

Emergency Plan

Purpose

This document outlines how CAA staff manage an emergency. It outlines our preparedness, response and post emergency activities, including roles and responsibilities.

Typical emergencies include:

- Fire
- Gas leak
- Security breach
- Medical emergency
- Electrical hazard
- Mechanical or process failure
- Chemical spill
- Natural event, such as storm or cyclone
- Structural damage to building
- Motor vehicle accident
- Bomb threat

Emergency Contacts

| | | | | |
|---|-----------------------|--------------|--|--------------|
| Life Threatening Situations Fire Police Ambulance 000 | CAA Management | | General Numbers | |
| | Office | 07 5476 9788 | CAA GP (7 Day Medical Centre, 150 Horton Pde, Maroochydore) | 07 5443 2122 |
| | General Manager | 0458 626 002 | Non Urgent Transport (GP Authorised) | 13 12 33 |
| | Operations Manager | 0404 363 825 | Poisons Information | 13 11 26 |
| | | | Dial before you Dig | 1100 |
| | | | WorkCover QLD | 1300 362 128 |

Emergency Response Team

Each member of the Emergency Response Team shall know their responsibilities in case of an emergency.

| | |
|----------------------------|--|
| Fire Warden | Lang Semmler Duties: <ul style="list-style-type: none"> • Wearing the read hard hat & red vest, sound the emergency warning air horn. The hard hat, vest and air horn are stored in a prominent location in the General Mangers office. • If safe to do so, check the offices and factory for personnel • Check adjoining businesses (CDQ Engineering & Infracore) • Collect the visitor register • Perform Roll Call at Emergency Assembly Point (or delegate task) • Monitor the emergency and relocate the Muster Point if required • Authorise re-entry to building after Fire/Emergency Services give the OK Note: The Fire Warden’s primary duty is to safely evacuate all occupants from the danger zone. It is not to combat the emergency. |
| First Aid Officers | Damien Bridges , Adele Broomhead , Joshua Lambert , Sam Pohlman , Lang Semmler Duties: If safe to do so, administer basic First Aid until Paramedics arrive. Refer to Appendix 2 (below) for more information. |
| Electrical Shut-off Warden | Lang Semmler , Sam Pohlman , Damien Bridges , Duncan Fergusson Duties: If safe to do so, shut off mains electrical power + solar array, proceed to muster point. |
| LPG Shut-off Warden | Lang Semmler , Sam Pohlman , Damien Bridges , Duncan Fergusson Duties: If safe to do so, shut off the LPG valves and proceed to the muster point. |

Daily Precautions

Emergency Exits: It is critical that emergency exits remain unobstructed during day-to-day operations.

Cleanliness: Ensure that all factory areas remain clean and orderly to avoid potential hazards such as flammable materials, chemical spills or accidents.

Roller Doors and Emergency Exit Doors: The person who enters the building at the start of each day is required to unlock the Roller Doors. Emergency Exit doors only lock from outside, they must not be locked from the inside and they must remain unimpeded. The person who is last to exit the building is required to close the Emergency Exit doors and close and lock the roller doors.




Extinguishing A Fire

All staff members shall be familiar with the location of the fire extinguishers closest to their work area. For more information refer to the Emergency Evacuation Map ([Appendix 1](#)).

Prompt and effective use of the correct fire extinguisher can prevent serious injury or damage. Attempt to extinguish the fire only if safe. If you are unable to extinguish the fire, attempt to close all doors and windows where practical. If possible, switch off the power points and lights near the fire. Always fight the fire with your back to an unobstructed exit and never endanger yourself.

- Fire Extinguisher Use:**
1. Pull the pin
 2. Aim at edge of fire
 3. Squeeze the handle
 4. Sweep the fire (do not go closer than 1m)



Fire Extinguisher Types

|  Foam Extinguisher (CO²) |  Dry Chemical Powder (DCP) |  Class D Extinguisher | Water |
|--|--|---|---|
| <p>PRIME USE: Flammable liquid fires</p> <ul style="list-style-type: none"> • Petrol • Oils • Thinners • Solvents <p>DO NOT USE ON ELECTRICAL FIRES</p> | <p>PRIME USE: Flammable liquid fires and fires involving live electrical equipment.</p> <p>Non-conductive extinguishing agent.</p> | <p>PRIME USE: Combustible metals</p> <ul style="list-style-type: none"> • Magnesium • Aluminium • Sodium • Calcium | <p>PRIME USE:</p> <ul style="list-style-type: none"> • Wood • Paper • Plastic • Other solid combustible materials <p>DO NOT USE ON SOLVENT OR ELECTRICAL FIRES</p> |

Magnesium Fire Precautions

In solid form, magnesium ignition is difficult. Once ignited, burning magnesium cannot be extinguished with water, carbon dioxide, halons or nitrogen. If these agents are used, the hazardous situation will become more severe. To fight a magnesium fire, use Class D extinguishers or smother with dry sand.

Magnesium Anodes are flammable in the presence of open flame, sparks and heat (550degC). They react with water to create hydrogen gas and heat, so they must be stored in dry conditions.

This symbol, , represents the location of Magnesium Anodes on the Emergency Map. This symbol, , represents the location of the Class D Fire Extinguisher on the Emergency Map.

Gas Leaks

If a gas leak is detected and there is an immediate threat to personal safety:

1. Leave the area, notifying others to do so immediately
2. Notify the LPG Shut-off Warden
3. Notify Management
4. If deemed safe, turn off any ignition sources, including mobile telephones
5. If concerned for safety, instigate a precautionary evacuation, see Emergency Evacuation Response below
6. Depending on size of the gas leak, inform surrounding businesses

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Gas Cylinders

In a fire gas cylinders are a potential source of explosion; extreme caution should be taken if a fire occurs near any gas cylinders. The location and capacity of tanks are listed in the table below.

| Cylinder Type | Location | No. Cylinders, Capacity & Dia | CAA ID No. | Re-Test Due |
|----------------------------|---|--|-------------------------|-----------------|
| LPG - Bulk Cylinders | Outside. Above ground. West side of entry gate. | 10 x 210kg (4,99L, 760dia) = 4,990L | LPG01 to LPG10 | 10/22 (rented) |
| LPG - Die Preheater | In factory. Above ground. Next to small top up furnace. | 1 x 13kg (32L, 305dia) = 32L | Exchange | Rented |
| LPG Storage Cage | Outside under cover. Above ground. South end external pallet racking. See LPG 1 on site map. | 6 x 13kg (32L, 305dia) = 192L 1 x 15kg (36L, 305dia) + 1 x 18kg (44L, 310dia) = 80L (For Forklift. One on Forklift and 1 in LPG Storage Cage) | Exchange FL15 & FL18 | Rented Owned |
| LPG - Welding Cylinders | In factory. Above ground. Welding bay rear, SW corner of factory. | 1 x 4.5kg BBQ Bottle (10.8L, 220dia) = 10.8L | Exchange | Owned |
| Oxygen Cylinder | In factory. Above Ground Welding bay rear, SW corner of factory. | 1 x G size 10.3m ³ (50L , 230dia) | Exchange | Rented |
| Argon/CO2 (Supashield 5/2) | In factory. Above Ground Welding bay rear, SW corner of factory. | 1 x G size 10.5m ³ (50L , 230dia) | Exchange | Rented |
| Argon Cylinder | In factory. Above Ground. Laboratory, SE corner. | 1 x G size 10.5m ³ (50L , 230dia) | Exchange | Rented |

Table from columns 1-5 of most current version of Manifest

Hazardous Products

We have 1 main storage areas for Chemicals, 2 storage areas for Dangerous Goods and 4 locations for Magnesium Anodes stored in the factory, refer Appendix 1 – Emergency Map for locations. Please review Safety Data Sheets.

Chemical Storage

See  area on Site Map

Dangerous Goods

| Product | Location | Max Quantity stored at CAA |
|--------------------|------------------------------|----------------------------|
| Methylated Spirits | Stock Shelves, ground level. | 5L |
| Kerosene | | 5L |
| Mineral Turpentine | In bunding. | 5L |
| Zincogen 318 | Laboratory. In container. | 25kg |

Table from columns 1-3 of most current version of Manifest

Magnesium Anodes


| Product | Location | Max Quantity stored at CAA |
|------------------|---|----------------------------|
| Magnesium Anodes | See  locations on Site Map | 2,000kg |

Table from columns 1-3 of most current version of Manifest

Emergency Evacuation Response

If a fire is not able to be extinguished, or an emergency is deemed to be beyond our control, decisive action is required to evacuate the premises. The Fire Warden and other staff need to communicate quickly and effectively to ensure that the following steps are carried out.

1st: Sound the Alarm

In the event of an emergency, the air horn is to be sounded by the Fire Warden or other staff member as soon as possible after emergency is discovered. It is critical that the alarm is sounded without delay to give staff and visitors as much time as possible to evacuate.

All staff must be aware of the location of the alarm and how it is activated. If the alarm does not activate, the staff member must do it verbally.

2nd: Inform Fire/Emergency Services

The Fire Warden or other staff member must contact the Fire/Emergency Services (000) as soon as possible. Provide the following information:

- Nature of the emergency
- Address (8 Endeavour Drive Kunda Park QLD)
- Location on premises

Remain on the phone if requested by the operator.

3rd: Evacuate To Muster Point (Nature Strip on the east side of the Security Gate)

It is critical that all staff and visitors escape from danger. All personnel, other than the Fire Warden, should head to the Muster Point as soon as the alarm is sounded.

All staff and visitors should:

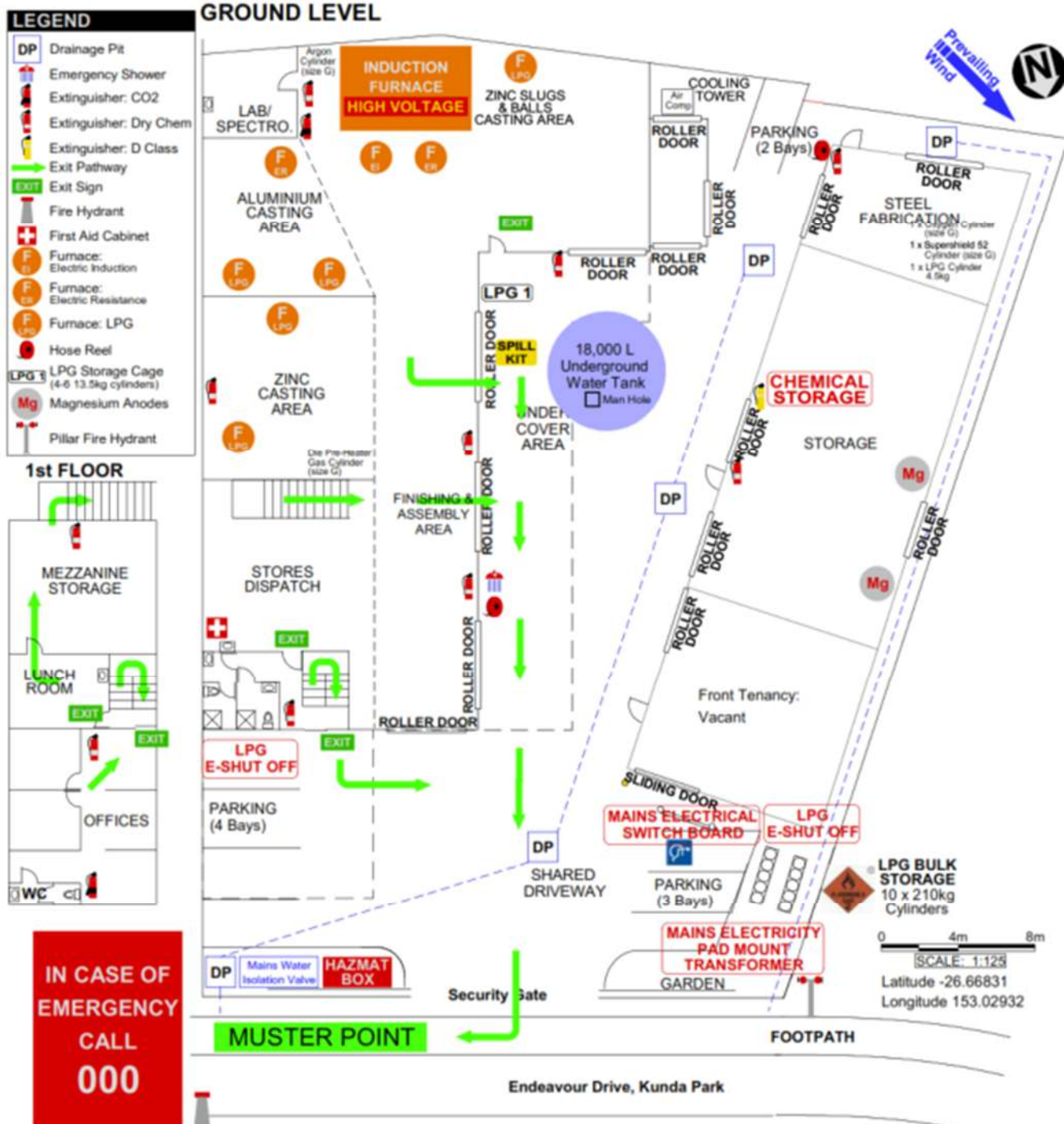
- Follow the instructions of the Fire Warden, Management and Fire/Emergency Services
- Head to the Muster Point in a calm and orderly manner via the most direct route
- Be aware of your work colleagues and visitors. Ensure that they also head to the Muster Point
- Do not collect your belongings
- Do not run
- Remain at the Muster Point until instructed by the Fire Warden

4th: Roll Call

The Fire Warden (or their delegated person) will take a roll call to ensure all staff and visitors have been safely evacuated. When the Fire/Emergency Services arrive the Fire Warden must inform them that the building is clear/ or certain staff/visitors are still inside.

Emergency Plan

Appendix 1 – Emergency Map



EVACUATION PROCEDURE

Stage 1: IMMEDIATE DANGER: Staff & visitors must assemble a safe distance from the immediate danger area. If safe, doors & windows should be closed to contain fire. Evacuate mobility impaired persons to Assembly Area immediately.

Stage 2. RETREAT TO SAFE AREA: If smoke or fire warrants further evacuation, occupants should move to a safe area.

Stage 3. COMPLETE EVACUATE ENTIRE COMPLEX: Retreat to the Muster Point.

Stage 4: ROLL CALL: To be conducted ASAP. Report missing persons to the **Fire Warden** ASAP.

Emergency Plan Locations: 1 Lang Office, 2 Adele Office, 3 Sam Office, 4 Foyer, 5 Tearoom, 6 Stores, 7 Lab, 8 Rear Door opposite S&Ball Area

SAFETY MEASURES

Turn off electrical appliances.
Shut gas valves.

FIRE EXTINGUISHER USE

1. Pull the pin
2. Aim at edge of fire
3. Squeeze the handle
4. Sweep the fire (do not go closer than 1m)

Appendix 2 – First Aid Response

Staff who perform first aid shall be trained by a first aid training provider. Make sure there is always a trained First Aid Officer on site. The company's trained first aid officers are [Damien Bridges](#), [Adele Broomhead](#), [Joshua Lambert](#), [Sam Pohlman](#) and [Lang Semmler](#). The majority of staff have also undertaken basic CPR training.

First Aid Kit facilities can be found in the wash area (refer to Emergency Map, Appendix 1), there is signage to indicate its location.

Response to an Emergency or an Urgent Condition:

1. Assess the incident area and determine whether or not it is safe to approach the casualty.
2. Phone for help – Call (000)
3. Assess the casualty for life threatening injuries – This includes aiming to get a response from the casualty. Do not shake the person, instead use the touch and talk method which should incorporate soft touching with loud talking. The touch and talk method will help you to determine the level of consciousness of the casualty.

Immediate Attention

Breathing - Check the person is breathing by gently tilting their head backward and looking into the mouth for foreign objects such as food, loose dentures and fluid. Unless their airway is blocked by water, vomit, blood or any other fluids, checking the airway should be done while the casualty is on their back. If the airway is obstructed with fluids, place them on their side and clear the airway of any obstruction as best as possible. If the casualty is breathing, the first aid provider should keep the casualty on their side while maintaining neck stability. Call (000) for assistance. Keep checking the airway and breathing regularly and look for other injuries while waiting for the paramedics to arrive.

Bleeding- When dealing with blood or other bodily fluids use the appropriate PPE, including gloves, overalls, aprons and glasses where contact may occur. Bleeding is considered severe when it is spurting or cannot be controlled. Such severe bleeding is life threatening and should be addressed as quickly as possible by applying firm, direct pressure to the injury using a sterile pad or clean cloth. DO NOT remove any penetrating objects if there are any lodged in the wound.

Apply a clean dressing directly over the wound and firmly secure it with a bandage if possible, ensuring the entire wound remains covered, then elevate the wounded part of the body and restrict movement as much as possible. Keep the casualty calm and regularly check that the bandage is not restricting circulation.

Poisoning – In all cases of poisoning, call 000 and seek advice from the Poisons Information Centre on 13 11 26 (available 24hrs). If the casualty is unconscious, do not leave them alone, get someone else to seek help. Do not induce vomiting. Find out as much information as possible about what poison has been taken in order to advise the paramedics when they arrive.

Electrocution - Always ensure the power source has been switched off before going near or handling the casualty, then dial 000 for an ambulance. Commence resuscitation if required. If the casualty is conscious, is away from danger and has suffered burns as a result, cool the area by flushing with clean water. Be aware that excessive cooling can lead the casualty to become dangerously cold. Stabilise the casualty and wait for an ambulance to arrive.

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