PLAN

Title:	Fire Safety Management Plan - DMSB

DOCUMENT CONTROL			
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APPROVED VARIANCE

No approved variances for this Plan currently.

DOCUMENT REFERENCES

Internal References	• ERP-AUS-HSSEQ-007 - Emergency Response Management Plan - Australia • ERP-AUS-HSSEQ-001 - Emergency Response Plan (DMSB) • FRM-GOP-HSSEQ-020.03 - Fire Safety Verification • FRM-GOP-HSSEQ-020.01 - Fire Risk Assessment Form • WA-GOP-HSSEQ-031.02 - Incident Reporting Process • GOP-HSSEQ-019 - Hazard Identification and Control • GOP-HSSEQ-012 - Emergency Response Planning • GOP-HSSEQ-025 - Business Continuity Planning • GOP-HSSEQ-031 - Incident Management • GOP-HSSEQ-042 - Planned Inspection • GOP-HSSEQ-046 - Service Improvement Process • GOP-HSSEQ-060 - Spill Control • PL-AUS-DAR-004 - Spill Management Plan • PL-AUS-HSSEQ-012 - Adverse Weather Management Plan AUS • PL-AUS-HSSEQ-009 - Cyclone Management Plan Darwin • PL-AUS-HSSEQ-004 - Safety Management Plan (AUS)
External References	• Australian Standard AS3745-2002 Planning for Emergencies in Facilities • Workplace Health and Safety Act and Regulations • NT Building Act and Fire and Emergency Act • Northern Territory of Australia Disaster Act • Waste Management and Pollution Control Act • Portable Fire Equipment - AS 1851 and AS 2444 • Fire and Emergency ACT NT • Fire and Emergency Regulations • Ports Management Act and Regulations • Maritime Transport and Offshore Security Act 2003

DOCUMENT SCOPE / PURPOSE

This Plan is to be used in support of and in conjunction with existing operational procedures and controls within the Marine Supply Base that are designed to deal with normal operating activates. Use of this Plan and appropriate briefings to staff and others will assist in prompt premises evacuation and minimise risk and potential injury or loss of life when dealing with Fire Emergencies.

PLAN

Title:	Fire Safety Management Plan - DMSB

REVISION HISTORY		
Rev	Date	Comment
1	29/09/2013	Creation of Plan
2	17/04/2014	General Review
3	12/12/2015	General Review
4	28/02/2016	General Review
5	04/07/2017	Full Review and document template change
6	26/10/2020	Full Review
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8	27/06/2022	Full Review
9	26/06/2023	Full Review

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1.0 Requirements of this Procedure

This document has been developed by ASCO Australia to provide the Employees, Third Party Contractors and others with information and understanding of fire policies and procedures within the Darwin Marine Supply Base (DMSB). The Fire Safety Management Plan (FSMP) is primarily designed to provide information on how ASCO Australia (ASCO) manages fire risks within the DMSB.

2.0 Roles and Responsibilities

The following are responsible for the implementation and management of the control measures discussed in this Plan.

Darwin Marine Supply Base Management Team:

- To implement this Plan and review annually
- Ensure competent advice and support is provided to employees in meeting the requirements of this Plan
- Communicate with the HSSEQ Advisor and Port Facility Security Officer
- To review update and implement any and all changes to this Plan
- To monitor all ASCO personnel in relation to compliance with this Plan
- Carry out/organise onsite training when required in relation to fire safety and awareness
- To monitor all Facility Users in relation to compliance with this Plan
- To ensure all fire safety systems are maintained and operational in accordance with current Legislation
- To ensure firefighting equipment is maintained and serviced in accordance with current Legislation
- Responsible for carrying out a range of activities to minimise fire safety risk across the DMSB in accordance with this Plan
- Ensure suitable numbers of and appropriate training for location.

HSSEQ

- Provide support to the DMSB Management Team in coordinating notifications and interface activities withall 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 asrequired 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 reportingstructure
- Provides assistance and back up to the PFSO as required or requested for all emergencies
- Ensure notification to Emergency services, DMSB management, Darwin Port (DP) and Harbour Control in a timely manner in line with Emergency Response Scenario Checklists.

Employees, Third Party Contractors and Others

- Ensure that individual activities do not contribute to fire risk and are in accordance with the requirements ofthis Plan. Participate in fire drills
- Report all non-conformances directly and immediately to DMSB Management Team.

3.0 Abbreviations and Definitions

- **AIR** - Accident Incident Report
- **DP** - Darwin Port
- **DMSB** - Darwin Marine Supply Base
- **EPA** - Environment protection Authority
- **ERP** - Emergency Response Plan
- **ERT** - Emergency Response Team
- **Fire Emergency** - A rapid, persisted chemical change that releases heat and light and is accompanied by flame, especially the exothermic oxidation of a combustible substance
- **Fire Extinguisher** - A portable apparatus containing chemicals that can be discharged in a rapid stream to extinguish a small fire
- **Fire Hose -** A large hose that carries water from a fire hydrant to the site of the fire
- **Fire Hydrant -** An upright hydrant for drawing water to use in fighting a fire
- **FSMP -** Fire Safety Management Plan
- **SDS -** Safety Data Sheets
- **PFSO -** Port Facility Security Officer

4.0 Introduction

ASCO has a legal obligation under the Workplace Health and Safety Act to ensure the health and safety of employees, ThirdParty Contractors and Others within the DMSB. There are also obligations to comply with NT Building Act and the Fire andEmergency Act and other associated legislation. This involves ensuring that fire systems and procedures are properly maintained, and that training requirements are undertaken to ensure personnel within the DMSB are fully aware of their fire safety responsibilities.

Fire is identified as a considerable risk in any organisations that has a large building infrastructure. This FSMP (DMSB) has been prepared so that ASCO can appropriately manage this risk.

5.0 Objectives

There are four main objectives of the FSMP (DMSB):

- To ensure a comprehensive fire risk management process is applied across the DMSB to ensure a high level of safety for persons and property
- To ensure that fire safety problems that arise within the DMSB are quickly and effectively contained and resolved
- To ensure that the DMSB complies fully with its legal obligations in relation to fire safety
- To ensure that appropriate training and information is provided on fire safety to all DMSB Personnel, Third Party Contractors and others.

6.0 Scope and Use

This Plan is to be used in support of and in conjunction with existing operational procedures and controls within the DMSB that are designed to deal with normal operating activate. Use of this Plan and appropriate briefings to staff and others will assist in prompt premises evacuation and minimise risk and potential injury or loss of life when dealing with Fire Emergencies.

7.0 Scope and Limitations

The term 'fire safety' refers to a range of characteristics including:

- The methodology for carrying out fire safety risk assessments, inspections and audits
- The design, installation and maintenance of fire safety systems to protect people and property from fire
- The provision of fire safety awareness and training
- The establishment and maintenance of a comprehensive DMSB Fire Detection and prevention system.

8.0 Assessment and Review

The FSMP (DMSB) will 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 to formal review at intervals not exceeding 24 months but shall also be subject to review after any fire Emergencies plannedor otherwise and any legislative changes.

9.0 Factors Affecting Fire

Factors	Effects	Control Options
Fire hazards and faults	Heightens the risk of fire and loss of property and life	A programme of Risk Auditing that identifies problems and generates remedial action
Inappropriate storage of material	Heightens the risk of fire and loss of property and life	Effective housekeeping practices ensuring rubbish/material is removed, and safety mechanisms are put into place
Staff not fully aware of fire issues	Incorrect action in the event of an emergency and unidentified fire hazards become a practical threat	Training for all staff in fire safety awareness and Practices. New staff induction training. utilising NT WorkSafe for fire safety information and guidelines
Lack of Fire Wardens	Lack of fire supervision in designated areas particularly in emergency situations	Identification and training of appropriate Fire Wardens for every area of the DMSB
Inappropriate storage of chemicals and flammable materials	Inability to reduce the risk of fire hazards and response to emergency situations	All dangerous goods will be stored in designated areas. Appropriate risk assessment and procedural training to DMSB Personnel using ASCO Australia AIMS Database
Buildings in poor condition and non-compliant with statutory requirements	Increase risk of loss of life and property in the event of fire. Increased exposure of prosecution and litigation	Building design, Maintenance Planning (MEX systems), Planned Inspections, Work programmes

10.0 Managing Fire Safety

Figure 1 - Fire Safety Compliance Chart DMSB

11.0 Muster Point Locations

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.

Figure 1 - Muster point's locations East Arm Wharf, Muster Point 1 located directly opposite DMSB

Figure 2 - DMSB Muster Points and Emergency Site Plan

12.0 Actions on Discovering a Fire

If the alarm has not already been raised immediately alert the DMSB Management Team and or DMSB Security in order to ensure evacuation of DMSB. DMSB Management Team and or DMSB Security will contact DP Security, and DP PFSO to briefon emergency situation (depending on the level of emergency, DP siren will be activated to alert other port users). Further guidance and instruction in regard to 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, always provided that you feel confident andcompetent 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 the designated Muster Point/s.

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. Pick up personal belongings, which are immediately at hand
- 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
- Proceed to the Muster Point and wait for instructions from a Fire Warden
- DO NOT MOVE TO OTHER AREAS
- 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
- WHEN YOU HAVE BEEN ADVISED IT IS SAFE TO DO SO, RE-ENTER THE BUILDING IN AN ORDERLY MANNER USINGNORMAL ENTRANCES.

13.0 Notification to Emergency Services

Where Fire Department is required a member of the DMSB Management Team or DMSB Security will be responsible forcontacting and requesting a response from emergency services.

Minimum information supplies should be:

- Location of Fire
- Brief description of incident
- Who if anyone is injured, do we require Ambulance and Police Service?
- Nature of damage
- Name of person making the call.

14.0 Notification to East Arm Wharf Port Users

Fires requiring evacuation of the DMSB, the notification to evacuate will be through activation of the DP evacuation siren. Contact will be made with Darwin Port to active emergency siren and to enable DP to evacuate adjoining premises if required. DP Harbour Control will also be consulted if there is a risk from or to a vessel berthed within the DMSB. Further guidance and instruction in regard to actions and reporting protocols can be sought utilising the DMSB ERP scenario's checklist.

Incidents not requiring evacuation and without risk to vessel or waterways but may have an impact to adjoining land user notification will be communicated to DP (provide brief description of incident and controls) and NT Police Service to communicate.

15.0 Notification to Stakeholders

Stakeholders will be briefed on all emergency incidents by the ASCO MD Australia.

The DMSB Management Team are responsible for overseeing any emergency which could impact upon statutory andregulatory legislation and requirements.

16.0 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 withPart 3 Section 12 of the NT Waste Management and Pollution Control Act.

ASCO will as soon as practical (and in any case within 24 hours) Notify NT EPA of incidents causing or threatening to causepollution within the DMSB in accordance with Part 3 Section 14 of the Waste Management and Pollution Control Act.

17.0 Fire Safety Inspections and Risk Assessment

Fire risk assessments and inspections of DMSB buildings and grounds are essential in identifying real and potential fire risksand hazards. DMSB buildings are to be inspected annually using the Fire Safety Audit Form. Wherever possible, DMSB management will be involved in these audits.

Fire Risk assessments will be in accordance with AS/NZS 4360:1999 – Risk Management – Standards Australia. Fire risk will be rated by using the Risk ASCO Potential Severity Matrix. This Severity Matrix is a recognised risk assessment tool utilisedby ASCO Business Units Worldwide. Additionally, Fire Risk Assessments will be conducted to ensure all personnel are aware of fire safety standards and identified risks and controls these GOP-HSSEQ-047 Task Based Risk Assessments will be reviewedas a minimum twice yearly to ensure effectiveness ASCO FRM-GOP-HSSEQ-020.01 Fire Risk Assessment.

18.0 Maintenance of Fire Associated Equipment

Maintenance of Fire Associated Equipment will be conducted utilising a Fire Maintenance Contract (As per the DMSB Assets Management Plan and MEX System). The provisions of the contract will ensure maintenance on fire associated equipment is carried out in compliance with the Fire and Emergency Act and Regulations, appropriate Building Codes, the appropriate Standards Australia Codes of Practice and other associated legislation. The Maintenance contract will ensure that Fire Maintenance Contractors are fully qualified to carryout maintenance on fire safety systems.

19.0 Building Design and Commissioning of New Systems

All DMSB building design complies with relevant Codes and Standards. Additional building works and refurbishment projectsthat include fire safety appliances and systems will be commissioned by the DMSB Management Team prior to entering into service ensured compliance under the above Acts, Codes and Standards.

20.0 Fire Warden Requirements

To assist people on site identification the Fire Wardens will be identified by their red safety helmet and lanyard with ID holder. While every effort is made by the Fire Wardens to collect and don their identifying apparel in the event of an emergency there are occasions that this will not be possible. The lack of visible identification does not imply that their roles and responsibilities for your safety are nullified.

If the emergency situation involves fire only trained personnel and if deemed safe to do so should attempt to extinguish.

21.0 Marine Supply Base Security

The DMSB, including the Security Guardhouse, falls under a national Australian Maritime Security Regime and is subject tothe 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 DMSB Security.

22.0 Safety Data Sheets (SDS)

Information will be held and available at the Security Guardhouse within the DMSB. This information will be available toassist emergency services on locations and material content during a Fire emergency.

23.0 Training

All Fire Safety training requirements will be conducted by an industry professional. It is the responsibility of all DMSB personnel to attend courses when required. To ensure compliance with statutory regulations and ensure effectiveness should emergency situations occur.

24.0 Fire Evacuation Drill Response Exercise

Fire or evacuation exercises will be carried out once a year as a minimum within the DMSB (consultation will take place with DP and DMSB Facility Users before drill response exercise). The purpose of these exercises is to educate DMSB Employees, Third Party Contractors and Facility Users in the correct manner of evacuating a building or the DMSB in the event of an emergency situation and to meet ASCO's legal obligations.

All evacuations will be conducted by the DMSB Management Team under the guidance of the ASCO HSSEQ and PFSO utilising ASCO Fire Safety, Emergency Planning and Emergency Response Procedures. Pre and post de-briefing sessions willaccompany each evacuation drill.

25.0 Person with Disabilities or Specific 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 thereof in an emergencysituation such as:

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

26.0 Darwin Marine Supply Base Users

All personnel working within or visiting the DMSB premises must be provided with suitable instruction and guidance to ensure compliance during emergency response within the Supply Base.

All parties will receive the appropriate ASCO 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 Induction process have been completed.

It is the responsibility of the vessel masters to read and understand the PL-AUS-DAR-015 Handbook (DMSB) providing emergency response and reporting structure and protocols in the event of an emergency.

All visitors should also have their name/location included on the in/out logbook on arrival by DMSB Security within the guard house. On leaving the building they must be signed out and name removed.

The safety of visitors is the responsibility of the escorts they are visiting with 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.

27.0 Fire Involving Vessels

In the event of a fire on a vessel moored alongside the DMSB the PFSO/Fire Warden and DMSB Security shall co-ordinate the calling of the emergency services, Harbour Control and DP Security. All operations will be suspended to assist with emergency obligations. Further guidance and instruction in regard to actions and reporting protocols can be sought utilising the DMSBERP scenario's checklist.

28.0 Fire Emergency Procedures

All emergency response planning will be in accordance with established ASCO HSSEQ procedures for Fire and Emergency. Fire Risk Assessment, GOP-HSSEQ-019 Hazard Identification and Control, GOP-HSSEQ-012 Emergency Response Planning and GOP-HSSEQ-020 Fire Fighting and Prevention.

29.0 Testing of Fire Systems

Weekly tests of the fire response systems are undertaken by DP these tests are conducted every Thursday at approximately 10:30am. Any alarm activation out with this time should be treated as an emergency event and the DMSB evacuation protocols must be enacted with immediate effect.

30.0 Planned Inspections

Utilising the DP MEX system site inspections will be conducted within the DMSB, of all fire safety systems. All non-conformances recorded during the planned inspection process will be documented and processed utilising the ASCO GOP-HSSEQ-046 Service Improvement Process SID to record and allocate action. All maintenance requests as a result of a planned inspection will also be forwarded to Darwin Port for allocation onto the MEX Maintenance System as per Maintenance Requirements.

31.0 Emergency Response

Fire systems within the DMSB will be monitored and responded to by the NT Fire Service and the DMSB Security. In the event of a fire, the DMSB Security or DMSB Management Team will evacuate the site in the prescribed manner.

32.0 Key Performance Indicators (KPI)

The following Key Performance Indicators will be used to monitor the effectiveness of the DMSB Fire Safety Management Plan:

- Number of fires recorded annually
- Number of fire related incidents
- Achieving set schedules and time frames (Evacuation Drills and Audits)
- Measuring the number of NT Fire Service call outs against cause
- Number of improvement and prohibition notices from statutory authorities.

33.0 Non-Conformances

DMSB Security and DMSB Facility Users can assist the management of fire safety by reporting any issues or problems that they may identify. Generally, fire safety issues will be identified through the yearly Fire Safety Audits and Planned Inspections conducted by the ASCO HSSEQ Advisor or during routine maintenance and inspections.

Any non-conformances issue that is otherwise identified may be reported utilising the ASCO GOP-HSSEQ-046 Service Improvement Process (SID) to ensure appropriate action, tracking and resolve.

34.0 Investigations

All incidents with the potential to harm will be fully investigated by the ASCO DMSB Management Team utilising ASCO GOP-HSSEQ-031 Incident Management and WA-GOP-HSSEQ-031.02 Incident Reporting Process to all Stakeholders. Third parties will be invited to contribute where necessary to investigation process and all outcomes will be shared.

35.0 Document Review

This document will be reviewed annually in accordance with GOP-HSSEQ-010 - Document Control.

36.0 Appendix A - 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 asmuch accurate detail as possible.*			
Operation in progress at time of incident:			
ASCO Person in charge attime 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			

37.0 Appendix B - Fire Safety Maintenance Schedule

Building Electrical Maintenance

Inspections	OMM#	Weekly	Monthly	Quarterly	Bi Annually	Annually	Other
Building Electrical Maintenance (Emergency Lighting)	As per Specalist recommendation						
Building Electrical Maintenance (Emergency Lighting)	As per Specalist recommendation						

Building General Maintenance

Inspections	OMM#	Weekly	Monthly	Quarterly	Bi Annually	Annually	Other
Building General Maintenance (Door Closers)	As per Specalist recommendation						As Required

Fire Service Maintenance

Inspections	OMM#	Weekly	Monthly	Quarterly	Bi Annually	Annually	Other
Fire Services Maintenance (Fire Hydrant Systems)	As per Specalist recommendation						
Fire Services Maintenance (Fire Hydrant Systems)							
Fire Services Maintenance (Fire Hydrant Systems)							5 Years
Fire Service Maintenance (Fire Hose Reels)							
Fire Service Maintenance (Fire Hose Reels)							
Fire Service Maintenance (Fire Extinguishers)							
Fire Service Maintenance (Fire Extinguishers)							
Fire Service Maintenance (Fire Extinguishers)							5 Years

Hydraulics Maintenance

Inspections	OMM#	Weekly	Monthly	Quarterly	Bi Annually	Annually	Other
Hydraulics Maintenance (Safety Shower)	MSB-HYD-17-M						
Hydraulics Maintenance (Safety Shower)	As per Specalist recommendation						

38.0 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 and directs contractors, third parties and 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			

39.0 Appendix D - Emergency 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	

40.0 Appendix E - 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	