

# De Bortoli Wines EMERGENCY PROCEDURES MANUAL

# Emergency Procedure Manual

## Emergency Contact List

Company Name	De Bortoli Wines
Address	De Bortoli Road, Bilbul NSW 2680
Nearest Cross Road:	Burley Griffin Way

Operating Hours	Monday - Friday
Nominated Building Hours	8.30am – 5.00pm
Vintage	24 hours
Nominated ECO Hours	8.30am – 5.00pm
After hours Emergency Number	1800 DBWINE(1800 329 463)

## De Bortoli Emergency Notification Contacts

Contact	Number
Police, Ambulance, Fire Brigade	(Dial 9 or select a line before dialling):000
EPA	131 555
Griffith Base Hospital	6969 5555
Local Police Station	6969 4299
Griffith City Council	6962 8100
Electricity	132 080
Elgas Emergency	1800 819 783
SES	132 500
Poison Information Centre:	13 1126 (Note 24 hour service)
UHF Emergency Channel:	28

Note: When using a mobile phone you may dial 112 instead of 000. Both will work, but 112 is preferred for mobile phones. Check with your service provider.

In an environmental incident emergency services must be contacted if required. The after hours emergency number must then be rung. The relevant authorities shall then be contacted.

# Emergency Procedure Manual

## ***Review of Fire and Emergency Procedures***

The De Bortoli Wines Emergency Procedures manual has been prepared for De Bortoli Wines in accordance with the Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and Australian Standard 3745-2010 (Emergency Control Organisations for Buildings, Constructions and Structures).

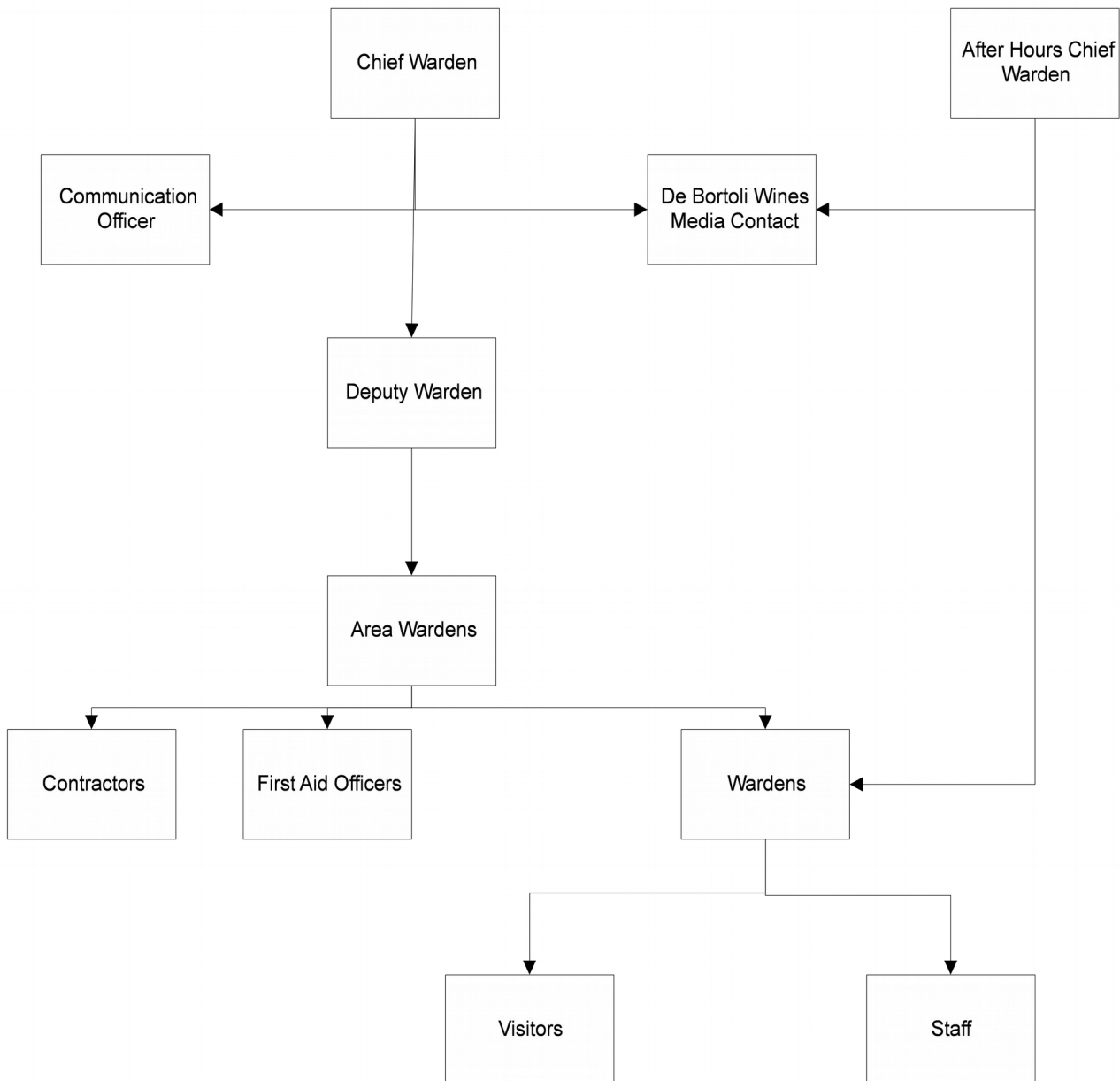
The manual addresses the issues of pollution incident reporting. This is to ensure that all stakeholders are informed of any incident that has the potential to affect the neighbouring area of the winery.

The purpose of this manual is to document procedures for handling various types of emergencies and for the evacuation of the site. The procedures should not be considered rigid but rather as flexible guidelines to be adapted to cope with any unanticipated emergency.

This document and relevant procedures will be reviewed and amended in accordance with the Internal Risk Management System (IRMS) .

## De Bortoli Wines Emergency Control Organisation

September 2007



# Emergency Procedure Manual

## ***Emergency Management personnel by area.***

<b>Area</b>	<b>Person</b>	<b>Function</b>	
<b>Office</b>	Lindsay Gullifer	Chief	
	John LaRiva	Deputy	
	John Tyndall	Area Warden	
	Ian McLain	Warden	
	Gillian Cunial	Warden	
<b>HR/IT/ Promo</b>	Paul Foley	Area Warden	
	Shane Dunn	Warden	
<b>Cellar Door</b>	Sandy Guy	Warden	
	Kerry Spry	Warden	
	Dianne Grieve	Warden	
<b>Despatch/Logistics/Export</b>	Rob Trembath	Area Warden	
	Shane Patton	Warden	
	Paul Lyons	Warden	
	Matt Smart	Warden	
	Denise Evans	Warden	
<b>Maintenance</b>	Tarek Heiland	Area Warden	
	Boe Webb	Warden	
	Rick Charles	Warden	
<b>Laboratory</b>	Cristina Ramadan	Area Warden	
	Henry Perez	Warden	
	Shirley Sivewright	Warden	
	Julie Schubert	Warden	
<b>Packaging/ Top Cellar</b>	Sharon Adams	Area Warden	
	Jo Vaccari	Warden	
	Wayne Cavanaugh	Warden	
	Ron Wolman	Warden	
	Bryan Mahlkecht	Warden	

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<b>Area</b>	<b>Person</b>	<b>Function</b>	
<b>Wine Production</b>	Paul Davoren	Area Warden	
	Ian Rennie	Warden	
	Michael Corti	Warden	
<b>Others</b>	Rob Glastonbury	Area Warden	
	John Beecher	Warden	
<b>Garden</b>	Peter Cercone	Warden	
<b>Viticulture</b>	Jeremy Cass	Area Warden	

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## EMERGENCY CONTROL ORGANISATION (ECO)

The emergency control organisation consists of the following personnel:

1. Emergency Chief
2. Deputy Emergency Chief
3. Area Wardens.

Emergency Control Organisation Personnel Identification equipment shall be prominently marked with the wearer's title.

## 1.0 INTRODUCTION

The objective of this emergency procedures manual is to familiarise all members of De Bortoli Wines Emergency Control Organisation (ECO) and general staff of De Bortoli Wines with the procedures, in place to facilitate safe, orderly and timely evacuation and response to a range of incidents.

The objective of this manual is to provide a guide for the handling of emergencies. The Procedure has been written to reflect the objectives of De Bortoli's IRMS.

Whilst fire is the principal reason for the implementation of an evacuation plan, gas leak, extreme climatic conditions, bomb threat, armed intruder, hazardous substance spill, earthquake, explosion and other crises or disaster situations may also occur in the workplace. For this reason it is of vital importance that all members of the ECO and staff are familiar with these procedures. In the event that any part of these procedures is unclear, please contact your Chief Warden for clarification.

In any emergency situation the following must be adhered to:

- 1. People:** At all times people and their safety is the number one priority of all emergency wardens. At no time must they be placed in a dangerous situation.
- 2. Plant:** If possible in an emergency plant should be closed or placed in a safe mode before evacuating a site. If possible damage to plant should be minimised.
- 3. Product:** Damage to product should be kept to a minimum if possible. The safety of all personnel must be considered before product.

This procedure does not cover food safety, which is covered by a recall procedure.

### 1.1 Definitions:

**Chief Warden:** The company person who is the focus point and controller during an emergency. The responsibilities of this person are outlined in the appendices.

**Communications Officer:** A person appointed by the chief to make any announcements required or to contact any emergency services required. The communications officer must log all calls and directions to wardens.

**Contractor:** A person or company employed to carry out a specific task. The contractor will be under the control of a site manager. It is the site manager's responsibility to ensure that contractors are accounted for.

**Control Centre:** The control centre for emergencies will be the Accountants office. The office has access to a number of phones as well as UHF radio and PA system.

**Deputy Chief Warden:** This person assumes the role of Chief Warden if the chief is not available.

**ECO:** Emergency Control Organisation

**Emergency:** Any incident that has the potential to threaten the safety of personnel working on site

or the potential to cause damage to property or harm to the environment.

**Environmental Incident:** Any incident that has the potential to threaten the environment or the amenity of our neighbours. If this occurs it is the companies responsibility to inform all relevant authorities.

**FIP:** Fire Indicator Panel

**First Aider:** A company appointed and trained person who will apply first aid to injured people. The first aider must follow the direction of the chief warden.

**SDS:** Safety Data Sheet. This sheet contains important information about a chemical. It should contain toxicity data, poisoning symptoms, safe use, PPE required, first aid requirements, means of containment, clean up and disposal instructions. It is important to have this information available for emergency services.

**P.A:** Public Address System

**Relevant Authority:** Any public authority that must be communicated to about environmental harm. This includes the EPA, Local Council, Fire Brigade, Safework NSW etc. Contact numbers are in the front of this manual.

**SITREPS:** Situation Reports

**Visitor:** A person who is on site and is at all times accompanied by a De Bortoli employee. It is the De Bortoli employee's responsibility to ensure the safety of their visitor

**Wardens:** People that have been trained in emergency response. These people follow the directions of the chief warden to ensure the safety of all personnel.

## 2.0 GENERAL SITE INFORMATION – (Bilbul Site)

### 2.1 Construction of De Bortoli infrastructure

Construction of De Bortoli buildings and infrastructure varies from concrete/steel buildings , demountable buildings ,approximately 1000 above ground stainless steel storage tanks spread throughout the De Bortoli Site. The whole site is open to public access as there are no security gates or fencing at any entrance. Fire spread and behaviour will be influenced by the point of ignition and the different types of building materials, fuels and loadings.

### 2.2 Emergency Systems

At present the following emergency systems and equipment are available for detection and response purposes:

- Smoke detectors
- Break glass alarms
- Fire indicator panel
- Fire hydrants

- Portable extinguishers
- Hose reels
- Emergency lighting
- Emergency communications
- Foam making equipment
- First aid facilities
- Self contained breathing apparatus
- Designated emergency assembly areas
- Wind socks
- Lifting equipment and harnesses
- Trained personnel

ECO personnel should be familiar with all detection systems and have training on all response equipment to ensure early detection and control of emergency incidents.

## 2.3 Additional Hazards

The Bilbul site has some specific hazards that must be considered when attempting to respond to any emergency incident at this site. These include:

- up to 100,000L Ethanol (Spirit)
- Ammonia in the refrigeration areas.
- LPG storage cylinders
- Sulphur di Oxide cylinders including sulphotometers and bulk storage.

Procedures for dealing with such hazards are outlined within the response procedures of this document.

## 3.0 IMPLEMENTING THE EMERGENCY PROCEDURES

It is essential that employees at all levels of De Bortoli Wines accept and participate in the implementation and maintenance of the De Bortoli Wines Emergency Procedures.

Identifying hazards, assessing the risks and developing the procedures are key components of the implementation process. Assistance should be given by Wardens in the integration of the procedures, education and awareness of emergency risks, providing emergency training, reviewing and auditing the processes, and most importantly – testing the procedures. A successful full evacuation exercise usually signals the satisfactory implementation of the emergency procedures.

The control of emergencies will be greatly assisted if staff, visitors and officers of all Emergency Services can quickly identify key personnel. For this reason it is essential that key personnel wear the appropriate helmets in the event of an emergency. These helmets will have a sticker clearly marking the ECO members position and are colour coded.

The designated colours for each member of the ECO are

Position	Helmet Colour
Chief Warden	White
Deputy Chief Warden	White
Area Warden	Yellow

Warden	Red
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Helmets are located within all emergency response cabinets along with the relevant procedures flowcharts and checklists and relevant ECO member kits (torches)

## 4.0 INDEMNITY OF ECO PERSONNEL

As per AS3745-2010, the ECO personnel shall be indemnified by their employer against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or emergency evacuation of a building where the personnel act in good faith and in the course of their emergency control duties.

## 5.0 EMERGENCY CONTROL ORGANISATION

An Emergency Control Organisation (ECO) is a structured organisation of persons who plan for, organise and supervise the safe movement of occupants of a building or a group of buildings in an emergency.

At De Bortoli Wines the ECO consists of the Chief Warden assisted by the Deputy Chief Warden, Area Wardens and Wardens.

### 5.1 Chief Warden

#### 5.1.1 The Role of Chief Warden

The Chief Warden is responsible for maintaining an up-to-date list of their Emergency Control Organisation members and arrange for the review and update of the emergency procedures manual. They must nominate a person or persons for the position of Chief Warden who will undertake their duties in their absence and notify the deputy when they are going to be absent from site.

The Chief Warden is responsible for:

- Co-ordinating all Area Wardens and Wardens during any emergency incident and determining the appropriate response, including the contacting and liaising with emergency services
- Arranging and co-coordinating evacuation exercises
- Accurately logging the performance of the ECO, and any problems encountered during exercises.
- Conducting debriefing after practice evacuations.
- Continually striving to improve the effectiveness of the ECO
- Ensuring an up date list of the names and location of workplaces of mobility-impaired persons is kept.

#### 5.1.2 General Response Procedures for Chief Warden

On hearing the fire alarm sounding or on being advised of an emergency situation, the Chief Warden should immediately:

# Emergency Procedure Manual

1. Collect white helmet and proceed to the Fire Indicator Panel.
2. Contact the area where the alarm is from and ascertain the situation.
3. If required instruct the Receptionist to notify relevant Emergency Service of the incident, set up control centre in Accountants Office.
4. Sound the "smoko" alert to gain attention and then Activate the P.A and make the following announcement:

**"Attention, Attention. We have an alarm/incident activation in the building. All staff stand-by for instructions. Wardens report to your Area Warden and Warden Point. Repeat. We have an alarm/incident activation in the building. All staff stand-by for instructions. Wardens report to your Area Warden and Warden Point."**

4. Contact the Area Warden at the area in alarm and ask to investigate signs of fire or other emergency.

If no Wardens answer the phone/ two way, make a P.A. announcement asking, "Area Wardens in the affected area to contact the Chief Warden". Consider sending a runner (Deputy Chief Warden ) to investigate.

5. If a fire or other emergency incident confirmed requiring evacuation, begin evacuation of particular area, make the following announcement, **"Attention, Attention, we have an incident within the site at....., staff in .....area report to your assembly area, Repeat, we have an incident within the site at....., staff in.....area report to your assembly area."**

Implement the following:

- Evacuation of the Section immediately (if not already under way);
- Inform all Area wardens of the situation, request them to implement shut down if safe to do so;
- Inform Area Wardens to Instruct Wardens to implement sweep of evacuated area
- Consider evacuation of entire premises;
- Meet the emergency services on arrival and inform them of the situation
- Obtain a report from emergency services personnel prior to their departure from site on cause, type, scope and location of the emergency
- Report to the Site Manager information from emergency services personnel prior to departure from site to ensure cause & effect action is understood.
- Contact Media contact person and update them on situation
- Chief Warden will schedule debriefing session. Checklists will be analysed during debriefing sessions and any deficiencies shall be reported and actioned.

If no fire / emergency is found after investigation, the Chief Warden must:

1. Advise the Area Warden to wait for the arrival of the Emergency Services.
2. Sound the "Smoko" alert to gain attention and Activate the P.A and make the following announcement:

**"Attention, Attention The alarm/incident situation is under control. This has been a false alarm You may resume normal activities I repeat. The alarm/incident situation is under control / This has been a false alarm. You may resume normal activities."**

## 5.1.3 General Response Procedures for Chief Warden – Evacuation Exercise

To initiate an evacuation exercise:

1. Collect white helmet and proceed to the Accounts Office/emergency control point.
2. Sound the "smoko" alert to raise attention and then Activate the P.A and make the following announcement:
3. **"Attention, Attention, This is an evacuation exercise, staff in all areas evacuate the building and report to your nearest designated assembly area, Repeat, This is an evacuation exercise, staff in all areas evacuate the building and report to your nearest designated assembly area. Wardens report to your Area Warden and Warden Point for instructions"**
4. Complete evacuation exercise
5. Conduct Debrief meeting

### 5.1.2 Chief Warden Equipment

The chief warden shall have the following equipment available:

- Construction type helmet (White) with Chief Warden Sticker
- Good quality torch and UHF Radio
- Emergency procedures flowcharts and checklists
- Emergency procedures manual
- Floor plan of entire building identifying different sections
  - Area Wardens and Wardens list
  - Location of Fire Fighting Equipment
  - Location of Exits
  - Nominated Assembly Areas
  - Fire Indicator Panel

## 5.2 Deputy Chief Warden

The Deputy Chief Warden will assume the duties and responsibilities of the Chief Warden whenever the Chief Warden is absent from the premises. The Chief Warden and the Deputy Chief Warden should never be simultaneously absent from the building.

Should both the Chief and the Deputy Chief Warden be on the premises when an alarm is activated, the Deputy Chief Warden will report to the Chief Warden. The Deputy Chief Warden should have the same equipment as the Chief Warden.

## 5.3 Communications Officer

This officer is responsible for:

Confirming the appropriate emergency services have been advised.

- Notify appropriate ECO personnel by PA, UHF radios, runners or the appropriate means.
- Transmit and record instructions and information between the Chief Warden and the Wardens and occupants.

- Maintain a log of events.
- Comply with directions given by the Chief/Deputy Chief Warden

## 5.4 Area Wardens

Area Wardens have been appointed for the purpose of directing and controlling the emergency procedures as directed by the Chief Warden. Area Wardens have the authority to evacuate their area of responsibility if they consider there is any danger to staff, contractors or visitors regardless if they have been instructed by the Chief Warden to do so. On activation of the fire alarm or emergency actions, Area Wardens may receive instructions from the Chief Warden.

### 5.4.1 General procedures for Area Wardens

On receipt of instructions from the Chief Warden area wardens will either –

- Direct Wardens to reassure staff whilst at the same time preparing to evacuate; and / or
- Initiate a search or emergency procedures for their section
- Make contact with the Chief Warden (UHF Channel 28) and implement appropriate instructions

If an emergency situation is found the Area Warden must:

- Raise the alarm and remove people from immediate danger and liaise with the Wardens.
- Inform the Chief Warden, and give regular Situation Reports.
- Evacuate the section, direct people to the fire exits then assembly areas.
- Attempt to extinguish the fire or control emergency situation IF SAFE TO DO SO!
- Implement appropriate equipment shut down procedures, IF SAFE TO DO SO!

If emergency cannot be controlled the Area Warden must:

- Inform the Chief Warden, and give regular situation reports.
- Evacuate all staff;
- Isolate the incident by closing all possible doors
- Report to the Chief Warden and act on any instructions.
- Do not allow anyone to enter the affected area.

If no emergency is found the Area Warden must:

- Inform the Chief Warden;
- Reassure staff the situation is under control and when appropriate instruct staff to resume normal operation.

### 5.4.2 Area Warden Equipment

- Construction type helmet (yellow) with Area Warden
- Good quality torch and UHF Radio
- Floor plan of entire building identifying the following features:
  - Section Exits
  - Section Manual Call Points



- Section Fire Fighting Equipment
- Section Evacuation Assembly Area

## **5.5 Wardens**

Wardens will usually become aware of an emergency in their building on hearing the Alarm/PA or being advised either verbally or on UHF by their Area Warden.

Wardens should immediately contact their Area Warden, and act on any instructions, or instigate evacuation/emergency procedures as required.

The Warden should have the same equipment as the Area Warden however their helmet will be RED.

### **5.5.1 Wardens' Duties may include:**

- Assuming control of their area in the absence of the nominated Area Warden.
- Raising the alarm by contacting the Area or Chief Warden.
- When directed, implement equipment shut down procedures.
- Act as a leader of groups moving to nominated assembly areas.
- When directed, guide occupants out of emergency exits to the designated assembly area.
- Assisting mobility impaired people.
- Operating first attack fire fighting equipment (eg) fire extinguishers and hose reels, or instigating emergency procedures, IF SAFE TO DO SO.
- Ensure fire/smoke doors are closed properly.
- Searching their floor or area to ensure nobody has been left behind. This includes checking toilets.
- Prohibit anyone other than emergency services from entering area during incidents
- Searching a floor or area for suspicious articles (Bomb Threat Procedures).
- If directed, meet emergency services on arrival at their area.

Wardens may be appointed to guide groups of employees out of emergency exits and, if instructed, conduct a head count of occupants leaving the floor. Area Wardens are generally responsible for a floor or area, with a number of wardens (search, fire crew etc.) reporting to the Area Warden.

### **5.5.2 During an Evacuation, Wardens should be prepared to:**

- Wait until the fire exits are clear before exiting. If congested, wait for a few moments and check again, or use an alternative exit and direct staff to Assembly Area.
- Provide assistance to any occupant falling or tripping.
- Allow room for Emergency Services Personnel who may also be using the emergency exits.
- Prevent any person from re-entering the floor, building or site, unless authorised by the Chief Warden or Officer-in-Charge of the Emergency Services.
- Permit only non-bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits.

## 5.5.3 Wardens Information, check – action – report as necessary:

- Extinguishers correctly indicated, mounted and charged.
- Hose reels, hydrants and hose in good order.
- Exit signs illuminated and unobstructed from view.
- All passageways and emergency exits clear. No packaging material, furniture, etc. to cause obstruction in an emergency.
- Identify all hazardous materials kept in your area and ensure that these are kept at a minimum and stored correctly.
- Ensure that all occupants are familiar with the emergency procedures, in particular the EMERGENCY PROCEDURES MANUAL/ FLIPCHARTS, copies of which should be displayed in prominent positions.
- All persons should be informed of who the Wardens are and their specific duties in an emergency.
- Wardens should be aware of mobility-impaired persons in their area.
- That there is a large torch in each area and that it is in working condition.
- Maintain detailed information of Warden changes through sickness, leave, resignations

## 5.5.4 Warden Equipment

Wardens require the following equipment:

- Construction type helmet (red) with Warden
- Good quality torch and UHF Radio
- Floor plan of entire building identifying the following features:
  - Section Exits
  - Section Manual Call Points
  - Section Fire Fighting Equipment
  - Section Evacuation Assembly Areas

## 5.6 Leave Protocol

Members of the ECO, (chief, deputy and area wardens) must ensure that they consult with and nominate appropriately trained staff to replace them on the ECO and agree to fulfil their duties while they are absent on leave.

## 6.0 GENERAL EVACUATION PROCEDURES

It is important to note the three stages of evacuation;

- 1) Remove people from immediate danger
- 2) Remove people to a safe area
- 3) Full evacuation of the building

As well as the stages of evacuation, there is also an order of evacuation which aims to ensure that the most number of occupants are removed from danger in the shortest period of time.

This means that people shall be removed in the following order:

- 1) Ambulant personnel (people who can move easily themselves without assistance)
- 2) Semi ambulant personnel (people who can move who may need some assistance)
- 3) Non ambulant personnel (people who cannot move without assistance)

In an evacuation the following points should be considered:

- Arrange assistance for handicapped/disabled people;
- Secure cash and valuable documents (if safe to do so);
- Evacuate with a minimum of personal material.

## **6.1 Initial Alarm Alert -Occupant Directions**

Begin work shutdown procedures, such as shutting down machines, computers, storing files etc. If possible, pair up with another person in order to account for each other. Wait for instruction from a Warden or for the evacuation order to be given over the PA.

## **6.2 Evacuation Alert – Occupant Directions**

- Gather only non-bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits
- Leave via the nearest safe emergency exit
- Proceed directly to the safest Assembly Area as directed by your Warden
- Remain at the Assembly Area until cleared to re-enter the site by the Chief Warden
- If you notice anyone who was present prior to the evacuation now missing, report this to the Warden.

## **6.3 Assembly Area procedures**

As far as possible all staff /visitors should remain in their designated Assembly Area until the situation is stabilised.

Wardens conducting searches (IF SAFE TO DO SO) of toilets etc. must report their findings to the Area Warden. (area clear or otherwise – mobility impaired persons locations)

Under no circumstances should staff members be permitted to go back into the building for any reason, until advised safe to do so.

## **6.4 Assembly Areas – Bilbul site**

- Main, front carpark.
- Operations Offices
- Maselli building
- Public Park near Cellar Door
- Brewery Road
- Main Dripper shed on DeBortoli Road

## **6.5 Person Refusing to Comply with Warden's Directions:**

Should a person refuse to comply with the directions given by a Warden.

Ensure the person has been clearly advised they are required to evacuate the building, because of an emergency situation.

Notify the Chief Warden, who will advise the Officer-in-Charge of the Emergency Service who, at his discretion, may take the appropriate action under law to remove the person.

NB; It is advisable to have a witness to confirm any refusals. Document any such incidents.

## **7.0 GENERAL HOUSEKEEPING**

Prevention of emergencies is as important as the development of efficient means of dealing with them. Wardens and all occupants, should be acutely aware of the need to avoid dangerous practices and the danger to life and property in the event of emergencies getting out of control.

It is recommended that the premises is inspected on a continuous basis to ensure that:

- Corridors, aisles and walkways remain clear of obstructions.
- Exit doors remain clear and unlocked whilst the premises are occupied.
- Fire fighting equipment is available, serviceable and accessible.
- Excess quantities of combustible materials are not permitted to accumulate anywhere on the premises.
- Care is taken with the use and maintenance of office/heating equipment, etc.
- Any accumulation of litter, which may increase the danger of fire, is removed.
- Check for incorrect storage of flammable liquids and chemicals.
- Defective public address / telephone systems are repaired.
- Fire and smoke doors are kept shut except during use. The self-closing mechanism is in operational order. The door should close automatically and they should not be held open by wedges, rocks, chairs, etc.
- Fire exits are kept clear at all times and are not used for storage.
- The storage and use of flammable liquids in work areas (other than storage areas) should be permitted only in special circumstances and only in minimal quantities.
- All occupants should be encouraged to observe care in the use of matches, portable heaters, electrical appliances and other possible sources of ignition. Their immediate surroundings should be kept neat and tidy.
- Any safety breaches found are reported to the Chief Warden.

## 8.0 EVACUATION DRILLS

Evacuation drills will be arranged by the Chief Warden at a frequency of no less than one per year.

It should be accepted by management that the evacuation plan and procedures be properly tested, and that all Wardens have sufficient practice to ensure their effectiveness in an emergency situation.

## 9.0 EMERGENCY PROCEDURES

### 9.1 Fire - Code Red

Fire, smoke, bushfires, smouldering rubbish, electrical fires, metal fires etc.

Prevention of fire is as important as the development of efficient means of fighting it. The ECO and all occupants of the workplace, should be acutely aware of the need to avoid dangerous practices and the danger to life and property in the event of fire getting out of control. Fire procedures should embrace the following four essential steps, which in most cases will need to be initiated concurrently and are detailed using the acronym RACE;

Procedures to follow should a fire occur (if safe to do so)

R.A.C.E.

**R** Remove /Rescue

- Remove people from the immediate area and evacuate other people from adjoining areas if necessary.

**A** Alert

Raise the alarm, 000 and ECO.

- Be sure you advise:
  - a) Your name and phone number (in case they need to call you back)
  - b) Location of the fire – Which building/area?
  - c) What is on fire – Are there any chemicals/gases near by? What are they?
  - d) Are there any persons injured or trapped? Give location/s

**C** Contain

Contain the fire and smoke only if safe to do so. That is close doors and windows, but ensure you have a safe exit path yourself. If safe to do so, extinguish the fire with fire extinguishers or hose reels.

**E** Extinguish

Extinguish the fire IF SAFE TO DO SO! As a Warden, give clear instructions to building occupants to leave the building immediately, using the nearest emergency exit. Advise personnel to go to an emergency Assembly Area and to remain there, until the all clear has been given to return to the building

### 9.1.1 Moving in Smoke

If you are trapped in a fire you probably will have to move through smoke. Smoke is a great risk to your health and life as it contains poisonous gases. To help temporarily eliminate some of these dangerous fumes - place a wet cloth in front of your mouth and nose. Understand that this will help for a little while but the fumes will still pass through and can cause harm to you. If you have to move

through thick smoke, keep low to avoid the dense fumes.

Stay in touch with some point of reference, like the wall, edge of the room, staircase, etc., so you don't lose your sense of direction. If you feel that you are becoming overwhelmed by smoke or fumes - go down on your hands and knees, keep your mouth low and towards the floor, breathe the air at a level approximately two inches from the floor where there is cleaner air. This could save your life and allow you enough time to escape the fire.

## 9.1.2 Identifying and reporting potential fire hazards

Report any potential fire hazard to your Supervisor or Warden for immediate corrective action.

- Observe De Bortoli Wines smoking policy.
- Notify Maintenance of any damaged or unsafe electrical equipment, exposed wiring etc.
- Where flammable liquids are required to be used and kept in the work area, they must be in approved safety containers or flammable liquid storage cabinets.
- Do not allow rubbish to accumulate.
- Keep fire doors and exit paths clear at all times.
- Do not block access to fire fighting equipment.
- Keep fire exit doors closed at all times.
- Be aware of the types and locations of all fire fighting equipment within your work area.
- Ensure that hot work procedures are followed when welding or using other heat sources.
- Do not restrict the free flow of air around radiators or air vents on electrical equipment.
- If after all of the above precautions are observed and a fire should occur, prompt action by staff will ensure the safety of all and also prevent a small fire from becoming a large and life threatening one.

## 9.2 Medical/Major Injury Incident - Code Blue

For all medical/first aid related incidents or emergencies.

The range of medical emergencies can be vast and diverse. Each type of incident will present varying conditions and behaviours. Remember to always make a thorough assessment of the situation you are presented with and seek to deal with it calmly and effectively. A clear and rational approach will help allay fear and provide you with a frame of mind that will enable you to deal adequately with the emergency.

Injured person – Conduct Primary Survey (DRABCD)

**Danger** - Check for Danger to yourself, the casualty and others.

**Response** – Check for response of the casualty (squeeze and shout) if no response or injuries serious, Raise the alarm call 000 and ECO

Remember:

- Advise your name & phone number (in case they need to call you back)
- Advise them of the patient's details – age, sex, and description of injury
- Advise them of the address – Which building/area?
- Send another person to wait for the ambulance outside the building entrance or street location

**Airway:** Check patient airway, remove obstructions, check for signs of life.

- Remain calm - assess the patient for signs of life, look listen and feel for normal breathing.

- No signs of life, commence CPR, if signs of life present place in recovery position and monitor victim condition.

**Breaths :** Give victim 2 full rescue breaths

Compressions – Place heel of hand in centre of victim chest, administer 30 compressions, 1/3 depth of chest, at a rate of 100 per 60 seconds.

**Defibrillation:** Continue doing CPR until emergency services arrive and administer defibrillation to victim.

Conduct secondary survey (BBFO)

Check victim for other injuries and treat as necessary in the order of Bleeding, Burns, Fractures and Other injuries.

It is a requirement under the Workplace Health and Safety Act to record all injuries/accidents in the workplace. You will also be required to complete an Incident and Accident Report form.

## **9.3 Bomb or substance Threat -Code Purple**

For all bomb/ bomb threat and/or substance threat incidents or emergencies.

These procedures have been developed on the assumption that all threats will be treated as genuine until investigation proves otherwise. The aim of these procedures is twofold:

- 1) To take all practical steps to safeguard life.
- 2) To ensure that unnecessary actions are not taken which may put at risk the staff that we are attempting to safeguard.

Although in most instances the threat made will be a hoax, usually by telephone, there is always the very real possibility that it may not be. A person who remains anonymous and is making such calls for personal gain and satisfaction knowing that such calls can cause major disruption and inconvenience generally makes hoax calls.

The person who notifies of a real threat will generally provide much more detail, possibly including identification to ensure that the threat is taken seriously.

Procedures listed in this section are general rules but because of the potential harm to De Bortoli Wines and its occupants, all threats must be taken very seriously and the procedures strictly adhered to. Built into such procedures will be the minimisation of media publicity, as this type of exposure to such threats tends to increase their frequency.

### **9.3.1 Bomb threat may occur in the following forms:**

- 1) Written bomb or substance threat



# Emergency Procedure Manual

If a bomb threat is received in writing it should be kept including any envelope or container. Once a message is recognised as a bomb threat further unnecessary handling should be avoided. 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 not plastic as the sweating may disturb the fingerprints.

Immediately report the bomb threat to your supervisor. Do not activate the fire alarm or emergency evacuation system unless instructed to by the Police and/or Chief Warden.

Such threats will undergo basic validation criteria in order to rank their potentiality and the Police will be in the best position to judge this. As a general rule of thumb, the more detail contained in the threat wording combined with a willingness to mention names and reasons will be deemed to be a more "genuine" threat than one that provides only the slightest of details.

## 2) Phone Threats

An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigations. The person receiving the bomb threat by telephone should not disconnect the call and, as soon as possible, complete the information required on the bomb threat checklist. The De Bortoli Wines Bomb Threat Checklist can be found at the rear of the Emergency Procedure Flipcharts (coloured purple).

### Typical Phone Threat Questions

If you receive a bomb or substance phone threat, you should try to ask these types of questions:

- What is it?
- When is the bomb going to explode? Or when will the substance be released?
- Where did you put it?
- What does it look like?
- When did you put it there?
- How will the bomb explode? Or how will the substance be released? Did you put it there?
- Why did you put it there?

A handy phone threat checklist should be kept near your phone to use if you find yourself in this situation. Ensure you have the latest copy of the De Bortoli Wines Emergency Procedures Flipchart near your desk in eyesight.

## 9.3.2 Suspect Object is found

A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

Ask yourself, does the doubtful or unattended item represent a potential threat to yourself, your colleagues or the Winery? Carefully analyse the item for a combination of any of the factors listed below.

Ensure you do not touch or move the item at any time.

- Is it a Suspicious Article?
- Is it hidden?
- Is it obviously suspicious?
- Is it typical of your work area?



- Has there been unauthorised access?
- Has there been a perimeter breach?

### 9.3.3 Emergency Procedures

If you believe a letter or parcel is suspicious and you have not opened it:

- Do not open it, or shake it.
- Place the parcel/letter into a bag and seal it. Place this bag into another bag and seal it.
- Stay in your immediate environment and prevent others from entering the area.
- Do call for help. Contact and advise your supervisor.
- Do wash your hands if you are able to access facilities in your immediate area.
- Do not touch your face with your hands or any part of your body that has open wounds.

If you suspect the mail item may contain an explosive device:

- Do not touch it, or move it.
- Do call for help. Contact your supervisor.
- Evacuate the area if the device indicates it may detonate soon, otherwise, stay nearby behind a solid barrier and prevent others from entering the area.
- Wait for Police to arrive to tell them where the device is.

### 9.3.4 Bomb Threat – what happens next?

Immediate Response

Upon notification of a bomb threat, the Chief Warden will contact the Police to report the threat. Information about the type of threat, location and particulars will be given. A warden will be sent to the scene to maintain on-site communications.

Information to staff on what to do next will be provided based on feedback from the Police. Police Officers will want to speak directly with the person discovering or receiving the bomb threat. In order to eliminate the threat as a hoax, detailed information on the caller or device will assist.

The Police will make a decision on whether to evacuate based on advice from the Bomb Squad, emergency services and the Chief Warden. If the device or threat indicates that it is very real, the evacuation order may be initially issued by phone or in person soon after the Police arrive. An evacuation may be commenced prior to the police attending, based on the threat analysis.

In order to prevent panic the evacuation should be conducted in the normal way. At no time should the reason for the evacuation be broadcast over public address systems or in person. Utilise the Wardens to evacuate the building.

Evacuations may incorporate many buildings surrounding the hot zone where the bomb or substance is located. Coordination of this evacuation will be achieved using the Area Wardens for each building.

### 9.3.5 Risk of injury

As a general rule, the easiest area in which to plant an object is in the shrubbery which is sometimes

found outside a building; an adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and car parks should not normally be used as Assembly Areas for this type of incident.

**Panic** – A sudden bomb threat evacuation may cause unpredictable behaviour, leading to unnecessary risk of injury.

#### Precautions

The use of portable radios and mobile phones within close proximity of the device is not recommended.

The evacuation Assembly Area should be a considerable distance away and shielded from the bomb site by other structure/building.

Evacuees may be restricted from re-entering their buildings for many hours. Consider moving people to another building under cover with toilets etc.

Assembly Areas should be checked by Police (as soon as possible) to ensure they are free of secondary bomb devices.

### 9.3.6 Bomb Squad

The NSW Police and Army have bomb technicians trained in managing explosive devices. The Police will utilise these highly trained teams to locate, identify, disable or destroy the device. The Bomb Squad will also be mindful of the investigation that will follow this incident and do everything possible to make the scene safe without destroying the evidence. With this in mind, be aware that some incidents may last for many hours, typically around 6-8 hours.

### 9.3.7 Hazardous Materials

If the threat is a hazardous or unknown substance the NSW Fire Brigades Hazardous Materials Response Unit will be requested. The Fire Brigades have specialist teams trained in managing hazardous chemicals and unknown substances. This response will involve a number of fire trucks and specialist vehicles. Fire fighters in self contained breathing apparatus and hazardous chemical protection suits will locate, identify, dilute or contain the substances involved. Large plastic containers suitable for transport will be used to take the substances away for testing and disposal.

### 9.3.8 Return to Work

The Police in conjunction with the Chief Warden will be keeping affected staff updated as often as possible. The Police will issue the "return to work" when the scene has been declared safe. It is possible that the area may be damaged or kept secure as a crime scene and not able to be used for some time.

### 9.3.9 Search

The most appropriate personnel to carry out a search, in any given area, are the Wardens of the building, structure or workplace because they have the knowledge of 'what belongs' or 'what does not belong' in a location of any given time.

The aim of the search is to identify any object that is not normally found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason.

General priorities for searching should include the following sequence:

- 1) Outside areas including evacuation Assembly Areas.
- 2) Building entrances and exits and particular, paths people will use to evacuate.
- 3) Public areas within buildings. Note – in most buildings, public areas that are accessible for the placement of an object usually provide a means of exit, which evacuees have to pass through or be in proximity to, during an evacuation.
- 4) Other areas – once external and public areas have been declared clear, a search should be conducted beginning at the lowest levels and continuing upwards until every floor including the roof, has been searched. Once a floor or room has been searched, it should be distinctively marked to avoid duplication of effort.

The ECO personnel, due to their intimate knowledge of the building, should assist the relevant authorities in these procedures.

## **9.4 Internal Incident/Emergency - Code Yellow**

Other than fire/smoke, an internal emergency could be caused by explosion, electrical power failure (blackout), water supply failure, structural failure, spillage or leakage of hazardous stances, illegal occupancy etc

This section deals with emergency situations that can arise due to certain building systems failures, structural concerns and or services failures. Such incidents can cause major disruption and inconvenience to the Winery, which can lead to greater risk to the staff and visitors alike.

### **9.4.1 General Emergency Action**

- Quickly assess the situation
- Raise the alarm – Chief Warden
- Evacuate (if necessary)
- Assist and guide other people
- Take care not to move people from safety to danger!
- Administer first aid if needed
- Liaise with emergency services and Chief Warden
- Ensure all relevant Authorities are informed.
- Keep records of times , date and person informed

### **9.4.2 Gas Leak**

The properties of Ammonia is that it is lighter than air and will dissipate into the atmosphere in the unlikely event of a leak. The properties of LPG are that it is heavier than air and will pool in low lying areas. If you can smell gas do not smoke, induce a spark, light flames, or use a mobile phone.

SDS' will tell of gases Vapour Density (VD). A Vapour Density of less than 1 means it is lighter than air and will dissipate into the atmosphere whilst a Vapour Density of greater than 1 means it is heavier than air and will pool in low areas.

### 9.4.3 Emergency Action

Rescue any person in immediate danger if safe to do so.

- Call 000 and notify the Chief Warden. Contact 000, NSWFB and Chief Warden.
- Contact 1800 DBWINE. This will instigate the contact procedure for environmental incidents.
- Turn off gas at source if possible.
- Isolate the area if hazardous volatiles are released by closing doors and windows. If flammable vapours are released do not operate any electrical switches. Where fitted, activate emergency shut-off or isolate possible ignition sources at switchboard.
- The Safety Data Sheet will have information on the toxicity and flammability of the gas, and provision of first aid.
- Consider evacuation, check wind direction and evacuate to a safe Assembly Area.
- Partial evacuation can be by word of mouth.
- Building evacuation – PA system.
- Do not re-enter area until declared safe by Emergency Services

### 9.4.4 Water Leaks or Flooding

Floods caused by domestic systems usually do not endanger people but can cause extensive damage to buildings and equipment. Floods caused by the overflow of stormwater drains, creeks, rivers and streams are extremely dangerous and may require the evacuation of buildings.

### 9.4.5 Safety Issues

- What is in the water? Has it mixed with dangerous chemicals, sewerage, etc?
- Is the flood due to spillage of product ie wine, which will be costly to the winery and cause an environmental incident?
- What is floating in the water, that you cannot see?
- Does it contain Biological Hazards?
- How deep is the water? You might not be able to see the large hole or basement stairs covered in water. Access pit lids usually float off in flooded water.
- Is the water alive with electricity? For floods inside buildings, this is especially dangerous with most power points and power boards close to the floor.

### 9.4.6 Emergency Action

- Turn off water at source if possible.
- If possible, isolate electrical sources (if known) or call Maintenance.

- If available and considered useful, local spill kits should be used to restrict the flow of water.
- Isolate area by closing doors.
- Call Chief Warden.
- Consider evacuation:
- Partial evacuation by word of mouth.
- Building evacuation – PA system
- Don't move people from safety to danger! Flood waters are unsafe and evacuees should not walk through water.

## 9.4.7 Explosions

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for Emergency Services to arrive.

## 9.4.8 Emergency Action

- Get out of the building as quickly and calmly as possible.
- Contact Emergency Services 000 – Chief Warden
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated assembly areas.
- Keep roadways and walkways clear for emergency vehicles and crews.

## 9.4.9 Storms and Storm Damage

Natural hazards, which affect communities in New South Wales cause damage especially during severe storms. They can occur at any time but are more numerous in spring and summer. Severe storms may be land gales (continuous winds of 62km/h or more) or thunderstorms with damaging winds, intense rain, large hail or even tornadoes.

## 9.4.10 Prepare as the storm approaches

- Don't leave loose objects lying around, they could become missiles.
- Listen for storm warnings on radio and television. They will warn you of what's coming, usually with enough time to prepare yourself for the storm's arrival.
- Keep under cover (not a tree)
- Avoid using telephones during violent electrical storms.

## 9.4.11 Be alert during the storm

- Stay inside and shelter clear of windows.

- Listen to a radio for storm updates.
- If you are outdoors, find emergency shelter

## 9.4.12 Remain vigilant after the storm

- Check your building for damage.
- Keep listening to your local radio station for official warnings/advice.
- Beware of fallen power lines, damaged buildings, trees and flooded drains.
- Check trees near your building for damage and stability.
- Report any storm damage to Chief Warden, in particular broken tree branches, up lifted roofing etc.

## 9.4.13 Chemical Spills

The range and quantity of hazardous substances used in laboratories and cellars require preplanning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable, trained and experienced personnel. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the staff is capable of handling safely without the assistance of the New South Wales Fire Brigade. All other chemical spills are considered major. In the event of a chemical spill or hazardous material release in the laboratory which poses a serious danger to personnel:

## 9.4.14 Immediate Actions

- Clear the area
- Check for any persons involved
- Contact 000, NSWFB and Chief Warden.
- Contact 1800 DBWINE. This will instigate the contact procedure for environmental incidents.
- Isolate the spill (if safe to do so)
- Check wind direction and evacuate according to appropriate assembly area.

## 9.4.15 Earthquakes

Over a period of time, stresses build beneath the Earth's surface. From time to time, stress is released resulting in the sudden and sometimes disastrous shaking which we call an earthquake. There is no warning as to when an earthquake could occur and it could last for seconds and larger earthquakes can cause considerable damage. Fortunately, large earthquakes are not a common occurrence in New South Wales but they do happen and have occasionally caused damage. We cannot be complacent because seismologists have indicated there is a future potential for damaging earthquakes throughout Australia.

## 9.4.16 During the Earthquake

If indoors, stay there (clear of falling debris outside). Keep clear of windows, chimneys and overhead fittings. Shelter under and hold a door frame, table, bench etc.

In buildings, stay clear of windows and outer walls. Get under a desk near a pillar or internal wall. In crowded areas or stores, do not rush for doors. Move clear of overhead fittings and shelves. If outside, keep well clear of buildings, overhead structures, walls, bridges, power lines, trees, etc.

## 9.4.17 After the Earthquake

- Watch for hazards and tend injuries as follows:
- Turn off electricity, gas, water do not light matches until you have checked for gas or fuel leaks – if you know how to.
- Check for injuries. Apply first aid. Do not move the seriously injured unless in immediate danger.
- Check for broken water, sewerage or electrical mains.
- Do not use telephone immediately (to avoid congestion) unless there is a serious injury or fire etc.
- If persons are injured, trapped or need help – contact 000.
- Check for cracks/damage, in roof, walls, chimneys etc.
- Evacuate if badly damaged. Be prepared for aftershocks.
- Listen to local radio and heed warnings and advice on damage and service disruptions.

## 9.4.18 Power outages or blackouts

There will be times when the power goes off. There are two basic causes - faults and overloads. In either case, protection equipment operates to switch off supply to limit any damage and prevent further problems.

Faults are mainly caused by accidents or weather conditions. If your power lines are overhead, there is a greater chance of problems.

Overloads occur when the demand for electricity exceeds the capacity of the distribution system to supply it. Faults and overloads can also occur inside your own building.

## 9.4.19 Emergency Action

- Contact maintenance – Chief Warden – respond to directions
- Consider evacuation.
- Partial evacuation of floor by word of mouth.
- Building evacuation – UHF Radios and runners.

## 9.4.20 Trapped Persons – by machinery

De Bortoli Wines has a large number and range of machinery. Staff have the potential, even with our safety programs in place, to accidentally get caught or trapped in heavy machinery.

## 9.4.21 Trapped by Machinery

- If appropriate, stop the machinery involved to prevent further injury.
- Contact 000 and ask for Ambulance and Rescue, contact Chief Warden.



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- Contact a First Aider in your building and administer basic first aid if possible.
- Do not attempt to release the trapped person until the Emergency Services arrive.
- Try to contain the scene and remove unnecessary people.

## 9.4.22 After the event

Record the incident in the CAR system. Contact Workcover and report the entrapment. Do not disturb the scene until Workcover release it.

If any persons were traumatised by this event, they should contact their Supervisor.

## 9.5 External Incident/Emergency - Code Brown

An external incident/emergency caused by Natural Disasters & manmade disasters, bushfire, earthquake, flooding, major road accident, aircraft crash, civil disturbance/riot, sabotage, act of terrorism etc

Very similar to a code yellow emergency but it is located off site. A code brown tells us that the offsite emergency may/will impact our site in some way. Some examples of a code brown type emergency:

- Aircraft crash
- Truck crashing into a building
- Fire and smoke (car fires, other buildings, bushfire, etc.)
- Dangerous gas clouds
- Terrorism incident
- Dangerous or aggressive people
- Earthquake

### 9.5.1 Emergency Action

Assess the situation

- Raise the alarm by contacting the Chief Warden
- Explain what sort of emergency it is and how it will affect us
- Secure the area and restrict people from entering
- Follow instructions given by the Chief Warden
- If an environmental incident contact EPA, local council, health service, emergency services. Note numbers at the front of this manual.
- Follow the standard procedures for that type of emergency

## 10.0 BUILDING FIRE PROTECTION EQUIPMENT

Modern buildings built under the strict design and buildings codes of today have many fire protection systems installed by default. These systems assist with detection and response to fire related emergencies.



## 10.1 Fire alarm

Some buildings are equipped with an automatic fire detection and alarm system. Smoke and thermal detectors are positioned strategically throughout the building. Manual call points are also located throughout the building. These call points must remain unobstructed at all times. Do you know where they are and whether they are unobstructed?

Activation of the fire alarm will:

- 1) Sound the alarm throughout the premises.
- 2) Summon the Contract security company

## 10.2 Fire Break Glass Alarm (B.G.A.)

Buildings fitted with a "Fire - Break Glass Alarm" allow occupants to activate the fire alarm and alert the Fire Brigade easily. The red panel on the wall houses a small button that when depressed will automatically contact the contract security company and sound the fire alarm. The security company should respond instantly by ringing the switchboard. If it is not contactable a number of designated numbers will be rung.

The glass or perspex material is easy to break with your fist, elbow or a pen. Smashing the glass will sometimes activate the button automatically.

## 10.3 Fire Indicator Panel (F.I.P.)

The F.I.P. is the hub of the fire alarm system in a building. It is located in the admin building within a cupboard on the wall behind the reception area. On the panel are a number of lights and buttons. These lights "indicate" which fire sensor has activated in the building. The F.I.P. should automatically notify the security company of an alarm when one of its sensors locates a fire. Once this happens a series of designated numbers will be ring to ascertain the problem.

## 10.4 Fire Doors

Fire doors are installed to minimise the spread of fire, including the passage of smoke through a building. Fire doors may be automatically operated by heat activated mechanisms or smoke detectors. The securing of fire doors must be such that persons leaving an area via the fire door can do so without the use of keys or similar at all times. Fire doors must not be wedged open.

## 10.5 Smoke and Thermal Fire Detectors

The detection system in buildings may sense either heat or smoke or a combination of these. Smoke detectors are increasingly being used because of their earlier warning of an emergency situation. Smoke detectors may also be used to activate fire doors to isolate zones in the building.

## 10.6 Emergency Exits

In Australia all emergency EXITS must be identified by the green illuminated sign with the white word "EXIT" or a running man graphic.. These exits lead people to safety and eventually to a door that

# Emergency Procedure Manual

exits the building. In halls and corridors, an EXIT sign will have an arrow indicating which way people should head to find the emergency exit door or emergency stairs. Most emergency EXIT signs have a battery backup system to keep them illuminated after the power has failed.




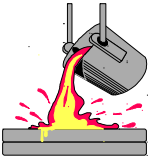



## 10.7 Emergency Lighting

Emergency lighting is installed in strategic locations throughout the premises. In the event of failure of the mains power supply, the emergency lights will activate almost instantaneously and last for approximately 1.5 hrs.

## 10.8 Classification of Fire

Fires are divided into five classes defined in terms of the nature of the fuel. Such classifications are used in determining the method of extinguishment.

<b><i>Class of Fire</i></b>			
Class A	Ordinary Combustibles		Wood, Paper, Textiles
Class B	Flammable Liquids		Oil, Petroleum, Kerosene
Class C	Flammable Gases		Acetylene, LPG
Class D	Combustible Metals		Magnesium

<b>Class of Fire</b>			
Class E	Live Electricity		Fires in electrical panels
Class F	Cooking Oil Fires		Fire cooking chips

## 10.9 Fire Extinguishers

Portable fire fighting equipment is designed to provide the user with an appliance to attend a small fire during its initial stage. When deciding to attack a fire, always designate another person to raise the alarm and obtain a back-up fire extinguisher. There are several types of fire extinguishers. See fire extinguisher Chart page 35.

### Water

Red or silver with a red band in colour, it contains nine litres of water under pressure and is to be used in an upright position. It is designed for use on carbonaceous solids such as wood, paper, rubbish or textiles, and has a discharge period of approximately 60 seconds. Suitable on Class A fires. Not considered effective on Class B and C fires, and dangerous if used on electrically energised equipment or cooking oils and fats. Water extinguishers are unsuitable for flammable liquid fires. This extinguisher must never be used on fires involving live electrical equipment.

### Foam

Blue or silver and/or red with a blue band in colour, it contains nine litres of an aqueous film-forming foam additive, and is to be used in an upright position. Foam extinguishers are suitable on Class B and may be used with limited effectiveness on Class F fires. Not to be considered effective on Class C fires, and dangerous if used on electric equipment. It is designed for use on flammable liquid fires such as petrol, oils and paint and has a discharge period of approximately 45 seconds. This extinguisher must never be used on fires involving live electrical equipment.

### Carbon Dioxide

Red in colour with a black band, it is designed for use on fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher. Suitable on Class E fires. Has limited effectiveness on Class A, Class B, Class C, and Class F fires.

### Dry Chemical








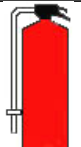





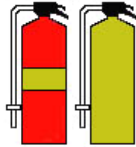











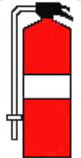













Red in colour with a white band, it contains a bi-carbonate based powder and is suitable for fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher. Dry Chemical or Powder extinguishers are rated as either ABE or BE. ABE rated extinguishers are considered suitable on Class A, Class B, and Class C and Class E fires. They are not effective on Class F fires. BE rated extinguishers are considered suitable on Class B, Class C, and Class E fires, and may be used with limited effectiveness on Class F fires. They are not considered effective on Class A fires.

# Emergency Procedure Manual

## Wet Chemical

Oatmeal or red with an oatmeal band in colour, it has a liquid alkaline extinguishing agent, and is specifically designed for use in kitchens on deep fryer fires involving fat and cooking oil. This extinguisher must never be used on fires involving live electrical equipment. Suitable on Class F fires and may be used on Class A fire. Not considered effective on Class B or Class C fires and dangerous if used on Class E fires.

### FIRE EXTINGUISHER USAGE CHART

Class of Fire		A	B	C	E	F	
Type of Fire		Ordinary Combustible (Wood, Paper etc)	Flammable Liquids	Flammable Gases	Fire involving energized electrical equipment	Fires involving cooking oils and fats	
 Yes  No							
Identifying Colours	Type of Extinguisher	Extinguisher Suitability					
	Water						Dangerous if used on electrical fires
	Wet Chemical						Dangerous if used on electrical fires
	Foam						
	AB(E) Dry Chemical Powder			 Only extinguish if gas supply isolated			* May be used on small surface fires
	B(E) Dry Chemical Powder	 *					
	Carbon Dioxide (CO2)	 *					* May be used on small surface fires

	Vapourising Liquid Fumes dangerous in confined space		 5KG only				Not suitable for smothering deep seated class A fires
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## 10.10 Using a Fire Extinguisher

There are four (4) basic steps for using modern portable fire extinguishers  
 The acronym PASS is used to describe the four basic steps.

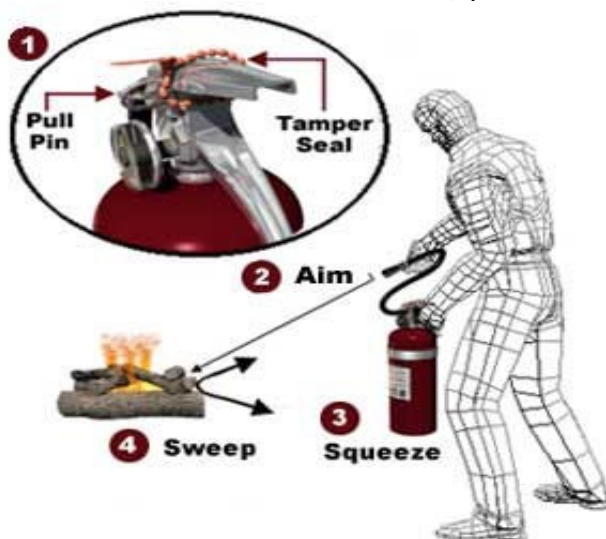
P A S S

**1) Pull Pin.** Pull pin at top of the extinguisher. When in place, the pin keeps the handle from being pressed, breaking the seal. Immediately test the extinguisher to ensure that it is operable

**2) Aim.** Aim the nozzle or outlet toward the base of the fire

**3) Squeeze.** Squeeze the handles together to discharge the agent inside. To stop discharge, release the handle

**4) Sweep.** Sweep the nozzle back and forth directing the extinguishing agent at the base of the flames. After the fire is out, probe for smouldering hot spots that could re-ignite the fire.



## 10.11 Fire Hose Reels

The large fire hose reels located in buildings are to be used by building occupants to fight fire, especially when they are trapped and cannot escape to an emergency exit.

The fire hoses are connected to the mains water supply and extend for approximately 36 metres. Some fire hose reels are located in cabinets whilst others are visible on the wall in a hall or corridor. They will always have appropriate signage indicating their location.

## **10.11.1 Operation**

Fire hose reels are all very similar in operation. This is the generic procedure:

Ensure the nozzle or jet is in the closed position

Turn on the main valve (some will not let the nozzle out until this is done)

Pull the hose off the drum, towards the fire

Open the nozzle or valve and direct the stream of water at the fire

## **10.12 Canvas Fire Hoses**

Canvas fire hoses are located in the fire cabinet adjacent to the Ethanol Tanks. It is approximately 30m in length and is used in conjunction with the hydrant system, foam inductor, foam concentrate and firefighting branch to apply foam. Appropriate staff will be trained on how to use this system.

## Appendix I: Pollution Incident Response Plan: Hazardous Substance Spills

### 1. Raise the Alarm

- Direct people to leave the immediate area
- Summon the Emergency Service(s) if deemed necessary

### 2. Secure the Area

- Do not allow any persons to enter the vicinity of the emergency unless they have specialist knowledge or skills

### 3. Approach with Care

- Approach from an upwind position to keep from coming in contact with vapours
- Only approach if necessary to determine the type or extent of the spill or to begin containment or recovery procedures if safe to do so
- Keep in mind that many vapours and gases are odourless, colourless and heavier than air
- and may accumulate in low-lying areas, particularly when there is no wind

### 4. Identify the Chemical Involved and assess the situation

Determine the substance(s) involved and the likely hazards posed. Information may be obtained from:

- Safety Data Sheets
- Vehicle and container placards
- Drivers manifest

### 5. Determine if anyone has been injured

### 6. Respond in an Appropriate Manner

- Response might include, but is not restricted to:
- Summoning the appropriate emergency service(s) (dial 000)
- Summoning HAZMAT Fire & Rescue (dial 000)
- Donning appropriate PPE
- Rescuing or removing casualties
- Ordering a partial or whole site evacuation
- Ringing 1800 DBWINE to instigate informing appropriate authorities.

### 7. Document an Incident Report

## Appendix II: Pollution Incident Response Plan: Emissions to Air

### 1. Raise the Alarm

Direct people to leave the immediate area . Ascertain wind direction and determine if evacuation of neighbours may be required

Summon the Emergency Service(s) if deemed necessary

### 2. Secure the Area

Do not allow any persons to enter the vicinity of the emergency unless they have specialist knowledge or skills

### 3. Approach with Care

Approach from an upwind position to keep from coming in contact with vapours

Only approach if necessary to determine the type or extent of the spill or to begin containment or recovery procedures if safe to do so

**Keep in mind that many vapours and gases are odourless, colourless and heavier than air and may accumulate in low-lying areas, particularly when there is no wind**

### 4. Identify the Chemical Involved and assess the situation

Determine the substance(s) involved and the likely hazards posed. Information may be obtained from:

- Safety Data Sheets
- Vehicle and container placards
- Drivers manifest

### 5. Determine if anyone has been injured

### 6. Respond in an Appropriate Manner

Response might include, but is not restricted to:

- Summoning the appropriate emergency service(s) (dial 000)
- Summoning HAZMAT Fire & Rescue (dial 000)
- Donning appropriate PPE
- Rescuing or removing casualties
- Ordering a partial or whole site evacuation
- Ringing 1800 DBWINE to instigate informing appropriate authorities.

### 7. Document an Incident Report



# Emergency Procedure Manual

## Appendix II: Pollution Incident Response Plan: Notification Protocol.

1. The following Contacts must be Notified if there is a risk of 'material harm to the environment', defined as:

(a) Harm to the environment is material if:

(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or

(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, and

(b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

2. The following parties tabulated below are to be contacted by a Senior Management staff member in the order given

### De Bortoli Pollution Incident Response Plan Notification Contacts

Contact	Number
Police, Ambulance, Fire Brigade	(Dial 9 or select a line before dialling):000
EPA	131 555
Griffith Base Hospital	6969 5555
Local Police Station	6969 4299
Griffith City Council	6962 8100

## Appendix II: What to do in an Emergency

1. If you are in the direct path of the incident move to safety.
2. Inform your supervisor of the incident and ensure all staff in the area are aware of the need to stay safe. If you cannot find a supervisor ring the switchboard and ask for the emergency chief.
3. The supervisor will initiate action. He will either call an area or a whole of site emergency.
4. The siren will sound and an announcement will be made. If you have a UHF radio go to channel 28 and listen for instructions.
5. The warden will inform you about what to do. Note wardens will have coloured helmets.
6. Follow the wardens instructions and if required evacuate to an assembly point.
7. If asked to evacuate shut down equipment is possible.
8. Ensure you are accounted for and stay at the assembly point until told what to do.

Once the emergency is over you will be told to return to work.