

REVISION	DATE	AMENDMENT SUMMARY	REVIEWER	APPROVER
1	27/04/2026	Review plan and transfer on new template	Kylie Arnel	John Cowan

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

TABLE OF CONTENTS

SCOPE	4
PURPOSE	4
REFERENCE DOCUMENTS	4
ABBREVIATIONS	5
ROLES & RESPONSIBILITIES	6
Plan SUMMARY	7
OBJECTIVES	7
SCOPE & LIMITATIONS	7
FACTORS AFFECTING FIRE	7
MUSTER POINT LOCATIONS	9
ACTIONS ON DISCOVERING A FIRE	10
NOTIFICATION TO EMERGENCY SERVICES	11
NOTIFICATION TO EAST ARM WHARF PORT USERS	11
NOTIFICATION TO STAKEHOLDERS	12
ENVIRONMENTAL DUTIES	12
FIRE SAFETY INSPECTIONS & RISK ASSESSMENT	12
MAINTENANCE OF FIRE ASSOCIATED EQUIPMENT	12
BUILDING DESIGN & COMMISSIONING OF NEW SYSTEMS	12
FIRE WARDEN REQUIREMENTS	13
MARINE SUPPLY BASE SECURITY	13
SAFETY DATA SHEETS (SDS)	13
FIRE EVACUATION DRILL RESPONSE EXERCISE	13
PERSON WITH DISABILITIES / SPECIAL NEEDS	13
DARWIN MARINE SUPPLY BASE USERS	13
FIRE INVOLVING VESSELS	14
FIRE EMERGENCY PROCEDURES	14
TESTING OF FIRE SYSTEMS	14
PLANNED INSPECTIONS	14
EMERGENCY RESPONSE	14

NON-CONFORMANCES15

INVESTIGATIONS15

TRAINING15

DOCUMENT REVIEW15

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

SCOPE

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

PURPOSE

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

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

REFERENCE DOCUMENTS

DOCUMENT TITLE	INTERNAL/EXTERNAL
Adverse Weather Management Plan	Internal
Business Continuity Planning	Internal
Cyclone Management Plan - Northern Territory	Internal
Emergency Response & Management Plan - Australia	Internal
Emergency Response Plan (DMSB)	Internal
Fire Safety Verification	Internal
Fire Risk Assessment Form	Internal
Fire and Emergency Regulations	External
Incident Reporting Process	Internal
NT Building Act and Fire and Emergency Act	External
Northern Territory of Australia Disaster Act	External
Planned Inspection	Internal

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

Planning for Emergencies in Facilities	Internal
Portable Fire Equipment	Internal
Ports Management Act and Regulations	External
Service Improvement Process	Internal
Spill Management Plan	Internal
Safety Management Plan (AUS)	Internal
Workplace Health and Safety Act and Regulations	External
Waste Management and Pollution Control Act	External

ABBREVIATIONS

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

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

PFSO	Port Facility Security Officer
SDS	Safety Data Sheet

ROLES & RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Darwin Marine Supply Base Management Team	- To implement this Plan, review annually and update / implement any changes - Ensure competent advice and support is provided to employees in meeting the requirements of this Plan - Communicate with the HSSEQ Advisor and Port Facility Security Officer - To monitor all ASCO personnel in relation to compliance with this Plan - Carry out / organise onsite training when required in relation to fire safety and awareness - To monitor all Facility Users in relation to compliance with this Plan - To ensure all fire safety systems are maintained and operational in accordance with current Legislation - To ensure firefighting equipment is maintained and serviced in accordance with current Legislation - Responsible for carrying out a range of activities to minimise fire safety risk across the DMSB in accordance with this Plan - Ensure suitable numbers of and appropriate training for location. - Notify Darwin Port, ASCO HSSEQ and ASCO Managing Director.
HSSEQ	- Provide support to the DMSB Management Team in coordinating notifications and interface activities with all regulatory and emergency response 3rd parties - Lead the conduct of incident reporting and investigations - Ensure drills are recorded as SIDs and captured in HSSEQ Database - Provides assistance and support as required and if necessary, adopts the role of Incident Controller - Co-ordinates data gathering for investigation - Ensures all incidents are appropriately investigated and recommendations actioned to completion.

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

DMSB Security Guards	• Acts as emergency responder for all out of hour reporting requirements, following guidelines and reporting structure • Provides assistance and back up to the PFSO as required or requested for all emergencies • Ensure notification to Emergency services, DMSB management, Darwin Port (DP) and Harbour Control in a timely manner in line with Emergency Response Scenario Checklists
Employees, Third Party Contractors and Others	• Ensure that individual activities do not contribute to fire risk and are in accordance with the requirements of this Plan. Participate in fire drills • Report all non-conformances directly and immediately to DMSB Management Team.

PLAN SUMMARY

ASCO has a legal obligation under the Workplace Health and Safety Act to ensure the health and safety of employees, Third Party Contractors and Others within the DMSB. There are also obligations to comply with NT Building Act and the Fire and Emergency Act and other associated legislation. This involves ensuring that fire systems and procedures are properly maintained, and that training requirements are undertaken to ensure personnel within the DMSB are fully aware of their fire safety responsibilities. Fire is identified as a considerable risk in any organisations that has a large building infrastructure. This FSMP (DMSB) has been prepared so that ASCO can appropriately manage this risk.

OBJECTIVES

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

- To ensure a comprehensive fire risk management process is applied across the DMSB to ensure a high level of safety for persons and property
- To ensure that fire safety problems that arise within the DMSB are quickly and effectively contained and resolved
- To ensure that the DMSB complies fully with its legal obligations in relation to fire safety
- To ensure that appropriate

SCOPE & LIMITATIONS

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

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

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

FACTORS AFFECTING FIRE

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

FIRE SAFETY MANAGEMENT PLAN
(DMSB)
PLN-AUS-HSSEQ-016

MANAGING FIRE SAFETY

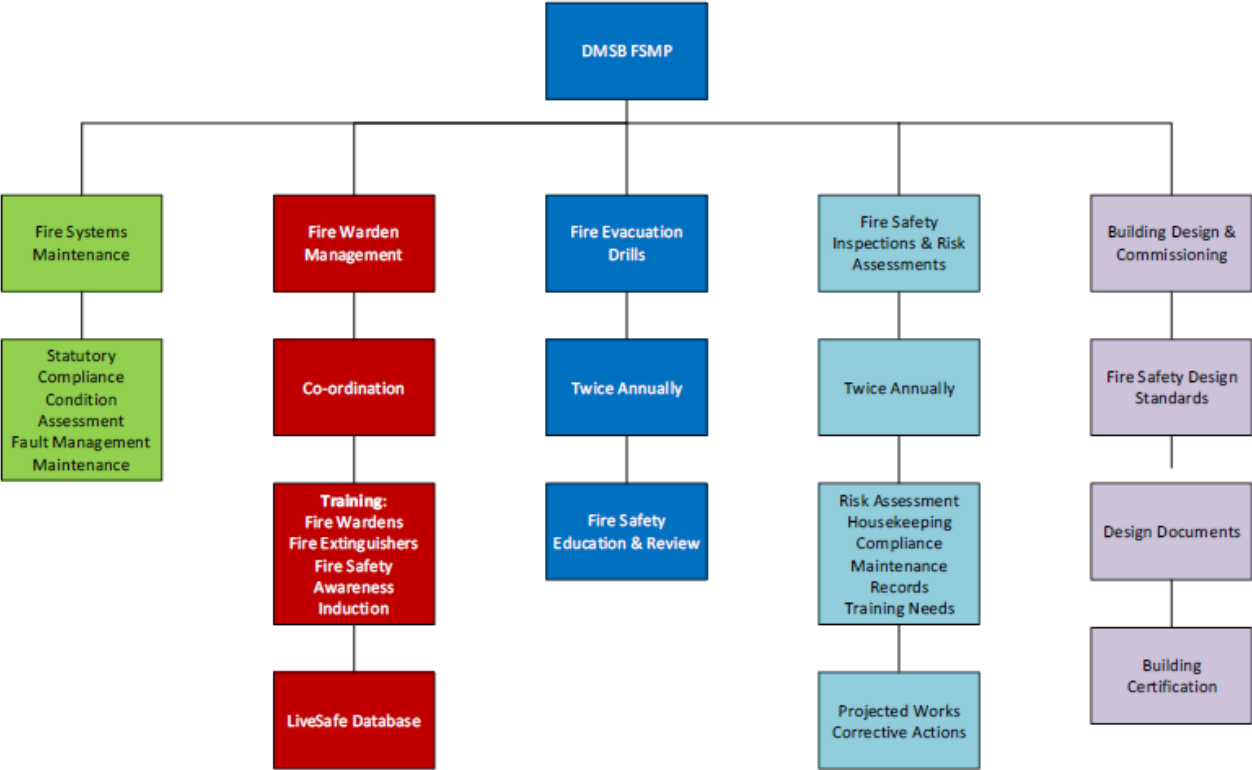


Figure 1 - Fire Safety Compliance Chart DMSB

MUSTER POINT LOCATIONS

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



Figure 2 - Muster point's locations East Arm Wharf, Muster Point 1 located directly opposite DMSB

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016



Figure 3 - DMSB Muster Points and Emergency Site Plan

ACTIONS ON DISCOVERING A FIRE

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

After raising the alarm:

- If electrical equipment is involved and it is safe to do so, isolate it from the power supply
- If possible, attack the fire with the nearest suitable equipment, always provided that you feel confident and competent to do so
- Shut the door(s) of the area affected and, if appropriate and safe to do so, close windows before leaving the building
- Proceed to the designated Muster Point/s.

Action to be taken by persons upon hearing a fire alarm:

- Keep calm
- Close all doors and if appropriate and safe to do so, close windows and switch off ventilation equipment before leaving the building.

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

- Pick up personal belongings, which are immediately at hand
- Guide any visitors / guests that may be with you to the Muster Point
- Leave the building by the nearest available emergency exit, take the most direct evacuation route
- Proceed to the Muster Point and wait for instructions from a Fire Warden
- **DO NOT MOVE TO OTHER AREAS**
- **DO NOT RE-ENTER THE BUILDING UNTIL A FIRE WARDEN TELLS YOU IT IS SAFE TO DO SO**
- **DO NOT LEAVE THE MUSTER POINT UNLESS TOLD TO DO SO**
- **WHEN YOU HAVE BEEN ADVISED IT IS SAFE TO DO SO, RE-ENTER THE BUILDING IN AN ORDERLY MANNER USING NORMAL ENTRANCES.**

NOTIFICATION TO EMERGENCY SERVICES

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

Minimum information supplied should be:

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

NOTIFICATION TO EAST ARM WHARF PORT USERS

Fires requiring evacuation of the DMSB, the notification to evacuate will be through activation of the DP evacuation siren. Contact will be made with Darwin Port to activate emergency siren and to enable DP to evacuate adjoining premises if required.

DP Harbour Control will also be consulted if there is a risk from or to a vessel berthed within the DMSB. Further guidance and instruction in regard to actions and reporting protocols can be sought utilising the DMSB ERP scenario's checklist.

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

NOTIFICATION TO STAKEHOLDERS

Stakeholders will be briefed on all emergency incidents by the ASCO MD Australia. The DMSB Management Team are responsible for overseeing any emergency which could impact upon statutory and regulatory legislation and requirements.

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

ENVIRONMENTAL DUTIES

ASCO will take all measures that reasonable and practical to:

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

ASCO will assess waste and continually review controls to ensure protection to the local environment. ASCO will as soon as practical notify NT EPA of incidents causing or threatening to cause pollution within the DMSB.

FIRE SAFETY INSPECTIONS & RISK ASSESSMENT

Fire risk assessments and inspections of DMSB buildings and grounds are essential in identifying real and potential fire risks and hazards. DMSB buildings are to be inspected annually. Additionally, Fire Risk Assessments will be conducted to ensure all personnel are aware of fire safety standards and identified risks and controls.

MAINTENANCE OF FIRE ASSOCIATED EQUIPMENT

Maintenance of Fire Associated Equipment will be conducted utilising Darwin Port Maintenance MEX System. The provisions of the contract will ensure maintenance on fire associated equipment is carried out in compliance with the Fire and Emergency Act and Regulations, appropriate Building Codes, the appropriate Standards Australia Codes of Practice and other associated legislation. The Maintenance contract will ensure that Fire Maintenance Contractors are fully qualified to carry out maintenance on fire safety systems. DMSB Facilities Coordinator to notify stakeholders if there is a fire system outage, communication via email and face to face.

BUILDING DESIGN & COMMISSIONING OF NEW SYSTEMS

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

FIRE WARDEN REQUIREMENTS

Fire Wardens are the person in charge in the event of an emergency. If the emergency involves fire only trained personnel and if deemed safe to do so should attempt to extinguish.

MARINE SUPPLY BASE SECURITY

The DMSB, including the Security Guardhouse, falls under a national Australian Maritime Security Regime and is subject to the Maritime Transport and Offshore Security Act 2003 and its associated regulations. Some restriction of movement and activities may occur because of this regime, particularly in relation to personnel. Should anyone observe any suspicious acts, behaviours or persons, please immediately contact DMSB Security.

SAFETY DATA SHEETS (SDS)

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

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

FIRE EVACUATION DRILL RESPONSE EXERCISE

Fire or evacuation exercises will be carried out once a year as a minimum within the DMSB (consultation will take place with DP and DMSB Facility Users before drill response exercise). The purpose of these exercises is to educate DMSB Employees, Third Party Contractors and Facility Users in the correct manner of evacuating a building or the DMSB in the event of an emergency and to meet ASCO's legal obligations. All evacuations will be conducted by the DMSB Management Team under the guidance of the ASCO HSSEQ and PFSO utilising ASCO Fire Safety, Emergency Planning and Emergency Response Procedures. Pre and post de-briefing sessions will accompany each evacuation drill.

PERSON WITH DISABILITIES / SPECIAL NEEDS

Special precautions must be taken, and consideration always given to the needs and requirements of people with a disability or special needs. Special consideration must be given to the conditions and requirements thereof in an emergency such as:

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

DARWIN MARINE SUPPLY BASE USERS

All personnel working within or visiting the DMSB premises must be provided with suitable instruction and guidance to ensure compliance during emergency response within the Supply Base. All parties will receive the appropriate ASCO DMSB Induction giving all relevant site emergency and security response requirements whilst conducting operations or activities. No access will be granted to premises unless DP and ASCO DMSB Induction process have been completed.

It is the responsibility of the vessel master's to read and understand the Handbook (DMSB) providing emergency response and reporting structure and protocols in the event of an emergency. The safety of visitors is the responsibility of the escorts they are visiting with who must ensure that they join the evacuation of staff from DMSB. Visitors should be asked to report to the appointed Fire Warden, or the person acting in his / her absence so that they can be accounted for during roll call.

FIRE INVOLVING VESSELS

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

FIRE EMERGENCY PROCEDURES

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

TESTING OF FIRE SYSTEMS

Weekly tests of the fire response systems are undertaken by DP these tests are conducted every Thursday at

FIRE SAFETY MANAGEMENT PLAN (DMSB) PLN-AUS-HSSEQ-016

approximately 10:30am. Any alarm activation out with this time should be treated as an emergency event and the DMSB evacuation protocols must be enacted with immediate effect.

PLANNED INSPECTIONS

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

EMERGENCY RESPONSE

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

NON-CONFORMANCES

DMSB Security and DMSB Facility Users can assist the management of fire safety by reporting any issues or problems that they may identify. Generally, fire safety issues will be identified through the Planned Inspections conducted or during routine maintenance and inspections. Any non-conformances issue that is otherwise identified may be reported utilising the ASCO Service Improvement Process (SID) to ensure appropriate action, tracking and resolve.

INVESTIGATIONS

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

TRAINING

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

DOCUMENT REVIEW

The FSMP (DMSB) will be kept under constant review so as to ensure that its provisions are reflective of reality. It is the responsibility of all staff to highlight any omissions or apparent weaknesses in the Plan. This document will be reviewed annually and shall also be subject to review after any fire Emergencies planned or otherwise and any legislative changes.