Fire Fighting Equipment - Firewater and foam		
Equipment	**Location**	**Comments / Details**
Town water storage	B/W Admin building and gas yard	1ML held in reserve for fire fighting purposes.
Fire Pump Station with electric pump and diesel back up	Between Raw Water Tanks 1 & 2	Outlets at Pump Station in addition to ring main Low pressure 1 x 165.1mm and 2 x 65mm High pressure 4 x 65mm
Fire hydrants on ring main Fire Hydrant Services Location Drawings	GT12 & GT13 2 x External	Cabinets contain 2 x 65mm x 30 Meter fire hoses and spray nozzle
	GT11 & GT14 3 x External	Cabinets contain 2 x 65mm x 30 Meter fire hoses and spray nozzle
	GT All Units 5 x Internal	Cabinets contain 1 x 65mm x 30 Meter fire hose, spray nozzle and all internal cabinets also contain foam equipment (20 litres)
	Gas Receival yard	Cabinets contain 2 x 65mm x 30 Meter fire hoses and spray nozzle
	Fire pump station	Cabinets contain 2 x 65mm x 30 Meter fire hoses and spray nozzle
Foam Deluge	GT 11-14	Automated foam deluge to combustion chambers. Located northern end of turbine hall with 200 litre drum

Table 11: Portable Fire Protection

Fire Fighting Equipment - portable fire protection		
Equipment	**Location**	**Comments / Details**
Fire Extinguishers Fire Extinguisher Location Drawings	Gas Turbines (GT)	Each unit has: 2 x 3.5kg CO2 and 2 x 4.5kg DC External to Turbine building 8 x 3.5kg CO2 and 6 x 4.5kg DC Inside Gas Turbine buildings 2 x 3.5kg CO2 PCC and 1 x 3.5kg C02 insider battery room 1 x 9kg AB(E) top of unit
	Diesel Generators	Each Diesel Gen-set has 1 x 3.5kg CO2 and 2 x 4.5kg DC
	Hazardous Materials Storage	2 x 3.5kg CO2 and 2 x 4.5kg DC
	Pump House	2 x 3.5kg CO2 and 2 x 4.5kg DC
	Workshop	3 x 3.5kg CO2 and 3 x 4.5kg DC
	Warehouse	2 x 4.5kg DC
	Admin/Control Room	5 x 3.5kg CO2 and 5 x 4.5kg DC
	Gas Receival Yard	2 x 3.5kg CO2 and 2 x 4.5kg DC
	Water Treatment Plant	1 x 3.5kg CO2 and 1 x 4.5kg DC
	BOP Switchroom	1 x 3.5kg CO2 and 2 x 4.5kg DC
	Training Portacom	1 x 3.5kg CO2 and 1 x 9kg AB(E)
	Vehicles- ute	1 x 2.5kg AB(E) in each ute

Table 12: Safety Equipment

Safety Equipment		
Number	**Equipment**	**Location**
7	Combination Safety Shower / Eyewash units	1 x Units 11,12, 13, and 14 on stairway level 1 x Inside Demineralised Water Treatment Plant 1 x Outside Demineralised Water Treatment Plant 1 x Hazardous materials storage 4 x Units outside PCC Battery rooms
2	LV Rescue Equipment	Control Room and BOP Switchroom
6	Spill Response Kits (Hydrocarbons)	Turbine Buildings x 4 Hazardous Materials storage Emergency Diesel fire pump
8	Shovel	2 in each turbine
	Bunting	Bunting available from Permit Office

7 Emergency Control

7.1 Operations Shutdown

Table 13 below illustrates the systems available on site to shut down plant and process.

Table 13: Emergency Shutdowns

Emergency shutdowns		
Equipment	**Location**	**Comments / Notes**
Main Gas Supply 400mm line	ESD Yard Emergency Gas Shut Off Valves	• Emergency shut off undertaken remotely: – from the Control Room (also shuts down 50mm line) – by plant technician from lap top – by APA (gas supplier) – by Traders when given access. • Emergency shut off button on gas heater control panel in Gas Receival Yard (also shuts 50mm line). • Manual valve on main ESD in ESD yard.
Main Gas Supply 50mm line	ESD Yard Emergency Gas Shut Off Valves	• Emergency shut off undertaken remotely: – from control room (also shuts down 400mm line) – by plant technician from lap top. • Emergency shut off button on gas heater control panel in Gas Receival Yard (Same button as 400mm). • Manual valve on ESD in ESD yard.
Units 11-14 Gas Supply	Final Filter Yards	• Emergency shut off undertaken remotely within the Control Room. • Manual valves located on the ESD Valves in Final Filter Yards.
Units 11-14	Turbine Emergency Stops	• One on each side of the turbines. • Emergency stop to the east of the stairs accessing lube oil tank will also trip turbine but does not trip lube oil pumps. • PCC – inside Southern doorway.
Units 11-14	Static Excitation Equipment	• Static Excitation Control Cubicle 2 in PCC (will also trip turbine).
Units 11-14	Lube Oil Pumps	• Emergency shut off undertaken remotely within the Control Room with the fire protection trip which also trips the turbine and vents gas from turbine hall. • Blue break glass alarms are for turbine oil system shutdown and also trip turbine and vent gas externally. They are located inside the turbine hall doors and on the southern entry to the PCC.
Gas Hot Water Heaters	Gas Receival Yard	• Individual gas water heater shut downs on the individual control panels. • Individual gas water heater shut downs on North West corner of each gas water heater to the left of sliding covers on end of heaters.
Electric Gas Heater	Gas Receival Yard	• Emergency shut off button on control panels for gas water heaters.

General Notes:

Every turbine trip will also vent gas from the turbine buildings

- Blue break glass alarms are for turbine oil system shutdown and also vent gas externally.
- Red break glass alarms are fire alarms.
- The following Red manual break glass alarms will also trip turbine and vent gas:
  - inside the turbine hall doorways
  - at the PCC
  - SW corner of the Oil cooler fin fans
  - SE corner of the gas final filter yards.
- Red break glass fire alarms located on the Emergency Diesel generators and Diesel Fire Pump will trip those units (NOTE red break glass inside northern entrance door to turbine hall is located on side of fire alarm control panel).

7.2 Raising the Alarm and Evacuating

To raise the alarm the following methods can be used:

- In person;
- Radio (channel 41 repeater) and announce Emergency – Emergency - Emergency; and/or
- Mobile phone and/or landline phone
- Fire System Break Glass

When the alarm is raised, the following steps shall be followed:

- Stop all work and make sure the worksite is safe (i.e. isolate cylinders, de-energise equipment, stop truck load-out operations etc.);
- If a vehicle is to be left/abandoned, pull over and park it in a safe area to ensure that access/egress to any parts of the site is not impeded, switch off the vehicle and leave keys in the ignition; and
- Plan a safe route to the muster area and avoid movement through unsafe areas.
- Ensure all visitors are escorted to the muster area

The primary muster point is located at Main Gate. If the primary muster point is compromised an alternate muster point is located at the Gate on the Eastern site boundary near the corner of the Northern boundary near GT 14.

When assembled at the muster point:

- The Site ERT Leader or delegate (ERT Member) will account for all persons;
- If a person is determined missing, the Site ERT Leader shall assist Emergency Services in a Search and Rescue, only if and when safe to so;
- All personnel shall standby at muster point until stood-down or instructed to evacuate the site;
- If instructed to evacuate, direction will be given on evacuation route and evacuation points.

Table 14: Alarm Signals

ALARM SIGNALS on site	
Sound	**Situation**
 Evacuate the Building	Emergency Alert (single tone repeating)
_ _ _ _ _ _ _ _ _ _	Evacuation Siren (sweeping tone repeating) REQUIRES PERSONS ONSITE TO MUSTER
Verbal "Evacuate"	Verbal Evacuation
Verbal "All Clear"	All Clear
Strobes in Turbine Hall	Evacuate Building

8 Scenario Responses

Please see the Emergency Response Task Cards - GEN-HSE-FRM-050 which outline the responses for situations classified as emergencies.

8.1 Termination of Emergency

The emergency status is to be maintained until instruction is given by the Site ERT Leader that the emergency situation is over. If necessary, inform all involved parties that the situation has been controlled and the emergency is over.

An incident investigation shall be carried out as soon as practicable after the emergency using the Emergency Response Site Log (see Emergency Response Toolkit). The following steps should be considered:

- It is important that the incident area is not disturbed before the investigation is completed;
- Care should be taken to ensure evidence is not disturbed, take photographs, store site emergency response logs, make sketches of the incident area and do not wipe off white boards. If necessary, collect samples and data for future analysis (i.e. weather, wind direction etc); and
- Where a serious injury or fatality has occurred, work may not be resumed until permission has been received from the relevant government agency.

8.2 Recovery Actions

Prior to the resumption of work, complete the following:

- Check plant and equipment for structural, physical and electrical/instrumentation integrity;
- Ensure all active fire protection measures are restored (i.e. foam replaced);

- Replenish emergency response equipment as required;
- Ensure pollution potential has been managed & eliminated, and
- Replace/return any third party emergency equipment.

In addition, consider the following points:

- Personnel involved may require counselling (Employee Assistance Program – 1300 360 364), depending on the nature of the incident;
- A debrief of personnel should be conducted, with all relevant information captured for a 'lessons learnt';
- Conduct a tool box talk on specific start up activities prior to commencing work; and
- Emergency response plans and training may need to be revised prior to a resumption of activities.

8.3 Post Incident Clean-Up

Post incident clean up will be carried out under the following principles:

- Initial inspection is conducted to identify extent of equipment/plant damage;
- Assess potential decontamination needs (e.g. removal of chemicals/oil/foam from plant/equipment, contaminated soil etc);
- All contaminated material will be stored in proper containers pending offsite disposal by licensed hazardous waste contractors;
- Repair or replacement of damaged equipment/plant;
- Inspection and testing of equipment; and
- Commissioning and site reinstatement.

8.4 Training

All personnel shall be provided with specific instruction and training on how to respond to emergencies and on the use of emergency equipment available at UPS.

8.5 Drills and Exercises

Drills and exercises shall be carried out to ensure that all personnel are familiar with the actions to be taken in the event of an emergency situation. Responses to scenarios will be discussed periodically in conjunction with toolbox talks at site.

- 6 months an evacuation exercise is held testing the emergency response planning.
- 12 months an exercise is held to include internal reporting/escalation to the Group Emergency Management Team
- 12 months an environmental incident exercise is held to include community liaison, internal reporting/escalation to the Group Emergency Management Team
- 2 yearly an exercise is held to include the Emergency Services.

The effectiveness of the exercise in conjunction with the ERP is to be evaluated and documented. Where inadequacies are identified they should be addressed through assigning appropriate corrective actions and ensuring that the actions are closed. All exercise reports and associated actions are to be recorded and tracked using OCIS.

The dates and review of drills and exercises held on site are detailed in the Generation Emergency Response schedule prescribed for each site.

9 Community Impact

Serious environmental or site emergency may have an impact on surrounding neighbours and will be managed by:

9.1 Community Liaison

The UPS Community Relations Representative will co-ordinate –

- Initial contact, early warnings and continued information updates to near neighbours and the media;
- Provision of actions for near neighbours to undertake during or immediately after the pollution event based on advice from the ERT Site Leader.
- Notification of termination of emergency situation and follow up communication.

9.2 Near Neighbour Locations

Near neighbour property location and property owners is detailed in Appendix 6a. Near Neighbour Location Map. The UPS Community Relations Representative will be responsible for continually updating this map as required.

9.3 Near Neighbours Contact Details

Near neighbour contact details are detailed in Appendix 6b. Near Neighbour Contact Details. The UPS Community Relations Representative will be responsible for continually updating this contact list as required.

10 Review and Update

The ERP will be reviewed and updated as necessary fulfilling the following condition:

- Biennially ; or
- When major changes which may affect the Emergency Response coordination or capabilities have occurred; or
- Following routine testing of the plan; or
- Following an actual emergency; or
- Before the installation and commencement of new plant and equipment.

During the review, the following aspects are also to be considered:

- Lessons learned from an emergency;
- Changes in legal requirements;
- Improvements to effectiveness in terms of response strategy, management and communication;
- Developments in the latest techniques/technology in handling an emergency;
- Changes to, or movement of personnel within the organisation;
- Changes to contact numbers of internal and external organisations; and
- Revisions to existing, or availability of Emergency Management tools and equipment and resource suppliers and contractors.

11 References

Table 15: Reference Documents

Document Title	Document Number/Comments
Uranquinty Power Station Health and Safety Management Plan	GEN-HSE-HSMP-UPS
Uranquinty Power Station – Site Based Environmental Management Plan	GEN-HSE-EMP-UPS
Dangerous goods - Initial emergency response guide	HB 76-2004
Emergency control organization and procedures for buildings, structures and workplaces	AS 3745-2002
Fire Emergency Response	CS FP 001-1995
Petroleum and natural gas industries – Offshore production installations – Requirements and guidelines for emergency response	ISO 15544 – 2000
Uranquinty Power Station Gas Safety & Operating Plan	UPS-HSE-PLN-002
Generation Fatigue Management Procedure	GEN-HSE-SOP-029
Generation Group Emergency Management Plan	GEN-HSE-GEMP
Bush Fire Management Plan	GEN-HSE-PLN-006

12 Definitions

Term	Definition
ATC	Alcohol Type Concentrate
CMP	Crisis Management Plan
CMT	Crisis Management Team
CO2	Carbon Dioxide
DCP	Dry Chemical Powder
ERP	Emergency Response Plan
ERT	Emergency Response Team
AC	Alternative Current
DC	Direct Current
ECO	Emergency Control Organisation
ESD	Emergency Shutdown Device
GEMP	Group Emergency Management Plan
GEMT	Group Emergency Management Team
ha	Hectare
HSE	Health Safety and Environment
HV	High Voltage
km	Kilometre
kV	Kilovolts
L	Litre
LV	Low Voltage
Ml	Mega litre
MMC	Motor Site Control Building
MSDS	Material Safety Data Sheet
MW	Megawatt
OCIS	Origin Collective Intelligence System

13 Document Control

Author (To whom any changes are to be recommended)	
Position	**Incumbent**
Senior Maintenance & Reliability Technician	*Removed information*

Stakeholders and other contributors	
Position	**Incumbent**
Asset Operations Manager	*Removed information*
Plant Manager	*Removed information*
Group HSE – Manager Generation	*Removed information*

Reviewed by		
Position	**Incumbent**	**Review date**
Plant Manager	*Removed information*	January 2016
Senior HSE Business Partner	*Removed information*	January 2016

Approved by		
Position	**Incumbent**	**Approval date**
Plant Manager	*Removed information*	05/02/2016
Senior HSE Business Partner	*Removed information*	05/02/2016

History

Date	Author	Version	Nature of change
19/01/2010	*Removed information*	1	Plant Manager - UPS
21/04/2011	*Removed information*	2	New Template
November 2011	*Removed information*	3	Review personnel
17/08/2012	*Removed information*	4	Minor Change - Inclusion of Environmental Management
26/10/2012	*Removed information*	5	Minor Changes - Spelling corrections “Neigbour” to “Neighbour” on pages 12, 19-21 & 29-30; Page 5 – Changed Contact details for Community & Media Liaison; Page 30 – Changed contact details for Near Neighbours
December 2013	*Removed information*	6	Update Do and Check Table Update Location Specific Data Updated Roles and Responsibilities and inserted Toolkit Inserted Fire fighting equipment drawings and Task Cards Updated reference documents (Fatigue procedure, Generation Group Emergency Management Plan and Uranquinty Bushfire Management Plan) Updated DG and Hazardous substances table Updated regulatory Notification requirements Audit and incident lessons learned
July 2014	*Removed information*	7	Update Personnel changes Minor site plan update (warehouse and Gasyard)
Jan 2016	*Removed information*	8.0	Review and minor updates

Related documents

Title	Review Date
HSMP UPS	04/09/2010
EMP	5/10/11
Gas Safety and Operating Plan	18/02/2011
Bush Fire Management Plan	
Review Requirements	
This document is next due for review 05 February 2018 by Plant Manager	
Controlled document location	
Objective ID A13954	
This document is a Business Key document	

Appendix 1 – Dangerous Goods and Hazardous Substances Register (Minor and Major Storage)

SUBSTANCE NAME	UN NUMBER	APPROX VOLUME	LOCATION
Natural Gas	UN 1971		Metering Station
Natural Gas	UN 1971		Buffer Volume
Diesel	UN 1993	2 x 2,500 L	Diesel Generator
Diesel	UN 1993	1 x 500 L	Fire Pump Area
Diesel	UN 1993	1 x 200 L	Hazardous Store
Hydro 801		1,000	Hazardous Store
Shell Turbo T46		2 x 1,000L 2 x 200L	Hazardous Store
Shell TELLUS 46		1 x 200	Hazardous Store
Ardrox 6367		4 x 200	Hazardous Store
Sodium Hydroxide (25%)	UN 1824	1 x 2,000 L	Water Treatment Plant
ICES 4-1355S		1 x 2,000 L	Water Treatment Plant
Inergen Cylinders	UN 1956	4 x (7x “G” cylinders)	GT 11, 12, 13 & 14 PCC
Inergen Cylinders	UN 1956	1 x (5x “G” cylinders)	BOP PCC
Inergen Cylinders	UN 1956	1 x (2x “G” cylinders)	Control room server
Nitro Libra (in service)		4 x 46,000 L	GT 11, 12, 13 & 14 Transformers
Shell Turbo T46 (in service)		4 x 25,000 L	GT 11, 12, 13 & 14 Lube Systems
Shell TELLUS 46 (in service)		4 x 400 L	GT 11, 12, 13 & 14 Hydraulic Systems

Appendix 2 – A Guide to 000

'000' is the number to call for life threatening emergencies requiring the attendance of Police, Fire Brigade or Ambulance. Below is a brief procedure to help you provide emergency services with the most relevant information quickly and concisely.

EMERGENCY CALL PROCEDURE	
1	Dial 000 You will hear a pre-recorded message stating: 'You have dialled emergency triple zero. Your call is being connected" Stay on the line and wait for the Emergency Call Operator to answer your call.
2	The Emergency Call Operator will answer with: "Emergency - Police, Fire or Ambulance?" Request the service that is most urgently needed in terms of threat to life or property. For example in cases where people are seriously injured ask for 'Ambulance'. The service requested will organise for other services to attend if necessary.
3	The Emergency Call Operator will transfer you to the requested Emergency Service in your town or area. This will occur automatically if you are calling from a landline. If you are calling from a mobile you will need to provide the Emergency Call Operator with the name of your State (e.g. Queensland, Victoria) and name of your town or suburb.
4	The requested emergency service will answer the call. You will be asked for information about the incident. Examples of the questions you may be asked are listed overleaf.

POLICE	FIRE	AMBULANCE
• Where is your emergency? • What has happened? • When did this happen? • Who are you and where do you live? • Other questions depending on the situation.	• What type of emergency is it and is there an immediate threat to life and property? • Where is your emergency- e.g. Name of street, freeway, landmarks that you may be aware of in the immediate vicinity.	• What is the exact location of the emergency? • What exactly has happened there? • How many people have been injured? • How old is each injured person? • Are all injured persons conscious? • Are all injured persons breathing?

REMEMBER TO STAY FOCUSED, STAY RELEVANT, STAY ON THE LINE

Appendix 3a - Regulatory Notification Requirements

WorkCover NSW	**Incidents involving injury or illness to workers**
	Occupiers of workplaces/employers notify in the following manner: Serious incidents involving a fatality or a serious injury or illness. (Refer to clause 344 of the OHS Regulation 2001): • Phone WorkCover IMMEDIATELY on 13 10 50 as an urgent investigation may be needed; and PLUS notify your workers compensation insurer within 48 hours.
	Incidents involving injury or illness to non-workers at your workplace
	(i.e. those not covered by your workers compensation e.g. a visitor, customer, volunteer, student, contractor) Serious incidents involving a fatality or a serious injury or illness. (Refer to clause 344 of the OHS Regulation 2001): • Phone WorkCover IMMEDIATELY on 13 10 50 as an urgent investigation may be needed; and PLUS notify WorkCover within 7 days with full notification details using the online form or phone 13 10 50.

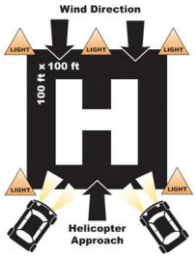
Appendix 3b – Environmental Incident Regulatory Notification Requirements

Duty to Notify Pollution Incidents	
What must be notified:	Pollution incidents causing or threatening material harm to be notified. Meaning of "Harm": a. Harm – actual or potential harm to health/safety of humans or to ecosystem that is not trivial or results in actual loss or property damage of an amount exceeding $10,000. b. Loss – Includes all reasonable costs & expenses that would be incurred preventing, mitigating or making good damages. Under this section it does not matter if the pollution event did not go off-site. Pollution events on-site that meet these criteria have to be notified.
Who to Notify (External):	• NSW EPA • NSW DOP&I • Other Appropriate Regulatory Authorities (as required) – ○ Ministry Health ○ NSW WorkCover ○ NSW Fire & Rescue
Contact Details (External):	• NSW EPA - 131 555 (local call cost throughout NSW except from mobile phones), or (02) 9995 5555 (if calling from outside NSW). • NSW DOP&I - 02 9228 6111 • Other Appropriate Regulatory Authorities (as required) – ○ Ministry Health – 02 9391 9000 ○ NSW WorkCover – 131 050 ○ NSW Fire & Rescue – 000 (Emergency), Sydney Head Office – 02 9265 2999, Wagga Fire Station – 02 6921 4375
Timeframe (External):	• NSW EPA or other Relevant Regulatory Authority – Verbal notification IMEDIATELY and full written details within seven days of incident occurring. • NSW DOP&I – Verbal notification as soon as practicable and full written details within seven days of incident occurring.
Notification Details (External):	a. Verbal notification first off followed by written notification. b. Relevant information required – • Time, date, nature, duration, location • Location of place pollution occurring from • The nature, concentrations, quantity of pollutant • Circumstances (causes) • Action taken or proposed actions to deal with incident.
External Notification to be Undertaken By:	HSE Manager - Generation, or delegate Depending upon the circumstance notification should be made by the site Environmental Representative. Contact HSE Group for advice.

Appendix 4 - Emergency Helicopter Landing Zones

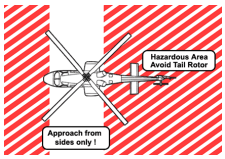
NOTE: Ambulance service to determine if a helicopter is required

Landing Zone Requirements



- **SIZE**: 100 feet by 100 feet.
- **LEVEL**: Select a landing area as level as possible (minimal slope).
- **LANDING SURFACE:** Hard or grassy surface. Avoid loose dust/dirt.
- **CLEAR OVERHEAD:** Free of overhead obstructions (wires, antennas, poles).
- **CLEAR AREA:** Area is clear of debris, large rocks, posts, stumps, vehicles, people, animals, and other hazards.
- **MARK AREA:** Clearly marked using five weighted cones, flares, or beacons: one at each corner and one on the side that the wind is coming from. (smoke is helpful if remote).
- **SELECT ALTERNATE LANDING ZONE:** Plan for alternate Landing Zones.

Important Tips



- Approach angles over obstacles should be less than 20 degrees.
- Always keep landing zone clear of people and other potential hazards.
- Approach from 3 and 9 O'clock positions only (side of helicopter).

Night Landing Zone

- Night landing zones always require good communications, lighting and alertness.
- Set up night landing zone with five flares or other secured lights.
- One flare should be on the side that the wind is coming from.
- If no flares are available mark with strobes, or other light systems.
- If no other portable lights are available, cross headlight beams into the wind at the centre of the landing zone.

Appendix 5 - 30/30 Lightning Rule

The most important principle of lightning safety is that no place outside is safe when lightning storms are within ten (10) kilometres. Storms are considered 'local' when they are within this ten (10) kilometre radius. Lightning has the ability to strike many kilometres from the origin of the thunderstorm, therefore caution must be taken and persons should seek shelter indoors to help minimise the risk of any personal injury.

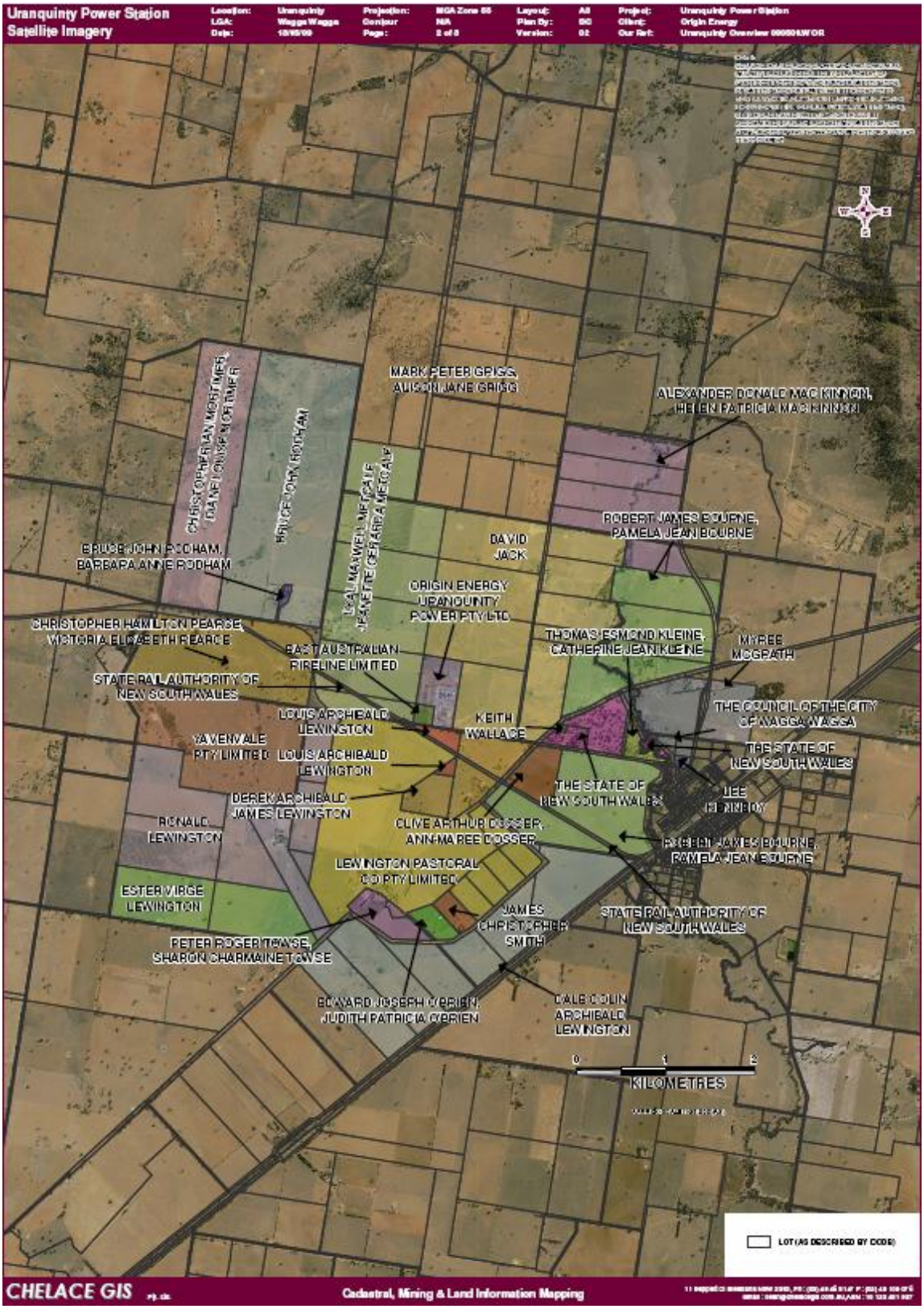
To gauge the threat of lightning the '30/30 Rule' can be employed. If the time between seeing a flash of lightning and hearing thunder is less than 30 seconds, head for shelter immediately.

It is estimated that for every three second delay between a lightning flash and the sound of thunder equates to a distance of approximately one kilometre away. Therefore, where there is 30 seconds between a flash of lightning and the sound of thunder the lightning activity is approximately 10 kilometres away.

Although the '30/30' rule can be useful, it cannot be employed until after the first lightning strike, therefore is it important to be alert to changes in sky conditions in order to pre-empt any storm development overhead (Note: refer to Bureau of Meteorology website for detailed information).

It is important to then remain safely inside for 30 minutes until hearing the last of the thunder.

Appendix 6a – Near Neighbours Locations



Appendix 6b – Near Neighbours Contact Details

Removed information

Appendix 7 - Distribution List

No.	Name	Position, Organisation	Location
1	UPS Control Room	Origin Generation	Wagga Wagga, NSW
2	ERT Toolkit UPS	Origin Generation	Wagga Wagga, NSW
3	Emergency Box UPS	Origin Generation	Wagga Wagga, NSW