PLAN

Title: Emergency Response Plan (DMSB)

DOCUMENT CONTROL			
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Rev. Number	11	**Group Approver**	Group Head of HSSEQ

APPROVED VARIANCE

To comply with Australian rules and regulations and is a variation to GOP-HSSEQ-012 Emergency Response Planning.

DOCUMENT REFERENCES

Internal References	• GOP-HSSEQ-012 - Emergency Response Planning • ERP-AUS-HSSEQ-007 - Emergency Response Management Plan - AUS • PL-AUS-DAR-016 - Fire Safety Management Plan - DMSB • FRM-ERP-HSSEQ-007.02 - Emergency Evacuation Checklist • FRM-GOP-SEC-001.02 - Bomb Threat Record • GOP-HSSEQ-031 - Incident Management • PL-AUS-DAR-004 - Spill Management Plan • GOP-HSSEQ-004 - Control of Dangerous Substances and Explosive Atmospheres • PL-AUS-HSSEQ-009 - Cyclone Management Plan - Darwin • PL-AUS-HSSEQ-012 - Adverse Weather Management Plan - AUS • PL-AUS-DAR-026 - Safety Management Plan (DMSB) • GOP-HSSEQ-046 - Service Improvement Process - SID • Emergency and Dangerous Goods Site Plan - DMSB
External References	• Northern Territory of Australia - Workplace Health and Safety Act • Northern Territory of Australia - Work Health and Safety Regulations • Australian Standards AS4375 - 2002 Planning for Emergency in Facilities • Ports Management Act • Ports Management Regulations • NT Building Act and the Fire and Emergency Act • Northern Territory of Australia Disaster Act 2011 • Waste Management and Pollution Control Act • Marine Act • Marine Pollution Act • Marine and Pollution Regulations • DP Cyclone Management • DP Oil Spill Contingency Plan

DOCUMENT SCOPE / PURPOSE

This Plan is to be used in support of and in conjunction with existing operational procedures and controls within the Darwin Marine Supply Base that are designed to deal with normal operating activities. Use of this Plan and the proper training of staff should help to contain any emergency, minimise risk, minimise the extent of any loss and ensure the prompt return to normal operating conditions.

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REVISION HISTORY		
Rev	Date	Comment
1	21/06/2013	Creation of procedure
2	17/04/2014	General Review
3	26/09/2014	Full Review
4	30/12/2015	Full Review
5	20/12/2016	Full Review
6	31/08/2017	Full review and template change
7	23/09/2019	Full review inclusion of Man Overboard 14.10
8	13/12/2019	Updated Map
9	01/08/2020	Annual review
10	15/10/2021	Annual Review
11	20/12/2022	Annual Review

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1.0 Requirements of this Plan

ASCO Australia (ASCO) is committed to conducting Darwin Marine Supply Base (DMSB) operations in as safe and risk-free manner as possible. This shall be achieved using safe working practices in a safe working environment. It is the responsibility of all staff to ensure that safe working practice is undertaken during daily activities. This Plan is intended to establish the procedures to be adopted in the event of any emergency which may require partial or total evacuation of the Darwin Marine Supply Base.

The DMSB Emergency Response Plan (Plan) will ensure effective response and recovery from any emergency situations. The Plan also addresses preparedness initiatives including planning, training and exercises. The Plan has been designed to ensure the following:

- Hazard prevention including environmental
- Safe and orderly evacuation of people from the building in an emergency
- Early control of the emergency situations including environmental
- Speedy resumption of duties once the emergency is brought under control.

2.0 Roles and Responsibilities

Defined roles and responsibilities minimise the confusion and ensure all emergency response activities are carried out as planned and normal DMSB activities can resume as quickly as possible after the conclusion of the emergency.

In the event of an emergency incident the level of managerial involvement will depend upon several factors including but not limited to:

- The type of emergency
- The location of emergency
- The parties involved/affected
- The potential for the emergency to escalate.

The following outlines the specific responsibilities of those involved in managing the DMSB's response to emergency incidents.

CEO Australia

- Has overall responsibility and accountability for overseeing the ASCO response in a Category 5 emergency
- Shall appoint a Deputy to act in their absence.
- Responsible for establishing and managing the ASCO Emergency Response Control Centre (ERCC) in the event of an emergency at either an ASCO controlled or an offsite / remote location
- Ensure that all Supply Bases maintain a Site-Specific ERP, ensuring planning, initiating, and managing and response to ASCO in an emergency
- Shall appoint a Deputy to act in their absence overall responsibility for co-coordinating all actions and responses, dealing with DMSB, stakeholders, and media.

Darwin Marine Supply Base Management Team

- Overall responsibility for ensuring timely and adequate response to a Supply Base emergency
- Interface between location specific ERTLs and the ERCC
- Support site ERTLs in an emergency
- Ensure a site Emergency Response Team (ERT) is appointed
- Ensure emergency response equipment has been established and is maintained

- Ensure ERT has undergone appropriate emergency response training (e.g., spill control, firefighting, first aid, warden)
- Ensure that emergency response exercises and debriefs are completed
- Adopts the role of Incident Control Team unless relieved by the DOS in accordance with ERP-AUS-HSSEQ-007 Emergency Response Plan - AUS. Generally, will be the first point of contact to be advised of an incident.
- They should then use their judgment to decide the actual or potential severity of the incident and inform Darwin Port and relevant parties following guidelines and reporting structure as per ERP Scenario Appendix A - V.

Site HSSEQ

- Monitor the site ERP to ensure relevancy and currency
- Provide support to the ERTL's in coordinating notifications and interface activities with all regulatory and emergency response 3rd parties
- Lead the conduct of incident reporting and investigations
- Ensure drills are recorded as SIDs and captured in HSSEQ Database Provides assistance and support as required and if necessary, adopts the role of Incident Controller
- Co-ordinates data gathering for investigation
- Ensures all incidents are appropriately investigated and recommendations actioned to completion.

DMSB Security Guards

- Acts as emergency responder for all out of hour reporting requirements, following guidelines and reporting structure as per ERP Scenario Appendix A - V.

Incident Control Team

- Acting as the single point of control during and after an emergency
- Keeping the ASCO Regional Management Team, Darwin Port, stakeholders and local land users informed of the situation as it develops
- Ensuring that a log of events is maintained to aid investigation
- Liaising with the Emergency Services, Local Authorities, Government Agencies and Specialist Contractors.
- Minimising loss
- Effective implementation of this Plan
- Restoring normal operations within the Darwin Marine Supply Base as soon as it is safe to do so.

3.0 Definitions and Abbreviations

An emergency can be defined as a "sudden unforeseen event needing prompt action". For the Purpose of this Darwin Marine Supply Base Emergency Response Plan it is assumed that there is also a potential for injury or harm present during an emergency.

Terms	Meaning
AIR	Accident Incident Report Form
The Department	Department of Home Affairs
ASCO	ASCO Australia
DP	Darwin Port
DMSB	Darwin Marine Supply Base
EPA	Environment Protection Authority

ERP	Emergency Response Plan
ERT	Emergency Response Team
LRZ	Landside Restriction Zone
MARSEC	Maritime Security Levels
MOB	Man Overboard
MSDS	Marine Data Safety Sheets
MTOSFR	Maritime Transport & Offshore Facilities Securities Regulations
NT	Northern Territory
NTG	Northern Territory Government
PFSO	Port Facility Security Officer

4.0 Background

The Darwin Marine Supply Base (DMSB) is located within the Port of East Arm. This area falls under the jurisdiction of the Darwin Port (DP).

Figure 1 - DMSB is located alongside East Arm Wharf, approximately 2.km from East Arm Logistics Precinct.

5.0 Assessment Review and Audit

This Plan must be kept under constant review so as to ensure that its provisions are reflective of reality. It is the responsibility of all staff to highlight any omissions or apparent weaknesses in the Plan. This Plan will be the subject of formal management review at intervals not exceeding 24 months but shall also be subject to review after any emergency response, whether planned or otherwise, legislative changes and stakeholder feedback to ensure its' suitability.

6.0 Nature of Darwin Marine Supply Base

ASCO manages the DMSB within the existing Darwin East Arm Port. The DMSB is dedicated to the offshore industry providing three working berths each with significant laydown areas. The DMSB provides a 'one stop shop' for supply vessels supporting the offshore industry with on-site warehousing and the ability to load fuel and water from all three berths.

6.1 Introduction

Any emergency incident, irrespective of size or nature, will involve some degree of loss and cause an interruption to normal operations. It is the purpose of this Plan to provide support and guidance to those personnel who may become involved in responding to an emergency incident.

All personnel must at all times take every precaution to prevent danger and minimise risk to personnel, property and the environment within the DMSB.

It is of paramount importance that training is provided so that all personnel are thoroughly familiar with their role before, during and after an emergency.

In the event of an emergency (in conjunction with the DP) a single point of control must be quickly established through which all communications and actions must be channelled. Should media or press request information as to any incident, they should, at all times, be instructed to contact ASCO DOS. No exchange of information shall take place, and a holding statement only be issued, along the lines of:

"I can confirm that an incident has taken place at (…. place….). No further details are available. Please contact the ASCO Australasia CEO on **********

6.2 Aim

To ensure, as far as practicable, that no person suffers injury or illness as a result of an emergency which may occurs whilst performing duties within the DMSB.

6.3 Scope

The DMSB Emergency Response Plan applies to all potential emergencies associated with operational activities within and adjacent to the DMSB with the exception of:

- Marine spillage (inform Darwin Port)
- Vessel collision/grounding (inform Darwin Port).

6.4 Protection

ASCO Australia has a protection strategy in the event of an emergency occurring within the DMSB. Statutory responsibilities are:

- Protection of DMSB Personnel
- Protection of EAW Personnel and adjacent land users
- Protection of the environment
- Protection of commercial property

7.0 Emergency Management Structure

Due to the location of the DMSB, emergency incidents are the responsibility of the port users excluding oil spills (DP Oil Spill Contingency Plan). Notification of all incidents caused by a Port user must be communicated to DP indicating the level of emergency response and control measures in place and control requirements. Refer to ERP Scenario checklist for further guidance.

DP have the right to initiate external sources and response agencies to reduce the impact on other Port user's adjacent land and the environment.

7.1 Communication

All emergency contact details are located within the DMSB Contact Directory and can be located at Appendix A of this Plan.

7.2 Notification to Emergency Services

Where emergency services are required, a member of the Incident Control Team or Security personnel (outside normal hours) are to follow the ERP Scenario Appendix A - V will be responsible for contacting and requesting a response from emergency services.

Minimum information supplied should be:

- Location of incident.
- Brief description on incident (fire, environmental, injury to personnel, security breach).
- Who is injured, nature of damage?
- Who or what is involved?
- Name of person making the call.

7.3 Notification to Darwin Port

For incidents requiring evacuation of the DMSB, notification will be through activation of the DP emergency evacuation system. Contact will be made as soon as practicable with DP Emergency Control Centre to activate the siren and enable DP to evacuate adjoining premises if required.

For incidents that do not require evacuation but may have an impact to adjoining Facility Users notification will be communicated to DP Emergency Control Centre (providing a brief description of incident and controls) and NT Police Service.

In the event of an emergency incident/drill – DMSB must advise vessels alongside and ensure they keep any visitors/contractors on board the vessel. Informer must request names from the vessel visitor's book.

7.4 Notification to Stakeholders

Stakeholders will be briefed on all Level 4 or 5 emergency incidents by the ASCO DOS. The DMSB Manager will brief them on all Level 1 to 3 emergency incidents.

The DMSB Incident Control Team is responsible for overseeing of any emergency which could impact upon statutory and regulatory legislation and requirements.

7.5 Emergency Services Responsibilities

NT Fire Brigade

- Control of firefighting, control of spills within the DMSB (in the case of vessel incidents the Harbour Master for DP will provide assistance). Carry out rescue operations.

NT Police Service

- Dealing with next of kin, traffic and crowd control
- Evacuation of adjacent land users and premises. NT police have overall coordinating role for all emergency services.

NT Ambulance Service

- On site first aid treatment of casualties and evacuation of casualties to hospital.

7.6 Darwin Port and Harbour Control

Will be notified of any emergency on board or involving a vessel (including Man overboard MOB)) and environmental spillages into the harbour or with the potential for spillage into the harbour.

Other agencies or bodies involved may include the Australian Coastguard, NT Water Police, NT WorkSafe, Department of Home Affairs, Australian Border Force and NT EPA. The degree of involvement and their role will depend upon the exact nature and extent of the incident. Staff must be sensitive to the possible involvement of such agencies or bodies.

7.7 Media Protocol

Any media enquiries to DMSB personnel will be directed to the ASCO Australia CEO, no exchange of information shall take place.

7.8 General Information

The DMSB Incident Control Team must as soon as it reasonably practicable:

- Gather witness statements
- Compile a list personnel property lost or damaged
- Arrange for premises to be made safe
- Initiate business recovery plan (dependent on critical level)
- Cooperate with emergency service investigation
- Report to stakeholders and adjacent land users within East Arm Wharf.

8.0 Darwin Marine Supply Base Security

The DMSB, falls under a national Australian Maritime Security Regime and is subject to the Maritime Transport and Offshore Security Act 2003 and its associated regulations.

Some restriction of movement and activities may occur as a result of this regime, particularly in relation to personnel. Should anyone observe any suspicious acts, behaviours or persons, please immediately contact the DMSB Security.

8.1 Threats to Security

The PFSO may receive a security direction from the secretary at the Department of Home Affairs to raise the MARSEC level at the site on the basis of credible intelligence of a specific threat.

When additional security measures are initiated the PFSO will provide direction to the Site Security staff with respect to any additional security measures to be applied at the site whilst the directive is in force. The PFSO will also advise staff of any changes in responsibilities, or actions that may be required during this period of heightened alert.

The following security controls and procedures have been developed and implemented to effectively treat identified security risks, control access to the facility and to comply with the identified specific security requirements of the Maritime Transport & Offshore Facilities Security Regulations 2003 (MTOFSR) (Regulation 3.125).

- **MARSEC Level 1.** The security controls and procedures represent the minimum-security requirements on a day-to-day basis and are designed to control access to the facility to ensure that only authorised employees, suppliers, contractors and visitors are permitted to enter the facility

- **MARSEC Level 2.** Controls and procedures are in addition to or modify the Level 1 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department Home Affairs. MARSEC Level 2 controls and procedures are intended to further restrict access to the facility and LRZs

- **MARSEC Level 3.** Controls and procedures are in addition to or modify the Level 1 and 2 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department of Home Affairs. MARSEC Level 3 controls and procedures are intended to further restrict access and may include the cessation of some or all operations.

Recording Security threats, incidents and breaches of security
Breaches of security will be recorded on an "Incident Report Form" kept on file in the Darwin Marine Supply Base Security Guard House by Security personnel and the PFSO informed verbally and by email. Copies of the report will be forwarded to Department of Home Affairs.

Non-Suspicious unauthorised Access
If non-suspicious unauthorised access (such as vessel crewmember taking shortcut), security will investigate and obtain:

- Name of Intruder
- Employer
- Proposed destination e.g. ships, office
- Reason for visit
- Reason for avoiding security gate
- Details to be logged and the DMSB Security Guard House and management group to be informed.

PFSO or their Deputy are to be informed of all other Security Incidents immediately for determination of investigation level. Incidents where immediate notification to Department of Home Affairs is required, guidance on investigation will be taken from Department of Home Affairs.

9.0 Third Party Contractor and Others

All third-party contractors and others within DMSB premises must be instructed on this Plan to ensure compliance during emergency response within the DMSB.

All parties will receive the appropriate DMSB Induction giving all relevant site emergency and security response requirements whilst conducting operations or activities. No access will be granted to premises unless DP and ASCO DMSB inductions have been completed.

All visitors should complete the Sign In/Sign Out Book on arrival and departure which is located at the Security Guardhouse. The safety of visitors is the responsibility of the staff they are visiting who must ensure that they join the evacuation of staff from DMSB; visitors should be asked to report to the appointed fire warden, or the person acting in his/her absence, so that they can be accounted for during roll call.

10.0 Personnel with Disability or Special Needs

Special precautions must be taken, and consideration given at all times to the needs and requirements of people with a disability or special needs. Special consideration must be given to the conditions and requirements there off in an emergency situation such as:

- Identification of everyone who may need specific help to in an emergency
- Allocation of responsibility to specific able-bodied warden to assist in emergency situations.

11.0 Fire Wardens

ASCO DMSB PFSO and Maritime Security personnel within the DMSB will act as fire wardens for the premises. If the emergency situation involves fire, only trained personnel (if deemed safe to do so) should attempt to extinguish.

12.0 Material Safety Data Sheets (MSDS)

Information will be held and available within the security guardhouse within the DMSB. This information will be available to assist emergency services on locations and material content during an emergency.

Refer to PL-AUS-DAR-026 Safety Management Plan (DMSB) for further information.

13.0 Adverse Weather and Cyclonic Events

All extreme Weather event will be managed in accordance with the PL-AUS-HSSEQ-012 Adverse Weather Management Plan and PL-AUS-HSSEQ-009 Cyclone Management Plan Darwin, Refer also to Appendix section of this Plan for advice on the Adverse weather and Cyclonic events.

14.0 Types of Emergencies

The DMSB has three main populated areas (Administration Building, Warehouse and Guardhouse).

Due to the location within East Arm Wharf, DP Muster Location Area 1 (inner entry gate to the port adjacent to the control tower) will be used as primary Muster Point. Secondary Muster Points will be utilised within the DMSB in case access to this location is restricted.
If due to adverse weather (heavy rains, winds, lightning) during a muster call, personnel can congregate within DMSB Administration Building if safe to do so under the direction of the DMSB Manager in consultation with DP.

Refer to Attachment lists of this ERP for secondary Muster Point locations within DMSB.

Muster Point locations at East Arm Wharf, Muster Point - 1 is located directly opposite DMSB.

14.1 Bomb Threats

The vast majority of such threats are hoaxes, but it cannot be assumed always to be the case. Should a warning be received, generally by telephone, the following actions should be taken:

- The person receiving the call should remain calm and obtain and record as much information as possible
- **DO NOT HANG UP** - once the initial call has finished leave the phone receiver off the hook as this will assist police in their investigation
- Call Emergency Services and advise them of the situation
- Go to another telephone or advise someone in the adjoining area to contact the PFSO/Delegate and DP PSO, who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Check muster point before evacuation – raise alarm in conjunction with DMSB security personnel
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Director of Operations Australasia to brief all stakeholders
- Follow the below checklists as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB);
    - Appendix E - Bomb Threat Checklist
    - Appendix E1 - Telephone Bomb Threat Checklist.

14.2 Written Threats

Messages are usually associated with generalised threats and extortion attempts. A written warning regarding a specific device can occasionally be received. It should never be ignored.

- Remain calm report the incident to the DMSB PFSO/Delegate and DP PSO, who in turn will inform the DMSB Manager and HSSEQ Advisor
- Call Emergency Services and advise them of the situation

- Avoid handling it unnecessarily in order to preserve possible fingerprint(s), handwriting, paper and postal marks. These will be essential in trying to trace the threat and identifying the writer
- Every possible effort should be made to retain evidence for possible fingerprints, handwriting or typing, paper and postmarks. Such evidence should be protected by placing it in an envelope, preferably plastic
- DOS to brief all Stakeholders as per the ERP-AUS-HSSEQ-007 Emergency Response Management Australia
- Follow the below check list as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix F - Written Threat Checklist.

14.3 Suspicious Object or Package

Suspicious packages or objects should never be picked up or examined; this is a job for the emergency services. Remain calm and record as many details as possible; location, size, general description and seal location. Some physical characteristics of suspicious packets or letter could include; excessive postage, oily stains, discoloration or odour, excessive security material, marked with restrictive endorsements such as `personal', no return address, protruding wires or aluminium foil.

- Excessive postage
- Oily stains
- Discoloration or odour
- Excessive security material
- Marked with restrictive endorsements such as `personal'
- No return addresses
- Protruding wires or aluminium foil
- Report the incident to the ASCO DMSB PFSO, who in turn will inform HSSEQ and DP PFSO who shall confirm what scale of evacuation is required (DMSB only or Full Wharf Facility)
- Call Emergency Services and advise them of the situation
- Stop all operations immediately and commence a controlled evacuation of the premises, and proceed to designated Muster Point location (dependent on risk alternative muster location may be agreed); and
- CEO to brief all Stakeholders as per the ERP-AUS-HSSEQ-007 Emergency Response Management Australia.

The threat is a hazardous or unknown substance the Fire Brigade Hazardous Chemicals Response Unit will be requested by the Police. The Fire Brigade has specialist teams trained in managing hazardous chemicals and unknown substances.

- Remain calm and record as many details as possible; location, size, general description and seal location
- Call Emergency Services and advise them of the situation
- Remain calm report the incident to the DMSB PFSO/Delegate and DP PSO who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix G - Suspicious Objects or Packages Checklist.

14.4 Fire Involving Vessels

In the event of a fire on a vessel moored alongside the DMSB, the PFSO and or security personnel shall co-ordinate the calling of the emergency services, Harbour Control and DP Emergency Control Centre. All operations will be suspended to assist with emergency obligations.

- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix H - Fire Involving Vessels Checklist.

14.5 Vessel Collision or Sinking

The majority of collisions or sinking's are caused by human negligence. Such negligence does not necessarily originate with the ship's officers or crew. It can be the fault of persons responsible for controlling the movements and berthing of ships who issue incorrect information to Ships Masters, Owners or Agents.

A vessel that may be in danger of sinking will not be allowed to berth within the DMSB without the permission ASCO DMSB Management Team and the DP Harbour Master. In the event of a collision or sinking DMSB PFSO and security personnel shall co-ordinate the calling of the emergency services, Harbour Control and DP Emergency Control Centre. All operations will be suspended to assist with emergency obligations.

In the event of a collision between vessels or a sinking on or adjacent to the DMSB, it is important that we be fully prepared to be able to provide any assistance possible to the vessels and DP.

Such an incident may however have a direct impact upon our operational capability, therefore, should such a situation arise, and the following steps should be taken:

- STOP all operations
- Advise DMSB Management Team
- Advise Stakeholder, NT WorkSafe and other parties as appropriate
- DP has their own procedures for dealing with such incidents. They will take control of the response operation; any assistance provided by ASCO will be as directed by DP and Harbour Control
- Be aware that the original incident may escalate. For instance, if a fuel or cargo tank is ruptured there is a very high possibility for pollution, (environmental emergencies). It is equally as important to be aware of any deck cargo that may have been lost overboard and could well present a hazard DMSB operations
- Try to establish the extent and nature of any disruption to future operations and advise any customers and Stakeholders whose operations are or will be affected by the incident
- Ensure incident report and investigation is conducted by the DMSB Management Team and HSSEQ Advisor
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix I - Vessel Collision or Sinking Checklist.

14.6 Crane Collapse

Immediately alert DMSB Management Team and or Marine Security Personnel in order to contact Emergency Services following guidelines within ERP Scenario Checklists. DMSB Management Team will contact DP Emergency Control Centre and DP PFSO to brief on situation (dependent on level of emergency DMSB may be evacuated).

Ensure any personnel injured receive proper medical treatment and continual communications to emergency services until their arrival on site. DMSB Management Team lead by DOS will brief stakeholders and other parties where necessary. HSSEQ Advisor will inform and brief NT WorkSafe.

The scene of the collapse and the crane should not be touched or otherwise interfered with until the Emergency Services have given their permission to do so, however: -

If the crane or any part of the surrounding site is in an unsafe condition it is permissible to take action to make sure the situation is safe. In such cases this action should be kept to a minimum, photographed and documented as fully as practicable.

If the crane is in a position that may cause it to experience further structural/mechanical stress or damage, NT WorkSafe may give verbal dispensation to move or right the crane prior to their inspection, such approaches must be made cautiously. Such events should be documented, and the scene well photographed before and after the crane is moved.

Oil absorbent material should be used to soak up spillage or leakage of fuel, engine and hydraulic oils.

Collate witness statements, photographs, any available reports and have these available to aid the accident / incident investigation team.

The recovery of the crane shall be dependent on the owner; But ASCO will provide all necessary support and assistance.

- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
  - Appendix J - Crane Collapse Checklist.

14.7 Employee - Slight Injury

In the event of an employee being involved in an accident at work that involves an injury that requires none or only the most basic first-aid treatment the following action should be taken:

- The DMSB First Aider on-site in the event of an accident will be responsible for assessing the extent of the injury and administer first-aid if required
- The First Aider should then report the accident to the HSSEQ Advisor, who in turn will report to the management group and record the incident utilising the Gateway Database. and
- The Initial Incident Report Form, the casualty's statement and any witness statements will form the basis of the investigation
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
  - Appendix K - Employee Slight Injury Checklist.

14.8 Employee - Serious Injury

In the event of an employee being involved in an accident at work that involves attending the local hospital the following action should be taken:

- The DMSB first aider on-site in the event of an accident will be responsible for assessing the extent of the injury and calling the Emergency Services. They will then inform the DMSB Management Team
- The PFSO shall inform the DOS in out-of-hours situations. The PFSO shall contact other members of the management team as they require. *Note: Dependant on the type of the injury NT WorkSafe may also need to be informed, (the HSSEQ Advisor will offer guidance)*
- If the injured party is conscious find out the details of whom, if anyone, the casualty wants to be informed about the accident. If the casualty is unconscious PFSO will find out from their personnel file's details of their next of kin and be ready to give these to the Police who will follow the ambulance to the scene. It is likely that the Police will want to notify the Next of Kin about the accident
- Arrange for a member of the management team, preferably the PFSO or HSSEQ Advisor to follow the casualty to the hospital. Their task is to offer assistance to the casualty after treatment has been given and to advise the management team of the situation
- The Incident Control team will have initiated an investigation, and the Incident File will be completed as persons are contacted and actions undertaken, therefore all personnel must remain on site until they have been spoken to
- **Do not start any clean-up operation until authorised to do so by the Police and NT WorkSafe if they are involved.** It may well be necessary to take certain steps to make the situation safe and to prevent further loss before clearance to do so is given by the authorities
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
  - Appendix L - Employee Serious Injury Checklist.

14.9 Employee - Fatality [Category 4 and 5 Incident]

In the event of an employee being involved in a fatal accident at work the following action should be taken:

- Call the Emergency Services
- Report the incident to the CEO and HSSEQ Advisor who shall contact NT WorkSafe and relevant parties
- The PFSO and or DMSB Security Personnel will raise security to appropriate level informing DP PFSO and DP emergency control room and close/secure all entrances. Access to emergency services and investigation team only. Arrange additional security guard as required to secure location
- The ASCO CEO Australasia shall report the incident to the relevant departments at ASCO Head Office, (i.e. Corporate Communications, Legal etc)
- CEO will inform and update stakeholders
- Once satisfied that the CEO is aware of the incident, begin required internal investigation cooperating with NT WorkSafe and other parties when required
- **DO NOT ATTEMPT TO CONTACT THE NEXT OF KIN** - this is a Police Force duty but be prepared to provide next of kin details to the Police
- **DO NOT LET WITNESSES LEAVE** - they will be needed to assist with the investigation – if possible, keep witnesses in separate rooms and do not leave them alone
- **DO NOT START ANY CLEAN UP OPERATION UNTIL AUTHORISED TO DO SO BY THE POLICE AND NT WORKSAFE IF THEY ARE INVOLVED.** It may well be necessary to take certain steps to make the situation safe and to prevent further loss before clearance to do so is given by the authorities
- In the event of Media interest, if they get in touch, they should be told to contact the Police in the first instance. Under no circumstances should the media be spoken to or admitted to the site until the CEO has given permission for them to do so.

Note: It should not be forgotten that personnel working in the vicinity of a fatal accident might well be traumatised. Appropriate consideration should be given to these personnel. In all personal injuries to staff, a full and in-depth investigation will follow. Any information or findings as a result of the investigation shall be made available to the NT WorkSafe, Emergency Services, Stakeholders and ASCO internal.

- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
  - Appendix M - Employee Fatality Checklist.

14.10 Third Party or Others

In the event of a Third-Party Contractor or other parties being involved in an accident whilst working within the DMSB the following action should be taken:

- Each operational workplace has a trained first aider on site; in the event of an accident it will initially be their responsibility to assess the extent of the injury, call an ambulance and administer first-aid as required
- The first aider should then report the accident to the DMSB Management Team if outside normal working hours report incident directly to DMSB security guardhouse, security personnel will follow reporting and communications protocols as per ERP Scenario Checklists
- If the casualty's injuries appear to be serious or fatal the DMSB Management Team lead by the DOS will inform NT WorkSafe and Stakeholders as required. PFSO will inform DP PFSO and DP Emergency Control
- In the case of a fatality, the PFSO and DMSB Security Personnel will raise Security to appropriate level informing DP PFSO and DP Emergency Control Room and close/secure all entrances. Access to emergency services and investigation team only. Arrange additional security guard as required to secure location. In the event of media interest, if they get in touch, they should be told to contact the Police in the first instance. Under no circumstances should the media be spoken to or admitted to the site until the CEO has given permission for them to do so; and
- The electronic AIR Form the casualty's accident report (if available) and any witness statements will form the basis of the investigation which the Incident Control team will initiate

- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
  - Appendix N - Third Party and Others Checklist.

14.11 Environmental Emergencies

PL-AUS-DAR-004 Spill Management Plan details the actions to be taken in the event of a spill within the DMSB. The term spill shall include, but not be limited to; fuel oils, including lubricating oils and hydrocarbon-based drilling oils, and can occur during any movement of product, either by hose, pipe or tanker. The term "environmental impact" is a negative change to the environment that may occur during release causing serious effects to marine life, ground contamination, and /or harm to human well-being. In the event of a spillage being discovered DMSB personnel shall take emergency action to minimise the effects of the spill, (including deployment of booms, drain covers etc). The DMSB management team, NT EPA and DP emergency control room will be advised of the spill.

All personnel operating within the DMSB have a duty of care to react to all spills within DMSB boundaries. Spills to sea are the responsibility of DP. All spills to sea involving DMSB activities must be notified immediately to DP emergency control and Harbour Control in order to activate DP spills response procedure. ASCO Australia DMSB personnel will undertake training in Marine Spill Response in (ASCO personnel will undertake DP Marine Spill Response Training) to assist in deployment of response material and assist DP as required. ASCO Australia will also hold Tier 1 response material on site to ensure capsulation of material as required in the event of a spill to sea event.

Environmental Duties
ASCO will take all measures that reasonable and practical to:

- Prevent and minimise pollution to the local environment
- Reduce and minimise waste.

ASCO will assess waste and continually review controls to ensure protection to the local environment in accordance with Part 3 Section 12 of the Waste Management and Pollution Control Act.
ASCO will as soon as practicable (and in any case within 24 hours) notify NT EPA of incidents causing or threatening to cause pollution within the DMSB in accordance with Part 3 Section 14 of the Waste Management and Pollution Control Act.

Objectives
The principle objectives of the contingency for the Spills Response Plan are:

- To ensure procedures are in place for dealing with spills within the DMSB boundaries and to assist DP as required or requested
- To permit the rapid dissemination of information through established lines of communication
- To ensure all relevant authorities, stakeholders and participants of the Plan are kept informed and consulted as necessary throughout the clean-up operation
- To minimise the environmental impact of any pollution incident
- To ensure information, guidance and recommended action on anti-pollution measures are available as required
- To ensure rapid mobilisation of staff and resources
- To maintain a comprehensive record of events.

Spill Categorisation
Spills shall be categorised into 3 main classes:

- **Class 1 Spill.** A spill that can be quickly contained at source and which is unlikely to cause contamination by entering watercourses, ground water or reached the sea.
- **Class 2 Spill.** A spill which is likely to cause contamination by entering water courses, ground water or reach the sea and/or any spill which is likely to cause vapour cloud, explosion or fire

- **Spills on Land.** A spill on land of no more than 50 litres, which is likely to cause ground contamination that can be dealt with immediately by utilising Spill response unit without assistance from other areas.

For further information on Spill response refer to: ASCO Australia PL-AUS-DAR-004 Spills Response Plan.

Other emergencies - Explosives, Hazardous & Radioactive Material

An incident (such as a fire or similar), involving any of the above substances within the DMSB has the potential to escalate in terms of severity and scale very quickly. It is virtually inevitable that the Emergency Services and other official organisations (NT WorkSafe, DP, Harbour Control and Department of Home Affairs Security) will become directly involved in the control of the incident at an early stage.

Should an incident of this type occur within the DMSB the following action should be taken:

- Evacuate the DMSB & call the Emergency Services, the Consignor of the material. The DMSB Management Team and or the PFSO shall assess the situation and contact the Operations Manager Australasia giving briefing of developments and status
- In the event of media attention all enquiries shall be referred to ASCO Australia Regional Office
- HSSEQ Advisor in conjunction with DOS shall keep a log of events, photographs, statements and where possible ensure that incident is recorded on video camera in order to assist with the later investigation
- Where radioactive/explosive substances are involved the emergency services will be briefed and will control operations
- If the incident involves a vehicle and it is safe to do so, instruct the driver to go to a site away from traffic and built up areas, switch off the engine, put on hazard warning lights and keep passers-by away from the vehicle. Tell the driver to stay upwind of the vehicle. Inform emergency services as necessary
- If the incident occurs on a vessel, advise DP, Harbour Control and Department of Home Affairs dependent on location, to alert other vessels in the vicinity and arrange to move them, make ready to evacuate the DMSB. Locate the Master or a senior officer from the vessel and arrange for him to meet and brief the Emergency Services, (a cargo manifest and crew list will be required at this time)
- Where fire and radioactive materials are involved there may be a danger of contamination. In such cases evacuation of personnel shall be carried out Immediately, with any potentially affected personnel taken to a place of safety to await medical evaluation
- Depending upon the prevailing circumstances and location of the incident it may become necessary to advise neighbouring land users of the situation
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix O - Environmental Emergencies Checklist.

14.12 Unauthorised/Criminal Act

Due to the inherent nature of this type of emergencies, i.e. dealing with people, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that ultimately dictates the way in which this type of emergency will play out.

This threat can be categorised into:

- Confrontation with an armed person
- Confrontation with an unarmed person
- Armed Hold-Up
- Assault / Physical Injury
- Threatening the life of others or oneself
- Hostage / Kidnap scenarios.

Any stakeholder witnessing such a situation should always:

- Remain calm and record as many details as possible
- Call Emergency Services and advise them of the situation
- Remain calm report the incident to the DMSB PFSO/Delegate and DP PSO who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix P - Unauthorised/Criminal Act Checklist.

14.13 Urgent Medivac

In the event of an employee being involved in an accident at work that involves attending the local hospital the following action should be taken:

- The DMSB First Aider on-site in the event of an accident will be responsible for assessing the extent of the injury and calling the Emergency Services. They will then inform the DMSB management Team
- The PFSO shall inform the DMSB Management Team in out-of-hours situations. The PFSO shall contact other members of the management team as they require. *Note: Dependant on the type of the injury NT WorkSafe may also need to be informed, (the HSSEQ Advisor will offer guidance)*
- If the injured party is conscious find out the details of whom, if anyone, the casualty wants to be informed about the accident. If the casualty is unconscious PFSO will find out from their personnel file's details of their next of kin and be ready to give these to the Police who will follow the ambulance to the scene. It is likely that the Police will want to notify the Next of Kin about the accident
- Arrange for a member of the management team, preferably the PFSO or HSSEQ Department to follow the casualty to the hospital. Their task is to offer assistance to the casualty after treatment has been given and to advise the DMSB Management Team of the situation
- The DMSB Incident Control Team will have initiated an investigation, and the Incident File will be completed as persons are contacted and actions undertaken, therefore all personnel must remain on site until they have been spoken to
- **Do not start any clean-up operation until authorised to do so by the Police and NT WorkSafe if they are involved.** It may well be necessary to take certain steps to make the situation safe and to prevent further loss before clearance to do so is given by the authorities
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix Q - Urgent Medivac Checklist.

14.14 Essential/Sabotage

Due to the inherent nature of this type of emergencies, i.e. dealing with people, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that ultimately dictates the way in which this type of emergency will play out.

This threat can be categorised into:

- Confrontation with an armed person
- Confrontation with an unarmed person
- Armed Hold-Up
- Assault / Physical Injury
- Threatening the life of others or oneself
- Hostage / Kidnap scenarios.

Any stakeholder witnessing such a situation should always:

- Remain calm and record as many details as possible

- Call Emergency Services and advise them of the situation
- Remain calm report the incident to the DMSB PFSO/Delegate and DP PSO who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix R - Essential Services/Sabotage Checklist.

14.15 Man Overboard

Man overboard is a situation in which a person has fallen from the Wharf, or a vessel into the water and is in need of rescue. Whoever sees the person's fall should shout "man overboard" to raise the alarm also ensuring alarm is raised with DMSB security personnel and vessel to engage emergency service and harbour control.

- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix S - Man Overboard Checklist.

14.16 Activation of Ship Security Alert Alarm System

The Ship Security Alert System (SSAS) is part of the International Ship and Port Security (ISPS) code and is a system that contributes to the International Maritime Organisation's (IMO)'s efforts to strengthen maritime security and suppress acts of terrorism and piracy against shipping. In case of attempted piracy or terrorism, the ship's SSAS beacon can be activated and appropriate law enforcement agencies advised.

Cargo ships must be fitted with a device that can send an alert message containing the ship's ID and position whenever the ship is under threat or has been compromised. The distress message must be activated covertly from a switch on the navigation bridge or other shipboard location and transmitted only to the designated authority without being received by other ships or raising an alarm on the ship under attack.

When an SSAS alert is triggered:

- The Rescue Coordination Centre (RCCs) or SAR Points of Contact (SPOCs) for the country code the beacon is transmitting is notified discreetly or directly to the vessel's owner or manager
- National authorities will contact local response agencies to deal with the incident
- On receipt of advice that a SSAS has been activated the DMSB PFSO/Delegate and DP PSO are to be informed as soon as possible
- The manned DMSB Security Gate is to be advised that a response agency will require access to the Port, and they are to facilitate this access without delay
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix T - Activation of Ship Security Alert Alarm System Checklist.

14.17 Fire

If the alarm has not already been raised immediately alert the DMSB Management Team and or DMSB Security Personnel in order to ensure evacuation of DMSB. DMSB Management Team and or Security Personnel will contact DP Emergency Control Centre, DP PFSO to brief on emergency situation (depending on the level of emergency, DP Siren will be activated to alert other port users). Further guidance and instruction regarding actions and reporting protocols can be sought utilising the DMSB ERP scenario's checklist.

AFTER raising the alarm:

- If electrical equipment is involved and it is safe to do so, isolate it from the power supply

- If possible, attack the fire with the nearest suitable equipment is safe to do so and provided that you feel confident and competent to do so
- Shut the door(s) of the area affected and, if appropriate and safe to do so, close windows before leaving the building
- Proceed to muster point

Action to be taken by persons upon hearing a fire alarm

- Keep calm
- Close all doors and if appropriate and safe to do so, close windows and switch off ventilation equipment before leaving the building. Guide any visitors/guests that may be with you to the muster point
- Leave the building by the nearest available emergency exit, take the most direct evacuation route, DO NOT move to other areas, proceed to the muster point and wait for instructions from a fire warden
- DO NOT re-enter the building until a fire warden tells you it is safe to do so
- DO NOT leave the muster point unless told to do so
- ONLY WHEN you have been advised it is safe to do so, re-enter the building in an orderly manner using normal entrances
- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix U - Fire Checklist.

14.18 Vehicle or Plant Fire

Each ASCO vehicle is fitted with an Emergency Response Contact List which details the action that should be taken in the event of vehicle emergency. Each vehicle is fitted with 1.5kg extinguisher and a vehicle first aid kit to ensure adequate response. All forklifts used for ASCO operations within the DMSB have a Forklift Emergency Action card within the drivers' cab to ensure appropriate measures are followed during an emergency situation; all forklifts are fitted with 1.5kg extinguisher to ensure adequate response.

- Follow the below checklist as per the ERP-AUS-HSSEQ-001 Emergency Response Plan (DMSB)
    - Appendix V - Vehicle or Plant Fire Checklist.

15.0 Vessel at Darwin Marine Supply Base Installation

In the event of a major emergency within the DMSB, Vessel Masters shall provide all necessary support to the DMSB and liaise closely with the PFSO and security personnel. DMSB Management Team and or security personnel shall co-ordinate the calling of the emergency services, Harbour Control and DP Emergency Control Centre following guidelines within ERP Scenario Checklists. All operations will be suspended to assist with emergency obligations.

16.0 Investigations

All incidents with the potential to harm will be fully investigated by the ASCO DMSB Management Team (incident Control Team) utilising ASCO procedures, GOP-HSSEQ-031 Incident Management and the ERP-AUS-HSSEQ-007 Emergency Response Management Australia. Third parties will be invited to contribute where necessary to investigation process and all outcomes will be shared for lateral learning.

17.0 Non-Conformances

All non-conformances, in relation to security within the DMSB will be investigated utilising GOP-HSSEQ-046 - Service Improvement Process (SID) to ensure satisfactory outcome.

18.0 Monitor and Review

This Emergency Response Plan (DMSB) will be continually monitored to ensure full compliance with Local, Territory and Federal Legislations. A full review will be conducted annually to ensure compliance.

Appendix A – Emergency Direct Contact List

Emergency Services

Service	Contact number
Ambulance/Police/Fire	000
NT Emergency Services (24 Hour Assistance Line)	(08) 8922 3630 / 131 444
DP Port Security	0401 110 320
Fire and Rescue Service (24 Hour Assistance Line)	(08) 8922 1555
NT Police (24 Hour Assistance Line)	131 444 / (08) 8922 1560
Water Police	(08) 8922 0820
Broadsword Marine Contractors	0437 782 626 / 0429 981 266
Royal Australian Navy Port Service	(08) 8935 5420
Royal Australian Navy Port Service - Mobile	0407 612 052
Royal Australian Navy Port Services – VHF	Channel 14
Royal Darwin Hospital	(08) 8922 8888
Royal Private Hospital	(08) 8920 6011

ASCO Australia Management Team

Position	Contact Number
CEO	
Regional Operations Manager	0403 809 725
DMSB Manager	0418 533 048
HSSEQ Manager	0448 148 957
DMSB PFSO	0427 709 097
Facilities Management Co-ordinator	0427 709 097
DMSB Coordinator	0418 759 776

DMSB Security Contractor

Position	Contact Number
NT Manager	0434 308 162

Darwin Port

Position	Landline	Mobile
Chief Executive Officer	(08) 89190880	0401 117 056
General Manager Operations	(08) 8919 0850	0419 840 041
Harbour Master	(08) 8999 3867	0428 181 480
General Manager Facilities	(08) 8919 0830	0408 270 919
Fort Hill Wharf Gatehouse	(08) 8919 0836	0401 117 057
East Arm Wharf Gatehouse	(08) 8919 0816	0401 110 320
East Arm Cargo Officer	(08) 8919 0857	0407 319 706
Security Supervisor PFSO	(08) 8919 0818	0448 658 652
DP Control Tower	(08) 8919 0870	0401 117 090
DP Port Security	(08) 89190816	0401 110 320

Stevedores

Position	Landline	Mobile
LINX Stevedores	(08) 8984 4701	#2 – Shift Manager on Duty
Qube Stevedores	(08) 8922 2300	Shift Manager on Duty

Government Authorities

Authority	Contact Number	After hours
Australian Maritime Safety Authority (AMSA)	(02) 6279 5000	1800 641 792
Australian Marine Oil Spill Centre (AMOSC)	(03) 5272 1555	0438 379 328
Australian Search and Rescue (AusSAR)	(02) 6279 5746	1800 641 792
Australian Transport Safety Bureau	1800 020 616 (02) 6257 4150 (Canberra)	1800 011 034
Australian Petroleum Production & Exploration Association (APPEA)	(02) 6247 0960	0433 917 317
Air Ambulance (Royal Flying Doctor Service)	(08) 8238 3333	1800 733 772
Air Services Australia	(02) 6268 4111	1300 301 120
Civil Aviation Safety Authority (CASA)	1800 074 737	131 757
Commonwealth Scientific and Industrial Research Organisation (CSIRO)	1300 363 400	
Department of Agriculture and Water Resources (DAFF/ Quarantine)	1800 900 090	1800 020 504
Department of the Attorney-General and Justice (Coroner's Office NT)	(08) 8935 7777	
Department of Home Affairs	(08) 8923 1209	1300 791 581
Department of Immigration and Border Protection (Aust. Border Force/Customs)	1300 363 236 / 131 881	1800 061 800 / 1800 009 623
Department of Land Resource Management	(08) 8941 4266	0419 142 835
Department of Transport (Marine Safety)	(08) 8924 7100	
National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)	(08) 6188 8700	(08) 6461 7090
NT Environment Protection Authority	(08) 8924 4218	
NT EPA Pollution Hotline	1800 064 567	
NT WorkSafe	1800 019 115	
Parks and Wildlife Commission NT	(08) 8999 4555	0419 822 859
Poisons Information Centre	131 126	

Weather Updates and Warnings

Weather Updates / Warnings	Contact Number
Bureau of Meteorology Darwin Office	(08) 8920 3800
Bureau of Meteorology Weather Service	1900 955 367
Bureau of Meteorology Observation Centre	1900 926 124
Bureau of Meteorology Cyclone Information	1300 659 211
Coastal and Land Weather Warnings	1300 659 214

Web Page Updates

Web Page	
Bureau of Meteorology Observation Centre	www.bom.gov.au
NT WorkSafe	www.worksafe.nt.gov.au
Secure NT	www.securent.nt.gov.au

Radio Station Updates

Radio Stations	
ABC Radio Darwin	105.7FM
Mix 104.9	104.9FM
Hot 100	100.1FM

Appendix B - Incident Notification Report Form

General Information			
Location of incident:	*Region/Hub and Site/Base Name*		
Date of incident:		Time of incident:	
Description of the incident: *Please complete this section for any injuries, significant asset damage or environmental incidents providing as much accurate detail as possible.*			
Operation in progress at time of incident:			
ASCO Person in charge at time of incident:	Name		
	Phone Number(s)		
	Email		
Immediate Actions Taken: *Please provide a brief summary of the actions you have taken immediately after the incident occurred.*			

Client Details	
Client(s):	
Vessel (if relevant):	
Third party involvement:	

Notification Process

Email notification to zzDist-Info-HSSEQINF@ascoworld.com should be sent within 2 hours of learning of incident and marked with High Importance. This should include the location manager and nominated ASCO Contract Manager who will be required to inform the client representative.

Appendix C – Roles and Responsibilities

Description	DMSB Manager	DMSB Coordinators	DMSB Security
On hearing evacuation alarm instigated by DP or on direct advice from DMSB Operations Team the following checklist shall be used	X	X	X
Call Emergency Services (000) if required. Ensure emergency maps and manifests are provided to emergency services.			X
Operations Team advice & directs contractors, third parties & visitors to the nearest safe exit.		X	
Advise any vessels alongside taking into account any visitors or contractors on the vessel		X	
Make final check of rooms and surrounding areas and shut the door (if in a building) after exciting. Once checked, close the door and mark with a 'Room Checked' post-it notes.		X	
Check that all contractors have evacuated and/or made their way to the Muster Anyone refusing to evacuate must be reported to the DMSB Manager	X	X	X
Print off Muster Transaction Report showing names of who is left on site			X
Collect visitor's book from security office and take to muster point			X
Turn off any equipment that may become a hazard	X	X	X
Receive reports from Team Members on the building zones being cleared	X		
Receive reports from the First Aider as to any medical treatable cases	X		
Restrict building access and vehicular movements, close the gates			X
Report any problems to the Operations team and or BU Manager			X
Move to the nominated or closest Muster Point Areas	X	X	X
Start Log of events – all team members to assist	X	X	X
Ensure personnel present are recorded on the muster register		X	
Liaise with other Muster Marshals to validate any missing persons		X	
Report missing persons to DMSB Manager		X	
Handover to Emergency Services, if they are called, on arrival and support them as required, gate may require to be reopened. **Note**: Emergency Services are now in control of the incident		X	
Remain at the Muster Point until the all clear declared	X	X	X
Receive all clear from the Emergency Services, on site, if they attended		X	
Give all clear once incident is over **Note**: this will come from DP or directly from the DMSB Manager	X		
Carry out return to operations assessment and remediate areas as required		X	
Hold a debriefing session with the ERT	X		
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor		X	X
Emergency Completed Sign Off			
Name Title Date/Time			

Appendix D - Emergency Actions Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Call Emergency Services and give accurate details of location/event	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call ASCO PFSO and give full brief	
Contact by phone any vessels that are alongside and brief them of the emergency situation	
Keep Calm	
Close all doors and is safe to do so close windows and switch off ventilation equipment before leaving the building	
If safe to do so, rescue and/or evacuate trapped or injured persons to a place of safety	
If qualified provide immediate medical aid/assistance to any person suffering an obvious injury	
DO NOT re-enter the building	
Ensure vehicles/equipment are clear from roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix E - Bomb Threat Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Complete Bomb Threat Telephone Checklist	
Always take the threat seriously	
Do not use a radio to raise the alarm – radio signals may trigger an explosive device	
Keep Calm	
Ask caller if Emergency Services been notified, if other than threat caller	
Ask Caller of Harbour Control have been notified, if other than threat caller?	
Call Emergency Services and give accurate details of location/event	
Call Harbour Control giving vessel name and details	
Call EAW DP Security advise emergency services are on their way	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating the ship?	
Call DP PFSO asking if they will be sounding the Alarms?	
Call ASCO PFSO and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Note - It may be such that a full port evacuation is deemed necessary so people will be required to be transported down to EAW Front gate	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix E1 – Telephone Bomb Threat Checklist

Bomb Threat Record			
Document Reference:	FRM-GOP-SEC-018.02	Revision Number:	2
Creation Date:	03/01/2017	Revision Date:	24/04/2017

Instruction: Be Calm, Be Courteous, Listen, and do not interrupt the caller.

Name:			Time:		Date:			
Caller's Identity Sex:	Male		Female		Adult		Juvenile	
Approximate Age:								
Origin of Call:	Local		Long Distance		Telephone Booth			

Voice Characteristics				Speech				Language			
Loud		Soft		Fast		Slow		Excellent		Good	
High Pitch		Deep		Distinct		Distorted		Fair		Poor	
Raspy		Pleasant		Stutter		Nasal		Foul		Other	
Intoxicated		Other		Slurred		Other					
Accent				**Manner**				**Background Noise**			
Local		Mid Eastern		Calm		Angry		Train		Machines	
Hispanic		American		Rational		Irrational		Music		Animals	
African		Slavic		Coherent		Incoherent		Office		Quiet	
NZ		Other		Deliberate		Emotional		None		Airplane	
				Righteous		Laughing		Street		Party	
								Traffic		Other	

BOMB FACTS

Pretend difficulties in hearing - keep caller talking (if caller seems agreeable to further conversation). Ask questions like:

When will it go off?	How many hours remaining?
Where is it located?	Which part of the building?
What kind of bomb?	What does it look like?
How do you know so much about bombs?	When did you put it there?

Any other relevant information:

Appendix F - Written Threat Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Call Emergency Services and give accurate details of location/event	
Call Harbour Control giving vessel name and details, if the threat is to a vessel	
Call EAW DP Security, advise emergency services are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call ASCO PFSO and give full brief	
Keep Calm, avoid handling the letter unnecessarily in order to preserve possible fingerprints	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSP to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix G - Suspicious Objects or Packages Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Call Emergency Services and give accurate details of package, location, size, general description	
Call Harbour Control giving vessel name and details, if package is on board the vessel	
Call EAW DP Security advise emergency situation are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call ASCO PFSO and give full brief	
Advise Emergency Services clearly and slowly: Your name and location What has happened Any exposures likely to escalate the incident (i.e. shots fired etc.) Location of any injured Actions you or the other personnel have taken	
Keep Calm	
Do not make any sudden or unexpected movement	
Observe and log any details	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshals to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix H - Fire Involving Vessels Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Ask Caller if Harbour Control have been notified?	
Call Emergency Services and give accurate details of location	
Call Harbour Control giving vessel name and details	
Call EAW DP Security advise emergency situation are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call ASCO PFSO and give full brief	
Keep Calm	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix I - Vessel Collision or Sinking Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Ask the sinking/collision vessel if the crew will be evacuating?	
Ask Caller if Harbour Control have been notified?	
Call Emergency Services and give accurate details of incident	
Call Harbour Control giving vessel name and details	
Ensure the Water Police has been notified	
Call DP PFSO advising them of the incident	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call ASCO PFSO and give full brief	
Stop all operations, and call DMSB Manager	
Call ASCO HSSEQ Advisor and advise them of the situation	
Call NT WorkSafe	
Call Australian Maritime Safety Authority (AMSA)	
Assist Darwin Port as required	
Be aware that fuel or cargo tank may rupture causing pollution to the water. Call the Pollution Hotline to report the incident	
Update customs and stakeholders of the operations at the DMSB and any schedule changes	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix J - Crane Collapse Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security, advise emergency services are on their way	
Find out the owner of the crane and which stevedoring company it belongs to	
Call DP PFSO advising them of the incident and that the site will be closed down	
Call ASCO PFSO and give full brief	
Ensure that the area is bollard and the crane is not touched until the Emergency Services have given their permission to do so	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Call any vessels alongside and brief them on the emergency situation	
Assist with access to the spill kits on site	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and advise them of the situation	
Assist Emergency Services on arrival, provide the SDS folders	
ASCO HSSEQ Advisor will advise NT WorkSafe	
Contact Australian Maritime Safety Authority (AMSA), if the crane has landed on the vessel	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix K - Employee Slight Injury Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
If an employee is involved in an accident at work that involves an injury that requires basic first aid treatment:	
First aid officer attend to employee	
Call DMSB Manager and give full brief	
Report the accident to the ASCO HSSEQ Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix L - Employee Serious Injury Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security, advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Call DP PFSO and give full brief, to close/secure all entrances	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and advise them of the situation	
PFSO to obtain the personnel files of their next of kin, to be given to the Police and Ambulance at the scene	
ASCO PFSO or HSSEQ Advisor to follow the causality to the hospital	
If required ASCO HSSEQ Advisor will advise NT WorkSafe	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix M – Employee Fatality Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security, advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Close/secure entrance to DMSB, beside emergency services	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and advise them of the situation	
ASCO Manager to call ASCO Operations Manager to give full brief	
PFSO to obtain the personnel files of their next of kin, to be given to the Police and Ambulance at the scene	
ASCO HSSEQ Advisor will advise NT WorkSafe	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix N - Third Party and Others Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security, advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Call DP PFSO and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
If required ASCO HSSEQ Advisor will advise NT WorkSafe	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix O – Environmental Emergencies Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Ask Caller if Harbour Control have been notified?	
Ask Caller fi they require any spill equipment? If yes, direct them to where it is located and ask of they require assistance	
Call Emergency Services and give accurate details of incident (landside only)	
Call Harbour Control	
Call EAW DP Security, advise emergency services are on their way	
Call any vessels alongside and brief them on the emergency situation	
Call ASCO PFSO and give full brief	
Call DP PFSO and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call HSSEQ Advisor and give full brief	
Meet with master of vessel to ensure that vessel manifests etc. are ready to be shown Emergency Services	
Provide the SDS folders to Emergency Services	
Call the Environmental Protection Authority NT to report the incident	
If required ASCO HSSEQ Advisor will advise NT WorkSafe	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix P - Unauthorised/Criminal Act Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
All personnel are encouraged to be alert and vigilant top detect any suspicious behavior/activity	
Call Emergency Services and give accurate details of incident (landside only)	
Ensure action is taken as appropriate to secure offender(s)	
Call EAW DP Security, advise emergency services are on their way. Request their assistance if required.	
Call DP PFSO advising them of the situation	
Call ASCO PFSO and give full brief	
Call any vessels alongside and brief them on the emergency situation	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Keep Calm	
Ensure the following details are obtained: Name of Crime If injury to personnel If medical attendance is required Actions taken If assistance needed If person(s) are taken into custody	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call HSSEQ Advisor and give full brief	
Assist Emergency Services on arrival, if required	
Secure evidence: Close off area involved Prepare sketches/photographs Secure witness	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix Q – Urgent Medivac Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask Caller if Emergency Services have been notified?	
Call Emergency Services and give accurate details of location	
D check surrounding area for remaining **DANGER**	
R check person for **RESPONSE** by calling or gently shaking them	
A check **AIRWAYS** are clear	
B check patient is **BREATHING** no sign of breathing - 5 quick breaths	
C check **CIRCULATION** no pulse - start C.P.R> pulse but not breathing E.A.R	
Call EAW DP Security, advise them of the emergency	
Call DP PFSO advising them of the situation	
Call ASCO PFSO and give full brief	
Call any vessels alongside and brief them on the emergency situation	
Keep Calm	
Determine if the Medivac is of an urgent or non-urgent nature	
Determine call-back number or frequency and name of contact person	
Establish if translator is required and the language preferred	
Establish any special transport conditions required (i.e. Helicopter, aircraft, boat etc.)	
If Helicopter required, contact Australian Search and rescue (AusSAR) advise of any special arrangements required	
Provide details of urgency of patient(s) medical condition	
Provide details on numbers of patients and their personal details	
Determine requirements for a doctor nurse or paramedic to attend with Medivac	
Determine the Hospital or causality collection destination to transport the Patient(s)	
Ensure personal details (name of Patient(s) is communicated by secure means if possible	
If Crew Boat required, contact Broadsword marine	
Provide details on where the vessel is located in harbour	
Provide vessel contact details to Broadsword Marine	
Provide the vessel the contact details of the crew boat that will be assisting with the Medivac	
Provide Broadsword the Ambulance details on where and when to meet them	
Royal Darwin Hospital	
Royal Private Hospital	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call HSSEQ Advisor and give full brief	
Assist Emergency Services on arrival, if required	
If international vessel, advise Department of Immigration and Border Protection (Customs)	
Contact Department of Agriculture and Water Resources (DAFF/Quarantine)	
Contact employer of the patient (if contractor injury)	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix R – Essential Services/Sabotage Checklist

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask caller if Emergency Services been notified?	
Call Emergency Services and give accurate details of location/event	
Advise clearly and slowly: Your name and location What has happened Issues likely to escalate the incident (motor vehicle accident, power lines loose etc.) Location if any injured Actions you have already taken	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding the Alarms?	
Call ASCO PFSO and give full brief	
Keep Calm	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating the ship?	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report Missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix S - Man Overboard

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Priority of action is:	
Raise the alarm "Man overboard! Man overboard!" to (vessel/Security guardhouse who raise alarm to emergency services and communicate with Harbour control) until a response is received	
Keep the person in the water under continuous observation	
Provide a flotation device to the person in the water, life ring	
Assist if capable to using assist rope attached to flotation device (life Ring), to a point of securement or safety. If safe to do so assist IP to reach wharf side emergency ladders. If IP is able assist IP with ladder climb to Berth/Safe location.	
Keep ongoing communications with IP/Vessel and Harbour master/Vessel	
Provide further assistance until Emergency Services arrive	
Vessel personnel in Water	
Raise the alarm "Man overboard! Man overboard!" to vessel/Security until a response is received	
Keep Calm	
Keep the person in the water under continuous observation	
Provide a flotation device to the person in the water, life ring	
Assist Vessel Rescue Crew as directed in line with Vessel MOB process as long as safe to do so.	
Person in Water lost from view	
Radio for assistance from any available party who can offer assistance	
Keep Calm	
Inform DP, Harbour control, rescue party of the last known position and current position	
Continue to monitor water way whilst providing continual feedback to Rescue party (harbour control/Water police)	
Harbour Control/Water Police will coordinate search until Resolve	
Notifications and reporting	
Call ASCO PFSO and give full brief, Keep Calm	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix T - Activation of Ship Security Alert Alarm System

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Ask caller if Emergency Services been notified?	
Call Emergency Services and give accurate details of location/event	
Advise clearly and slowly: Your name and location What has happened Location if any injured Actions you have already taken	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding the Alarms?	
Call ASCO PFSO and give full brief	
Keep Calm	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating the ship?	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report Missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix U - Fire

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Call Emergency Services and give accurate details of location of fire	
Call Harbour Control giving vessel name and details	
Call EAW DP Security advise emergency situation are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call ASCO PFSO and give full brief	
Advise Emergency Services clearly and slowly: Your name and location What has happened Any exposures likely to escalate the incident (i.e. shots fired etc.) Location of any injured Actions you or the other personnel have taken	
Keep Calm	
Observe and log any details	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshals to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix V - Vehicle or Plant Fire or Collision

Name (Person receiving the call):	
Date/Time:	
On-going Emergency Actions	**Completed**
Call Emergency Services and give accurate details of location, size, general description	
Call Harbour Control giving vessel name and details	
Call EAW DP Security advise emergency situation are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call ASCO PFSO and give full brief	
Advise Emergency Services clearly and slowly: Your name and location What has happened Any exposures likely to escalate the incident (i.e. shots fired etc.) Location of any injured Actions you or the other personnel have taken	
Keep Calm	
Observe and log any details	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and/or made their way to the Muster Areas	
Proceed to Muster Area	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshals to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
Check list handed over to: ASCO PFSO, DMSB Manager, ASCO HSSEQ Advisor, DMSB Security	
Emergency Completed Sign Off	
Name Title Date/Time	

Appendix W - Emergency 000 Calls

Emergency Services - NT Police, Fire and Ambulance	000
Emergency Operator Contact Details	
Name *(Emergency Operator on Phone):*	
DMSB Emergency Contact Details	
Name *(Person Calling Emergency Services):*	
Date	
Time:	
DMSB Location Address:	Darwin Marine Supply Base East Arm Wharf, Berrimah Road East Arm, Darwin, NT 0828 Through Darwin Port EAW Gate, 1st Security Gate on the left
DMSB Security Phone Number:	0455 481 169

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance service in life threatening or emergency situations.

There are a few simple steps to take when making a Triple Zero (000) call:

- Stay calm and call Triple Zero (000) from a safe location
- A Telstra operator will ask you if you need Police, Fire or Ambulance. Say the service that you require
- If you are calling using a mobile or satellite phone the operator will ask you for other location information
- You will then be connected to an emergency service operator, who will take details of the situation
- Stay on the line, speak clearly and answer the operator's questions
- Give the nominated emergency service operator the details of where you are, including street number, name, nearest cross street, and locality
- Don't hang up until the operator has all the information, they need
- If possible, wait outside at a prearranged meeting point or in a prominent location for emergency services to arrive to assist them to locate the emergency.

If you're unable to speak to the Triple Zero (000) operator:

- You can still receive emergency help if it is not safe to speak, or you cannot speak
- When a 000 caller doesn't respond to the operator's question 'Emergency. Police? Fire? Ambulance?'
- The call is transferred to an interactive voice response (IVR)
- **The IVR asks you to press '55' if you require emergency help**
- If you don't press '55' after being asked three times, your call will be disconnected
- If you press '55' you will be connected to the police
- If you are still unable to speak, the police will attempt to call you back and might send a patrol car to your address
- Police will use the address for the service (which would usually be either your home or billing address.