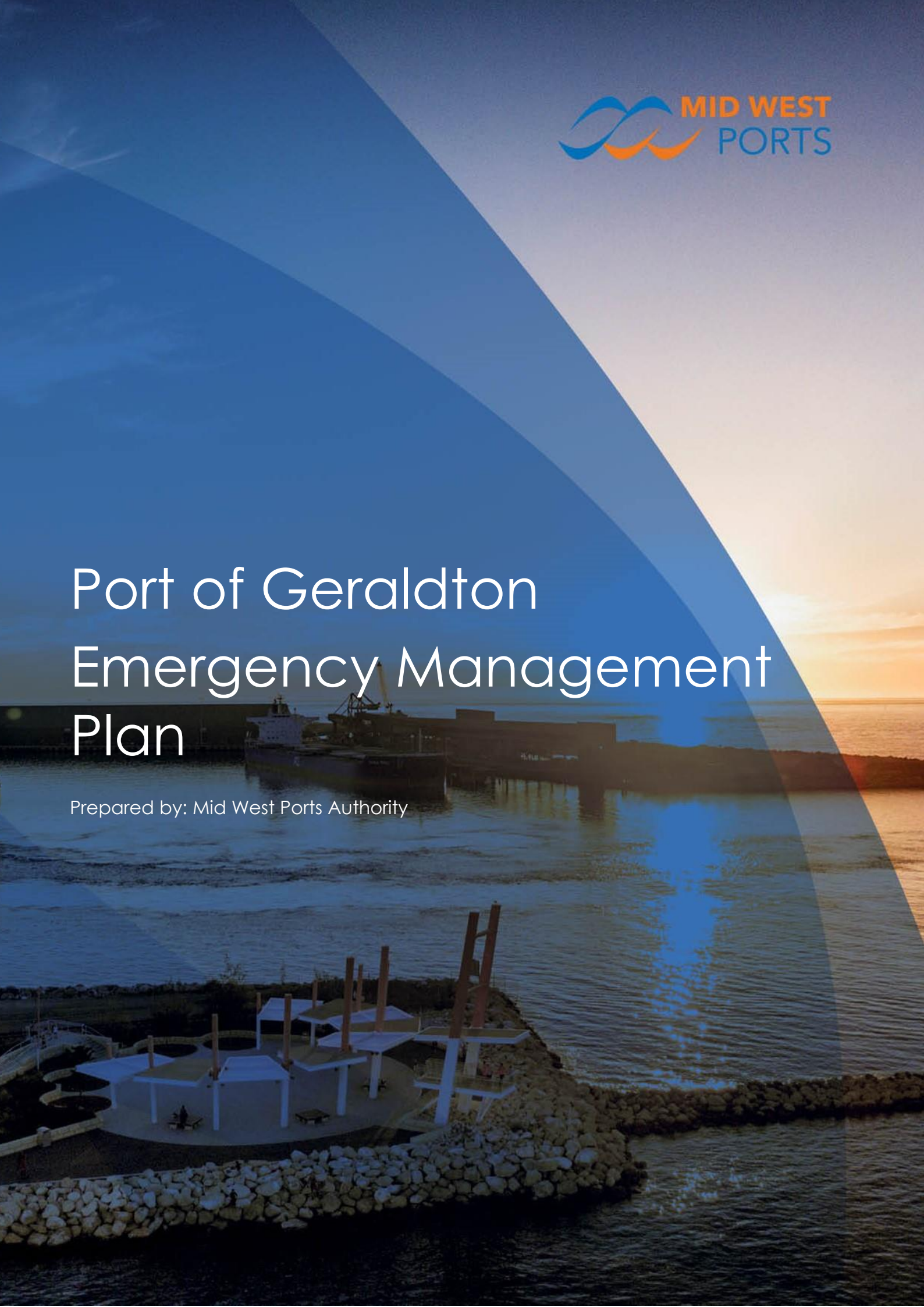

Port of Geraldton Emergency Management Plan

Prepared by: Mid West Ports Authority

Immediate Response to Emergencies for all Workers

Incident Occurs

ENSURE YOUR OWN SAFETY AND THAT OF OTHERS

Raise the Alarm

Stay calm and contact the Port Emergency Number +61 437 413 734 or Marine Radio CH16 Port CH11 or notify your Supervisor using any means available. Pass on the following.

- Your Name _____ and Location _____
- Nature of the emergency _____
- Number of workers involved _____
- What actions have been taken to date _____
- Your next course of action _____
- Your contact number _____

If the Port Emergency Number does not respond, contact Emergency Services on 000 as required.

IMMEDIATE ACTIONS

Medical Emergency / Injury

- Administer first aid if trained and safe to do so.
  If electrocution, isolate power before rendering assistance.
- If necessary, call for assistance from 000 they can talk you through CPR and other first aid techniques. Contacting 000 via the Duty Wharf Supervisor can also be done.
  +61 437 413 734
- **DO NOT** leave the casualty unattended if safe to remain in the vicinity.

Evacuation and Muster

- Follow the directions of the Fire Warden or emergency advice received by radio / telephone.
- Assist any person(s) in danger if safe to do so.
- Proceed to the closest safe Assembly Area.
- Report to the Assembly Area Marshall and await further direction.

Fire

- If trained in the use of equipment, attempt to put the fire out without endangering yourself.
- If necessary/fire is escalating, call for assistance from 000 via the Duty Wharf Supervisor.
  +61 437 413 734
  Notify Fire Warden and follow their directions.
- Assist any person(s) in danger if safe to do so. Turn off all electrical appliances and close windows in your work area if safe to do so.
- Proceed to the closest safe Assembly Area.

Chemical / Hazardous Material Spill

- Refer to product SDS for health, emergency and handling information on handling product.
- If trained in the use of equipment, attempt to contain / cleanup spill without endangering yourself.
- If necessary / spill is uncontrollable, call for assistance from 000 via the Duty Wharf Supervisor.
- If toxic fumes are released, immediately remove yourself from the area and upwind of the cause.

Toxic Fumes / Smoke

- Observe wind direction, escape gas cloud by walking cross wind.
- If evacuation required and safe to do so, follow the directions of the Warden.
- If necessary, seek refuge and seal refuge area by closing doors, windows and shutting down air conditioning.
- Report your location and status to the Duty Wharf Supervisor
  +61 437 413 734
  and await instructions.

Security Incident / Bomb Threat

- Immediately contact Police via the Duty Wharf Supervisor.
  +61 437 413 734
- If armed intrusion, leave immediately for safe area via concealed routes.
- For bomb threats, do not touch unusual articles or operate electrical equipment. Record information on Bomb Threat Checklist.
- If not safe to leave, hide / barricade in secure area, silence phones and call 000 if safe to do so.
- Constantly re-assess situation / options based on available information and act.

Provide a handover / briefing to Emergency Services on their arrival and/or await further directions from the Duty Wharf Supervisor.

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Figures

Tables

1 Purpose

The purpose of this Plan is to describe the emergency response arrangements at the Port and to enable MWPA PoG, Port users and emergency service workers to manage an effective and safe response to emergencies within the Port's limits. It provides guidelines for actions to be taken during an emergency to minimise the potential for loss of life, injury to people, and damage to the environment and property by covering foreseeable incidents and outlining response action.

1.1 CRISIS AND EMERGENCY MANAGEMENT

The Mid West Ports Authority, Port of Geraldton (**MWPA PoG**) Emergency Response Plan (**Plan**) and the Crisis Management and Business Continuity Plan form part of the Business Continuity (**BC**) program which is designed to ensure that:

- MWPA PoG is able to respond promptly and appropriately to a crisis or emergency event;
- critical business functions can be maintained or restored in a timely fashion in the event of a material business disruption; and
- the financial, legal, reputational, and other consequences arising from the disruption are minimised.

The Plan is structured into two distinct elements as follows.

1. **The Plan** – Detailing the general function of Emergency Response arrangements.
2. **Attachments** – Components of the Plan that are regularly reviewed, including Contact Lists, and Equipment Lists.

Where detailed information is not provided in the Plan, related documentation is described in this Plan as applicable to details. For complete list of documents, refer to the Associated Documents section, which lists relevant documents associated with the MWPA Preparedness, Prevention, Response and Recovery program.

1.2 STATUTORY REQUIREMENTS

This Plan is administered by the MWPA PoG in accordance with its responsibilities as a Port Authority under the *Port Authorities Act 1999* (WA) (**the Act**) and Regulations and the *Emergency Management Act 2005* (WA). Depending on the type of emergency, other legislation and standards may also be applicable. Relevant references are made through the text, and full lists can be found in the References section.

- *Biosecurity Act 2015 (Commonwealth)*
- *Dangerous Goods Safety Act 2004 (WA)*
- *Electricity (Licensing) Regulations 1991 (WA)*
- *Environmental Protection Act 1986 (WA)*
- *Mines Safety and Inspection Act 1994 (WA)*
- *Navigation Act 2012 (Commonwealth)*
- *Pollution of Waters by Oil and Noxious Substances Act 1987 (WA)*
- *Rail Safety National Law (WA) Act 2015 (WA)*
- *Work Health and Safety Act 2020 (WA)*

The Plan also aligns to the principles set out in the following.

- AS 3745-2010 Planning for Emergencies in Facilities
- State Emergency Management Plan
- State Emergency Management Policy
- State Emergency Management Procedure
- State Emergency Management Committee
- International Ship and Port Facility Security Code (ISPS)
- *Maritime Transport and Offshore Facilities Security Act 2003*
- *Maritime Transport and Offshore Facilities Security Regulations 2003*
- AMSA National Maritime Places of Refuge Risk Assessment Guidelines
- Australasian Inter-Service Incident Management System (AIIMS 2017)

2 Definitions and Abbreviations

Table 1 – Definitions and Abbreviations

Term / Abbreviation	Definition
AIIMS	Australasian Inter-service Incident Management System A system which integrates effective practices in emergency preparedness and response into a comprehensive framework for incident management. Such a system enables responders at all levels to work together more effectively to manage incidents no matter what the cause, size or complexity.
AMSA	Australian Maritime Safety Authority
BC	Business Continuity
BCP	Business Continuity Plan
BCT	The Business Continuity Team (**BCT**) manages the return to business as usual. It may take over from, or be formed by, members of the IMT.
BCT Leader	Leads the Business Continuity Team in the recovery of the critical business function. They liaise with the IMT and CMT.
BIA	Business Impact Assessment (**BIA**) is a component of business continuity planning that helps to identify business critical and non-critical processes or functions.
CA	Controlling Agency – The agency nominated (through legislation or by agreement with the HMA) to control the response activities to an incident. A Controlling Agency may not be the prescribed HMA but a HMA will always be a Controlling Agency. For oil spills in Port Waters, MWPA PoG is the CA.
CEO	Chief Executive Officer (MWPA)
CMT	The Crisis Management Team (**CMT**) manages the corporate, reputational and communications impacts for the organisation. It provides strategic direction and assistance to both the IMT and BCT.
CMT Leader	The CMT Leader will usually be the Chief Executive Officer or delegate.
CMT Room	The location where the CMT convenes to provide strategic guidance to an incident or issue. **Primary Location** – Chapman 4 – Meeting Room @ 5 Chapman Road, Geraldton **Alternate Location** – Alternative meeting rooms @ 5 Chapman Road, Geraldton **Virtual Meetings** – The CMT may convene via telephone or video conference with the Perth office or when members are travelling away from Geraldton. Specific details of area layouts and room content are contained in this Plan.
Crisis	A crisis or potential crisis is an incident or issue that may significantly affect either the legal and financial liability, future operability, profitability or reputation of MWPA.
DAFF	Department of Agriculture, Fisheries & Forestry
DFES	Department of Fire and Emergency Services

Term / Abbreviation	Definition
DWER	Department of Water and Environment Regulation
DMIRS	Department of Mines, Industry, Regulation and Safety
DPIRD	Department of Primary Industries and Regional Development
DoT	Department of Transport
DBCA	Department of Biodiversity Conservation and Attractions
EAP	Employee Assistance Program. Contracted service provider which assists with supporting affected people through counselling and post-incident psychological support services.
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.
EM	Emergency Management
ER	Emergency Response
ERP	Emergency Response Plan
First Responders	First Responders, usually MWPA PoG workers (or other on scene workers) will carry out local response activities, such as basic first aid / medical assistance, basic firefighting, casualty assistance, oil spill response, and assistance with search and rescue.
HMA	Hazard Management Agency (**HMA**). An organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.
IAP	Incident Action Plan – The Plan used to describe the incident objectives, strategies, resources and other information relevant to the control of an incident.
IC	Incident Controller – Leads the Incident Management Team and is responsible for the management of all incident control activities in an emergency.
ICC	Incident Control Centre – The location where the Incident Controller and members of the Incident Management Team provide overall direction of response activities in an incident. **Primary Location** – Boardroom, first floor Administration Building, 298 Marine Terrace, Geraldton and adjoining offices **Alternate Location** – 5 Chapman Road Boardroom
IMT	The Incident Management Team (**IMT**) manages the overall emergency response, operational and technical issues arising from an emergency event.
NEC	Nominated Emergency Contacts. A person nominated to be informed in the event of an emergency. This may be, but is not necessarily, the Next of Kin (see below).
NOK	Next of Kin. A person's closest living blood relative or relatives.

Term / Abbreviation	Definition
OSC	The On Scene Commander (**OSC**) commands all emergency response operations at, or close by, the event location. The OSC is normally the senior MWPA PoG person at any affected location, or a person subsequently appointed by the Incident Controller to take control of the affected area.
MERCOM	Maritime Emergency Response Commander (**MERCOM**) is responsible for the management of emergency intervention issues in response to a maritime casualty. The MERCOM is appointed by AMSA and is supported by statutory powers under the *Protection of the Sea (Powers of Intervention) Act 1981*.
MWPA	Mid West Ports Authority
PoG	Port of Geraldton
SDS	Safety Data Sheet (Formerly Material Safety Data Sheet – MSDS)
SEMC	State Emergency Management Committee

3 System Overview

3.1 SCOPE

This Plan applies to all emergencies associated with operations under the control of MWPA PoG under the Act and the geographical area outlined in Section 3.2, with the exception of:

- marine oil spills which are covered by the Oil Spill Contingency Plan (**OSCP**); and
- security events covered under the Maritime Security Plan (**MSP**).

3.2 GEOGRAPHICAL AREA OF RESPONSIBILITY

The geographical area covered by the Plan encompasses both onshore and offshore areas.

The offshore area is defined under the Act. Geraldton Port waters encompass moorings, breakwaters, navigational channel, harbour basin and Port boundary (see Attachment 3 – Maps and Site Diagrams, **Error! R eference source not found.**). This area covers coastal and offshore waters designated as Port Limits for MWPA PoG in Western Australia.

This Plan also covers onshore areas designated as Port Limits for MWPA PoG in Western Australia, including Port buildings and facilities (see Attachment 3 – Maps and Site Diagrams, Diagram 1 – Large Scale IMT Area Layout) as follows.

- Port operation services for users of the commercial shipping precinct – Marine services, road and rail unloading facilities; bulk handling facilities including conveyors, shiploaders, and fuel pipelines; general supply of services including power, water, sewer and roads; Port developments and upgrades.
- Fishing Boat Harbour infrastructure – Boat pens, wharves, refuelling facilities, power, water, communications and sewage services, and navigational aids.

3.3 PARTICIPANTS IN THE PLAN AND THEIR RESPONSIBILITIES

All Port users, local Emergency Services and relevant local and State Government bodies will be considered participants in the MWPA PoG Plan. All parties will be responsible for their own domestic arrangements necessary to give effect to the action required under the Plan.

All leaseholders, Port facility operators, rail companies and main contractors (including stevedoring companies) which operate within the Port are responsible for ensuring that their own Emergency Response Plan) and its components are kept up to date. In particular, all Plans must:

- be capable of responding to any incident which may affect their operation within the Port;
- include an evacuation Plan;
- be tested during its currency;
- be held in the appropriate incident centre;
- be detailed in the composition of workers at the location and interfaces with other Incident Response organisations including Police, Fire and Medical support authorities;
- contain procedures for the reporting of incidents to HMA, MWPA PoG and to any other relevant authorities required by legislation;

- contain procedures and identify resources that provide an effective response to identified emergencies; and
- comply with all safety standards and requirements of law.

3.4 ACTIVITIES AND ASSETS

The range of activities and assets that may be impacted by an emergency event include:

- all marine vessels associated with MWPA PoG operations;
- all landside assets owned and operated by the MWPA PoG;
- all operations / services under contract to the MWPA PoG (Berth 6 fire services, stevedoring and towage operations);
- workers and contractors;
- construction projects; and
- offices, warehouses, storage sheds and lease sites.

3.5 PHILOSOPHY

The MWPA PoG recognises the 'Comprehensive Approach' adopted by the State and Federal Governments for incident response and disaster management, namely preparedness, prevention, response and recovery and applies typical measures under this program that include the following.

1. Preparedness	**2. Prevention**
• Worker Training / Awareness / Education • Crisis and Emergency Management and Response Procedures • Training / Exercises • Incident Communications • Evacuation Plans • Mutual Aid Agreements • Warning Systems • Resource Inventories • Provision of Special Resources / Equipment	• Facility Management • Safety Management Systems • System, WHS Regulations • Safety Improvement Programs • Legislation • Information Workers Awareness and Education • Incident Equipment • Detection Systems • Failsafe Systems

3. Response	4. Recovery
• Implementing Plans • Implementing Incident Procedures • Issuing Control Notices • Activating Incident Control Centres • Mobilising Resources • Notifying Public Authorities • Providing Medical Assistance • Providing Immediate Relief • Political and Commercial Interests • Search and Rescue	• Restoring Essential Services • Worker and Environmental Rehabilitation • Counselling Programs • Support and Assistance Plans • Health and Safety Information • Long Term Medical Care • Physical Restoration and Reconstruction • Public Information • Conducting Economic and Environmental Studies

Not all of these measures would be relevant in every incident. The hazard, the incident and the nature of their interaction will determine which measures are appropriate. However, due to the nature of the risks within the area of MWPA PoG responsibilities, the need for preparedness, prevention, response and recovery planning will remain constant.

3.6 BUSINESS CONTINUITY PROGRAM COMPONENTS

The components of the Business Continuity (BC) program are not independent processes or phases, and they may need to be managed concurrently to minimise impact, ensure continuity and expedite business recovery. The following diagram illustrates this relationship, noting that the timings in the example are indicative only.

Figure 1 – BC Program Element Relationships

3.7 OBJECTIVES

In the event of an emergency or business interruption, the key objectives of the BC program are to protect and preserve:

- life and the safety of MWPA PoG workers, contractors and the public associated with, or affected by, MWPA PoG operations;
- the environment, heritage and cultural resources;
- minimise the effect on Port assets including berths and channel;
- continuity of Port services and operations;

- the reputation of MWPA PoG; and
- contractual and commercial arrangements.

AIIMS doctrine encourages Management by Objectives during an emergency. In essence, this means determining what are the emergency management objectives (desired outcomes of the event). Once objectives are confirmed, identify the threats to these objectives and formulate an action plan with tactics to overcome the threats.

3.8 APPROACH

The key elements of MWPA PoG Crisis and Emergency Management Plan (**CEMP**) program are:

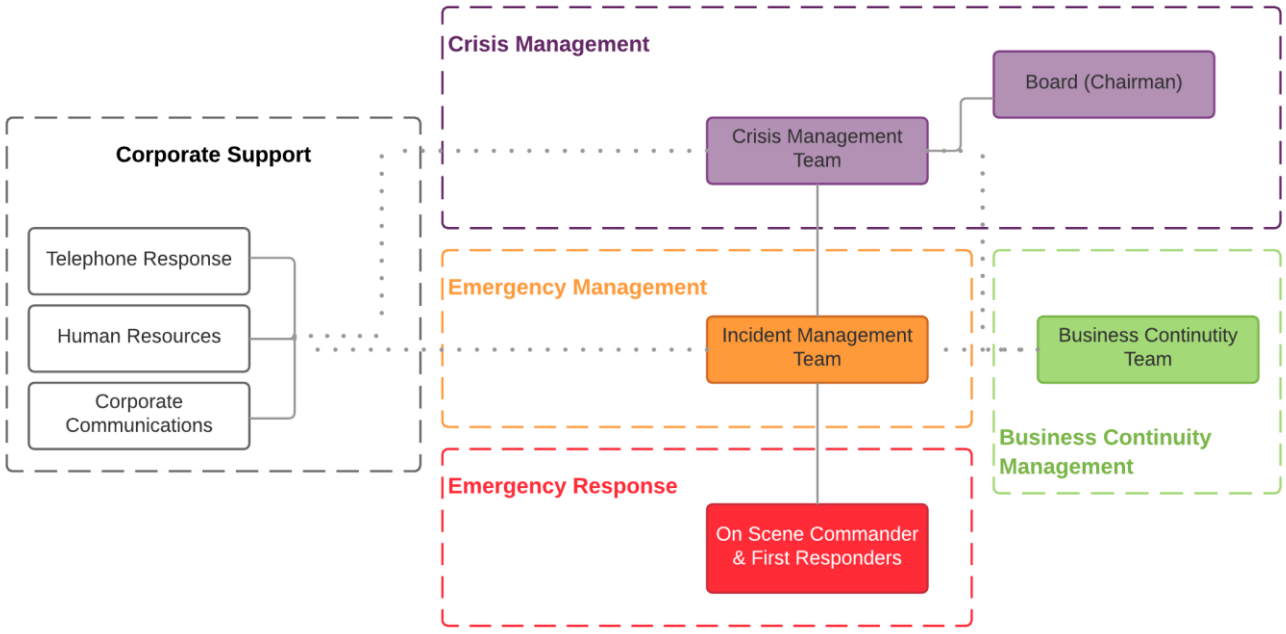
- understanding the overall context within which MWPA PoG operates and its critical objectives;
- identifying the threats or interruptions that may be faced in achieving these objectives;
- quantifying the disruptive impact of these events on critical business functions and processes;
- identifying the infrastructure and resources required to enable MWPA PoG to continue to operate at a minimum acceptable level;
- developing practical recovery plans which describe how MWPA PoG will continue to achieve its objectives should potential interruptions occur;
- testing and measuring controls and other mitigation strategies;
- ensuring that all workers understand their roles and responsibilities in the event a major disruption occurs; and
- ensuring adequate resourcing in the event of an emergency.

3.9 ORGANISATIONAL STRUCTURES

MWPA PoG CEMP program comprises four key elements:

1. Emergency Response – First Responders and On Scene Commander;
2. Emergency Management – Incident Management Team;
3. Crisis Management – Crisis Management Team; and
4. Business Continuity Management – Business Continuity Team(s).

Figure 2 – First Responders



3.10 FIRST RESPONDERS

The initial response will comprise First Responders, usually MWPA PoG workers (or other on scene workers) who will carry out local response activities, such as basic first aid / medical assistance, basic firefighting, casualty assistance, oil spill response, and assistance with search and rescue.

First Responders also play a role in assessing the potential consequence of the disruption event and determining whether the IMT is required.

In many cases, Port users, landside and marine side will contribute to, or may have primary responsibility for, response and recovery activities depending on the location of the incident.

Land based emergency response is heavily reliant upon assistance from external emergency services such as Police, Ambulance and Fire.

Vessel masters are responsible for emergency management and emergency response on board vessels. They may seek Port or external assistance as required.

3.11 ON SCENE COMMANDERS

The First Responders are led by the On Scene Commander (**OSC**). The OSC commands all emergency response operations at, or close by, the event location. The OSC is normally the senior MWPA PoG person at any affected location (initially an appointed Assembly Area Marshall or Supervisor), or a person subsequently appointed by the Incident Controller to take control of the affected area.

The OSC is the 'eyes and ears' of the Incident Controller and directs the First Responders and the workforce and provides reports back to the IMT / Incident Controller. Figure 3 shows the initial response structure.

3.12 INCIDENT MANAGEMENT TEAM

The IMT is led by the Incident Controller (**IC**) and is structured in accordance with the Australasian Inter-service Incident Management System (**AIIMS**). Figure 3 sets out an indicative IMT structure. It is important to note that the AIIMS structure is designed to be adaptable and scalable to suit the specific nature of the incident. A tailored approach to structuring the IMT at MWPA PoG is set out below, with further details in Table 2 – WA Incident Levels and Indicative Port Responses.

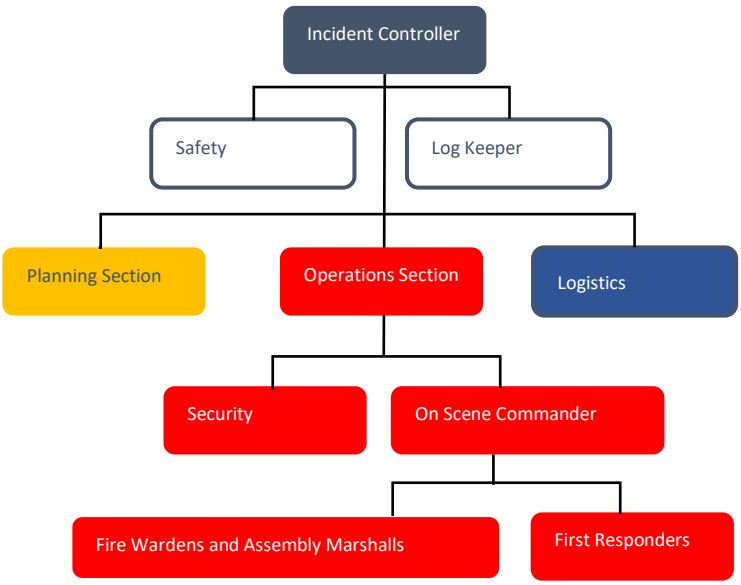
The core IMT is based on the principle of Functional Management – the utilisation of specific functions to manage an emergency. The IMT utilises the following seven functions.

1. **Control** – The management of all activities necessary for the resolution of an emergency.
2. **Planning** – Development of plans for the recovery from an emergency.
3. **Operations** – The tasking and application of resources to achieve resolution of an emergency.
4. **Logistics** – The acquisition and provision of human and physical resources, facilities, services and materials to support the achievement of the objectives.
5. **Media** – Liaison between the IMT and external media and stakeholders, preparation of media statements.
6. **IT** – The provision of vital assistance in managing cyber related issues.
7. **Safety** – The management of all safety related functions in the case of an emergency.

3.13 SPAN OF CONTROL

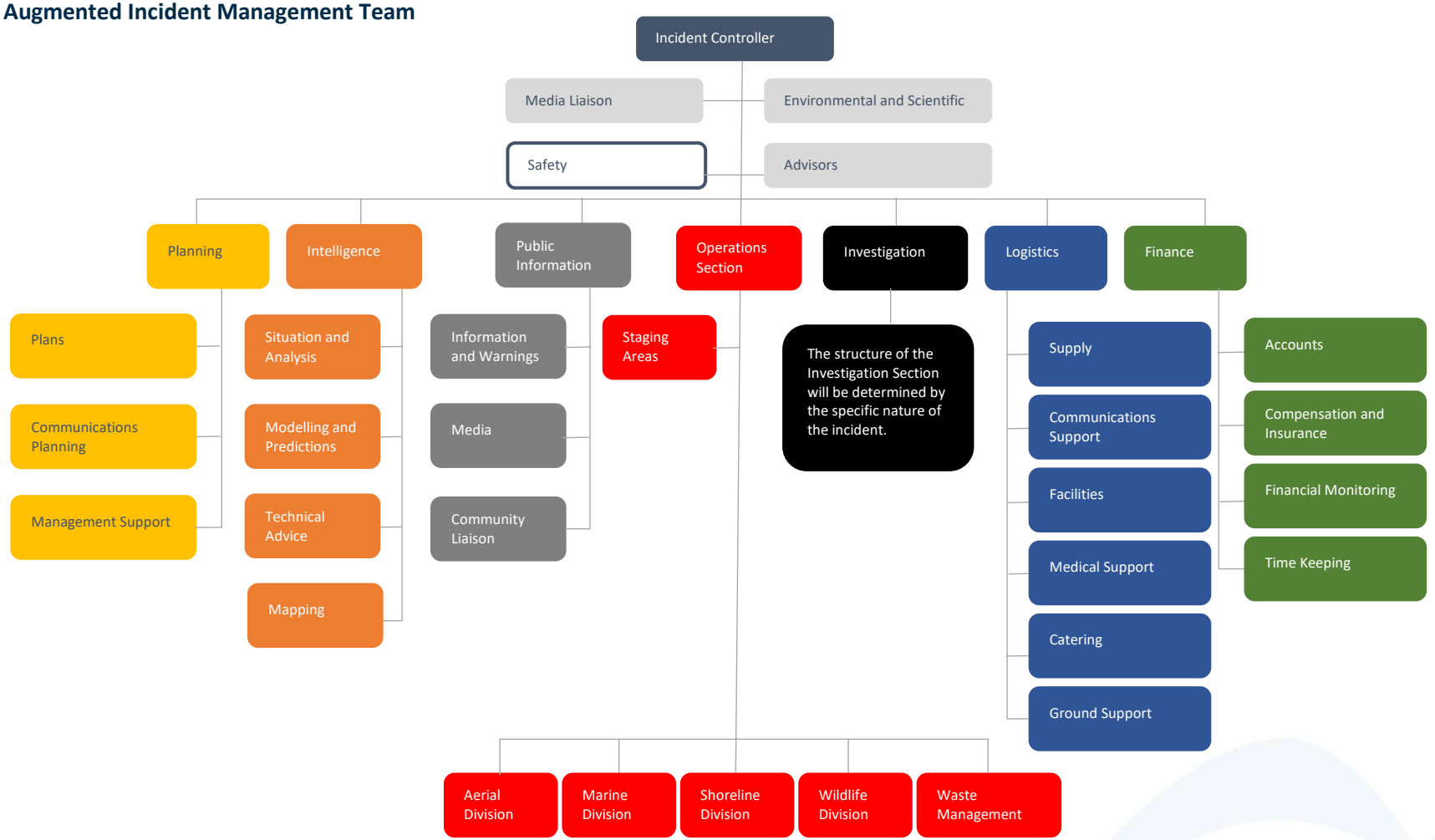
During emergencies, the environment in which supervision is required can rapidly change and become dangerous if not managed effectively. Under the principle of span of control, up to five reporting groups or individuals is considered desirable. Where span of control is exceeded, the supervising officer should consider delegating responsibility to others. Conversely, where the span of control is lower, or the tasks are fewer (for example in a de-escalating emergency), the Supervisor may reassume responsibility or reorganise delegation to contract the structure to fit the tasks required. Depending on the scale of the event, the IC may hold all these functional roles or delegate functions as required.

Figure 3 –Typical Port of Geraldton Incident Management Team



For large scale incidents, the Expanded IMT may act as a Controlling Agency on behalf of the State or the appointed Hazard Management Agency. For example, for oil spills or transport emergencies the IMT may be led or assisted by State response teams such as WA Police (**WAPOL**), Department of Fire and Emergency Services (**DFES**), or Department of Transport (**DoT**). In the event of protracted incidents, the IMT may be led or assisted by Federal response teams such as the Australian Maritime Safety Authority (**AMSA**). The structure – depicts an IMT as set out in State Hazard Plan – Maritime Environmental Emergencies and is considered the most likely to be used for a protracted oil spill event at the MWPA PoG supported by external workers.

Figure 4 – Externally Augmented Incident Management Team



The role of the IMT includes:

- managing operational and technical tasks arising as a result of an emergency;
- third party coordination;
- providing technical and logistical support to the On Scene Commander (**OSC**);
- monitoring the situation to determine if it requires the activation of the Crisis Management Team (**CMT**); impacts a business-critical function(s) and requires the activation of the Business Continuity Team (**BCT**) and relevant Business Continuity Procedure (**BCP**); and
- provides regular information updates to the executive, or CMT if invoked.

3.14 CRISIS MANAGEMENT TEAM

The MWPA PoG Harbour Master (HM) / Marine Manager is the nominated Incident Controller for all incidents in the Port. For Landside emergencies the HM may appoint the Operations Manager as the Deputy Incident Controller, depending on nature of the incident.

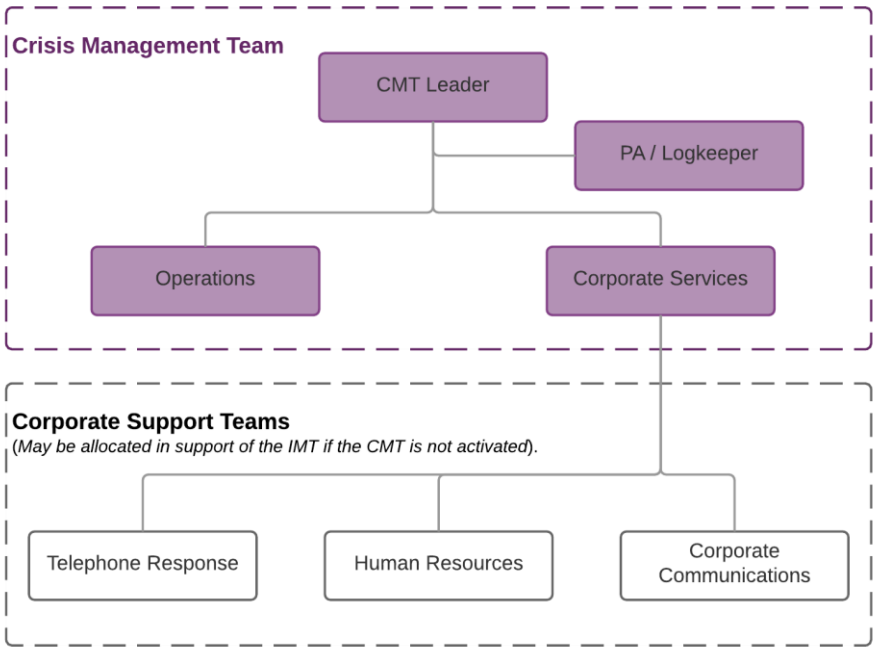
The CMT will be led by the MWPA Chief Executive Officer (**CEO**) or appointed delegate and will comprise a number of functional disciplines, having regard to the nature of the issue.

The CMT may be partially or fully activated in response to a crisis which comes from an emergency and is escalated directly by the IMT, or a crisis which has no underlying emergency event (such as a reputation or governance issue).

The CMT focuses on incidents or issue that may significantly affect legal and financial liability, future operability, profitability and reputation of MWPA PoG. The CMT is not responsible for managing operational and technical issues as this is the focus of the IMT and/or BCT. The primary objectives of crisis management are to:

- maintain corporate control and minimise impacts on the organisation and stakeholders;
- provide executive leadership to the IMT and BCT;
- define strategies on both internal and external stakeholder management and the flow of information; and
- protect the reputation of the MWPA PoG.

Figure 5 – Typical Port of MWPA Crisis Management Team



3.15 CORPORATE SUPPORT TEAMS

The IC may request additional MWPA PoG workers support in the form of support teams to provide:

- Corporate communications to engage media, government, Port users, workers and other relevant stakeholders;
- HR support and resources; and
- Telephone response to receive enquiries from the media, customers, advisors, and the wider public in addition to arrangements established by the IMT.

These teams may transfer support to the CMT if convened or become part of the Augmented IMT in areas such as Public Information and Planning.

3.16 BUSINESS CONTINUITY TEAM

Business continuity management is concerned with ensuring that critical business functions that are subject to a disruptive event or 'outage' are managed and recovered in line with Crisis Management and Business Continuity Plan.

A BCT (inclusive of the IT Disaster Recovery Team, if required) will lead the management and recovery of impacted critical business functions.

In most circumstances, the appointed BCT Leader will be the respective functional Area Manager with support provided by the respective area's workers.

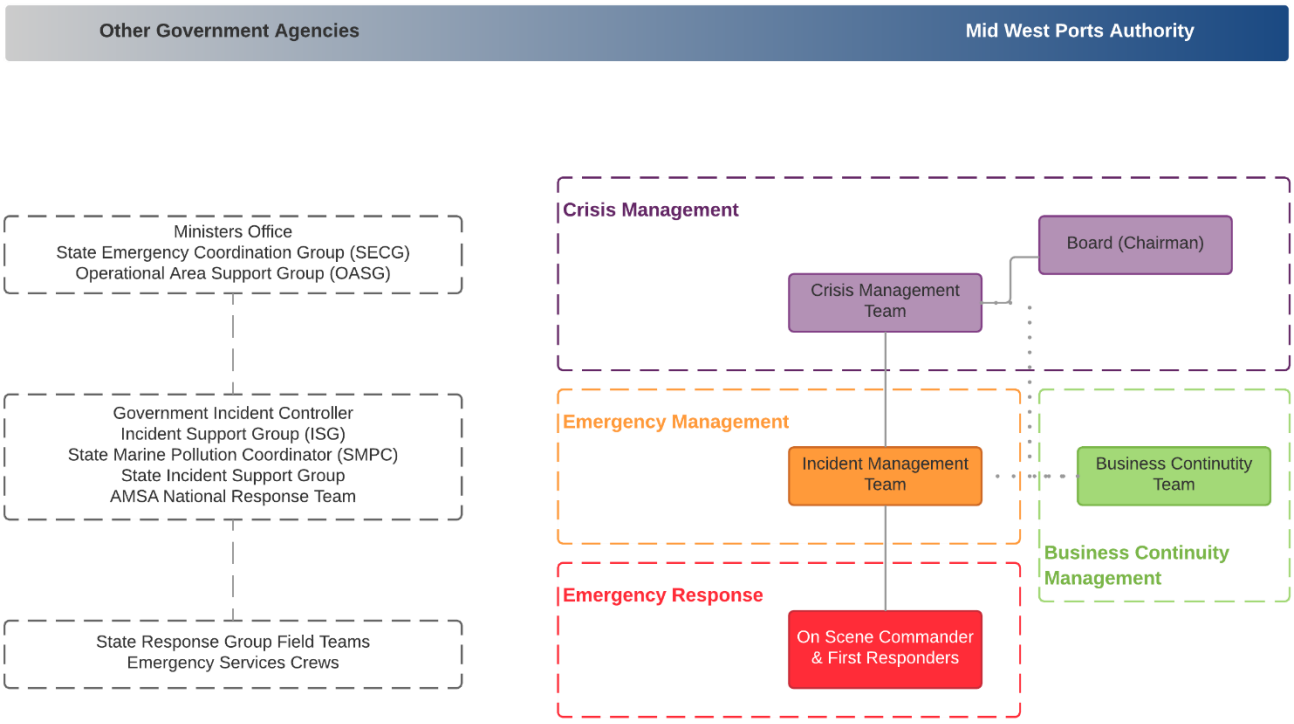
As soon as an outage or potential outage is identified, the BCT should be activated, usually at the request of the IMT, however, may also be activated by the CMT. The BCT will invoke the required BCP and then work closely with the IMT and or CMT. The BCT will lead the recovery and eventual restoration of the effected critical function in accordance with the relevant BCP(s).

3.17 RELATIONSHIP WITH OTHER GOVERNMENT EMERGENCY ORGANISATIONS

Any significant event will be managed by standing government Emergency Management structures. The response will be predominantly coordinated through WAPOL, DFES or DoT (Marine Safety and Maritime Environmental Emergency Response) in accordance with State Emergency Management Plans. MWPA PoG may be required to lead, interface, or augment these organisations to ensure appropriate arrangements are implemented within the defined disaster recovery strategy.

AMSA is the Statutory and Combat Agency responsible for responding to oil and/or chemical spills in Commonwealth waters, except in those incidents close to shore when oil or chemicals are likely to impact the shoreline. In these circumstances the State, via DoT, will be the Jurisdictional Authority for protecting the coastline while AMSA assumes responsibility for vessel operational matters (such as containing the spill within the vessel, or organising salvage). The interface is depicted below.

Figure 6 – Typical MWPA and Government Incident Management Interfaces



3.18 DEFINING AN EMERGENCY

An emergency is defined as an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation to manage, or which requires coordination of a number of significant emergency management activities.

For emergencies within the MWPA PoG geographic area of responsibility, the IC will be responsible for defining the level of the emergency and response required.

This Plan has been produced to provide guidance in the event of the following potential emergencies.

Security Threats • Bomb Threat • Armed Intrusion • Civil Disturbance **Natural Disasters** • Bushfire • Earthquake • Flood / Tidal Surge / Tsunami • Cyclones • Severe Storm **Shipping Emergencies or Threats**	**Accidents** • Medical Emergency • Personal Injury • Casualty in a Confined Space **Industrial** • Rail / Transport Accident • Structural Instability **Fires** **Dangerous Goods or Chemical Spillage or Gas Leak** **Pandemics**

Separate response procedures have been developed at Attachment 4 – Emergency Response Procedures, of this Plan, to assist in responding to these emergencies.

3.19 DEFINING A CRISIS

A crisis or potential crisis is an incident or issue that may significantly affect either the legal and financial liability, future operability, profitability or reputation of MWPA PoG. Crisis management is MWPA PoG strategic response to a crisis situation.

3.20 VESSEL PLACE OF REFUGE

The National Maritime Place of Refuge Risk Assessment Guidelines is an arrangement, agreed by the Commonwealth, State and Northern Territory Governments, for the management of requests for, or circumstances that require a place of refuge.

All place of refuge requests should, as far as practically possible, be made through AMSA's Rescue Coordination Centre (RRC Australia). Within Australia, only a State or Northern Territory Government Agency or AMSA has the authority to assess and grant a place of refuge request from a vessel.

General Manager, Marine Safety, DoT will represent the WA Government in matters pertaining to the assessment or granting of a place of refuge request during an MTE, particularly in relation to dealings with the AMSA through the Maritime Emergency Response Commander (**MERCOM**).

Further details on Place of Refuge arrangements are outlined in AMSA National Maritime Places of Refuge Risk Assessment Guidance.

Should MWPA PoG receive a request from a vessel for a Place of Refuge, the request shall immediately be referred to the relevant Authority.

- For vessels within three nautical miles (coastal waters), the request shall be directed to DoT (Marine Safety).
- For vessels beyond three nautical miles (coastal waters), the request shall be directed to AMSA Rescue Coordination Centre (**RCC**).
- Harbour Master / Marine Manager to liaise with MERCOM.

3.21 EMERGENCY COMMAND AND CONTROL

3.21.1 MWPA PoG Incident Controller

The MWPA PoG Incident Controller may assign duties as described in the Duty Cards.

- The MWPA PoG Incident Controller may, depending on the nature of the potential threat, request the assistance of the emergency services via a direct telephone call on '000'.
- Regardless of the Emergency, the '000' operator may also be requested to notify the Police. Control of Level 2 or Level 3 incidents will usually be assumed by the Emergency Services when they arrive unless it is an oil spill and MWPA PoG is then the designated Control Agency, supported by the HMA which is the Department of Transport.
- The MWPA PoG Incident Controller will continue in a supportive role as required in any incident.

3.21.2 Landside Evacuation

In the event of an evacuation, the MWPA PoG Incident Controller will coordinate the evacuation.

3.21.3 Shipping Incidents

For incidents onboard a vessel the Harbour Master / Marine Manager (MWPA PoG Incident Controller) will coordinate the response between the vessel's Master and emergency services.

- The Harbour Master / Marine Manager, for the purpose of performing his or her principal functions, may direct the owner, master, or person in charge of a vessel to comply with the requirements as detailed in Part 7, Division 3 – Harbour Masters, Sections 104-109 of the Act.
- The Master of each vessel is at all times responsible for the safety of that vessel. Actions within this Plan that require action by the Master or crew shall only be carried out with full agreement of the vessel's Master as applicable.
- Nothing in this Plan shall override any decisions or actions taken by the vessel's Master, Harbour Master / Marine Manager, or Duty Pilot to preserve the safety of life, safety of equipment, or protection of the environment.

3.22 RELATIONSHIP TO WA INCIDENT LEVELS

The WA State Emergency Management Committee (**SEMC**) Policy and State Emergency Response Procedure 2 – Incident Level Declaration – classifies incidents into three levels of response. The Policy recognises that there will be some overlap between levels and therefore the Incident Controller will determine the incident level based on the actual and/or potential impact of the incident.

The Emergency Management capability at MWPA PoG is capable of controlling or contributing to incidents across all three levels. Table 2 provides guidance on aligning capability and response options between MWPA PoG and State arrangements. The 'typical conditions' listed in Table 2 are provided for consideration only, and the escalation of an incident is at the discretion of the Incident Controller in consultation with appropriate internal or external stakeholders.

Table 2 – WA Incident Levels and Indicative Port Responses

WA SEMC Policy Level	Indicative MWPA Response
Level 1 Incident • There are no significant issues. • There is a single or limited multi-agency response (day-to-day business). • The incident area is limited in extent (to one jurisdiction / district). • Response duration is within a single shift of the Controlling Agency. • Resources can be sourced from one local government district. • There is minimal impact on the community and critical infrastructure. • The incident can be managed by a Controlling Agency IMT only. • There is little potential for incident escalation. • There is a low level of complexity.	First Responders and OSC activated, IC with possible scaled IMT activated. MWPA CMT notified and briefed.
Level 2 Incident • Requires a multi-agency response. • Has a duration covering multiple shifts. • Requires coordination of multi-agency resources. • There is medium – actual or imminent impact on critical infrastructure. • Resources need to be sourced from district or State level. • There is a medium level of complexity. • There are multiple incident areas. • There is a medium impact on the community (social, built, economic and natural). • May require delegation of a number of IMT functions • There is potential for the incident / or a requirement to be declared an 'Emergency Situation'. • The incident involves multiple hazards.	First Responders and OSC activated, full MWPA IMT activated. MWPA CMT activated. Potential external augmentation / control of the IMT by Emergency Services or HMA. IC must notify other agencies involved or potentially involved. State Emergency Management Committee must be notified. Email the Incident Level Declaration Form (EM Form 23) to semc.policylegislation@dfes.wa.gov.au Do.statesituation@dfes.wa.gov.au Consider potential for emergency to escalate to Level 3 and make notifications in advance to SEC Tel: +61 8 9395 9201 Mob: +61 407 942 138

WA SEMC Policy Level	Indicative MWPA Response
Level 3 Incident • Requires significant coordination of a multi-agency response. • There is a protracted response duration. • There is significant – actual or imminent impact on critical infrastructure. • Resources need to be sourced from State, National and even International level. • There is a high level of complexity. • There is significant impact on community (social, built, economic and natural) • May require delegation of all IMT functions •). • There are multiple incident areas. • Evacuation and/or relocation of community is required. • There is actual or potential loss of life or multiple, serious injuries. • A declaration of an 'Emergency Situation' or 'State of Emergency' is likely.	First Responders and OSC, full MWPA IMT activated. MWPA CMT activated. External control of the IMT by Emergency Services or HMA with support by MWPA. State Emergency Management Committee must be notified. Email the Incident Level Declaration Form (EM Form 23) to semc.policylegislation@dfes.wa.gov.au do.statesituation@dfes.wa.gov.au Tel: +61 8 9395 9201 Mob: +61 407 942 138

3.23 COMMUNICATIONS DURING AN EMERGENCY OR CRISIS

Emergency Contact Directory – A comprehensive list of emergency contacts is contained in the Emergency Contact Directory. Emergency Services can be contacted by telephone on 000.

Raising the Alarm – There is no general emergency siren for the Geraldton Port area; therefore, all emergency incidents must be reported to the Port emergency number. The established procedure for raising the alarm will be:

- Notify MWPA 24/7 Emergency Number (this is the Duty Wharf Supervisor) +61 437 413 734 or Marine VHF CH 11.
- Duty Wharf Supervisor will then make appropriate notifications to Port or external agencies.

Radio Communications – Radio Communications will utilise the following set frequencies:

- VHF Radio – TAIT 20077 and ICOM IC F110S
  - Ch 1 = Port 1 (159.25 MHz)
  - Ch 2 = Marine 06 (156.30 MHz)
  - Ch 3 = Marine 11 Port Emergency (156.55 MHz)
  - Ch 4 = Port 4 Repeater (162.3875 MHz)
- VHF Radio TAIT TM8110
  - Ch 1 = Port 1 (159.25 MHz)
  - Ch 2 = Marine 06 (156.30 MHz)

- Ch 3 = Marine 11 Port Emergency (156.55 MHz)
- Ch 4 = Port 4 Repeater (162.3875 MHz)
- Ch 5 = Port 2 (159.46 MHz)
- Ch 6 = Port 3 (158.89 MHz)
- Ch 9 = Marine Emergency CH 16 (156.80 MHz)

Radio Communication Equipment – Radio equipment at the Port is as follows.

- 2-way Radios (UHF) Vehicles

Department / Driver	Port Location	Overnight Storage
Maintenance Supervisor	Berth 2 Maintenance Shed	Operating used by workers privately
Plumber	Berth 2 Maintenance Shed	Operating for home garaging
Maintenance Operations	Berth 2 Maintenance Shed	Operated by workers at the Port only
Maintenance Operations	Berth 2 Maintenance Shed	Operated by workers at the Port only
Security Ute	Gate 1	Handheld UHF used by Port Security.

- 2-way Radios (VHF) Vehicles/Gatehouses

Department / Driver	Port Location	Overnight Storage
Engineering Pool	Berth 1 (Behind Lease 28 – Tug Pen)	Operated by workers at the Port only
Security Gatehouse	Gate 1	Operated by workers at the Port only

- 2-way radios (UHF) Offices
  - Maintenance Supervisor's Office
  - Duty Wharf Supervisor's Office – Berth 5
  - Operations Manager's Office
  - Operations Supervisor – Berth 5 Office
  - Gatehouse 1 (Handheld UHF)
  - Gatehouse 2 (Handheld UHF)
- 2-way radios (UHF) Vessels
  - PV 'Jorgensen' and PV 'Glengarry'

  - Dinghy (portable set)

    (**Note** – UHF Radios above operate on unique MWPA frequency, with the exception of the Security handheld UHF radios)
- Motorola HT 1000 Handheld (VHF) units Pilots (2 sets)
- ICOM ICM33 Handheld (VHF) units HM and Pilots (6 sets)
- Standard Horizon HX370S Handheld (VHF) units Duty Operations Supervisor Office (5 sets)
- Uniden UH-055 Handheld (UHF) CB Radios CBH (2 sets)
- 2-way radios Marine (VHF)
  - Harbour Master's Office
  - PV 'Jorgensen' (2 sets)
  - PV 'Glengarry' (2 sets)
  - Duty Wharf Supervisor's Office
  - Security Gatehouse
  - Pilot Boat Office
  - Berth 5
- 2-way radio (HF) PV 'Jorgensen' and PV 'Glengarry'
- HF (27 meg) CB Radio PV 'Jorgensen' and PV 'Glengarry'

Notification of Other Port Users – Other Port users will be notified and updated as required. Contact details are listed in Emergency Contact Directory.

Notification of Neighbours – Many emergencies will have the potential for an offsite impact. In this case, affected businesses and residences must be notified. WAPOL will control the evacuation of affected persons on neighbouring premises. The IMT Operations Officer is responsible for coordinating communication with neighbours.

Communication with the Media – The Chief Executive Officer or appointed delegate is the MWPA PoG traditional and social media spokesperson, responsible for all external communications, traditional and social media releases unless otherwise directed.

The Corporate Communications Team (under the large scale IMT AIIMS structure this becomes Public Information Section) manages and controls all external and internal information releases.

When responding to the media, government and any third party, reassure concern, control and commitment. These words may be used as the basis for any release. Sample of draft media release can be found in Crisis Management and Business Continuity Plan.

3.24 EMERGENCY RESPONSE EQUIPMENT

MWPA PoG maintains a range of medical and firefighting equipment commensurate to the site emergency risks required from first responders with basic training. A summary of the equipment is provided in the respective sections of Attachment 3 (Maps and Site Diagrams) and in the Fire and Medical sections of Attachment 4 (Emergency Response Procedures).

Specialist emergency response equipment will be provided by responding emergency services.

A detailed list of oil spill response equipment located at the Port and Geraldton surrounds is contained in the MWPA OSCP – First Strike Response Plan.

3.25 TRAINING AND EXERCISES

The Harbour Master shall prepare an Incident Response exercise and training schedule for the forthcoming year, in consultation with the Emergency Response Committee.

The exercises and training shall test the relevant incident response checklists for the Port and offshore situations and provide sufficient training and experience for all MWPA PoG workers, Port Users and Emergency Agencies as appropriate. An incident that activates this Plan may be regarded as a test exercise of the Plan.

3.25.1 Training

- **First Aid** – A pool of MWPA PoG workers are trained in Applied First Aid and a small number have received Advanced Resuscitation Training. If someone is seriously injured and there is any concern for their health, then an ambulance should be called, and the person should be taken immediately to hospital for a full medical assessment.
- **Fire Wardens and Assembly Area Marshalls** – Workers identified for appointments as Fire Wardens and Assembly Area Marshalls are to be trained as per the guidelines in AS 3745 Planning for Emergencies in Facilities.
- **Firefighting** – MWPA PoG workers receive limited firefighting training using handheld fire extinguishers and hose reels. Resources and expertise are available from local Department of Fire and Emergency Services (DFES).
- **Hazardous Materials** – MWPA PoG workers receive limited training in handling Hazardous Material spills. Resources and expertise are available from local DFES.
- **Working at Heights** – Workers required to work at heights shall be trained in accordance with AS/NZS 1891.4:2009 industrial fall-arrest systems and devices Selection, use and maintenance. Additional support in a rescue situation may be available from DFES or the State Emergency Service (SES).
- **Confined Space** – Workers required to work in confined spaces shall be trained in accordance with AS2865 Safe Working in a Confined Space. Additional support in a rescue situation may be available from DFES.
- **On Scene Commanders (OSC)** – Shall receive training in command and control as well as assessing emergency situations as outlined in the OSC Duty Card of this Plan. This training is to be conducted on appointment and as ongoing refreshers in the lead up to scheduled drills and exercise.
- **Inductions** – All workers are to be briefed on the Emergency Response arrangements when joining MWPA PoG. Training is to include responsibility for safety and emergency response procedures. All visitors and contractors are to receive appropriate levels of induction as required by their roles at the Port.
- **Incident and Crisis Management Teams and Supporting Workers** – The Security & Emergency Response Supervisor is responsible for the development and maintenance of emergency capabilities through ongoing development and rehearsal of Emergency Response Procedures and Plans. Specific inductions are to be provided for all team members and support workers to ensure they are conversant with the roles and responsibilities outlined in this Plan prior to their appointment in any capacity.

3.25.2 Exercises and Drills

- MWPA workers regularly participate in scheduled drills and mock exercises so that they will be well practised in handling their emergency response roles in the face of a real crisis. Exercises will be conducted in consultation with emergency agencies.

- The MWPA CEMP organisation, (CMT, IMT and supporting teams) is to conduct a major emergency level exercise every 12 months to measure and assure capability. This outcome may be achieved by coordinating with an annual MWPA activity which practises all parts of the CEMP program with selected third parties including local Emergency Services.
- Annual drills are to be conducted to ensure evacuation and mustering within the prescribed guidelines set out in the respective emergency response procedures. Participation in biannual muster and evacuation drills is mandatory for all workers.

3.26 AUDIT AND REVIEW

3.26.1 Review of Plans and Procedures

The Security & Emergency Response Supervisor on delegation by the Harbour Master shall ensure compliance with legislative requirements of this Plan by reviewing all emergency response checklists, practices and processes, ensuring that regular drills, exercises and training are arranged, and that recommended changes are evaluated and actioned as necessary. Representations must be made to the Harbour Master for changes to the plan.

This Plan is to be fully reviewed biennially or as required and will be modified and updated to ensure that Port safety is maintained at the highest level. The Emergency Contact Directory is to be updated quarterly and as changes are brought to the attention of workers.

All leaseholders, rail companies and main contractors within the Port are responsible for ensuring their Emergency Response capability is maintained through up to date processes, regular drills and training and review. Updated ERPs shall be tested as arranged by the Harbour Master.

3.26.2 Management Review

The CEO is responsible for managing the overall MWPA Crisis, Emergency and Business Continuity Management framework. The Board shall maintain an overview of the overall capability through annual reporting by Executive Management.

4 Emergency Management Actions

4.1 RESPONDING TO AN INCIDENT, EMERGENCY OR ISSUE

The activation process will vary depending on the incident or issue. The process is based on assessment of the situation and escalating the response as required by the relevant procedures. This is summarised below.

4.2 ESTABLISHING THE INCIDENT CONTROL CENTRE

The first person to arrive at the ICC will follow the flowchart below.

Figure 5 A – Establishing the Incident Control Centre

4.3 CONTROL CENTRE LOCATIONS

Incident Control Centres – The meeting room on the first floor of the MWPA PoG Administration Building and adjacent offices will be utilised as the Primary Incident Control Centre (ICC) once the IMT is activated. Note that initial direction by the Incident Controller may be made prior to mobilisation of the IMT to the alternate ICC or to evacuate the site.

The IMT convenes at the ICC in the following locations:

Primary Location	Administration Office, Boardroom and Adjoining Offices	298 Marine Terrace, Geraldton
Alternative Location	MWPA Office Meeting Room 4	5 Chapman Road, Geraldton

The IMT tools are stored in the Battle Boxes located in the small storeroom (adjacent to the Boardroom). Other details for the ICC are:

- Establishing the ICC – see Figure 5 A.
- The ICC equipment list is attached to the individual Battle Boxes.

All IMT workers will have out-of-hours access to the ICC via Security.

If the Primary and Alternate ICC is not useable for any reason, the Incident Controller will make alternative arrangements at the time, commensurate with the nature and scale of the emergency. Possibilities include a range of function centres and meeting rooms are available for lease / hire locally. Details can be obtained from the City of Greater Geraldton website at: https://www.cgg.wa.gov.au/community/events-and-programs/venues-for-hire.aspx.

Large Scale Incidents and Offsite Incident Control Centres – For Level 2 or 3 emergencies where MWPA PoG hosts an augmented IMT and potentially State and National Oil Spill Response Teams, a combination of facilities including the Primary ICC, Administration Building and offsite facilities may be required. The following arrangement is recommended, but subject to the determination of the IC and commensurate to the incident.

Table 3 – Key Command and Control Locations for Large Scale Emergencies

Location	Purpose / Functional Groups
5 Chapman Rd – Conference Room	CMT Room
Administration Building - Harbour Master's Office	Incident Controller
Administration Building ground floor (Page 80)	Operations Section
Administration Building ground floor (Page 80)	Investigation Section
Administration Building ground floor (Page 80)	Safety and Security
Administration Building 1st floor (Page 80)	Public Information Section
Administration Building - Boardroom	ICC Briefing Room (Incident Main Event Log)
Administration Building 1st floor (Page 80)	Planning Section / Intelligence Section
Administration Building ground floor (Page 80)	Logistics Section / Finance Section
Geraldton Yacht Club (Arrangements to be made) 214 Marine Terrace or alternative	Induction and Security Briefing Room

Location	Purpose / Functional Groups
Training Room (Berth 5 Office)	Field Team Briefing Area
MWPA Workshop Area	Field Team Briefing / Dressing Area Field Team Kitchen / Dining
Geraldton Yacht Club (Arrangements to be made) 214 Marine Terrace or alternative	Community Briefings Media Centre Press Conferences

CMT Room – The Conference Room on the first floor of 5 Chapman Rd and adjacent offices will be utilised as the Primary CMT Room once the CMT is activated. Note that initial direction by the CEO may be made prior to mobilisation of the CMT to convene virtually at the alternative location.

The CMT may convene as follows.

- **Primary Location** – Conference Room, 5 Chapman Road, Geraldton.
- **Alternative Location** – Lease 44 Meeting Room, Connell Road, West End.
- **Virtual Meetings** – The CMT may convene via telephone or video conference with the Perth office or when members are travelling away from Geraldton.

4.4 CONFIRM STRUCTURES AND ROLES

The default structure for the MWPA CMT and IMT are shown at Figure 4 and Table 6 of this Plan.

The Incident Controller will decide whether a full or partial mobilisation of the IMT is required depending on the nature of the incident and the level of support required by the OSC / First Responders. Duty Cards for all IMT roles are at Attachment 1.

The CEO will decide whether a full or partial mobilisation of the CMT is required depending on the nature of the issue / incident and the level of support required.

Teams will be drawn from the Primary and Alternate team members identified in Table 4 below.

Table 4 – Default MWPA CMT and IMT Membership

Crisis Management Team		
Role	**Primary**	**Alternate 1**
CMT Leader	Chief Executive Officer / Chief Operating Officer	Chief Financial Officer
Operations (subject to marine or landside event where primary holds the role of IC)	Harbour Master	Operations Manager (Landside) Deputy Harbour Master / Senior Pilot (Marine)
Corporate Services	Chief Financial Officer	Finance & Taxation Manager Manager Trade & Commercial
Log Keeper	Executive Officer	Procurement Specialist or Reception and Admin Support Officer

Incident Management Team		
Role	**Primary**	**Alternate 1**
Incident Controller all events	Harbour Master	Delegated Harbour Master
Operations Section Chief	Operations Manager	Operations Superintendent
Logistics Section Chief	Manager Maintenance Services	Maintenance Supervisor
Planning Section Chief	Deputy Harbour Master	Senior Pilot
Intelligence (contains Safety & Environmental)	Environment & Sustainability Manager Safety Manager	Environmental Advisors Safety Advisors
Public Information	Senior Communications Officer	Communications Officer
Security	Security & Emergency Response Supervisor	Deputy Port Security Officer
Finance	Financial Analyst	Financial Accountant
Information Technology	Information, Communications & Technology Manager	Systems Administrator
GIS	GIS Administrator	
Log Keeper	Ship Scheduler	

Support Teams		
Role	Primary	Alternate 1
HR Support	Human Resources Manager	Human Resources Advisor
Corporate Communications	Information, Communications & Technology Manager	Records Management Advisor
Telephone Response	Administration Workers IT Support Officer (Systems Administrator)	Graduate Accountant

Corporate Support Teams – The Incident Controller will activate support teams as required in consultation with the CEO and line managers.

- **Telephone Response Team** – Will be established to assist with the increased level of telephone traffic that can be anticipated in any major incident. The team will be sourced from available workers and will operate from the Administration Area adjacent to the main reception desk or in the Chapman Road Office. The primary functions of the Team are to:
  - relieve call-handling pressure; and
  - process enquiries and pass critical messages to the IMT.
- **Corporate Communications Team** – Will initially consist of the CEO supported by the PA and will be augmented by Communications Officer as required to assist with monitoring media and collating requests and responses. The team will initially operate from office marked on the diagram on page 80 (Admin Building 1st Floor) and may relocate to an alternate area as indicated in Table 5 for larger incidents. The members of this team may also reconfigure to form the nucleus of the Public Information Section for larger incidents. Primary functions of the Corporate Communications Team are to:
  - monitor and analyse media;
  - develop communication releases; and
  - manage and engage with key stakeholders.
- **HR Support Team** – Will be provided by the HR Manager and HR workers augmented with support from a designated Employee Assistance Provider (EAP). This team will operate from the 5 Chapman Road offices. Primary functions of the Team are to:
  - manage enquiries from Emergency Contacts and Relatives of Port workers;
  - coordinate HR responses with contractor companies; and
  - coordinate welfare support to Emergency Contacts and workers.

4.5 INCIDENT MANAGEMENT TEAM PROCESS

The process of problem solving and decision making in the IMT is shown in Figure 6 below and further described in Figure 7.

Figure 6 – Incident Management Process

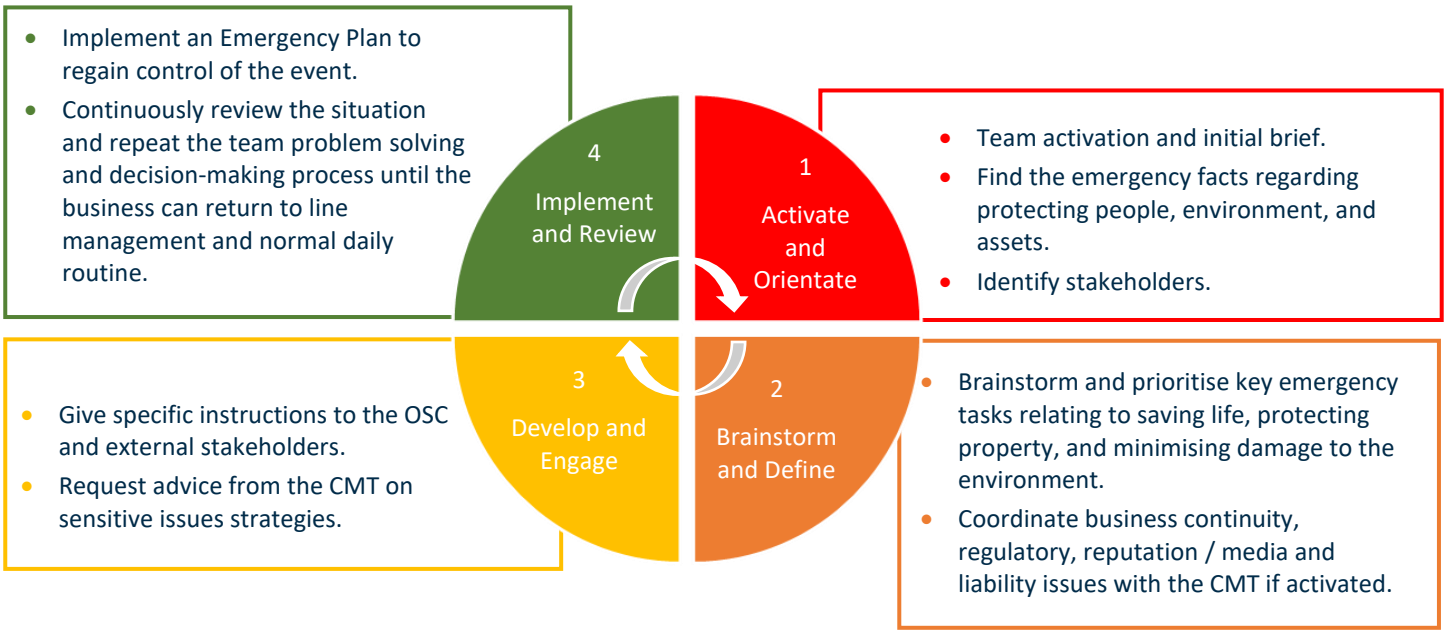


Table 5 – Incident Management Process Responsibilities

Incident Management Process Responsibilities				
	What	**Who**	**When**	**How**
Step 1 – Activate and Orientate	Notification and Activation using the flowchart at Figure 7.	IC	On notification of incident	Phone / SMS / Email
	Initial Brief. Share information relating to: • Incident history and responses already taken • Current response actions • Response organisations that are activated	IC to IMT	Initial Briefing	Verbal Brief and utilise ICS 209 Situation Report
	Identify Stakeholders and Confirm facts. Who is involved and what is the current situation with: • People • Environment • Assets	IMT	Initial Meeting	General discussion Input from OSC as required / available. Capture info on ICS20 -1 Sheet
Step 2 – Brainstorm and Define	Brainstorm Problems / Issues relating to: • People • Environment • Assets • Business Continuity • Liability • Reputation	IMT	Planning Session	Brainstorming Capture info on ICS201-1 Sheet
	Develop Tasks and Strategies to deal with the issues identified: • Strategies are the general plan or direction selected to accomplish Objectives for individual Sections. • Tactics are the short-term specific actions taken to complete or satisfy the Objectives.	IMT	Planning Session	Brainstorming Capture info on ICS201-2 Sheet
	Discuss what resources will be needed to accomplish the Objectives. Develop a site safety plan and control analysis.	Operations Logistics Safety	Planning Session Planning Session	Brainstorming Capture info on ICS201-4 Sheet Brainstorming Capture info on ICS 201-5 Sheet

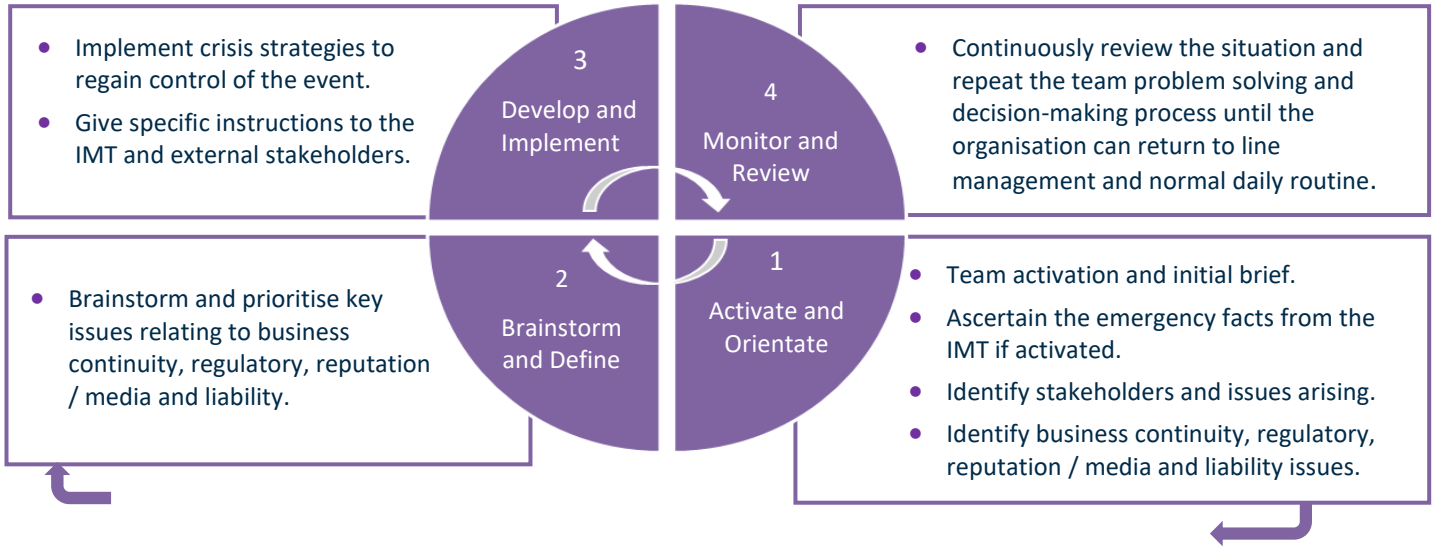
Incident Management Process Responsibilities				
	Coordinate obtaining resources and appropriate financial tracking.	Operations Logistics Finance	Planning Session	Brainstorming
	Confirm strategy and ensure all Objectives have been assigned to someone for action.	IC	Summation	Summary brief
	Record assignments against Objectives	Planning Planning	Summation Planning Session	ICS201-2 and 201-3 Sheet ICS205a – Contact List
Step 3 – Develop and Engage	Develop Objectives and tactics into action plans Distribute Field Task Assignments	Operations SC Planning SC Operations SC Planning SC Logistics SC	Section Planning Meeting Section Planning Meeting	Discussion Capture info on ICS201-2 Sheet ICS 204
	Discuss strategic issues and stakeholder position with CEO.	IC	Initial / update briefing	Verbal brief
	Brief the OSC / Responders on plans / tasks.	Operations SC	Initial / update briefing	Formal orders
Step 4 – Implement and Review	Implement Plans and monitor for effectiveness. Make corrective actions as needed through consultation with the Incident Controller, Section Chiefs and OSC. Monitor designated Actions.	All All	Operations Briefings Operations Briefing	General discussion Input from OSC as required/available Capture info on ICS201 Sheets ICS-233 – Open Action Tracker
	If the situation continues, return to Step 2 of the process and continue the IMT workflow. Once the situation is under control, follow the incident stand-down procedures.	All	New Planning Cycle	

A range of ICS Sheets can be located at: Click here

Crisis Management Process

The process of problem solving and decision making in the CMT is shown in Figure 7 below.

Figure 7 – Crisis Management Process



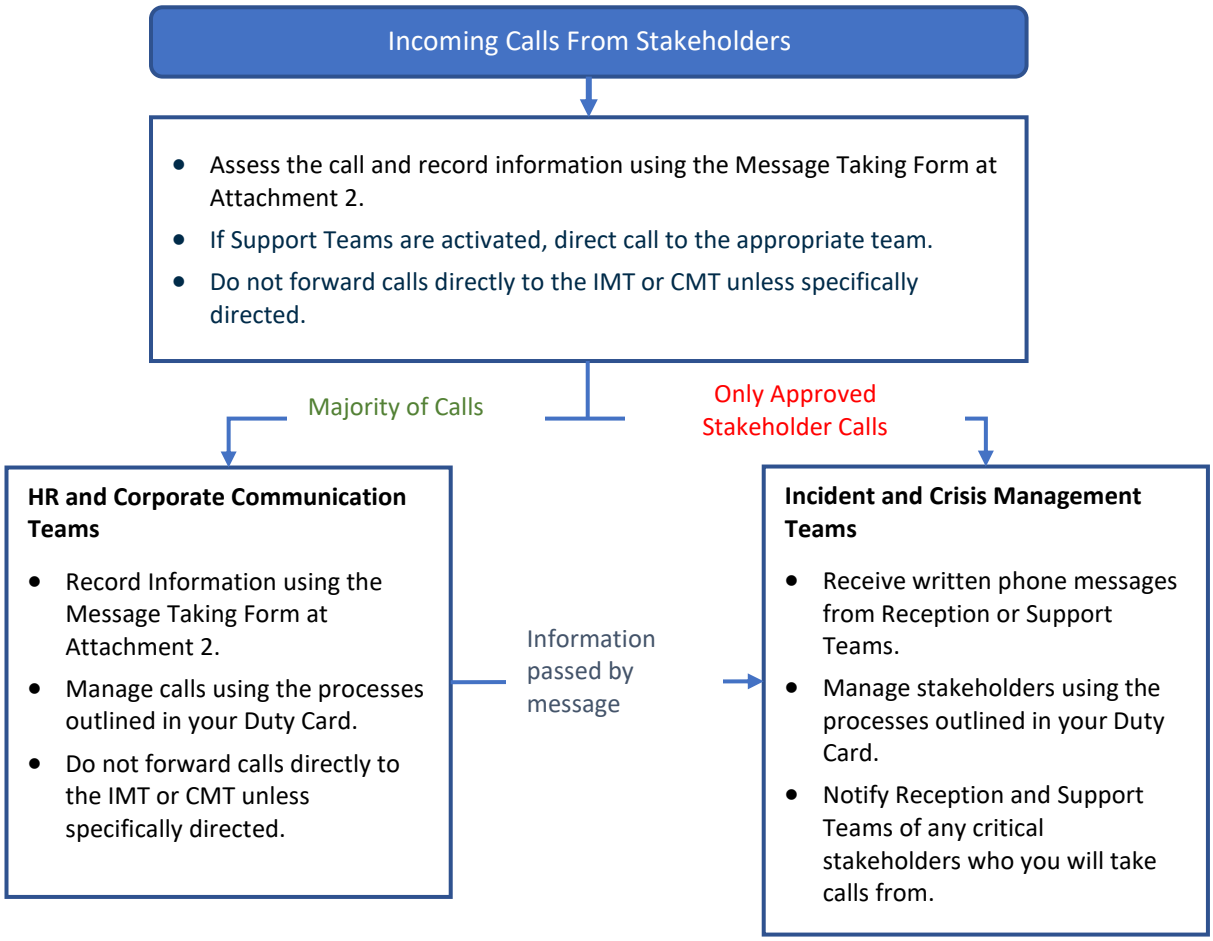
2 – Brainstorm and Define	1 – Activate and Orientate	
Implementation of existing Business Continuity Plans? Insurance? Process workarounds? Alternate sales / marketing strategies? Leveraging other Ports sites / capacity? Using competitor supplies / facilities?	Financial impact? Business threat or direct interruption of business? How is the incident or issue developing? Associated constraints on other assets or projects? Resumption of operations? Impact on customers / clients? Impact on suppliers?	Business Continuity
Holding statements and media releases? Monitoring strategies? Influencing strategies? Regulator relationship reinforcement / building?	Positive or negative perceptions? Media led rumour or speculation? Current level of enquiry, or interest by local, national and international media? Current and likely perception of the incident? Government involvement? Likely effects on reputation? Likely impacts on or response from pressure groups and agencies?	Reputation

2 – Brainstorm and Define	1 – Activate and Orientate	
Regulatory interface? Insurance review / underwriter support? Clarify legal relationships? Review the composition of investigations and use of an independent third party?	Extent of liabilities, claims or penalties? Criminal liability? Major third party liability? Financial impact and compensation? Insurance? Loss of revenue? Legal issues?	Liability

4.6 SUPPORT TEAM PROCESS

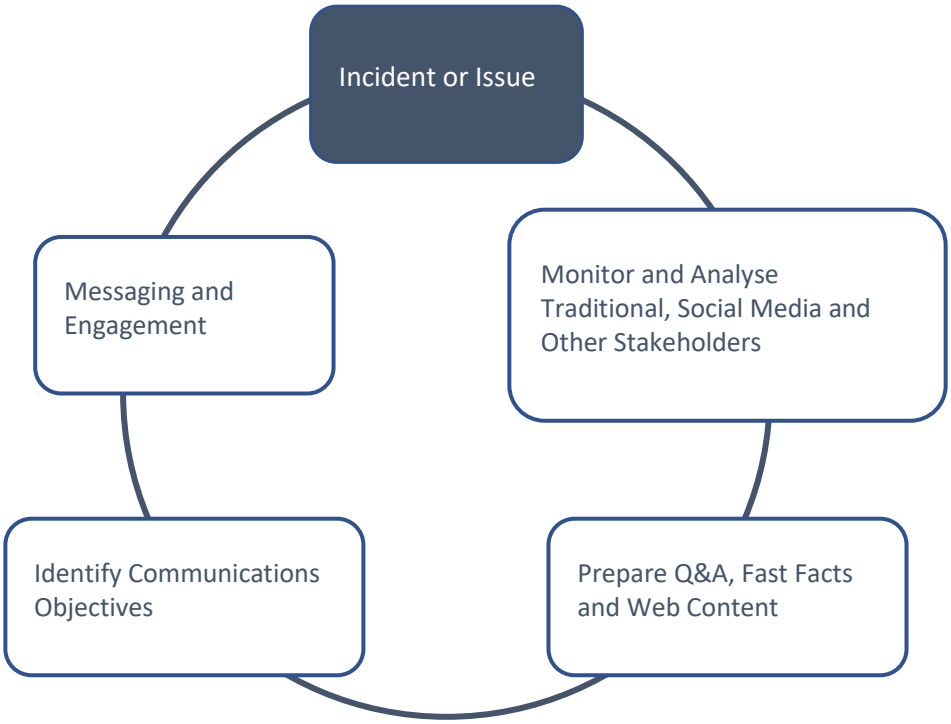
Telephone Response Team work process is outlined below.

Figure 8 – Telephone Responder Process



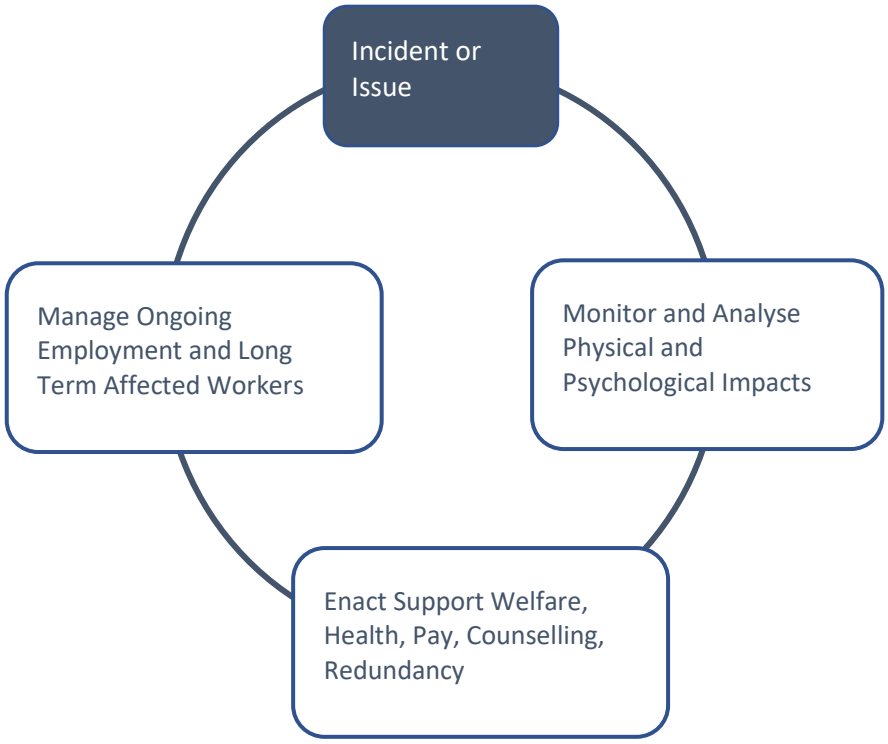
- Corporate Communications Teamwork process is outlined below and further defined in the Monitoring, Analysing and Responding to Traditional and Social Media section and individual Duty Cards.

Figure 9 – Corporate Communications Support Team Process



- HR Support Teamwork process is outlined below and further defined in the Guidelines for Dealing with Affected People section and individual Duty Cards.

Figure 10 – HR Support Team Process



4.7 INCIDENT ACTION PLANS

In the early stages of an incident and for non-complex incidents, the Incident Controller may develop an informal Incident Action Plan (**IAP**). This informal IAP would be based on an initial assessment upon activation and knowledge of pre-existing plans and standard operating procedures. The informal IAP is communicated to the IMT using the Situation Board ICS Sheets in the ICC using the example at Attachment 2 to assist with information display. The IAP can be found at: SMEACS Incident Planning and Briefing Aid (transport.wa.gov.au)

For incidents that have a potential for extended involvement (oil spill in particular), the formal IAP should be documented. The formal IAP process is outlined in the Oil Spill Contingency Plan.

4.8 INCIDENT INFORMATION MANAGEMENT

4.8.1 Log Keeping

The Planning Section Chief will supervise the Log Keepers in the maintenance of a central team log of main events. The Log will be displayed on the ICC screen via laptop. All IMT members will assist the Log Keepers by maintaining a personal log using the carbon log pads provided.

4.8.2 Managing Stakeholders

It is critical that key stakeholders that are affected by the incident are identified early in the planning process and clear responsibilities for contact are established. A stakeholder-tracking matrix should be established by the Liaison appointment based on the example format shown at Attachment 2.

4.8.3 Information Display Boards (ICS Sheets)

A sample of useful display board layouts is contained at Attachment 2. These should be used in the ICC to ensure that critical information is clearly displayed and shared between all members and sections of the IMT.

4.9 GUIDELINES FOR DEALING WITH AFFECTED PEOPLE

4.9.1 HR Records and Information Management

Information on workers and their Nominated Emergency Contact (**NEC**) or Next of Kin (**NOK**) is accessed through the HR Manager. As soon as affected persons are identified, the HR Manager will search for the NEC/NOK information and advise the IMT of a notification plan to be implemented 'First and Fast'.

4.9.2 Internal and External Communications

Communicating with the NEC/NOK of affected people is a critical part of the HR Support Team process. The priority is to ensure that NEC/NOK are informed first and fast. This action is to be done in coordination with the activated IMT or the CEO/CMT. The release of all information relating to affected people must be coordinated to ensure that information is not made public until the NEC/NOK of affected workers are notified first. **Notification of NEC/NOK for a workplace fatality is the responsibility of WAPOL (who are acting on behalf of the State Coroner), however, it is essential that the HR Support Team work closely and expeditiously with WAPOL to ensure appropriate support is provided to the NEC/NOK during and after the notification process**. In some serious injury cases notification may also require close coordination with WAPOL.

Consideration must be given to internal as well as external communications. It is important that unaffected workers are informed that the HR Support Team has been activated to deal with the NEC/NOK of affected people, that they are briefed on colleagues where appropriate, and guided on how to handle any queries or questions they may receive from external sources.

There may be occasions where there are affected people from both MWPA and contractor / external organisations. It is the responsibility of the HR Support Team to ensure the notification of all affected parties is coordinated with the HR Support Teams from all affected organisations.

A senior MWPA Manager and desirably a Peer Supporter should normally advise the NEC/NOK of any serious work-related injury. In some cases, the local Police may also be present when notifying of a serious injury.

4.10 MONITORING, ANALYSING AND RESPONDING TO TRADITIONAL AND SOCIAL MEDIA

The best way to respond to the potential deluge of media demands for information during a crisis is to consider the media as a resource to be utilised and not a threat and to understand that the implementation of strategy is most effective by direct contact with stakeholders rather than by using the media as the medium. The following section provides a guide to preparing for and managing media during an incident.

4.10.1 Preparation

- Keep file footage, Fast Facts and simple Q&A on current operations and issues up to date and ready to use.
- Train to respond to media calls, emails, SMS and Team Chat messages under pressure situations.
- Have spokespeople identified and well trained.
- Know where and how to organise a press conference or briefing to traditional and social media.
- Be able to update the website within one hour, 24/7.
- Build relationships with industry journalists and key news reporters.
- Have soft copy templates for media releases (Attachment 2) ready for immediate broadcast nationally.

- With **Social Media**, adapt traditional policy to speed, volume and Generation Y involvement, determine audiences to engage, identify decision makers and know their social medium, be authentic and accept personal accountability for what is written, use social media etiquette, and understand the concept of community, exercise good judgment, protect confidential and proprietary information, respect copyright and fair use.

4.10.2 Execution

- Produce a simple Releasable Information statement immediately for all Telephone Responders and Workers.
- Develop key messages and modify as the situation changes.
- Develop Q&A to support strategy and key messages.
- Rehearse the MWPA spokesperson.
- Consult relevant parties such as partners / contractors to ensure consistency of message.
- Inform the media or issue a statement as soon as possible and continue to update the media as the situation develops.
- Update the website in line with Releasable Information and media releases.
- Monitor media coverage for information on the incident and constantly assess the effectiveness of the media strategy.
- With **Social Media**, formally assess communication risk, optimising Twitter, Facebook, LinkedIn, and website, giving workers the ability to monitor, analyse and respond 24/7, minimise the number of commentators to ensure responsiveness, courtesy and transparency, remain level-headed, do not get angry or make threats and accept that not every question can be answered on a one to one basis.

Questions and Answers (Q&A) – The questions the media and other stakeholders may ask in the immediate aftermath of a crisis or major emergency typically follow a pattern. Make sure answers have been prepared. These messages must be simple, memorable and answer the media's initial and critical 5W+H questions.

- What happened?
- Who is involved?
- When did it happen?
- Where did it occur?
- Why did it happen?
- How will it be prevented from happening again?

Do

- Express sympathy for any loss of life and regret for any damage to the environment, and stress priority for avoiding any further loss or damage.
- Explain briefly and clearly what has happened, where and when, and the roles of the parties involved. Confine statement to verified facts.

Do Not

- Speculate on possible causes of the incident or apportion blame; these will be the subject of an Inquiry.

- Estimate or discuss costs; these sensitive issues could involve insurance considerations.
- Release names of dead or injured until the Nominated Emergency Contacts (NEC) have been informed and, if necessary, Police permission obtained. Fire, ambulance services and hospital authorities should be reminded accordingly.
- **Messaging** – Use the traditional media release template and express concern, control and commitment in any messaging. The media release template is located at Attachment 2.

4.11 INCIDENT REPORTING

Incident Reporting and Investigation Procedure provides detailed information on reporting of accidents, incidents or hazards including recording follow up actions. The following table provides a condensed summary on statutory reporting requirements during emergencies.

Table 6 – Guidance on Incident Reporting Requirements

Incident Type	Notification	Link / Contact
Electrical Accident	General – Relevant network operator (– Director of Energy Safety at Building and Energy)	Western Power – 13 13 51 Energy Safety – 1800 678 198
Work Injury		
	General – Serious injuries and work-related deaths need to be reported to WorkSafe immediately according to section 23I of the *Work Health and Safety Act 2020*.	24 hour incident / accident reporting line – 1800 678 198
Transport or Storage of DG	As soon as practicable to DMIRS Resources Safety DG Officer. DG incident report form must be lodged within 21 days of a reportable situation: http://www.dmp.wa.gov.au/Documents/Dangerous-Goods/DGS_F_IncidentReport.docx	Phone – (08) 9358 8002 (08.30-16.30, Mon-Fri) Fax – (08) 9358 8000 Email – dgsb@dmirs.wa.gov.au
	General – Hazardous materials emissions and major pollution incidents. Department of Water and Environment Regulation (**DWER**).	24 hr Pollution Watch hotline – 1300 784 782 Online report – www.der.wa.gov.au/your-environment/reporting-pollution/report-pollution-form
Environmental Incident	DWER	As above

Incident Type	Notification	Link / Contact
Oil Spill	DWER	As above
	Maritime Environmental Emergency Response Team at DoT for WA State waters. Initially by phone to the Oil Spill Response Coordination. Then by Marine Pollution Report (POLREP): http://www.transport.wa.gov.au/mediaFiles/marine/MAC-F-PollutionReport.pdf	Email – marine.pollution@transport.wa.gov.au and rccaus@amsa.gov.au Phone – (08) 9480 9924 Fax – (08) 9435 7807
	AMSA for Commonwealth Waters. Australian Search and Rescue (AusSAR): Rescue Coordination Centre	Phone – (02) 6230 6811 Free call – 1800 641 792 Fax – (02) 6230 6868
Shipping Incident	For Commercial Vessels. The operator must notify the AMSA by any means available within four hours of becoming aware of the accident or dangerous occurrence. An Incident Alert Form is to be completed (AMSA Form 18 and 19). An Incident Report (AMSA Form 19) is a more detailed follow up report and must be forwarded from the operator to the Inspectorate within 72 hours. The Harbour Master or Deputy Harbour Master must notify AMSA in the form of the AMSA SV-HH document.	Forms – https://www.amsa.gov.au/vessels-operators/incident-reporting Email – reports@amsa.gov.au or Fax – +61 2 6230 6868 or 1800 622 153 Forms – https://www.amsa.gov.au/forms/report-marine-safety-concern
	For Domestic Commercial Vessels (under 24m). Notification to DoT WA using Incident Report (Marine Incident Report Form) within seven days of incident. http://www.transport.wa.gov.au/mediaFiles/marine/MAC_F_MarineIncidentReport.pdf	Email – Marine.Investigations@transport.wa.gov.au Phone – 1300 863 308 Fax – (08) 9435 7807

Incident Type	Notification	Link / Contact
Rail Incident	MWPA, its Maintenance Providers and Train Operating Companies will notify each other of incidents that may impact on, or have the ability to, affect the safety of workers and/or this service. MWPA shall each be responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Act and Regulations that occur within the MWPA Rail Terminal inclusive of any incident involving the terminal infrastructure except as noted in sections 14.1, 14.2 and 14.3 of the Rail Interface Agreement. Train Operating Companies and MWPA shall be individually responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Act and Regulations for any incident involving the rolling stock or train crew that occur within the MWPA Rail Terminal. Where other regulatory agencies must be notified following an incident, both MWPA and Train Operating Companies will individually ensure their reporting obligations are fulfilled.	The incident coordination single point of contact of MWPA is (08) 9964 0520. Notifiable occurrences are categorised as follows: • Category A, the most serious, which must be immediately orally reported by phoning the Australian Transport Safety Bureau (ATSB) on 1800 011 034 and following up with a written report to the ONRSR within 72 hours • Category B, which must be reported to the Office of the National Rail Safety Regulator (ONRSR) within 72 hours. All written reports must be provided to the ONRSR using the prescribed form unless the ONRSR has agreed in writing that a rail transport operator may provide submissions as a digital batch submission.
Pipeline Incident	Immediate notification to DMIRS. Pipeline operation under the State petroleum legislation.	24 hour Phone – 0437 973 672, 0437 970 014 and 0437 972 947 Email written notification to – petreps@dmirs.wa.gov.au
Security Incident	As per MWPA PoG Maritime Security Plan.	

4.12 IMT SHIFT HANDOVER PROCEDURES

If relief is required in a prolonged emergency, follow this process.

Incident Controller

- Provide a brief on actions to date and current priorities.
- If the changeover of all IMT members is to be simultaneous, arrange an extended update when the majority of reliefs have arrived.

IMT Members

- Individually brief relief IMT member without disrupting the rest of the team.
- Advise the Log Keeper and the Incident Controller.

4.13 TERMINATION OF AN EMERGENCY OR CRISIS

4.13.1 Emergency Response

Actions will cease when the Incident Controller, after consultation with all relevant workers involved, is satisfied that it is safe to do so.

The 'All Clear' should be communicated to all MWPA PoG workers by any or all of the following methods.

- VHF radio across all channels used during the emergency.
- Direct telephone (using contacts in Emergency Contact Directory).
- In-person briefings to all teams.

Affected neighbouring industries and residents should also be notified using contacts in Emergency Contact Directory.

4.13.2 Crisis Management

The CEO/CMT Leader will decide when to revert from Crisis Management to business as usual or transition to Business Continuity and recovery procedures. The following considerations shall apply when standing down a crisis response.

- Notify all relevant stakeholders as appropriate.
- Ensure appropriate ongoing measures are in place for support to affected people, business recovery and liability / reputation management.
- Convene a corporate debrief after stand down to capture key lessons and follow up actions with respect to business continuity, financial and legal liability and reputation.

4.14 CLEANUP AND RECOVERY

The Incident Controller will coordinate all cleanup and repair activities with the assistance of the Manager of the affected area.

Any long term cleanup activities will be carried out in consultation with the relevant authorities.

4.15 DEBRIEF

A debriefing shall be arranged to review the situation with all participants to determine the strong points as well as any areas requiring improvement. The IC will arrange a debriefing as soon as is practicable, and in any case, not more than two weeks after an emergency. All agencies involved with the incident should participate.

Recommendations for improvement, based on lessons learned, may be made. A debriefing session should cover the following aspects.

- Description of the incident situation.
- Summary of the response strategies and actions undertaken.
- Identification of the circumstances or causes which lead to the incident or situation.
- The nature and severity of the damage to workers, equipment, environment, resources, reputation, liability and business continuity.
- Identification of residual risks or ongoing issues.
- Review of the efficiency and effectiveness of the alert procedure, emergency organisation, use of resources and communication.
- Summary of key lessons learnt.
- Items for improvement in any of the plans used.

The Log Keeper will be required to take Minutes of the debriefing session. If necessary, a corrective action plan will be set up to ensure the improvement of the organisation ability to respond to an incident.

4.16 INCIDENT INVESTIGATION

Follow up investigation of emergencies will be undertaken in accordance with Incident Reporting and Investigation Work Instruction. Should a statutory or external investigation also be required, MWPA shall ensure measures are implemented to preserve any evidence associated with the incident.

5 Associated Documents

Document Title	Document Approver
Rail Terminal Security Plan	Chief Executive Officer
Risk Management Procedure	Chief Executive Officer
Work Health and Safety Management Plan	Chief Executive Officer
Environmental Management Plan	Environment & Sustainability Manager
Building Evacuation and First Aid Plan	Chief Operating Officer
Bunkering by Road Tanker or Pipeline	Chief Operating Officer
Crisis Management and Business Continuity Plan	Chief Operating Officer
Maritime Security Plan – Port of Geraldton	Chief Operating Officer
Oil Spill Contingency Plan (4 Sections)	Harbour Master
Rail Safety Management System Overview Procedure	Chief Operating Officer
Vessel Quarantine Rubbish Disposal Procedure	Chief Operating Officer
Disaster Management for Hard Copy Records and External Data Devices Plan	Chief Environmental Social and Governance Officer
Incident Management Procedure	Chief Environmental Social and Governance Officer
Media Liaison Work Instruction	Chief Environmental Social and Governance Officer
Operational Risk Management Procedure	Chief Environmental Social and Governance Officer
Waste Management Procedure	Chief Environmental Social and Governance Officer
Wildlife Management and Pest Control Guideline	Chief Environmental Social and Governance Officer
Information Systems Disaster Recovery Plan	Chief Financial Officer
Emergency Contact Directory	Security and Emergency Response Supervisor

Location – Mid West Ports Intranet – Document Centre

6 References

Standard	Title
Australian Standard	AS 3745 Planning for Emergencies in Facilities
	AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices Selection, use and maintenance
	AS2865 Safe Working in a Confined Space

Location – SAI Global – https://www.saiglobal.com/online/

Act or Regulation
Biosecurity Act 2015
Dangerous Goods Safety Act 2004
Electricity (Licensing) Regulations 1991
Emergency Management Act 2005 (WA)
Environmental Protection Act 1986
Maritime Transport and Offshore Facilities Security Act 2003 *Maritime Transport and Offshore Facilities Security Regulations 2003*
Mines Safety and Inspection Act 1994
Navigation Act 2012
Pollution of Waters by Oil and Noxious Substances Act 1987
Port Authorities Act 1999 (WA)
Port Authorities Regulation 2001 (WA)
Protection of the Sea (Powers of Intervention) Act 1981
Rail Safety National Law (WA) Act 2015
Work Health and Safety Act 2020

Location - Western Australian - https://www.legislation.wa.gov.au | Australian - https://www.legislation.gov.au

Authority	Resource
AMSA	National Maritime Place of Refuge Risk Assessment Guidelines
	Incident Alert Form (Form 18)
	Incident Report Form (Form 19)
	National Maritime Places of Refuge Risk Assessment Guidance
	Report of Suspected Marine Safety Concern SV-HH Form
Department of Transport	Oil Spill Response and Planning Tools
	SMEACS Incident Planning and Briefing Aid
	Marine Pollution Report
	Marine Incident Report Form
Maritime Environmental Emergencies Response Team	State Hazard Plan
SEMC	State Emergency Management Policy https://www.wa.gov.au/government/publications/state-emergency-management-policy
	State Emergency Management Plan – Response – Incident Level Declaration State Emergency Mangement Plan (www.wa.gov.au)
	Incident Level Declaration Form MAC_F_Incident_level_declaration_maritime_emergency.pdf (transport.wa.gov.au)

7 Monitoring, Evaluation and Review

This document is required to be reviewed biennially from the last scheduled review date.

Minor updates made within this period, will not be taken as a full review.

The Document Custodian is responsible for conducting the review in accordance with Controlled Documents Review and Approval Process Work Instruction.

8 Administration

Document Custodian:	Harbour Master / Marine Manager
Document Approver:	Chief Operating Officer
Approval Date:	6 May 2024
Document Review Period:	2 years

Attachment 1 – Duty Cards

Attachment 1 is issued separately and contains the Duty Cards set out below. The Cards are produced in hard copy (laminated) and contained in the IMT and CMT Battle Boxes.

EMERGENCY MANAGEMENT

Duty Card 01 – Incident Controller

Duty Card 02 – Operations Section Chief

Duty Card 03 – Planning Section Chief

Duty Card 04 – Logistics Section Chief

Duty Card 05 – Safety Officer

Duty Card 06 – Log Keeper

Duty Card 07 – Telephone Responders

Duty Card 08 – Human Resources Support Team

Duty Card 09 – Corporate Communications Support Team

Duty Card 10 – Security Coordinator

Duty Card 11 – On Scene Commander

Duty Card 12 – Assembly Area 1 Marshall – Outside main security gate

Duty Card 13 – Assembly Area 2 Marshall – MWPA Workshop Amenities Veranda

Duty Card 14 – Assembly Area 3 Marshall – MWPA Operations Building at railway line fence

Duty Card 15 – Assembly Area 4 Marshall – MWPA Administration Building

Duty Card 16 – Assembly Area 5 Marshall – Shepherd Park (Ian Bogle Rd side)

Duty Card 17 – Assembly Area 6 Marshall – Gillam Rd (South Fence Opposite MGI Shed)

Duty Card 18 – Assembly Area 7 Marshall – Gillam Rd (Left-hand side exit to roundabout)

Duty Card 19 – Fire Warden – All Locations

CRISIS MANAGEMENT

Duty Card 20 – Crisis Management Team Leader

Duty Card 21 – Crisis Management Team – Operations

Duty Card 22 – Crisis Management Team – Corporate Services

Duty Card 23 – Crisis Management Team – PA / Log Keeper

Attachment 2 – Incident Display Boards and Forms

The following section contains templates for ICC display boards, forms and templates for use during incidents.

Main Events Log

ICS 201 Incident Briefing

Incident Briefing Form – ICS 201-1

Summary of Current Actions Form – ICS 201-2

Current IMT Organisation Form – ICS 201-3

Resources Summary Form – ICS 201-4

Site Safety and Control Analysis Form – ICS 201-5

Field Task Assignment Sheet – ICS 204(a)

Open Action Tracker Form – ICS 233

Communications List Form – ICS 205(A)

Affected Persons Tracking

Individual Log of Events

Message Taking Form

Media Release Template

AIIMS Briefing Form

Main Events Log (Sample)

Time	Event
Date :	
13:44	IMT Convened
13:47	IC briefs IMT Fire at shed Injured people 000 responding
13:52	Logistics calls hospital to confirm arrangements
13:54	IMT planning session. Discussion on: • Reception of DFES • Evacuation of injured • Notification to neighbours • Information to those at Assembly Areas
13:57	IC calls CEO and provides initial summary
14:02	CEO directs preparation of initial media release

Notes

- The log is maintained on an electronic whiteboard, or computer linked to data projector by the IMT and CMT Log Keepers.
- Should electricity not be available due to circumstances such as storms or black outs, this should be recorded on a notepad.
- An example of information to be recorded is shown in the table.
- Individual IMT and CMT members should maintain their own personal log of events on the carbon notepads and provide a copy of pertinent information for the team log to the Log Keeper.

ICS 201 Incident Briefing

	Known Facts	Issues or Unknowns	Strategies and Tasks	Priority	Responsible
People	Two unaccounted	1. Location? 2. Names?	1. Local Search 2. Review site list	1 3	1. Ops and OSC 2. HR
	One injured	1. Severity? 2. Treatment 3. Family	1. Check with first aiders 2. Ambulance evacuation 3. Notification	1 1 1	1. Ops 2. Logistics 3. HR
Environment	Smoke coming from Shed	1. Source? 2. Toxicity? 3. Location of muster close to smoke	1. Confirm source 2. Check Safety Data Sheet 3. Relocate people at muster	1 3 1	1. Ops and OSC 2. Safety 3. Ops and OSC
Assets	Damage to Shed	High intensity fire may damage structure	1. Check with DFES 2. Structural assessment	3 4	1. Ops and OSC 2. Planning
Business Continuity	Damage to Shed	1. Impact on users 2. Duration of outage	1. Communicate with affected users 2a. Alternate shed 2b. Calculate trade impact	3 3 4	1. CMT Operations 2a. Planning 2b. CMT Corporate Services
Liability	Injured People	1. Worker's Compensation	1. Assist affected 2. Legal advice	3 3	1. HR 2. CMT Corporate Services
Reputation	Smoke coming from building	Public concern	Prepare communication strategy	2	CMT CEO

Incident Briefing (ICS Form 201)

- **Purpose** – The Incident Briefing Form provides the Incident Controller, the Section Heads and other key workers with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident. The 201 document suite serves as an Incident Action Plan during the Initial Response Phase and is the key document prior to the commencement of the Proactive Phase (if required).
- **Preparation** – The Initial Incident Controller prepares the Briefing Form for presentation to the relieving Incident Controller along with a more detailed verbal briefing (if required).
- **Distribution** – After each Incident Briefing, a photograph or scan should be taken of the document by a Log Keeper and this should be saved into Objective under the file created in the Incident name.

Item Title	Instructions
Incident Name	Enter the name assigned to the incident.
Incident Briefing #	Enter the number of the Incident Briefing (The initial Incident Briefing being #1).
Incident Briefing at:	Enter the Time (24 hr) and Date (DD MMM YY) of the Incident Briefing for which the ICS 201 was finalised. For example, 1200 03 Mar 19.
ICS 201-1 Map Sketch	Show the Areas of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
ICS 201-2 Summary of Current Actions	Enter information on: – What, when, and how the incident occurred – Surveillance & weather information – Overall initial response objectives – Timeline of major events or actions that have taken place.
ICS 201-3 Current Organization	Enter on the organisation chart the names of the individuals assigned to each position. Modify the chart as necessary.
ICS 201-4 Incident Resources	Track the following information about the resources allocated to the incident. – Name of supplier and location of the organisation providing the resource – Resource Type (e.g. fire truck, boom, skimmer) – Description (e.g. size, name, capacity) – Quantity or amount of resource(s) – Area of Operation – destination of the resource (e.g. staging area, division, group, task force) – Status of each resource (e.g. Standby, En-route with Estimated time of arrival, At Staging, Assigned, & Out of Service).
ICS 201-5 Site Safety and Control Analysis	Enter safety information related to the incident.
Prepared By	Enter name of the person preparing the form. Enter time (24 hr) and date (DD MMM YY).

Notes

- The ICS 201 Sheet will be placed on a wall and populated by hand. This aids the IMT and CMT to list tasks, issues and identify priorities.
- All team members contribute to populating information on the board.
- Team Leaders use the form as the basis for update briefings and maintaining a 'plan-on-a-page' approach to the current situation and guide the team updates / planning sessions.
- The information displayed is succinct with tasks and strategies developed in detail by the person allocated responsibility.

Incident Briefing Form – ICS 201-1

ICS 201-1 - Incident Briefing Map/Sketch	Incident Briefing #:
Incident Name:	Incident Briefing at:
Incident Map/Sketch	
Current Situation *(See latest SITREP for more details if available)*	
Approved By	
Intelligence Officer: Date:	
Incident Controller: Date:	
ICS 201-1 - Incident Briefing Map/Sketch	Prepared By: At:
Prepared by Situation & Analysis Unit	**Page 1 of 6** ***WA Department of Transport***

Note

- Map / Sketch – Show the perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map / sketch are with attached maps.

Summary of Current Actions Form – ICS 201-2

ICS 201-2 - Summary of Current Actions	Incident Briefing #:
Incident Name:	Incident Briefing at:

Initial Response Objectives

- ☐ Ensure the safety of response personnel
- ☐ Ensure the safety of the community
- ☐ Manage a coordinated response effort
- ☐ Control the source
- ☐ Contain and recover the spilled oil
- ☐ Recover and manage oiled wildlife
- ☐ Minimise harm to the environment
- ☐ Minimise harm to the community and economy
- ☐ Keep the community informed of response operations

Current and Planned Actions

Date/Time	*Action/Event/Notes*
	Current
	Planned

Approved By

Planning Officer: Date:

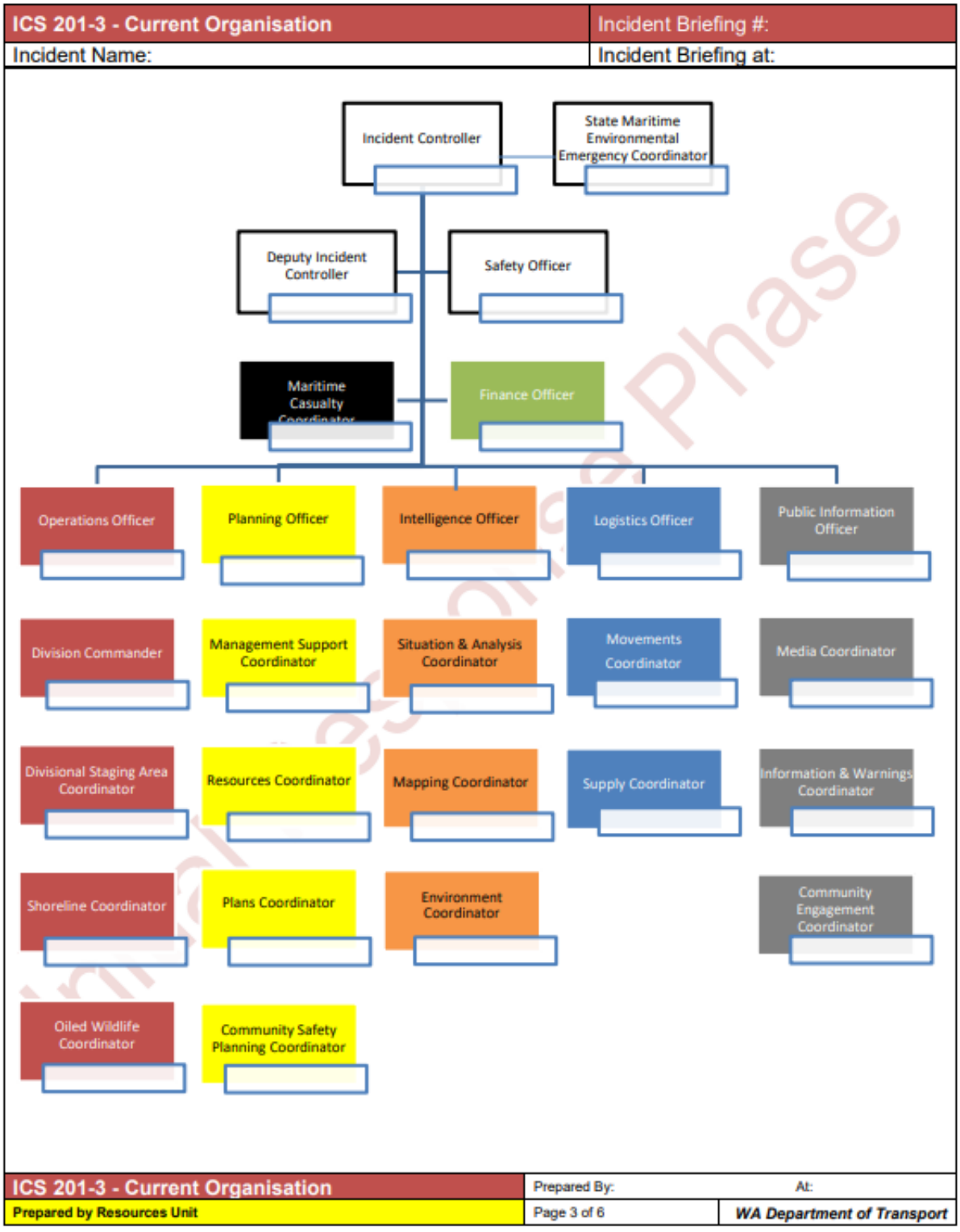
Incident Controller: Date:

ICS 201-2 - Summary of Current Actions	Prepared By:	At:
Prepared by Planning Section	Page 2 of 6	*WA Department of Transport*

Notes

- Initial Response Objectives – Enter the objectives used on the incident and note any specific problem areas. (**Note** – The above example has oil spill objectives which can be changed.)
- Current and Planned Actions – Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives.

Current IMT Organisation Form – ICS 201-3



Resources Summary Form – ICS 201-4

ICS 201-4 – Resource Summary						Incident Briefing #:	
Incident Name:						Incident Briefing at:	
	Resource						
ID	Quantity	Description	Supplier & Location	Ordered	ETA	Arrived	Area of Operation
						☐	
						☐	
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ICS 201-4 – Resource Summary				Prepared By:		At:	
Prepared by Resources Unit				Page 4 of 6		WA Department of Transport	

Site Safety and Control Analysis Form – ICS 201-5

ICS 201-5 - Site Safety and Control Analysis	Incident Briefing #:
Incident Name:	Incident Briefing at:
Site Control	
1. Is Site Control set up? ☐ Yes ☐ No If not, when?	2. Is there a Staging Area set up? ☐ Yes ☐ No If so, where?
3. Are adequate land based exclusions in place? ☐ Yes ☐ No If not, when?	4. Are adequate marine based exclusions in place? ☐ Yes ☐ No If not, when?
5. Are Safety Representatives on site? ☐ Yes ☐ No If not, when?	6. Are there adequate Decon facilities on site? ☐ Yes ☐ No If not, when?
Hazard Identification	
1. Hazardous Material Data Sheet been received? ☐ Yes ☐ No Remarks:	2. Has air monitoring taken place? ☐ Yes ☐ No Remarks:
3. Are conditions within the permissible response band?: ☐ Yes ☐ No If no, why?	4. Is adequate PPE on site? ☐ Yes ☐ No If not, when?
5. Is Heat Monitoring in place? ☐ Yes ☐ No If not, when?	6. Are responder welfare checks being conducted? ☐ Yes ☐ No If not, when?
7. Are adequate first aid arrangements in place? ☐ Yes ☐ No If not, when?	8. Are adequate communications in place? ☐ Yes ☐ No If not, when?
9. Are adequate traffic management in place? ☐ Yes ☐ No If not, when?	10. Is there adequate food and water available? ☐ Yes ☐ No If not, when?
11. Are dangerous fauna prevalent in the area? ☐ Yes ☐ No Remarks:	12. Is adequately waste being managed? ☐ Yes ☐ No If not, when?
13. Is a registration/induction regime in place? ☐ Yes ☐ No If not, when?	14. Has a site risk assessment been conducted? ☐ Yes ☐ No If not, when?
Hazard Mitigation Strategies	
1. Confirm the hazards, including those posed by any emitted material: Update -	
2. Ensure adherence to DoT MEER SMS by all response personnel: Update –	
3. Establish site control, including appropriate decontamination facilities for personnel and equipment: Update –	
4. Establish induction and safety briefing regime for response personnel: Update –	
5. Develop site safety and health plan for response personnel: Update –	
6. Establish air monitoring regime in impacted areas: Update –	
7. Deploy Safety Representatives across the response effort: Update –	
8. Other:	
Approved By	
Safety Officer:	Date:
Incident Controller:	Date:
ICS 201-5 - Site Safety and Control Analysis	Prepared By: At:
Prepared by Safety Section	Page 5 of 6 ***WA Department of Transport***

Field Task Assignment Sheet – ICS 204(a)

Department of Transport

Field Task Assignment (ICS 204a)

Incident Name:		**Operational Period:**	
Compiled By:		**Date/Time Compiled:**	

Team / Callsign:		**Sector / Location:**	

Operational Task

Execution Detailed Instructions

(Key times, Key locations, Key task steps, Key limitations and restrictions, Minimum task requirements, Task completion measures, Key safety reminders)

•

Administration and Resources

Team Leader		**Phone**	

Team Members

Name	Phone	Name	Phone

Team Resources

Communications and Reporting

Refer to ICS 205f Incident Field Communications Plan for VHF channels and contact numbers

Standing Reporting Requirements	Standing Documentation Requirements
- Report when arriving or departing any sector or staging area. - Report when each task is completed. - Report all safety incidents or near misses.	- Document all equipment usages. - Document start, finish and break times. - Document key decisions and team actions.
Additional Task Reporting Requirements	**Additional Task Documentation Requirements**
-	-

Task Assignment Attachments (If Applicable)

1	205f - Field Communications Plan	**2**	
3		**4**	

Note

The Field Task Assignments are to be completed by the relevant sections and handed to the Operations Officer to task individuals / teams.

	Purpose / Message	Priority	Action By	Time
CMT	Initial Brief	1	CEO	✓ 1145
DFES	Request Support	1	Operations	✓ 1153
DoT / AMSA	Spill Modelling	2	Planning	
DMP	Notification	2	Safety	✓ 1215
Community	Public Safety Notice	2	CMT	
DoT (Minister)	Ministerial	3	CMT	
Affected Port Users	Meeting to Negotiate	3	CMT	

Open Action Tracker Form – ICS 233

ICS 233 - Open Action Tracker | Version Name:
Incident Name: | Period: / / : to / / :

No.	**Description**	**Responsible Section Officer**	**Briefed**	**Start Date**	**Status**	**Notes**	**Target Date**	**Comp Date**
			☐		☐ Planned ☐ In Progress ☐ Complete			
			☐		☐ Planned ☐ In Progress ☐ Complete			
			☐		☐ Planned ☐ In Progress ☐ Complete			
			☐		☐ Planned ☐ In Progress ☐ Complete			
			☐		☐ Planned ☐ In Progress ☐ Complete			
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			☐		☐ Planned ☐ In Progress ☐ Complete			
			☐		☐ Planned ☐ In Progress ☐ Complete			

ICS 233 - Open Action Tracker | Prepared By: At: / / :
Prepared by Planning Section | Page of | ***WA Department of Transport***

OPEN ACTION TRACKER (ICS 233)

Purpose:
1. Is used by the Incident Controller to assign and track tasks/actions to IMT personnel that do not rise to the level of being an Incident Objective.
2. Is promulgated and displayed, giving IMT Section Officers a list of open tasks/actions needing to be completed and a means of tracking the open tasks/actions they have been assigned.

Preparation: The Planning Officer is responsible for maintaining the Open Action Tracker for the IC and typically employs the Management Support Coordinator to assist in this form's development and updating. The Planning Officer should ensure all IMT Section Officers are prepared to discuss their assigned tasks/actions during formal meetings.

Distribution: When completed. The form is distributed to IMT Section Heads. It is also posted on a status board located in the IAP Room.

Item Title	**Instructions**
Version Name	Enter the version name for the form.
Incident Name	Enter the name assigned to the incident.
Period	Enter the Operational Period for which the form applies.
No.	Enter/assign number of task in sequential order (1,2,3,…).
Description	Enter short description of the task/action to be completed. (Task/Actions are items important to be completed but are not an Incident Objective which are documented on the ICS-202 form.)
Responsible Section Officer	Enter the responsible person/section and/or the Point of Contact.
Briefed	Enter "X" when the responsible person has been briefed on the task/action. This is to ensure that tasks/actions identified outside of the responsible person's presence (during Unified Command Meeting for example) are briefed and acknowledged by the identified responsible person.
Start Date	Enter the date the task/action was initially assigned under "Start Date."
Status	Select the appropriate status of the task/action.
Notes	Enter any notes relevant to the task/action.
Target Date	Enter deadline task/action should be completed.
Completion Date	Enter actual date task/action completed.
Prepared By	Enter name of the person preparing the form and date/time (Military Time).

Note: This form may also be used by Command and General Staff for tracking tasks/actions within a Section/Staff element.

Communications List Form – ICS 205(A)

ICS 205A – Communications List			Incident Briefing #:
Incident Name:			Incident Briefing at:
COMMUNICATIONS AND CONTACT INFORMATION			
Incident Position	**Name**	**Organisation**	**Method(s) of Contact (phone, radio, email)**
ICS 205A – Communications List		Prepared By: At:	
Prepared by Planning Section		Page of	WA Department of Transport

Affected Person's Tracking

Name of Affected	Medical Status	NEC* or NOK	Casualty Location	Transfer To	ETD	ETA	Transfer By
Bill Bloggs (Port Worker)	Unconscious	Wife – Jenny Unable to contact her at 13:45	In transit	Airport then RFDS to Perth	14:20	15:55	St John Ambulance then RFDS fixed wing
Jane Doe	Lower leg injury	Company HR contacted at 13:48. They will inform NOK.	First Aid Room	Geraldton Hospital	14:45	15:00	St John Ambulance

*NEC is nominated emergency contact. This is not necessarily the next of kin (NOK).

Notes

- The Affected Person's Tracking is maintained by the HR Manager and should be relayed only to the incident controller for distribution.
- It is intended to keep track of all affected workers so their current status, whereabouts and overall management can be appropriately attended to.
- The person's name, medical status, Emergency Contact or Next of Kin, Location, any transfer location, Estimated times of Departure and Arrival, How Transferred.
- Due to the sensitive nature and privacy, this information should only be handled by the HR Manager, IC and those designated by the IC.
- General updates can be provided to the IMT and CMT as required.
- The IC will work with the CMT and Media Liaison for any press releases on affected persons.

Individual Log of Events (Sample Only)

Individual Log Sheet Date / /

TIME	EVENT / ACTION

NAME: SIGNATURE:

White copy – to Logkeeper: **Pink copy** – Originator / File

Message Taking Form

MID WEST PORTS AUTHORITY MESSAGE TAKING FORM	
DATE:	**TIME:**
TELEPHONE RESPONDER'S NAME:	
THIS IS MID WEST PORTS AUTHORITY. **WHO DO YOU WISH TO SPEAK TO?**	
If normal business and lines are free, connect the caller. If crisis or emergency business, do not connect the caller unless cleared to do so.	
WHAT IS YOUR NAME?	
WHAT IS YOUR ORGANISATION?	
HOW CAN WE CONTACT YOU?	
WHAT IS YOUR MESSAGE?	
Copy To (tick as required): ☐ CMT ☐ IMT ☐ Corporate Communications Support Team ☐ HR Support Team ☐ Reception / Switchboard	

Media Release Template (Sample Only)

Media Release
Day, Date Month Year
Mid West Ports Authority regrets to advise / reports that an (description of event for example, fire, explosion) occurred at (location) at approximately (time) today. Emergency Response procedures have been activated and the Port Authority is currently directing all its efforts to ensure the safety of workers in the area. Few details relating to the extent of the incident are available at this time. Further information will be made available as it comes to hand.
Please direct all inquiries to the Mid West Ports Authority information number (08) ######## or email #########

Note

It is optional to include when the next media release may be anticipated if this helps in demonstrating Concern, Control and Commitment.

Distribution Checklist	
☐	Minister Office
☐	Media Outlets
☐	Internal
☐	Contractors
☐	NOK/NEC
☐	Other Key Stakeholders

AIIMS Briefing Form

To be used by Operations Section and Field Crews when briefing on incident tasking.

Component	Areas to Consider	Notes
Situation	The current and predicted situation including: • an overview of Incident; • current and expected weather; • life, environment and property risks / threats; and • a summary of resources deployed so far (such as area work crews).	
Mission	Statement of intent (what you need to achieve) and specific objectives set for the response.	
Execution	How the mission will be accomplished including: • strategies and tactics; • constraints (boundaries, hot / warm / cold zones); • task and resource allocation; • access to the incident; • times constraints – (process safety, equipment duration, shift duty); • immediate tasks after briefing; and • contingency plans (what if something goes wrong?).	
Administration	Logistics for the operation including: • key support locations and roles; • incident staging area; • supply / emergency resources; and • ground / medical workers (including location and patient transfer).	
Command and Communication	Incident Management Structure including: • who reports to who and at what times; and • contact mobile numbers, radio channels.	

Component	Areas to Consider	Notes
Safety	Identification of known or likely hazards including: • hot, energised and pressurised equipment; • 'watch out' situations (reminder personal safety / assessment – Take 5); • safety equipment required and protective clothing standards; and • welfare – hydration, first aid.	

Attachment 3 – Maps and Site Diagrams

The following section contains A4 sized maps and diagrams aimed at assisting in Emergency Management activities as set out below. A complete set of full-scale maps and diagrams is located in the ICC Battle Boxes.

Map 1 – Port of Geraldton Limits

Map 2 – Location and Layout of Geraldton Port

Map 3 – Emergency Evacuation and Equipment Locations

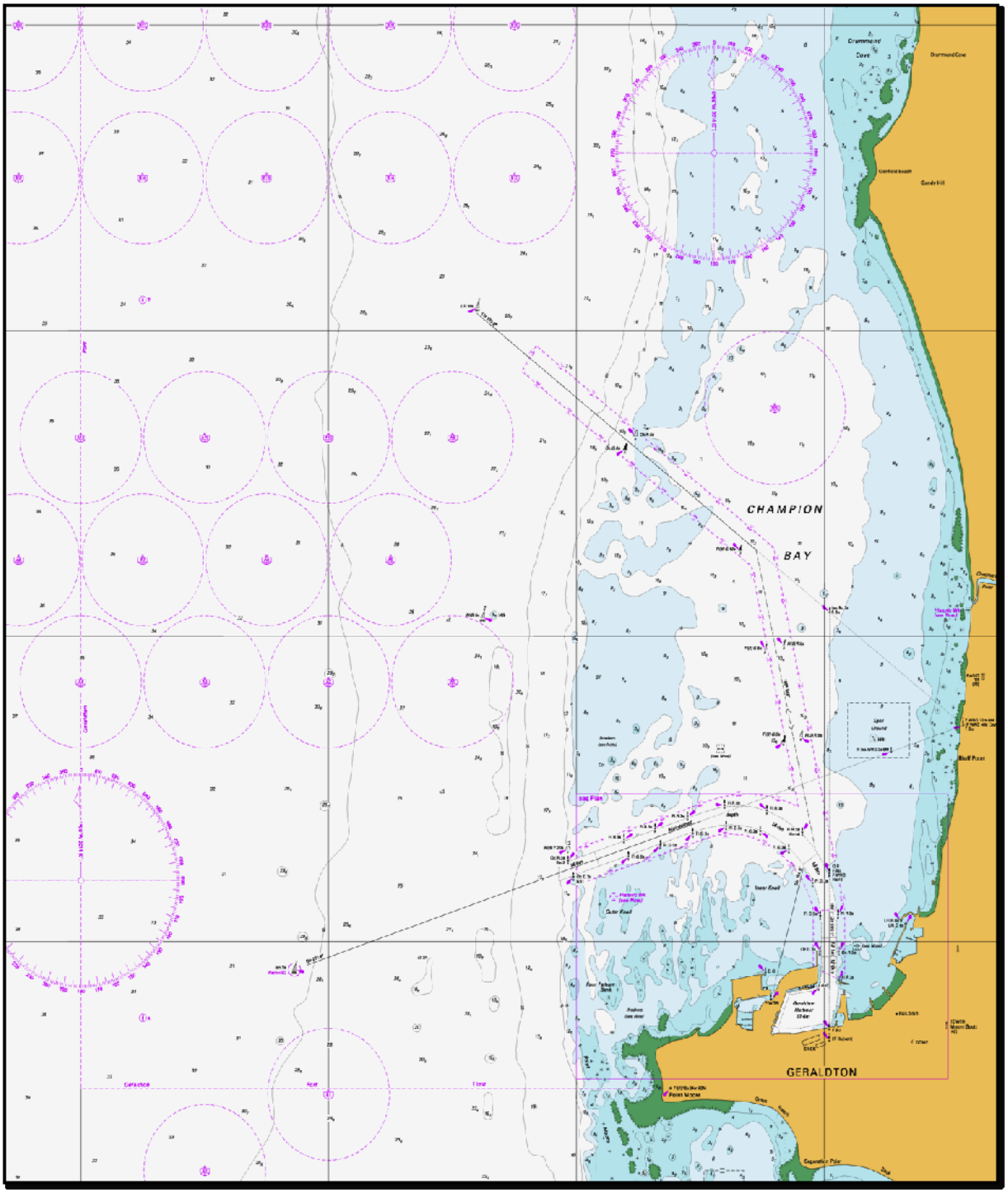
Map 4 – BHF Spill Kit Locations

Map 5 – Marine Fall Recovery Equipment Locations

Diagram 1 – Large Scale IMT Area Layout

MAP 1 – PORT OF GERALDTON LIMITS

The offshore area is defined under the Act. Geraldton Port waters encompass moorings, breakwaters, navigational channel, harbour basin and Port boundary. This area covers coastal and offshore waters designated as Port Limits for Port of Geraldton in Western Australia. Refer to charts AUS 81 below.



MAP 2 – LOCATION AND LAYOUT OF GERALDTON PORT

LOCATION AND LAYOUT OF GERALDTON PORT

DISCLAIMER Mid West Ports Authority (MWPA) does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that MWPA or its representatives bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

MID WEST PORTS

GIS Section
Date: 30/11/2022

Name: WGS 1984 Web Mercator Auxiliary Sphere
GCS: GCS WGS 1984

MAP 3 – EMERGENCY EVACUATION AND EQUIPMENT LOCATIONS

EMERGENCY EVACUATIONS AND EQUIPMENT LOCATIONS

DISCLAIMER Mid West Ports Authority (MWPA) does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that MWPA or its representatives bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

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GIS Section
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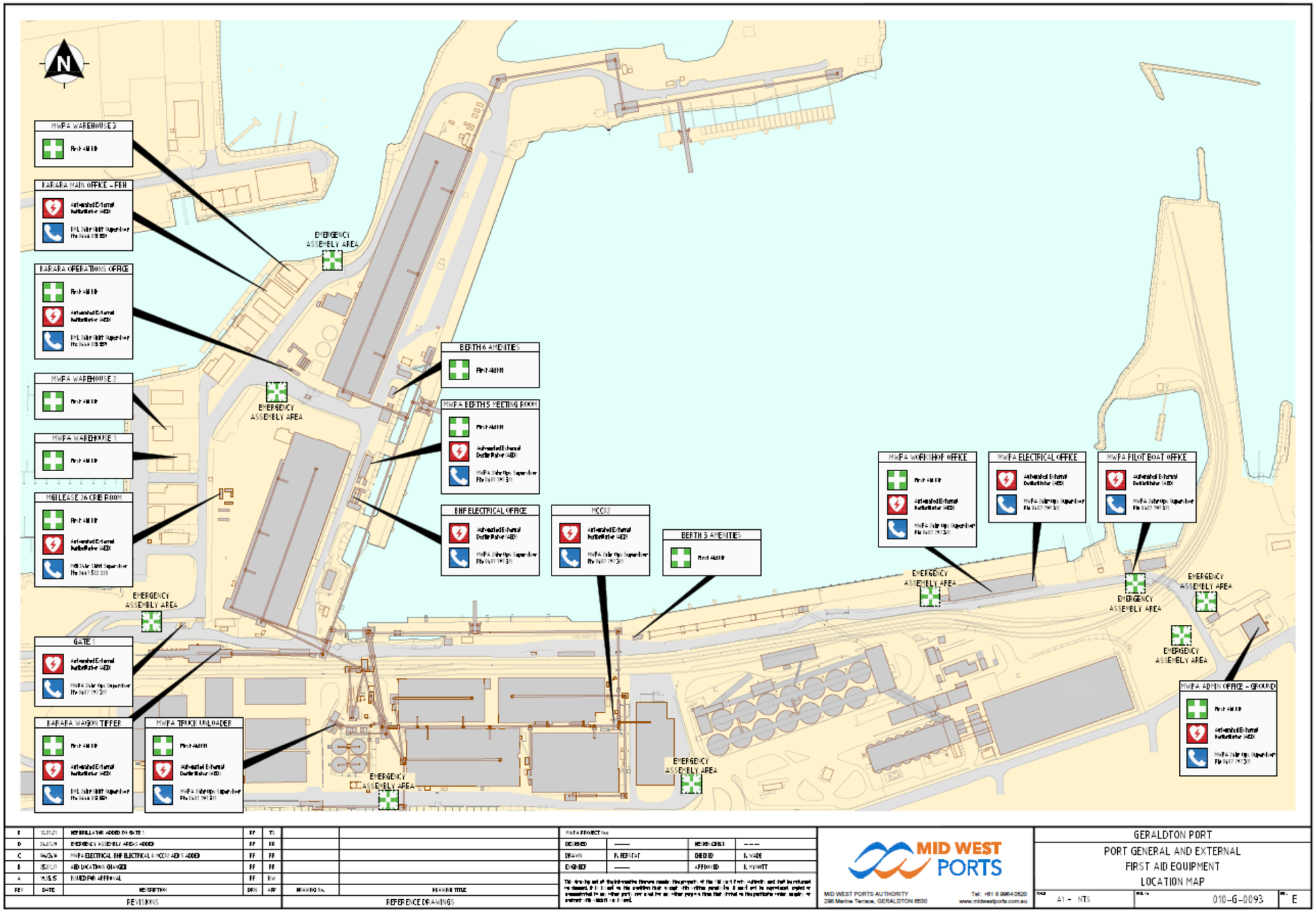


REV	DATE	DESCRIPTION	DRN	APP
E	10.11.21	REFUELLING ADDED TO GATE 1	PF	TS
D	24.10.19	EMERGENCY ASSEMBLY AREAS ADDED	PF	PF
C	04/3/19	MWPA ELECTRICAL, EHF ELECTRICAL & MCC02 ADDED	PF	PF
B	15.01.19	AED LOCATIONS CHANGED	PF	PF
A	10.5.18	ISSUED FOR APPROVAL	PF	KW

REVISIONS

DRAWING No.	DRAWING TITLE

REFERENCE DRAWINGS

MWPA PROJECT No:			
DESIGNED	——	MEMORY CHECK	———
DRAWN	N. PERFITT	CHECKED	N. WADE
ENGINEER	——	APPROVED	N. WYATT

MID WEST PORTS

MID WEST PORTS AUTHORITY
296 Marine Terrace, GERALDTON 6530

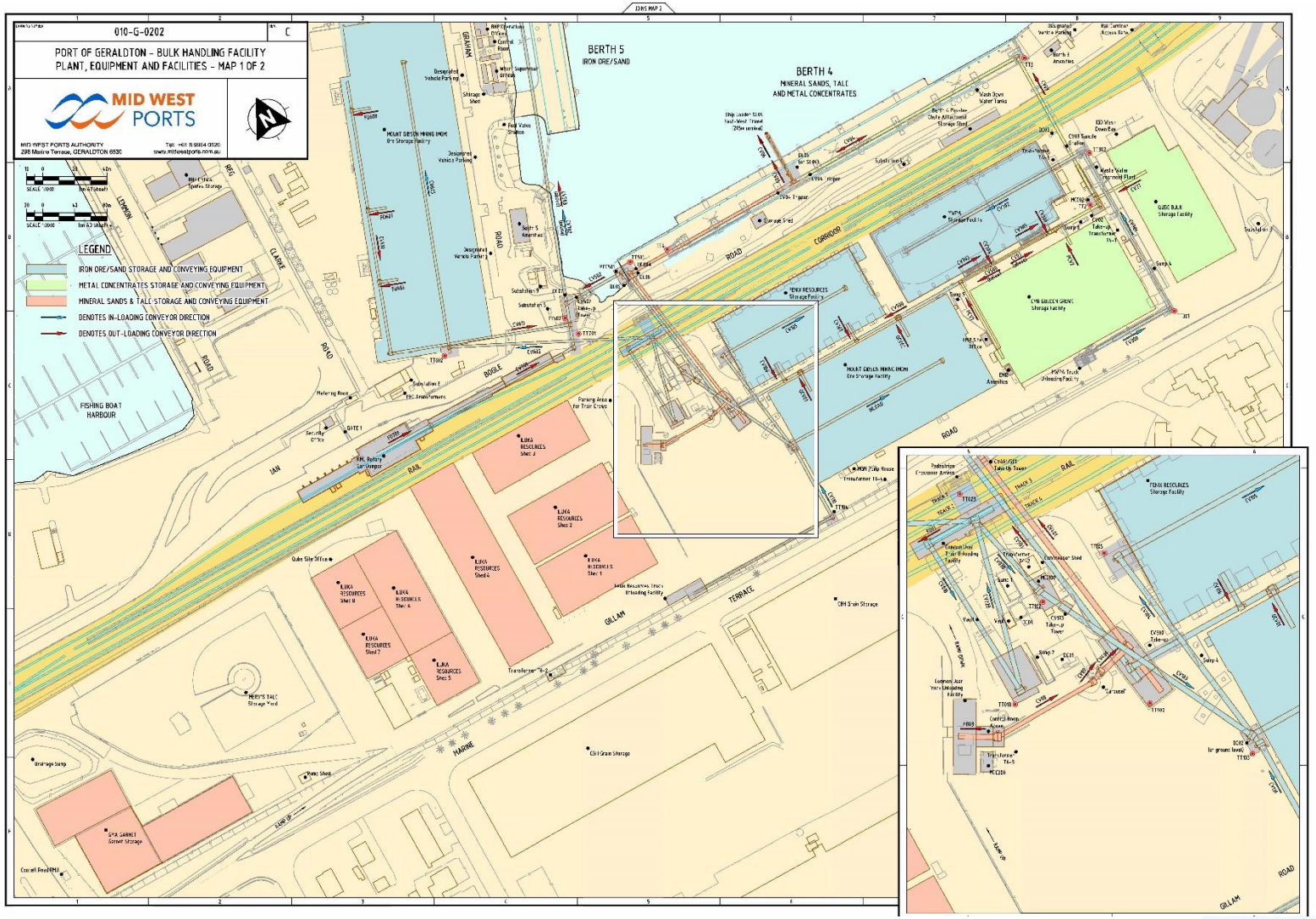
Tel: +61 8 9964 0520
www.midwestports.com.au

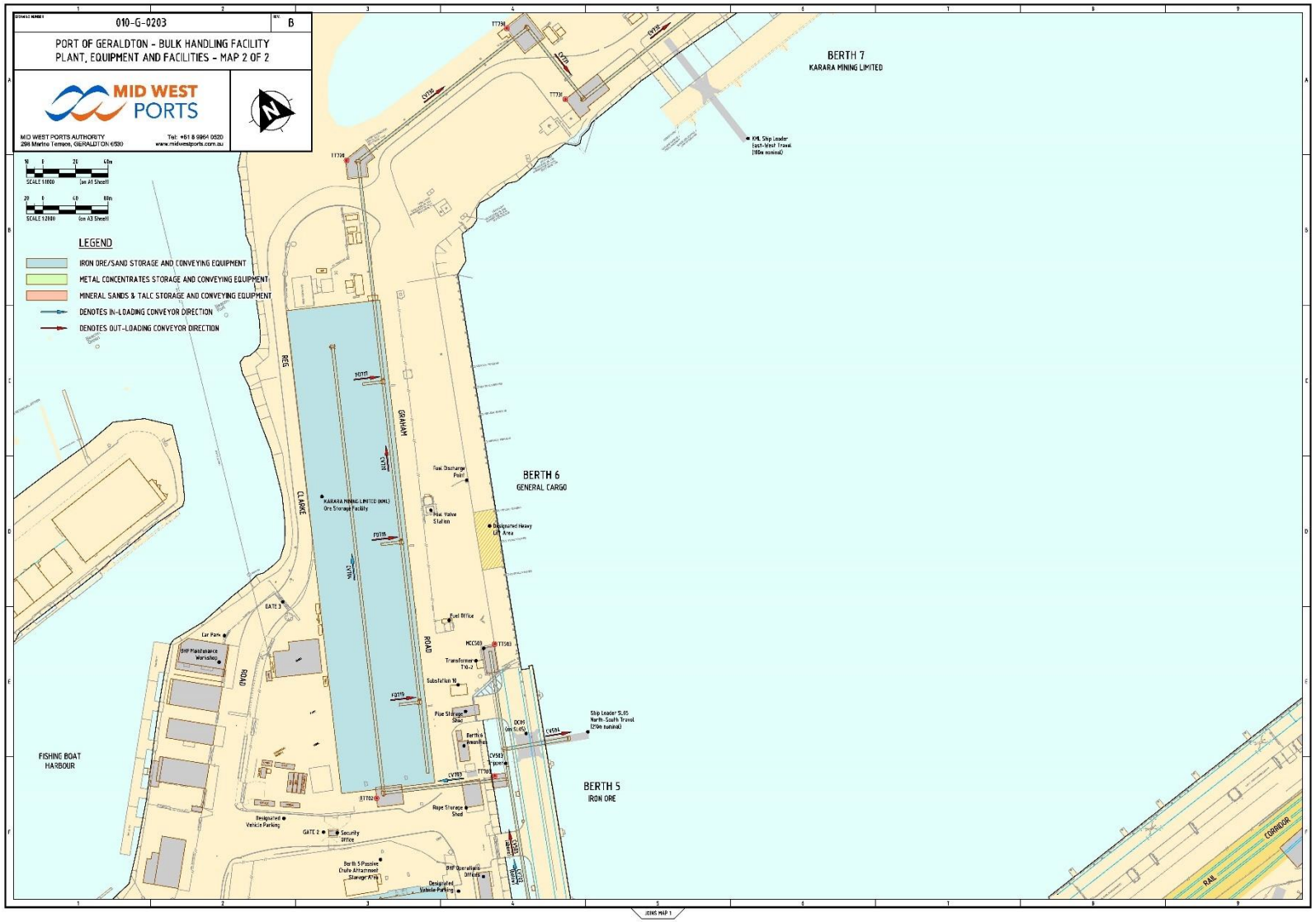
GERALDTON PORT

PORT GENERAL AND EXTERNAL FIRST AID EQUIPMENT LOCATION MAP

SCALE: A1 - NTS | DRG No: 010-G-0093 | REV: E

MAP 4 – BHF PLANT EQUIPMENT AND FACILITIES




010-G-0203
B
PORT OF GERALDTON - BULK HANDLING FACILITY
PLANT, EQUIPMENT AND FACILITIES - MAP 2 OF 2
MID WEST PORTS
MID WEST PORTS AUTHORITY
LEGEND
IRON ORE/SAND STORAGE AND CONVEYING EQUIPMENT
METAL CONCENTRATES STORAGE AND CONVEYING EQUIPMENT
MINERAL SANDS & TALC STORAGE AND CONVEYING EQUIPMENT
DENOTES IN-LOADING CONVEYOR DIRECTION
DENOTES OUT-LOADING CONVEYOR DIRECTION
BERTH 7
KARARA MINING LIMITED
BERTH 6
GENERAL CARGO
BERTH 5
IRON ORE
FISHING BOAT HARBOUR
GRAHAM ROAD
CLARKE ROAD
RAIL CORRIDOR

MAP 5 – MARINE FALL RECOVERY EQUIPMENT LOCATIONS

MAP 6 – FIRE EQUIPMENT AND FACILITIES MAP

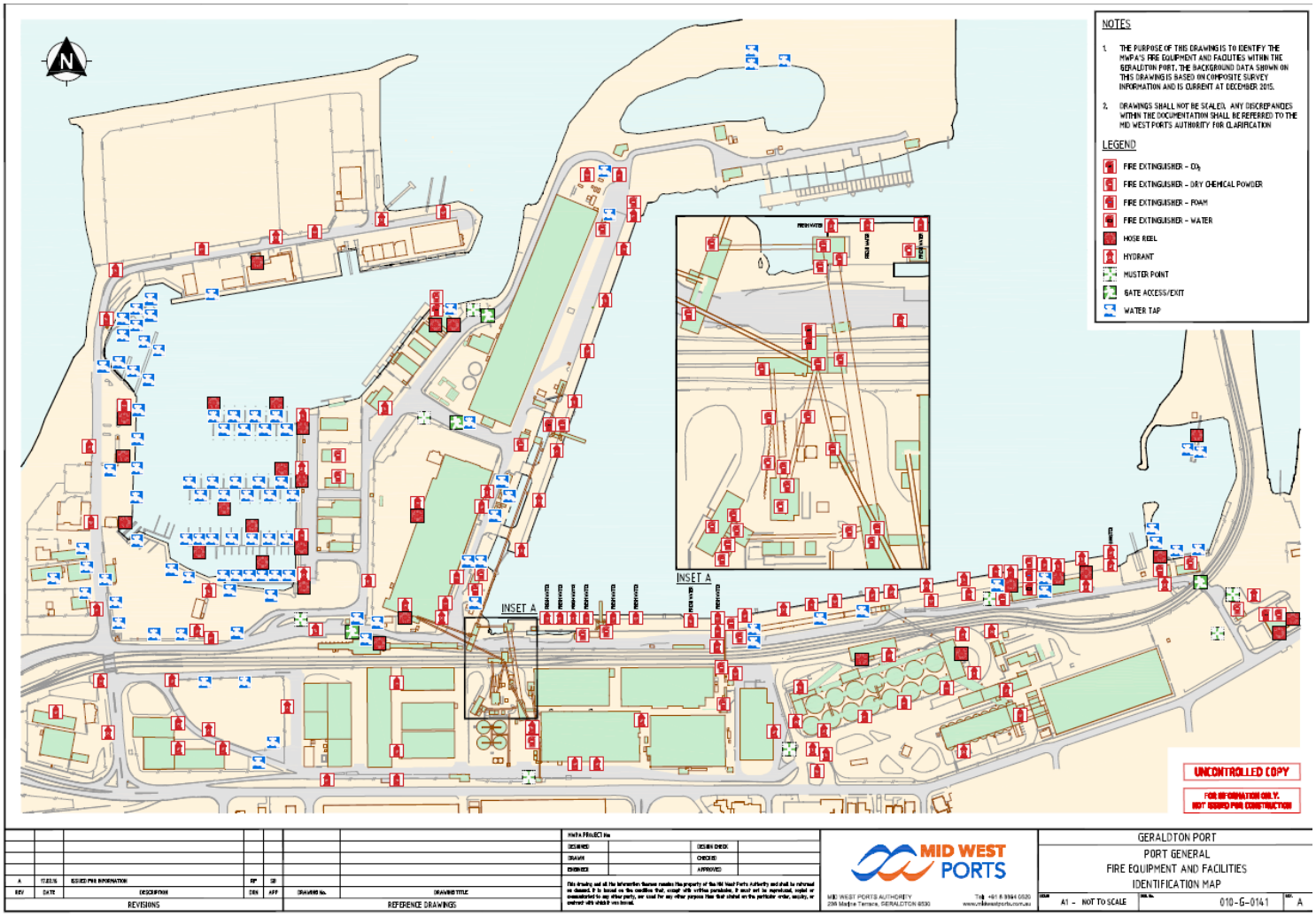
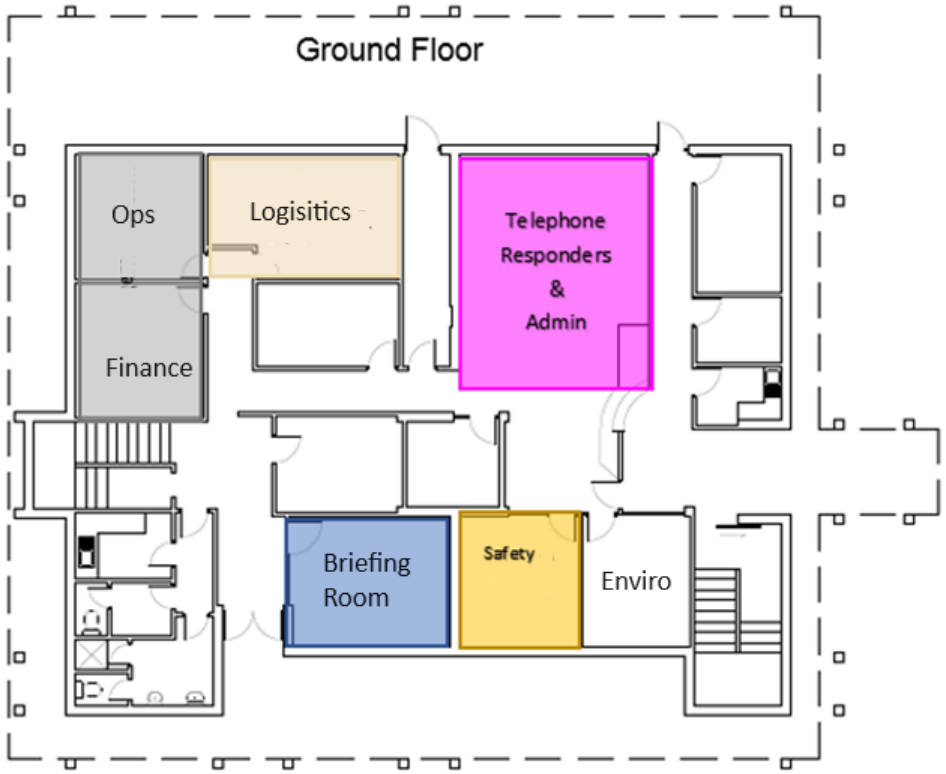
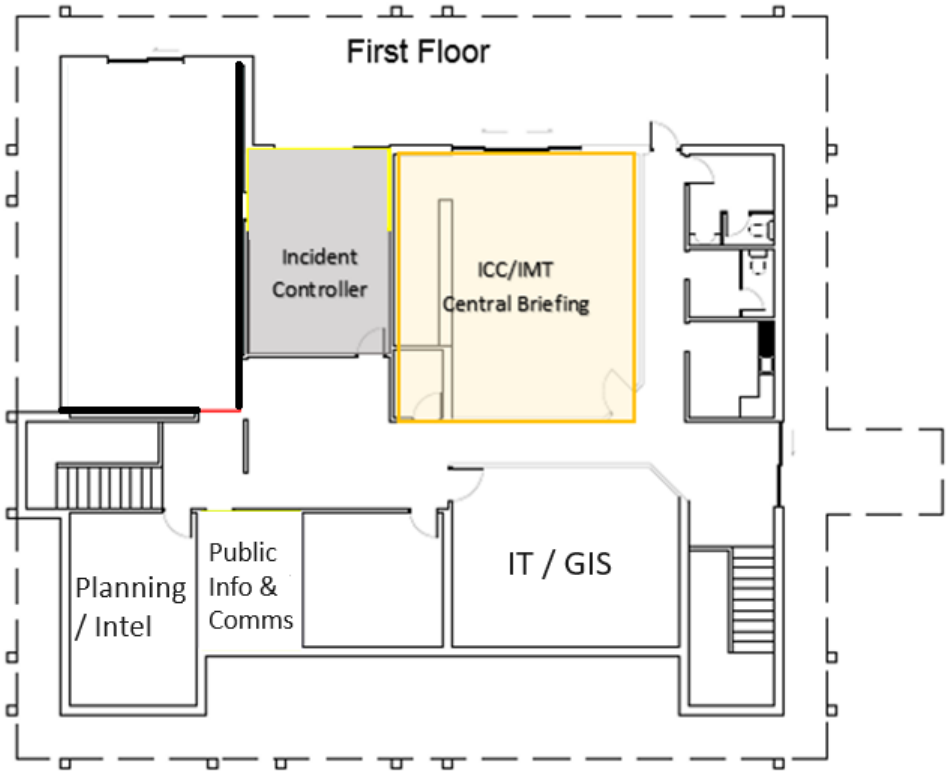


DIAGRAM 1 – LARGE SCALE IMT AREA LAYOUT

This Floor Plan depicts the locations for an expanded IMT room layout as per Table 4.





Attachment 4 – Emergency Response Procedures

The MWPA PoG has prepared a number of Emergency Response Procedures for specific incidents as follows.

ERP 01 – Immediate Response to Emergencies for all Personnel

ERP 02 – Site Evacuation and Muster

ERP 03 – Medical Emergency

ERP 04 – Office / Structural Fire

ERP 05 – Dangerous Goods / Hazardous Material Release

ERP 06 – Industrial / Transport / Rail Accident or Structural Instability

ERP 07 – Confined Space Incident (Ashore)

ERP 08 – Working at Heights Incident

ERP 09 – Incident Involving a Ship

ERP 10 – Evacuation of Personnel from a Ship

ERP 11 – Aircraft Ditching in Port Waters

ERP 12 – Oil Spill / DG Release Into the Water

ERP 13 – Severe Weather

ERP 14 – Flood / Tidal Surge / Tsunami

ERP 15 – Earthquake

ERP 16 – Bomb Threat

ERP 17 – Armed Incursion / Security Breach

ERP 18 – Civil Disturbance

ERP 19 – Rail Terminal Incident

ERP20 – Biosecurity Incident

ERP 01 – IMMEDIATE RESPONSE TO EMERGENCIES FOR ALL WORKERS

Incident Occurs

ENSURE YOUR OWN SAFETY AND THAT OF OTHERS

Raise the Alarm

Stay calm and contact the Port Emergency Number +61 437 413 734 or Marine Radio CH16 Port CH11 or notify your Supervisor using any means available. Pass on the following.

- Your Name _____ and Location _____
- Nature of the emergency _____
- Number of workers involved _____
- What actions have been taken to date _____
- Your next course of action _____
- Your contact number _____

If the Port Emergency Number does not respond, contact Emergency Services on 000 as required.

IMMEDIATE ACTIONS

Medical Emergency / Injury

Administer first aid if trained and safe to do so.

If electrocution, isolate power before rendering assistance.

If necessary, call for assistance from 000

they can talk you through CPR and other first aid techniques. Contacting 000 via the Duty Wharf Supervisor can also be done.

+61 437 413 734

DO NOT leave the casualty unattended if safe to remain in the vicinity.

Evacuation and Muster

Follow the directions of the Fire Warden or emergency advice received by radio/telephone.

Assist any person(s) in danger if safe to do so.

Proceed to the closest safe Assembly Area.

Report to the Assembly Area Marshall and await further direction.

Fire

If trained in the use of equipment, attempt to put the fire out without endangering yourself.

If necessary/fire is escalating, call for assistance from 000 via the Duty Wharf Supervisor. +61 437 413 734 Notify Fire Warden and follow their directions.

Assist any person(s) in danger if safe to do so. Turn off all electrical appliances and close windows in your work area if safe to do so.

Proceed to the closest safe Assembly Area.

Chemical / Hazardous Material Spill

Refer to product SDS for health, emergency and handling information on handling product.

If trained in the use of equipment, attempt to contain / cleanup spill without endangering yourself.

If necessary / spill is uncontrollable, call for assistance from 000 via the Duty Wharf Supervisor.

If toxic fumes are released, immediately remove yourself from the area and upwind of the cause.

Toxic Fumes / Smoke

Observe wind direction, escape gas cloud by walking cross wind.

If evacuation required and safe to do so, follow the directions of the Warden.

If necessary, seek refuge and seal refuge area by closing doors, windows and shutting down air conditioning.

Report your location and status to the Duty Wharf Supervisor

+61 437 413 734 and await instructions.

Security Incident / Bomb Threat

Immediately contact Police via the Duty Wharf Supervisor. +61 437 413 734

If armed intrusion, leave immediately for safe area via concealed routes.

For bomb threats, do not touch unusual articles or operate electrical equipment. Record information on Bomb Threat Checklist.

If not safe to leave, hide / barricade in secure area, silence phones and call 000 if safe to do so.

Constantly re-assess situation/options based on available information and act.

Provide a handover / briefing to Emergency Services on their arrival and/or await further directions from the Duty Wharf Supervisor.

ERP 02 – SITE EVACUATION AND MUSTER

Emergency evacuation documentation for fire and bomb threats are available throughout the Port buildings. For certain emergencies, a site wide evacuation may be required. A decision to evacuate will be made by the IC using the following process.

	ERP 02 – Site Evacuation and Muster	✓ or N/A
1	Incident Controller assesses the situation and determines whether a full site evacuation is warranted, or if non-affected areas can continue as normal and advise accordingly.	
2	Assess risks to established muster points and egress routes for all locations to be evacuated.	
3	Quickly develop a safe evacuation plan including routes, muster locations and what to do if things go wrong during the evacuation. (**Note** – Rely on existing muster directions if safe to do so.)	
4	Brief Fire Wardens and Assembly Area Marshalls (by radio or telephone) on the conduct of the orderly evacuation.	
5	Give specific instructions to commence the orderly evacuation.	
6	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for workers.	
7	Ensure appropriate emergency services have been notified (including Police to assist with crowd control and/or evacuation of residents) and coordinate evacuation.	
8	Assign a person to Security Coordinator role (Duty Card 11) to secure access to the Port and direct emergency services.	
9	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required.	
10	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	
11	Notify external agencies (such as WAPOL, DoT, or AMSA) if required.	
12	Make incident area safe.	
13	Isolate incident area and gather information for investigation purposes.	
14	Give ‘All Clear / Stand-down’ call over emergency communication systems.	

ERP 03 – MEDICAL EMERGENCY

	ERP 03 – Medical Emergency	✓ or N/A
1	Ascertain nature and location of the medical emergency or injury and ensure First Aid efforts are underway.	
2	Ensure appropriate emergency services have been notified.	
3	Appoint a Port worker as On Scene Commander with radio communications to the ICC.	
4	Arrange first aid assistance for person(s) injured / unwell. First aid kits located throughout the Port and in marked Port vehicles as per the table below. There are defibrillators located at the following locations. • Berth 5 Office Building • 5 Chapman Road • Administration Building • Truck Unloader / Control Room • Berth 2 – Maintenance Shed Office • Lease 44 – Electrical Office • Lease 51 – Workshop • Pilot Boat – PV Glengarry • Operations Building – mounted on wall • Main Security Gatehouse – Gate 1	
5	Consider activation of the IMT for multiple or serious injury events.	
6	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
7	Assign a person to monitor the selected emergency channel to report / update all other MWPA PoG workers on the status as required.	
8	Pass on all relevant information regarding status of emergency to the responding emergency service.	
9	Notify external agencies (such as WAPOL, DoT, or AMSA) if required.	
10	Make incident area safe.	
11	Isolate incident area and gather information for investigation purposes.	
12	Give ‘All Clear / Stand-down’ call over emergency communication system.	

Medical Equipment Locations	
Location	Type
Workshop	First aid kit (toolbox) First aid kit Oxy Sock
Admin Building Upstairs	First aid kit (small toolbox) in kitchen
Admin Building Downstairs	First aid kit behind reception
Operations Office	First aid kit in entrance
Wharf Supervisors' Utes	First aid kit
Pilot Vessel 'Jorgensen'	Oxy Sock and first aid kit
Pilot Vessel 'Glengarry'	Oxy Sock and first aid kit and defibrillator
Pilot Boat Office	Oxy Sock and first aid kit
Maintenance Services Department Vehicles (small first aid kits)	Maintenance Supervisor Maintenance Planner Plumber Electrician 4.5T Hino Truck
Security Ute	First aid kit
Security and Emergency Response Supervisors' Ute	First aid kit
Berth 5 amenities	First aid kit
Lease 44	First aid kit (upstairs by kitchen area)
Truck unloader shed	First aid kit
MCC002	First aid kit
Tower 501	First aid kit
Tower 502	First aid kit
Tower 503	First aid kit

ERP 04 – OFFICE / STRUCTURAL FIRE

	ERP 04 – Office / Structural Fire	✓ or N/A
1	Contact Fire Wardens and ensure Fire Warden Duty Cards are activated as required to control the response.	
2	Consider the requirement to appoint a Port worker as On Scene Commander with radio and/or mobile phone communications to the ICC.	
3	Assess the situation and determine whether isolation and/or a full site evacuation is warranted and instigate ERP 02 – Site Evacuation and Muster as required.	
4	Activate the IMT and commence the IMT workflow including notifying neighbouring sites and accounting for workers.	
5	Ensure appropriate emergency services have been notified (including Police to assist with crowd control and/or evacuation of residents) and coordinate evacuation.	
6	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
7	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
8	Notify external agencies (such as WAPOL, WorkSafe, DoT, or AMSA) if required.	
9	Follow the directions of responding emergency service and await their advice on when the incident area safe.	
10	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	
11	Make area safe or liaise with responding emergency services to ascertain when area is safe.	
12	Isolate incident area and gather information for investigation purposes.	
13	Give ‘All Clear / Stand-down’ call over emergency communication systems.	
14	Contact Fire Wardens and ensure Fire Warden Duty Cards are activated as required to control the response.	

ERP 05 – DANGEROUS GOODS / HAZARDOUS MATERIAL RELEASE

	ERP 05 – Dangerous Goods / Hazardous Material Release	✓ or N/A
1	Ascertain nature of the chemical / hazardous substance spillage or toxic emission from the person reporting the emergency.	
2	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC.	
3	Activate the IMT as required and commence the IMT workflow including notifying neighbouring sites and accounting for workers.	
4	Refer to the product SDS and/or ChemAlert database on the intranet to ascertain identification, health, handling and emergency information for the product.	
5	Ensure appropriate emergency services have been notified and coordinate evacuation as necessary.	
6	Have all ignition sources extinguished or turned off (such as power, radios, or mobile telephones).	
7	If necessary, initiate an evacuation of the immediate vicinity of the spillage or leak in an upwind direction if possible.	
8	If safe, provide assistance for workers in immediate danger.	
9	Assess the situation and determine whether a full site evacuation is warranted.	
10	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
11	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	
12	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
13	Notify external agencies (such as WAPOL, WorkSafe, DoT, or AMSA) if required.	
14	Liaise with responding emergency services (if attending) and make incident area safe.	
15	Isolate incident area and gather information for investigation purposes.	
16	Give ‘All Clear / Stand-down’ call over emergency communication system.	

ERP 06 – INDUSTRIAL / TRANSPORT ACCIDENT OR STRUCTURAL INSTABILITY

	ERP 06 – Industrial / Transport Accident or Structural Instability	✓ or N/A
1	Ensure appropriate emergency services have been notified including DFES if necessary.	
2	If safe, arrange first aid assistance for person(s) injured.	
3	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC.	
4	Contact the appropriate operator (facility / transport) if involved and coordinate a response.	
5	Assess the situation and, if necessary, initiate an evacuation of the immediate vicinity of the accident or structural instability.	
6	Arrange for the area to be isolated / barricaded.	
7	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
8	Do not allow anything to be moved (except for life saving efforts) until Chief Operating Officer or delegate (including Operator) has arrived onsite.	
9	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for workers.	
10	If access for road traffic has been affected, assign a person to advise Port users / direct Port road traffic as required (if not being handled by responding emergency services).	
11	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
12	Notify external agencies (WAPOL, WorkSafe, DoT, AMSA) if required.	
13	Liaise with responding emergency services (if attending) and make incident area safe.	
14	Isolate incident area and gather information for investigation purposes.	
15	Give ‘All Clear / Stand-down’ call over emergency communication system.	
16	Ensure appropriate emergency services have been notified including DFES if necessary.	

ERP 07 – CONFINED SPACE INCIDENT (ASHORE)

	ERP 07 – Confined Space Incident (Ashore)	✓ or N/A
1	Ensure appropriate emergency services have been notified, including DFES (for confined space rescue) if necessary.	
2	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC.	
3	Have gas testing of confined space carried out.	
4	If wokers conducting the work are trained, equipped and approved for confined space rescue and atmosphere safe. Arrange first aid assistance for person(s) injured until emergency services arrive. Initiate appropriate rescue plan or await response from DFES.	
5	Arrange for the area to be barricaded and have non-essential workers evacuated from the immediate area.	
6	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
7	Excluding any injured persons, do not allow anything at the site to be moved until Chief Operating Officer or delegate has arrived onsite.	
8	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for workers.	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
10	Notify external agencies (WAPOL, WorkSafe, DoT, AMSA) if required.	
11	Make incident area safe or liaise with responding emergency services to ascertain when area is safe.	
12	Isolate incident area and gather information for investigation purposes.	
13	Give ‘All Clear / Stand-down’ call over emergency communication system.	

ERP 08 – WORKING AT HEIGHTS INCIDENT

	ERP 08 – Working at Heights Incident	✓ or N/A
1	Ensure appropriate emergency services have been notified, including DFES (for rescue at height) if necessary.	
2	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC.	
3	If workers conducting the work are trained, equipped and approved for rope rescue, initiate appropriate rescue plan or await response from DFES.	
4	If safe, arrange first aid assistance for person(s) injured until emergency services arrive.	
5	Arrange for the area to be barricaded and have non-essential workers evacuated from the immediate area.	
6	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
7	Excluding any injured persons, do not allow anything at the site to be moved until Chief Operating Officer or delegate has arrived onsite.	
8	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for workers.	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
10	Notify external agencies (such as WAPOL, WorkSafe, DoT, or AMSA) if required.	
11	Make incident area safe or liaise with responding emergency services to ascertain when area is safe.	
12	Isolate incident area and gather information for investigation purposes.	
13	Give ‘All Clear / Stand-down’ call over emergency communication system.	

ERP 09 – INCIDENT INVOLVING A VESSEL

	ERP 09 – Incident Involving a Vessel For Alongside Incident – Harbour Master / Marine Manager will assume the role of Incident Controller and determine if any vessel needs to be removed from the Port.	✓ or N/A
1	Advise the Harbour Master / Marine Manager of the circumstances.	
2	Obtain an update from the vessel's crew and/or MWPA PoG workers at the scene.	
3	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone comms to the ICC.	
4	Order vessels working on adjacent berth to cease operations and move if required.	
5	Order evacuation of vessel's crew if required.	
6	Order the use of shore-based equipment to be used on the vessel.	
7	Ensure tugs are prepared for use to remove a vessel from a wharf.	
8	Ensure vessel removed is anchored a safe distance from the Port.	
9	Initiate an evacuation in the immediate vicinity of the incident if required.	
10	Assess the situation and determine whether a full site evacuation of the Port is warranted.	
11	In the event of a fire, coordinate with DFES to ascertain appropriate Incident Command and response strategies.	
12	Place oil spill equipment and response workers on stand-by immediately. Consider deploying oil spill equipment to area or establishing a forward command site / post.	
13	Activate the IMT as required and commence the IMT workflow including assessment for notifying neighbouring sites and accounting for workers.	
14	Ensure appropriate emergency services have been notified (including Police to assist with crowd control and/or evacuation of residents) and coordinate evacuation.	
15	Assign a person to Security Coordinator role (Duty Card 11) to secure access to the Port and direct emergency services.	
16	Notify external agencies (such as WAPOL, DoT, ATSB, or AMSA) as required (AMSA Form 18 and 19 by Master and AMSA form SV-HH by Harbour Master / Marine Manager or Deputy Harbour Master). Advise ABF in event workers are brought ashore.	
17	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	
18	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
19	Make vessel safe.	
20	Give 'All Clear / Stand-down' call over emergency communication system.	
21	Request a copy of AMSA Form 18 and 19 submitted by Master as part of Port investigations.	

	For At Anchor / Under Pilotage Incident. The vessel's Master will retain control of the vessel and determine the best course of action in conjunction with the Harbour Master.	✓ or N/A
1	Ascertain and record accurate details of the incident, including: • Time and location. • Vessel(s) details – LOA, beam, drafts, direction of vessel's head. • Tide gauge reading at the time of incident. • State of the tide and times of HW and LW. • Topography and type of the seabed in the vicinity. • Condition of the vessel, including any underwater damage / watertight integrity / oil pollution occurring or likely / potential oil pollution / propulsion damage / steering damage. • Are any crew members injured and is a medical evacuation needed? • Type and quantity of cargo on board.	
2	If Pilot is on board, appoint the Pilot to be On Scene Commander. If no Pilot on board, liaise with Master to ascertain if suitable and safe to mobilise a Pilot to act as On Scene Commander.	
3	Call tugs for assistance if required.	
4	Consider whether safe navigation within the Port is affected. If so, consider stopping or curtailing all traffic in the area.	
5	Determine risk to other vessels at anchor.	
6	Establish 'NO GO ZONE' around vessel (using VHF).	
7	Activate the IMT and commence the IMT workflow.	
8	Ascertain any vessel damage, loss of hull integrity, any oil tanks breached.	
9	Activate MWPA PoG Oil Spill Contingency Plans as required.	
10	Assess sea / swell, weather and tidal conditions and consider weather forecasts.	
11	Place oil spill equipment and response workers on stand-by immediately. Consider deploying oil spill equipment to area or establishing a forward command site / post.	
12	In the event of a fire, coordinate with DFES to ascertain appropriate Incident Command and response strategies.	
13	In the event of people overboard or search and rescue, coordinate with WAPOL to ascertain appropriate Incident Command and response strategies.	
14	Notify external agencies (such as WAPOL, DoT, ATSB, or AMSA) as required (AMSA Form 18 and 19 by Master and AMSA form SV-HH by Harbour Master or Deputy Harbour Master). Advise ABF in the event workers are brought ashore.	

	For At Anchor / Under Pilotage Incident. The vessel's Master will retain control of the vessel and determine the best course of action in conjunction with the Harbour Master.	✓ or N/A
15	Consult with involved parties (such as AMSA, Vessel, Agents, Protection and Indemnity insurance (P&I)) to determine options such as whether to attempt to re-float / beaching vessel or proceeding to an appropriate anchorage.	
16	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
17	Make vessel / area safe.	
18	Give 'All Clear / Stand-down' call over emergency communication system.	
19	Request a copy of AMSA Form 18 and 19 submitted by Master as part of Port investigations.	

ERP 10 – EVACUATION OF WORKERS FROM A VESSEL

	ERP 10 – Evacuation of Workers from a Vessel For Alongside Incident – The Harbour Master will assume the role of Incident Controller and determine best course of action in conjunction with the vessel's Master.	✓ or N/A
1	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC.	
2	Restrict all access to hold space. If there is any doubt in regard to the hold space atmosphere, ensure it is tested prior to anyone else entering the space. Entry to be made after approval from the Harbour Master / Marine Manager	
3	Notify emergency services of the situation.	
4	Cease loading / discharging operations for that particular vessel.	
5	Notify the MWPA PoG Harbour Master / Marine Manager and Ship's Agent.	
6	Send first aid qualified workers to site to administer first aid until ambulance workers arrive after receiving approval from the Harbour Master / Marine Manager	
7	Activate the IMT and commence the IMT workflow as required.	
8	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
9	Liaise with vessel's Master to assist with workers rescue and ensure adequate rescue and first aid equipment is available onsite.	
10	Ensure suitable rescue equipment is used. DFES equipment if possible, however, the shore or vessel cranes may be used if considered safe.	
11	If casualty is to be lifted from the hold on a stretcher, DFES is to control and ensure there is no possibility of the casualty slipping out of the stretcher.	
12	Notify external agencies (WAPOL, DoT, ATSB, AMSA) if required. Advise ABF in event workers are brought ashore.	
13	Ensure a Port worker escorts the casualty to hospital, preferably a witness to the accident.	
14	Notify vessel's Master and Agent when casualty reaches hospital. Agents deal with casualty once on shore.	
15	Notify external agencies (such as WAPOL, DoT, or AMSA) as required (AMSA Form 18 and 19 by Master).	
16	In event of serious injury / fatality, arrange medical opinion and ensure accident site remains unaltered for investigative purposes.	
17	Make incident area safe and give 'All Clear / Stand-down' call over emergency communication system.	
18	Request a copy of AMSA Form 18 and 19 submitted by Master as part of Port investigations.	

	For At Anchor / Under Pilotage Incident. The vessel's Master will retain control of the vessel and determine the best course of action in conjunction with the Harbour Master.	✓ or N/A
1	Verify nature of injury / illness and location of casualty on board.	
2	Ask vessel's Master if any assistance required – arrange boat / ambulance if requested.	
3	If Pilot is on board, appoint the Pilot to be On Scene Commander. If no Pilot on board, liaise with Master to ascertain if suitable and safe to mobilise a Pilot to act as On Scene Commander.	
4	If immediate evacuation / treatment required, discuss options with Master. • Establish if vessel has a Neil Robertson or other suitable stretcher. If not, arrange for a suitable stretcher. • Vessel to proceed to the ship at best speed, with stretcher and a minimum of two deckhands. Note AMSA - RCC is the agency responsible for Maritime Rescue. • Vessel's Master and crew will transfer casualty by stretcher to the boat. • Consider most suitable landing point for casualty recovery and inform boat and ambulance. • Despatch a MWPA PoG worker to the landing site to ensure access and provide directions for the ambulance. • If previous arrangements unworkable, consider berthing vessel then using ship alongside medical evacuation procedure.	
5	Notify vessel's Master and Agent when casualty reaches hospital. Agents deal with casualty once on shore.	
6	In event of serious injury / fatality, arrange medical opinion and ensure accident site remains unaltered for investigative purposes.	
7	Notify external agencies (such as WAPOL, DoT, ATSB, or AMSA) as required (AMSA Form 18 and 19 by Master). Advise ABF in event workers are brought ashore.	
8	Notify vessel agent of situation. Notify WA Department of Health in cases of illness.	
9	Request a copy of AMSA Form 18 and 19 submitted by Master as part of Port investigations.	
10	Give 'All Clear / Stand-down' call over emergency communication system.	

ERP 11 – AIRCRAFT DITCHING IN PORT WATERS

	ERP 11 – Aircraft Ditching in Port Waters	✓ or N/A
1	Ensure WAPOL and AMSA have been notified.	
2	Assess where aircraft has ditched and what draft vessel can access immediate area.	
3	Consider whether safe navigation within the Port is affected and advise vessels, implement restrictions as appropriate in conjunction with WAPOL.	
4	Upon approval from Harbour Master, launch pilot boat to assist recovery of survivors. Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC. Note AMSA – RCC is the agency responsible for Maritime Rescue.	
5	Notify ATSB in consultation with WAPOL.	
6	If necessary, use the Pilot launch / other vessels to assist Police keeping spectator vessels clear of the area.	
7	Activate the IMT as required and commence the IMT workflow.	
8	Notify external agencies (WAPOL, CASA, DoT, AMSA) if required.	
9	In the event of a survivor / fatality recovery, provide assistance to WAPOL as required including: • consider most suitable landing point for casualty recovery and inform Pilot boat and ambulance; and • despatch a MWPA PoG worker to the landing site to ensure access and provide directions for the ambulance.	
10	On advice from WAPOL, give 'All Clear / Stand-down' call over emergency communication system.	
11	Provide support and advice to WAPOL and ATSB for investigation purposes.	

ERP 12 – OIL SPILL / DG RELEASE INTO THE WATER

Implement the measures detailed in the MWPA Oil Spill Contingency Plan Response Strategies and First Strike Response (A1514447).

ERP 13 – SEVERE WEATHER

This process is for severe weather events other than cyclones. MWPA Cyclone Response Procedure contains detailed information on preparedness and response to cyclones.

	ERP 13 – Severe Weather If advanced notice is provided (media broadcasts / weather alerts / BoM information) – consider down manning of Port to essential workers only and make preparation for vessels to put to sea or seek refuge and pinning shiploaders in storm position.	✓ or N/A
SHIPPING		
1	Advise all MWPA PoG operational workers. Advise berthed vessels to secure moorings and run extra mooring lines. Main engines on standby.	
2	Advise vessel at anchor to lay out extra cable. Have second anchor ready to let go. Maintain listening watch VHF 11 and 16.	
3	Harbour Master to monitor swell conditions; if heavy swell predicted advise anchored vessel to consider putting to sea.	
4	Consider closing Port to shipping.	
LANDSIDE		
1	Advise all workers to remain in the buildings and keep well clear of windows.	
2	Advise all workers in storage sheds and facilities to move to the ground level and workers on vessels to come ashore if safe to do so.	
3	Advise all workers in buildings to shelter close beside desks or similar structures that offer protection.	
4	If necessary, initiate an evacuation of damaged buildings and facilities only if workers are placed at risk by the damage. In the event of an evacuation, assess the egress route to ensure that it is safe.	
5	Prior to any severe weather event where high winds could be in effect, secure all shipping containers in place or move internally to sheds. Secure all industrial skip bins internally.	
GENERAL		
1	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	
2	In the event of the site being unsafe, carefully plan and initiate a full site evacuation. Organise a safe haven for those being evacuated and assess the egress routes to ensure the safe egress of all workers.	

	ERP 13 – Severe Weather If advanced notice is provided (media broadcasts / weather alerts / BoM information) – consider down manning of Port to essential workers only and make preparation for vessels to put to sea or seek refuge and pinning shiploaders in storm position.	✓ or N/A
3	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port.	
4	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by emergency services).	
5	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
6	Notify external agencies (such as WAPOL, DoT or AMSA) if required.	
7	Prepare a safety inspection plan, and brief / despatch workers to inspect all areas and make any impacted areas safe.	
8	Isolate affected areas and gather information for investigation purposes.	
9	Give 'All Clear / Return to work' call over emergency communication system.	

ERP 14 – FLOOD / TIDAL SURGE / TSUNAMI

The Bureau of Meteorology (BoM) uses this information and data from coastal tide gauges and seismometers to determine if a Tsunami has been generated. If there is a positive identification, BoM is also responsible for issuing alerts to emergency agencies, media and the public.

Upon advice from BoM, DFES activates the state arrangements (State Hazard Plan – Tsunami) so the emergency services will response to assist the Western Australian community to reduce the impact of a possible Tsunami.

	ERP 14 – Flood / Tidal Surge / Tsunami If advanced notice is provided (such as media broadcasts / weather alerts / BoM information) – consider down manning of Port to essential workers only and make preparation for vessels to put to sea or seek refuge.	✓ or N/A
SHIPPING		
1	Advise all MWPA PoG operational workers. Pass on all warnings and advise berthed ships to secure moorings and run extra mooring lines. Main engines on standby.	
2	Pass on all warnings and advise vessel at anchor to lay out extra cable. Have second anchor ready to let go. Maintain listening watch VHF 11 and 16.	
3	Ensure warnings have been passed on to: Geraldton Yacht Club (08) 9964 1664 GFC Radio Room (08) 9965 9042 Pilot Boat Crew (08) 9964 0504	
4	Harbour Master to monitor swell conditions; if heavy swell predicted advise anchored vessel to consider putting to sea.	
5	Consider closing Port to shipping and ordering all vessels out of the harbour to open sea.	
LANDSIDE		
1	Advise all workers to remain in the buildings and keep clear of access doors.	
2	If necessary, initiate an evacuation of immediate flooded areas.	
3	Ensure appropriate emergency services have been notified.	
4	Prior to any event where water levels could be in effect, secure all shipping containers in place or move internally to sheds. Secure all industrial skip bins internally.	
5	Prior to any severe weather event where high winds could be in effect, secure all shipping containers in place or move internally to sheds. Secure all industrial skip bins internally.	
GENERAL		
1	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	
2	If the floodwaters continue to rise, assess the situation, identify suitable areas to muster on higher ground and initiate a full evacuation.	

	ERP 14 – Flood / Tidal Surge / Tsunami If advanced notice is provided (such as media broadcasts / weather alerts / BoM information) – consider down manning of Port to essential workers only and make preparation for vessels to put to sea or seek refuge.	✓ or N/A
3	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port.	
4	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by emergency services).	
5	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
6	Notify external agencies (such as WAPOL, WorkSafe, DoT, AMSA) if required.	
7	Prepare a safety inspection plan, and brief / despatch workers to inspect all areas and make any impacted areas safe.	
8	Isolate affected areas and gather information for investigation purposes.	
9	Give 'All Clear / Return to work' call over emergency communication system.	

ERP 15 – EARTHQUAKE

	ERP 15 – Earthquake	✓ or N/A
1	Advise all workers to remain in the buildings and keep well clear of windows and, where possible, shelter close beside desks or similar structures that offer protection.	
2	Advise all workers in storage sheds and facilities to move to the ground level.	
3	Ensure appropriate emergency services have been notified.	
4	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	
5	If necessary, initiate an evacuation of damaged buildings and facilities. In the event of an evacuation, assess the egress route to ensure that it is safe.	
6	Arrange first aid assistance for injured persons.	
7	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct the emergency services.	
8	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
10	Notify external agencies (such as WAPOL, DoT, or AMSA) if required.	
11	Prepare a safety inspection plan, and brief / despatch workers to inspect all areas and make any impacted areas safe.	
12	Isolate affected areas and gather information for investigation purposes.	
13	Give ‘All Clear / Return to work’ call over emergency communication system.	

ERP 16 – BOMB THREAT

	ERP 16 – Bomb Threat	✓ or N/A
1	Ensure the call / threat receiver has recorded call details using the Australian Federal Police (AFP) Phone Threat Checklist.	
2	Notify emergency services (000).	
3	Notify the Security & Emergency Response Supervisor and Harbour Master	
4	Seek advice from WAPOL (000) before initiating an evacuation. Check that the egress routes and Assembly Areas are clear of suspicious items or vehicles. (Choose alternate Assembly Areas to avoid secondary targeting.)	
5	Initiate an evacuation of buildings and facilities nominated by the person making the threat. If threat is not specific, initiate a full evacuation of the Port and Offices. Use alternative Assembly Areas and do not congregate in large crowds near publicly accessible areas.	
6	Advise all persons NOT to: • turn on or off any lighting or appliance; • turn off main electrical supply; • make any telephone calls (land line or mobile); or • use radios.	
7	Advise all workers to leave windows and doors open.	
8	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	
9	Harbour Master and Security & Emergency Response Supervisor to implement arrangements outlined in the MWPA PoG Maritime Security Plan.	
10	Port Service Providers and Maritime Industry Participants (MIPs) to be notified of incident.	
11	If safe to do so, assign a person as Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
12	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	
13	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	
14	Notify external agencies (such as Police, DoT, or Home Affairs) if required.	
15	On advice from WAPOL, isolate incident area and support / instigate investigation purposes.	
16	On advice from WAPOL, give 'All Clear / Stand-down' call over emergency communication system.	

ERP 17 – ARMED INCURSION / SECURITY BREACH

	ERP 17 – Armed Incursion / Security Breach	✓ or N/A
1	Communicate with the person reporting the emergency and endeavour to ascertain: • the number and location of the intruders; • whether the intruders are still onsite; and • if there is any perceived danger to onsite workers.	
2	Evaluate the status of the security breach and determine if the alarm needs to be raised.	
3	Notify Harbour Master, Wharf Supervisor and Security & Emergency Response Supervisor of any incident. Notify Police (000) unless it has been proven a false alert.	
4	Harbour Master to assume the role of Incident Controller when onsite and implement any precautions required under MWPA PoG Maritime Security Plan.	
5	Saving and protecting life. Use the built environment to restrict or deny access. Commence CCTV surveillance and track the offender(s). Communicate appropriate escape or shelter in place options to those present. Identify and establish a safe medical triage / first aid location. Restrict further vehicle access to the site (using bollards, gates, and road closures). Restrict physical access to the site or general vicinity. If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	
6	If the intruders are still onsite, attempt to monitor their position from a safe distance and report their movements to the Incident Controller.	
7	Facilitating the evacuation of those at risk. Notify key workers of the incident. Provide guidance on safe routes (considering cover and concealment) for those that are self-evacuating. Assess the suitability and potential safety of normal evacuation routes. Evaluate the safety of standing evacuation Assembly Areas and change if necessary. Identify potential safe places or strongholds for those unable to evacuate.	
8	Containing the incident or threat. Consider electronic / mechanical isolation systems to constrain the movement of the offender or restrict access to potential victims. Identify and establish a suitable perimeter for securing the location. Use the existing built environment to best advantage for safety and containment action. Consider restricting escape options for the offender if these may endanger others.	
9	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	

	ERP 17 – Armed Incursion / Security Breach	✓ or N/A
10	Supporting emergency response and investigation activities. Identify and communicate safe access routes / form up points for emergency services. Consider using CCTV and other remote methods where possible to enable situational awareness. Commence incident and decision making logs. Port Security Officer or IC to meet / brief the Police. Ensure access to site plans and CCTV footage (where possible). Clearly identify when Incident Control has transitioned to WAPOL. Provide ongoing support to the emergency response action as requested.	
11	Notify external agencies (such as, WorkSafe, DoT, or Home Affairs) if required.	
12	On advice from WAPOL, isolate incident area and support / instigate investigation purposes.	
13	On advice from WAPOL, give 'All Clear / Stand-down' call over emergency communication system.	

ERP 18 – CIVIL DISTURBANCE

	ERP 18 – Civil Disturbance	✓ or N/A
1	Ascertain nature and location of the civil disturbance and determine the threat level posed.	
2	Ensure appropriate emergency services have been notified via 000 (Police).	
3	If safe to do so, activate the IMT at a safe location and commence the IMT workflow.	
4	Harbour Master to assume the role of Incident Controller and supported by the Security and Emergency Response Supervisor.	
5	If safe, have workers remain in area of responsibility and advise them not to confront protestors.	
6	If a threat is posed to those working in the immediate vicinity of the protest, initiate an evacuation of that area via safe egress routes to muster points.	
7	If safe, assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
8	Assess the situation and determine whether a full evacuation is warranted.	
9	If full evacuation and Port closed, assign a person to advise Port users / direct all shipping, road and rail traffic as required (if not being handled by responding emergency services).	
10	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
11	Notify external agencies (such as, WorkSafe, DoT, or Home Affairs) if required.	
12	On advice from WAPOL, isolate incident area and support / instigate investigation purposes.	
13	On advice from WAPOL, give 'All Clear / Stand-down' call over emergency communication system.	

ERP 19 – RAIL TERMINAL INCIDENT

	ERP 19 – Rail Terminal Incident	✓ or N/A
1	Ensure appropriate emergency services have been notified, including DFES if necessary.	
2	If safe, arrange first aid assistance for person(s) injured.	
3	Contact the MWPA Rail Terminal Coordinator to stop / control all train movements.	
4	MWPA Rail Terminal Coordinator shall: • contact all train crews within or on immediate approach to the MWPA Rail Terminal to control train movements; • contact Arc Infrastructure duty train controller to control train movements from Narngulu; • contact KML to ensure cessation / coordinated control of car dumper activities; • contact CBH to ensure cessation / coordinated control of grain loading activities. • cancel all live work permits within the Rail Terminal and contact permit holders to advise / ensure work stops, and they follow the direction of the On Scene Commander; • coordinate with the On Scene Commander to control / shunt trains inside the Rail Terminal in support of emergency response efforts; • ensure access to all locked gates to support emergency response efforts; and • maintain communications with the On Scene Commander for the duration of the incident.	
5	Appoint a Port worker to be On Scene Commander with radio and/or mobile phone communications to the ICC.	
6	Assess the situation and, if necessary, initiate an evacuation of the immediate vicinity of the incident.	
7	Arrange for the area to be isolated / barricaded.	
8	Assign a person to the role of Security Coordinator (Duty Card 11) to secure access to the Port and direct emergency services.	
9	Do not allow anything to be moved (except for life saving / emergency response efforts) until Chief Operating Officer or delegate has arrived onsite.	
10	Activate the IMT as required and commence the IMT workflow including assessment for notifying stakeholders and accounting for workers.	
11	If access for road has been affected, assign a person to advise Port users / direct all road traffic as required (if not being handled by responding emergency services).	
12	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency services.	

	ERP 19 – Rail Terminal Incident	✓ or N/A
13	Notify external agencies (such as WAPOL, Office of the National Rail Safety Regulator) if required.	
14	Liaise with responding emergency services (if attending) and make incident area safe.	
15	Isolate incident area and gather information for investigation purposes.	
16	Give 'All Clear / Stand-down' call over emergency communication system.	
17	Ensure appropriate emergency services have been notified, including DFES if necessary.	

ERP 20 – BIOSECURITY INCIDENT

The scope of this ERP is limited to the initial response actions by the Port in the event of a biosecurity incident. Information on the monitoring, management and training for biosecurity risks is contained in the following Port Procedures.

- Vessel Quarantine Rubbish Disposal Procedure
- Waste Management Procedure
- Incident Reporting and Investigation Work Instruction
- Wildlife Management and Pest Control Guideline
- Induction Package

A first response spill kit is located within the Quarantine area to the eastern end of Berth 3. This is a red bin labelled 'BIOSECURITY RESPONSE' Information on incident management arrangement by government agencies is summarised below.

Emergency Animal Disease Response Agreement (EADRA) – For all diseases listed in EADRA, there is a preferred approach to how an outbreak is managed. These preferred approaches have been developed and agreed upon by governments and relevant industries and are captured in the Australian Veterinary Emergency Plan (AUSVETPLAN) disease strategies and response policy briefs. The Department of Agriculture and Water Resources (**DAWR**) are the lead agency for the EADRA and all four subsidiary plans. The plans pertinent to the Port are as follows.

- AUSVETPLAN is a comprehensive series of manuals that sets out the various roles, responsibilities and policy guidelines for agencies and organisations involved in the response to the disease outbreak.
- AQUAVETPLAN. Similar to AUSVETPLAN, AQUAVETPLAN sets out the preferred to approach to diseases that affect aquatic animals, including finfish, crustaceans and molluscs. AQUAVETPLAN is aquaculture focused, making it distinct from the Emergency Marine Pest Plan. The Aquatic Animal Health Program in the DAWR develops and maintains the AQUAVETPLAN manuals. AQUAVETPLAN is available on the department's website.
- **Emergency Marine Pest Plan** – The Emergency Marine Pest Plan (**EMPPLAN**) has been developed to respond to pest emergencies in Australia's marine environment. This Plan sets out the roles, responsibilities and actions that must be undertaken when a new pest is detected. The EMPPLAN is consistent with the emergency response model in place for animal and plant emergencies in Australia. The decision to activate the EMPPLAN is based upon an assessment that the pest concerned is likely to have a significant impact on Australia's marine environment, economy, amenity or human health.
- **PLANT Plan** is the agreed Technical Response Plan used for emergency plant pest incidents. It provides nationally consistent guidelines for response procedures under the Australian Emergency Plant Pest Response Deed (EPPRD), outlining the phases of an incursion, as well as the key roles and responsibilities of industry and government during each phase. PLANTPLAN is an appendix to the EPPRD and is endorsed by all signatories. PLANTPLAN is available on the Plant Health Australia website.

Human Infectious Diseases – For all diseases listed in the Biosecurity Act 2015, the Australian Government Department of Health and Aged Care is the lead agency. If an ill individual is identified at Australia's borders, Biosecurity Officers will be able to ask questions to determine if the individual has a sign or symptom of a Listed Human Disease or has been exposed to a Listed Human Disease. If the Officer believes that an individual may be infected, they will be placed under a Human Biosecurity Control Order and biosecurity measures applied, which must be undertaken by the ill individual. There is a broad range of measures that may be used to respond to the threat of serious communicable diseases, which are called Listed Human Diseases. The Minister for Health has powers to prevent, manage, and respond to outbreaks of a Listed Human Disease.

	ERP 20 – Biosecurity Incident	✓ or N/A
For incidents involving a vessel where prior notification has been received (vessel arrival declaration).		
1	Vessel notifies the Agent as part of pre-arrival procedures.	
2	Agent informs the DAFF and/or DoH who will provide appropriate direction on quarantine arrangements.	
3	Agent informs Geraldton Port (Shipping) on vessel management arrangements.	
4	Geraldton Port Shipping informs Port Environment & Sustainability Department.	
5	Consider the requirement to activate the IMT and commence the IMT workflow.	
6	Port provides support / responds to advice from the DAFF and/or DoH and or Agent as appropriate.	
For incidents where no prior notification has been received. The following section describes Incident Response action by the Port.		
1	On discovery of an incident or potential incident, inform the DAFF and/or DoH and the Port Environment Department.	
2	Assess the situation and, if necessary, initiate an evacuation of the immediate vicinity of the incident to ensure health and safety of Port workers.	
3	If safe to do so, appoint a Port worker to be the On Scene Commander (Pilot or Duty Operations Supervisor).	
4	Consider the requirement to activate the IMT and commence the IMT workflow.	
5	Implement immediate containment arrangements to limit escalation / spread of the incident. This includes isolating ill travellers or confining them to the vessel until they can be assessed by a biosecurity official.	
6	Activate support / advice from the DAFF and/or DoH.	
7	In consultation with DAFF and/or DoH, implement appropriate measures to eradicate the outbreak including: • activation of Port resources (Quarantine Waste Area Stores); • activation of approved treatment providers to manage incident; and • implement collection and treatment of biosecurity waste goods as per AA for biosecurity waste collection and AA for biosecurity waste transportation	

	ERP 20 – Biosecurity Incident	✓ or N/A
8	For incidents outside Geraldton Port's capability (above Level 1), support external agencies in the operational response. Typically, the aim of the operational phase is to contain and/or eradicate the pest or disease. During the Operational Phase: • operations centres will be established at the appropriate levels (National, State and/or local), to manage strategic and operational aspects of the response; • a National Consultative Committee may be established; and • a National Management Group may be established.	
9	Implement stand down actions when appropriate. Stand down phase commences when: • the response strategy has been effective; • eradication of a pest or disease is not considered feasible, cost-effective or beneficial; or • the relevant National Management Group formally declares that the pest or disease outbreak is over. During the stand down phase operations centres will: • develop and implement an ongoing management program, if required; • recover, decommission and dispose of stores and equipment; • arrange appropriate archiving of all records; • finalise accounts; • conduct debriefings and record all learnings; and • develop an Action Plan to address learnings.	