

EMERGENCY RESPONSE PLAN (DMSB)
ERP-AUS-DMSB-001



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SCOPE

This Plan is to be used in support of and in conjunction with existing operational procedures and controls within the Darwin Marine Supply Base that are designed to deal with normal operating activities.

Use of this plan and the proper training of staff should help to contain any emergency, minimise risk, minimise the extent of any loss and ensure the prompt return to normal operating conditions.

The DMSB Emergency Response Plan applies to all potential emergencies associated with operational activities within and adjacent to the DMSB except for:

- Marine spillage (inform Darwin Port)
- Vessel collision/grounding (inform Darwin Port)

PURPOSE

The DMSB Emergency Response Plan will ensure effective response and recovery from any emergency situations.

The Plan also addresses preparedness initiatives including planning, training and exercises.

The Plan has been designed to ensure the following:

- Hazard prevention including environmental.
- Safe and orderly evacuation of people from the building in an emergency.
- Early control of the emergency situations including environmental.
- Prompt resumption of duties once the emergency is brought under control.
- No person suffers injury or illness because of an emergency which may occur whilst performing duties within the DMSB.

REFERENCE DOCUMENTS

DOCUMENT TITLE	INTERNAL/EXTERNAL
Adverse Weather Management Plan	Internal
Australian Customs Act	External
Bomb Threat Record	Internal
Cyclone Management Plan - Northern Territory	Internal
Darwin Port Cyclone Management Plan	External
Darwin Port Emergency Plan	External
Darwin Port Management Act	External
Emergency Evacuation Checklist	Internal

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Emergency and Dangerous Goods Site Plan (DMSB)	Internal
Emergency Response & Management Plan (AUS)	Internal
Fire Safety Management Plan (DMSB)	Internal
Incident Management Plan	Internal
Marine and Pollution Regulations	External
Maritime Security Plan (DMSB)	Internal
Maritime Transport & Offshore Facilities Securities Regulations	External
Northern Territory of Australia Disaster Act	External
Northern Territory Building Act and Fire and Emergency Act	External
Northern Territory Workplace Health and Safety Act	External
Northern Territory Work Health and Safety Regulations	External
Northern Territory Building Act and Fire and Emergency Act	External
Safety Management Plan (DMSB)	Internal
Service Improvement Process (SID)	Internal
Spill Management Plan (AUS)	Internal
Waste Management and Pollution Control Act	External

ABBREVIATIONS

ABBREVIATION	MEANING
AIR	Accident Incident Report
ABF	Australian Border Force
ASCO	ASCO Australia
DP	Darwin Port
DMSB	Darwin Marine Supply Base
DOS	Declaration of Security

EPA	Environmental Protection Authority
ERP	Emergency Response Plan
ERT	Emergency Response Team
LRZ	Landside Restriction Zone
MARSEC	Maritime Security Levels
MOB	Man Overboard
MTOSFR	Maritime Transport & Offshore Facilities Securities Regulations
NT	Northern Territory
NTG	Northern Territory Government
PFSO	Port Facilities Security Officer
The Department	Department of Home Affairs
SDS	Safety Data Sheets

ROLES & RESPONSIBILITIES

Defined roles and responsibilities minimise the confusion and ensure all emergency response activities are carried out as planned and normal DMSB activities can resume as quickly as possible after the conclusion of the emergency.

In the event of an emergency incident the level of managerial involvement will depend upon several factors including but not limited to:

- The type of emergency
- The location of emergency
- The parties involved/affected
- The potential for the emergency to escalate.

The following outlines the specific responsibilities of those involved in managing the DMSB's response to emergency incidents.

ROLE	RESPONSIBILITIES
Managing Director	• Overall responsibility and accountability for overseeing the ASCO response in a Category 5 emergency. • Shall appoint a Deputy to act in their absence.

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	- Responsible for establishing and managing the ASCO Emergency Response Control Centre (ERCC) in the event of an emergency at either an ASCO controlled or an offsite / remote location. - Ensure that all Supply Bases maintain a Site-Specific ERP, ensuring planning, initiating, and managing and response to ASCO in an emergency. - Shall appoint a Deputy to act in their absence overall responsibility for co-ordinating all actions and responses, dealing with DMSB, stakeholders, and media.
DMSB Manager	- Overall responsibility for ensuring timely and adequate response to a Supply Base emergency. - Interface between the DMSB and Emergency Response Control Centre. - Support the DMSB Coordinator and Facilities Coordinator in an emergency - Ensure DMSB staff and security guards have appropriate emergency response training (e.g., spill control, firefighting, first aid, warden) - Ensure that emergency response exercises and debriefs are completed - Decide the actual or potential severity of the incident and inform Darwin Port and relevant parties. - Follow guidelines and reporting structure - Act as the single point of control during and after an emergency - Keep the ASCO Australian Management Team, Darwin Port, stakeholders and local land users informed of the situation as it develops - Ensure that a log of events is maintained to aid investigation - Liaise with the Emergency Services, Local Authorities, Government Agencies and Specialist Contractors. - Effective implementation of this Plan - Restore normal operations within the Darwin Marine Supply Base as soon as it is safe to do so.
DMSB Facilities Coordinator / PFSO	- Ensure emergency response equipment has been established and is maintained. - Notify DP Security, Dept. Home Affairs and Australian Border Force of the emergency. - Maintain the PFSO/Fire Warden roles and responsibilities. - Assist with the emergency and if evacuation will occur. - Keep the Emergency Services updated on the event and notify what operations

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	are occurring on site. • Provide witness statement for reporting purposes.
DMSB Coordinator	• Act as emergency responder for all out of hour reporting requirements, following guidelines and reporting structure. • Assist DMSB Manager and Coordinators in the event of an emergency. • Collect job files and security access list from security office if the DMSB evacuates the site. • Assist the DMSB Manager at the muster point with the roll call if there is an evacuation. • Provide witness statement for reporting purposes.
DMSB Security Guards	• Act as emergency responder for all out of hour reporting requirements, following guidelines and reporting structure. • Assist DMSB Manager and Coordinators in the event of an emergency. • Collect job files and security access list from security office if the DMSB evacuates the site. • Assist the DMSB Manager at the muster point with the roll call if there is an evacuation. • Provide witness statement for reporting purposes.
Regional HSSEQ Manager	• Monitor the site ERP to ensure relevancy. • Provide support to the DMSB team in coordinating notifications and interface activities with all regulatory and emergency response parties. • Lead the conduct of incident reporting and investigations. • Ensure drills are recorded as SIDs and captured in HSSEQ Database • Provide assistance and support as required and if necessary, adopts the role of Incident Controller. • Co-ordinate data gathering for investigation. • Ensures all incidents are appropriately investigated and recommendations actioned to completion.
DMSB Facility Users	• All personnel must ensure that they understand and strictly adhere to all regulations, standards and guidelines • All individuals operating under ASCO management are to challenge and STOP any activity or condition which they believe may have a negative effect on their welfare or that of others

- Follow requirements as documented in this plan
- Report any concerns or suspicious behaviour to DMSB Management, DMSB Security and/or PFSO/Delegate.
- Follow all DMSB Management, DMSB Security and/or PFSO directions in an event of an emergency.
- Report all incidents to DMSB Security.

DARWIN MARINE SUPPLY BASE

The Darwin Marine Supply Base (DMSB) is located within Darwin Port, East Arm. DMSB is position, approximately 2.km from East Arm Wharf. The DMSB is dedicated to the offshore industry providing three working berths each with significant laydown areas.

The DMSB provides a 'one stop shop' for supply vessels supporting the offshore industry with on-site warehousing and the ability to load fuel and water from all three berths. This shall be achieved using safe working practices in a safe working environment. ASCO is committed to conducting DMSB operations in as safe and risk-free manner as possible.

It is the responsibility of all staff to ensure that safe working practice is undertaken during daily activities. This Emergency Response Plan (ERP) is intended to establish the procedures to be adopted in the event of any emergency which may require partial or total evacuation of the Darwin Marine Supply Base.



INTRODUCTION

Any emergency incident, irrespective of size or nature, will involve some degree of loss and cause an interruption to normal operations.

It is the purpose of this plan to provide support and guidance to those personnel who may become involved in responding to an emergency incident.

All personnel must always take every precaution to prevent danger and minimise risk to personnel, property and the environment within the DMSB.

It is of paramount importance that training is provided so that all personnel are thoroughly familiar with their role before, during and after an emergency. In the event of an emergency (in conjunction with the Darwin Port) a single point of control must be quickly established through which all communications and actions must be channelled.

ASCO Australia has a protection strategy in the event of an emergency occurring within the DMSB. Statutory responsibilities include:

- Protection of DMSB Personnel
- Protection of EAW Personnel and adjacent land users
- Protection of the environment
- Protection of commercial property

EMERGENCY NOTIFICATION

Notification of all incidents must be communicated to Darwin Port (DP) indicating the level of emergency response and control measures in place and control requirements. Refer to ERP Scenario checklist for further guidance. DP have the right to initiate external sources and response agencies to reduce the impact on other Port user's adjacent land and the environment.

Darwin Port have the responsibility for harbour spills, DMSB are to assist with the emergency if required. Darwin Port Harbour Control, need be notified of any emergency involving a vessel (including man overboard) and environmental spillages into the harbour.

Other agencies or bodies involved may include the Australian Coastguard, NT Water Police, NT WorkSafe, Department of Home Affairs, Australian Border Force and NT EPA. The degree of involvement and their role will depend upon the exact nature and extent of the incident.

For incidents requiring evacuation of the DMSB, notification will be through activation of the DP emergency evacuation system. Contact will be made as soon as practicable with DP Security to activate the siren and enable DP to evacuate adjoining premises if required.

Where emergency services are required, a member of the DMSB Management team or Security personnel (outside normal hours) is to follow the ERP and will be responsible for contacting and requesting a response from emergency services.

Minimum information supplied should be:

- Location of incident.
- Brief description on incident (fire, environmental, injury to personnel, security breach).
- Who is injured, nature of damage?
- Who or what is involved?
- Name of person making the call.

NT Fire Brigade

- Control of firefighting
- Control of spills within the DMSB (in the case of vessel incidents the Harbour Master for DP will provide assistance).
- Carry out rescue operations.

NT Police Service

- Dealing with next of kin
- Traffic and crowd control
- Evacuation of the premises
- Assisting with security breaches.
- NT police have overall coordinating role for all emergency services.

NT Ambulance Service

- On site first aid treatment of casualties
- Evacuation of casualties to hospital.

For incidents that do not require evacuation but may have an impact to adjoining Facility Users notification will be communicated to DP Emergency Control Centre (providing a brief description of incident and controls) and NT Police Service.

In the event of an emergency incident/drill, DMSB must advise vessels alongside and ensure they keep any visitors/contractors on board the vessel. Informer must request names from the vessel visitor's book.

Stakeholders will be briefed on all emergency incidents by the ASCO Managing Director.

The DMSB Manager and PFSO are responsible for overseeing of any emergency which could impact upon statutory and regulatory legislation and requirements.

The DMSB Management Team must as soon as it reasonably practicable:

- Gather witness statements
- Compile a list personnel property lost or damaged
- Arrange for premises to be made safe
- Initiate business recovery plan (dependent on critical level)
- Cooperate with emergency service investigation
- Report to stakeholders and adjacent land users within East Arm Wharf.

MEDIA PROTOCOL

Should media or press request information as to any incident, DMSB staff should instruct the media to contact ASCO Managing Director.

No exchange of information shall take place; staff should advise the media that. "I can confirm that an incident has taken place at the DMSB, no further details are available. Please contact the ASCO Australia Managing Director on

*****"

THREATS TO SECURITY

The DMSB, is subject to the Maritime Transport and Offshore Security Act and the Australian Customs Act. Restriction of movement and activities may occur as a result of these regulations, particularly in relation to personnel. Should anyone observe any suspicious acts, behaviours or persons, please immediately contact the DMSB Security.

The PFSO may receive a security direction from the secretary at the Department of Home Affairs to raise the MARSEC level at the site based on credible intelligence of a specific threat. When additional security measures are initiated the PFSO will provide direction the DMSB staff, security guards and stakeholders with respect to any additional security measures to be applied at the site whilst the directive is in force. The PFSO will also advise staff of any changes in responsibilities, or actions that may be required during this period of heightened alert.

The following security controls and procedures have been developed and implemented to effectively treat identified security risks, control access to the facility and to comply with the identified specific security requirements of the Maritime Transport & Offshore Facilities Security Regulations 2003 (MTOFSR) (Regulation 3.125).

MARSEC Level 1

The security controls and procedures represent the minimum-security requirements on a day-to-day basis and are designed to control access to the facility to ensure that only authorised employees, suppliers, contractors and visitors are permitted to enter the facility.

MARSEC Level 2

Controls and procedures are in addition to or modify the Level 1 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department Home Affairs. MARSEC Level 2 controls and procedures are intended to further restrict access to the facility and LRZs.

MARSEC Level 3

Controls and procedures are in addition to or modify the Level 1 and 2 requirements and are to be implemented on the instruction of the PFSO/Delegate following receipt of a security direction from the Secretary, Department of Home Affairs. MARSEC Level 3 controls and procedures are intended to further restrict access and may include the cessation of some or all operations.

Recording Security Threats, Incidents & Security Breaches

Breaches of security will be recorded by security guards and the PFSO informed verbally and by email. Copies of the report will be forwarded to Department of Home Affairs, Darwin Port and Australian Border Force.

Non-Suspicious Unauthorised Access

If non-suspicious unauthorised access (such as vessel crewmember taking shortcut), security will investigate and obtain:

- Name of Intruder
- Employer
- Proposed destination e.g. ships, office
- Reason for visit
- Reason for avoiding security gate
- Details to be logged by security guards and DMSB management to be informed

PFSO or their Deputy are to be informed of all other Security Incidents immediately for determination of investigation level. Incidents where immediate notification to Department of Home Affairs and Australian Border Force is required, guidance on investigation will be taken.

INDUCTIONS

All stakeholders to the DMSB must be inducted to site. The DMSB induction and visitors' induction provides relevant site emergency and security response requirements whilst conducting operations or activities. No access will be granted to premises unless DMSB inductions have been completed. All DMSB stakeholders must provide Government identification to show security to obtain their DMSB pass.

All visitors shall complete a visitor's induction on arrival, where they will be given a pass and must have Government identification on them to show security. The safety of visitors is the responsibility of the person they are visiting who must ensure that they join the evacuation of staff from DMSB.

PERSONNEL WITH DISABILITIES OR SPECIAL NEEDS

Special precautions must be taken, and consideration given at all times to the needs and requirements of people with a disability or special needs.

Special consideration must be given to the conditions and requirements in the event of 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.

FIRE WARDENS

ASCO DMSB PFSO and Maritime Security personnel within the DMSB will act as fire wardens for the premises. If the emergency situation involves fire, only trained personnel (if deemed safe to do so) should attempt to extinguish.

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SAFETY DATA SHEETS (SDS)

Information will be held and available within the security guardhouse within the DMSB. This information will be available to assist emergency services on locations and material content during an emergency.

MUSTER POINTS

The primary muster point for the DMSB is located in front of the wide load exit gate (adjacent to the control tower). The secondary muster point will be utilised within the DMSB near water tanks and boundary fence if there is a case where the primary muster point 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 or PFSO in consultation with Darwin Port.



ADVERSE WEATHER & CYCLONIC EVENTS

All extreme Weather event will be managed in accordance with the Adverse Weather Management Plan, Cyclone Management Plan Darwin and the Darwin Port Cyclone Management Plan.

The purpose of the Cyclone Management Plan is to:

- Ensure the safety of workers and contractors.
- Protect ASCO property and maintain operational activity.
- Minimize disruption to normal service.
- To assist the community if required.

TYPES OF EMERGENCIES**Bomb Threats**

Most of such threats are hoaxes, but it cannot be assumed always to be the case. Should a warning be received, generally by telephone, the following actions should be taken:

- The person receiving the call should remain calm and obtain and record as much information as possible
- DO NOT HANG UP - once the initial call has finished leave the phone receiver off the hook as this will assist police in their investigation
- Call Emergency Services and advise them of the situation
- Go to another telephone or advise someone in the adjoining area to contact the PFSO/Delegate and DP PSO, who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Check muster point before evacuation – raise alarm in conjunction with DMSB security personnel
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Managing Director Australia will brief all stakeholders
- The DMSB Manager/PFSO are to report the incident to the NT Police, Dept. Home Affairs, Australian Border Force and Darwin Port.
- Refer to Appendix F - Bomb Threat Checklist

Written Threats

Messages are usually associated with generalised threats and extortion attempts. A written warning regarding a specific device can occasionally be received. It should never be ignored.

- Remain calm report the incident to the DMSB PFSO/Delegate and DP PSO, who in turn will inform the DMSB Manager and Regional HSSEQ Manager.
- Call Emergency Services and advise them of the situation.
- Avoid handling it unnecessarily to preserve possible fingerprint(s), handwriting, paper and postal marks. These will be essential in trying to trace the threat and identifying the writer.
- Every possible effort should be made to retain evidence for possible fingerprints, handwriting or typing, paper and postmarks. Such evidence should be protected by placing it in an envelope, preferably plastic.
- Managing Director Australia to brief all Stakeholders.
- The DMSB Manager/PFSO are to report the incident to the NT Police, Dept. Home Affairs, Australian Border Force and Darwin Port.
- Refer to Appendix G - Written Threat.

Suspicious Object or Package

Suspicious packages or objects should never be picked up or examined; this is a job for the emergency services.

Remain calm and record as many details as possible, location, size, general description and seal location. Some physical characteristics of suspicious packets or letter could include the following:

- Excessive postage
- Oily stains
- Discoloration or odour
- Excessive security material
- Marked with restrictive endorsements such as 'personal'
- No return addresses
- Protruding wires or aluminium foil
- If the threat is a hazardous or unknown substance the Fire Brigade Hazardous Chemicals Response Unit will be requested by the Police. The Fire Brigade has specialist teams trained in managing hazardous chemicals and unknown substances.
- Remain calm and record as many details as possible, location, size, general description and seal location
- Call Emergency Services and advise them of the situation
- Report the incident to the DMSB PFSO, who in turn will inform the Regional HSSEQ Manager and DP PSO who shall confirm what scale of evacuation is required (DMSB only or Full EAW Wharf Facility)
- Stop all operations immediately and commence a controlled evacuation of the premises, and proceed to designated Muster Point location (dependent on risk alternative muster location may be agreed)
- The DMSB Manager/PFSO are to report the incident to the NT Police, Dept. Home Affairs, Australian Border Force and Darwin Port.
- Managing Director Australia to brief all Stakeholders
- Refer to Appendix H - Suspicious Objects or Packages.

Fire Involving Vessels

In the event of a fire on a vessel moored alongside the DMSB, the PFSO and or security personnel shall co-ordinate the calling of the emergency services, Harbour Control and DP.

- STOP all operations
- Advise DMSB Management Team
- Advise NT Police, NT WorkSafe, Dept. Home Affairs, Australian Border Force and Darwin Port.
- DP has their own procedures for dealing with such incidents. They will take control of the response operation; any assistance provide by ASCO will be as directed by DP and Harbour Control
- Be aware that the original incident may escalate. For instance, if a fuel or cargo tank is ruptured there is a very high possibility for pollution, (environmental emergencies). It is equally as important to be aware of any

deck cargo that may have been lost overboard and could well present a hazard DMSB operations

- Try to establish the extent and nature of any disruption to future operations and advise any customers and Stakeholders whose operations are or will be affected by the incident
- Ensure incident report and investigation is conducted by the DMSB Management Team and Regional HSSEQ Manager.
- Managing Director Australia to brief all Stakeholders
- Refer to Appendix I - Fire Involving Vessels.

Vessel Collision or Sinking

Many collisions or sinking's are caused by human negligence. Such negligence does not necessarily originate with the ship's officers or crew. It can be the fault of persons responsible for controlling the movements and berthing of ships who issue incorrect information to Ships Masters, Owners or Agents.

A vessel that may be in danger of sinking will not be allowed to berth within the DMSB without the permission DMSB Manager and the Darwin Port. In the event of a collision or sinking DMSB PFSO and security personnel shall co-ordinate the calling of the emergency services, Harbour Control and Darwin Port.

Such an incident may however have a direct impact upon our operational capability, therefore, should such a situation arise, and the following steps should be taken:

- STOP all operations
- Advise DMSB Management Team
- Advise NT Police, NT WorkSafe, Dept. Home Affairs, Australian Border Force and Darwin Port.
- DP has their own procedures for dealing with such incidents. They will take control of the response operation; any assistance provide by ASCO will be as directed by DP and Harbour Control
- Be aware that the original incident may escalate. For instance, if a fuel or cargo tank is ruptured there is a very high possibility for pollution, (environmental emergencies). It is equally as important to be aware of any deck cargo that may have been lost overboard and could well present a hazard DMSB operations
- Try to establish the extent and nature of any disruption to future operations and advise any customers and Stakeholders whose operations are or will be affected by the incident
- Ensure incident report and investigation is conducted by the DMSB Management Team and Regional HSSEQ Manager.
- Managing Director Australia to brief all Stakeholders
- Refer to Appendix J - Vessel Collision or Sinking.

Crane Collapse

Immediately alert DMSB Management Team and or Marine Security Personnel to contact Emergency Services. DMSB Management Team will contact Darwin Port and DP PSO to brief on situation (dependent on level of emergency DMSB may be evacuated).

Ensure any personnel injured receive proper medical treatment and continual communications to emergency services until their arrival on site. DMSB Management Team will brief stakeholders and other parties where necessary.

The Regional HSSEQ Manager will inform and brief NT WorkSafe.

The scene of the collapse and the crane should not be touched or otherwise interfered with until the Emergency Services and NT Worksafe have given their permission to do so, however if the crane or any part of the surrounding site is in an unsafe condition it is permissible to take action to make sure the situation is safe. In such cases this action should be kept to a minimum, photographed and documented as fully as practicable.

If the crane is in a position that may cause it to experience further structural/mechanical stress or damage, NT WorkSafe may give verbal dispensation to move or right the crane prior to their inspection, such approaches must be made cautiously. Such events should be documented, and the scene well photographed before and after the crane is moved.

Oil absorbent material should be used to soak up spillage or leakage of fuel, engine and hydraulic oils.

Collate witness statements, photographs, any available reports and have these available to aid the accident/incident investigation team.

The recovery of the crane shall be dependent on the owner; ASCO will provide all necessary support and assistance.

- Refer to Appendix K - Crane Collapse.

Minor Injury

In the event of an employee being involved in an accident at work that involves an injury and needs basic first-aid treatment the following action should be taken:

- The DMSB First Aider on-site in the event of an accident will be responsible for assessing the extent of the injury and administer first-aid if required
- The First Aider should then report the accident to the HSSEQ Advisor, who in turn will report to the management group and record the incident utilising the Gateway Database. and The Initial Incident Report Form, the casualty's statement and any witness statements will form the basis of the investigation
- Refer to Appendix L - Minor Injury.

Mental First Aid

In the event of an employee being involved in a mental first aid injury and requires basic first-aid treatment the following action should be taken:

- The DMSB Mental First Aider on-site will be responsible for assessing the extent of the person
- The Mental First Aider to support and provide EAP contact details.
 - **Phone +61 8 9211 3700 / AUS Free call 1800 30 30 90**
- If the manager is serious then further action and notification may be required.
- Refer to Appendix M - Mental First Aid.

Serious Injury

In the event of an employee being involved in an accident at work that involves attending the local hospital the following action should be taken:

- The DMSB first aider on-site will be responsible for assessing the extent of the injury and calling the Emergency Services. They will then inform the DMSB Management Team.

- The PFSO shall inform the Managing Director Australia in out-of-hours situations. The PFSO shall contact other members of the management team as they require. Note: Dependant on the type of the injury NT WorkSafe may also need to be informed, (the Regional HSSEQ Manager will offer guidance).
- If the injured party is conscious find out the details of whom, if anyone, the casualty wants to be informed about the accident.
- If the casualty is unconscious PFSO will find out from their personnel file's details of their next of kin and be ready to give these to the Police who will follow the ambulance to the scene. It is likely that the Police will want to notify the Next of Kin about the accident.
- Arrange for a member of the management team, preferably the PFSO or Regional HSSEQ Manager to follow the casualty to the hospital. Their task is to help the casualty after treatment has been given and to advise the management team of the situation.
- The DMSB Management team will have initiated an investigation, and the Incident File will be completed as persons are contacted and actions undertaken, therefore all personnel must remain on site until they have been spoken to.
- Do not start any clean-up operation until authorised to do so by the Police and NT WorkSafe if they are involved. It may well be necessary to take certain steps to make the situation safe and to prevent further loss before clearance to do so is given by the authorities.
- Refer to Appendix N - Serious Injury.

Employee - Fatality

In the event of an employee being involved in a fatal accident at work the following action should be taken:

- Call the Emergency Services.
- Report the incident to the Managing Director Australia and Regional HSSEQ Manager who shall contact NT WorkSafe and relevant parties.
- The PFSO/DMSB Manager will inform DP PFSO and secure all entrances to the DMSB. Access to emergency services and investigation team only. Arrange additional security guard as required to secure location.
- The ASCO Managing Director shall report the incident to the relevant departments at ASCO Head Office, (i.e. Corporate Communications, Legal etc)
- Managing Director will inform and update stakeholders. Begin required internal investigation cooperating with NT WorkSafe and other parties when required.
- Provide next of kin details to the NT Police, they will contact the next of kin.
- DO NOT LET WITNESSES LEAVE - they will be needed to assist with the investigation – if possible, keep witnesses in separate rooms and do not leave them alone.
- DO NOT START ANY CLEAN UP OPERATION UNTIL AUTHORISED TO DO SO BY THE POLICE AND NT WORKSAFE IF THEY ARE INVOLVED. It may well be necessary to take certain steps to make the situation safe and to prevent further loss before clearance to do so is given by the authorities
- In the event of media interest, if they get in touch, they should be told to contact the Police in the first instance. Under no circumstances should the media be spoken to or admitted to the site.
- Personnel working in the vicinity of a fatal accident might well be traumatised. Appropriate consideration should be given to these personnel.
- In all personal injuries to staff, a full and in-depth investigation will follow.

- Any information or findings because of the investigation shall be made available to the NT WorkSafe, Emergency Services, Stakeholders and ASCO internal.
- Refer to Appendix O - Fatality.

Third Party or Others

In the event of a Third-Party Contractor or other parties being involved in an accident whilst working within the DMSB the following action should be taken:

- In the event of an accident, the contractor will be responsible to follow their companies' procedures around employee incidents. DMSB are to assist with first aid and call an ambulance.
- The first aider should report the accident to the DMSB Management Team if outside normal working hours report incident directly to DMSB security who are to follow reporting and communications protocols.
- PFSO will inform DP PSO and Darwin Port HSSEQ.
- If the casualty's injuries appear to be serious or fatal the DMSB Management Team lead by the Managing Director Australia will inform NT WorkSafe and Stakeholders as required.
- In the case of a fatality, the PFSO and DMSB Security Personnel will raise Security to appropriate level informing DP PSO and secure all entrances. Access to emergency services and investigation team only.
- Arrange additional security guard as required to secure location.
- In the event of media interest, if they get in touch, they should be told to contact the Police in the first instance. Under no circumstances should the media be spoken to or admitted to the site.
- The incident report and any witness statements will form the basis of the investigation which the Regional HSSEQ Manager will initiate.
- Refer to Appendix P - Third Party and Others.

Environmental Emergencies

Spill Management Plan details the actions to be taken in the event of a spill within the DMSB. The term spill shall include but not be limited to; fuel oils, including lubricating oils and hydrocarbon-based drilling oils, and can occur during any movement of product, either by hose, pipe or tanker. The term "environmental impact" is a negative change to the environment that may occur during release causing serious effects to marine life, ground contamination, and /or harm to human well-being.

In the event of a spillage being discovered DMSB personnel shall take emergency action to minimise the effects of the spill, (including deployment of booms, drain covers etc). The DMSB management team, NT EPA and DP will be advised of the spill. All personnel operating within the DMSB have a duty of care to react to all spills within DMSB boundaries. Spills to sea are the responsibility of DP. All spills to sea involving DMSB activities must be notified immediately to DP and Harbour Control to activate DP spills response procedure, ASCO personnel are to assist DP as required.

ASCO will take all measures that reasonable and practical to:

- Prevent and minimise pollution to the local environment.
- Reduce and minimise waste.
- As soon as practicable (and in any case within 24 hours) notify NT EPA of incidents causing or threatening to cause pollution within the DMSB

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- Ensure procedures are in place for dealing with spills within the DMSB boundaries and to assist DP as required or requested.
- To ensure all relevant authorities, stakeholders and participants of the Plan are kept informed and consulted as necessary throughout the clean-up operation.
- To minimise the environmental impact of any pollution incident.
- To ensure rapid mobilisation of staff and resources.
- Maintain a comprehensive record of events.

Spills shall be categorised into 3 main classes:

- Class 1 Spill - A spill that can be quickly contained at source and which is unlikely to cause contamination by entering watercourses, ground water or reached the sea.
- Class 2 Spill - A spill which is likely to cause contamination by entering water courses, ground water or reach the sea and/or any spill which is likely to cause vapour cloud, explosion or fire
- Spills on Land - A spill on land of no more than 50 litres, which is likely to cause ground contamination that can be dealt with immediately by utilising Spill response unit without assistance from other areas.
- Refer to Appendix Q - Environmental Emergencies.

Explosives, Hazardous & Radioactive Material

An incident (such as a fire or similar), involving any of the above substances within the DMSB has the potential to escalate in terms of severity and scale very quickly.

Emergency Services and other official organisations (NT WorkSafe, DP, Harbour Control, NT Police, NT Fire Brigade, Department of Home Affairs and Australia Border Force) will become directly involved in the control of the incident at an early stage.

Should an incident of this type occur within the DMSB the following actions should be taken:

- Evacuate the DMSB and call the Emergency Services
- Contact the client/owner of the cargo and check the manifest for the UN Number and Class.
- The DMSB Management Team and or the PFSO shall assess the situation and contact the Managing Director Australia giving briefing of developments and status.
- In the event of media attention all enquiries shall be referred to Managing Director Australia.
- ASCO Regional HSSEQ Manager will keep a log of events, photographs, statements and where possible ensure that incident is recorded on CCTV to assist with the later investigation.
- Where radioactive/explosive substances are involved the emergency services will be briefed and will control operations.
- If the incident involves a vehicle and it is safe to do so, instruct the driver to go to a site away from traffic and built-up areas, switch off the engine, put on hazard warning lights and keep passers-by away from the vehicle. Tell the driver to stay upwind of the vehicle. Inform emergency services as necessary.
- If the incident occurs on a vessel, advise DP, Harbour Control, Department of Home Affairs and Australian Border Force.
- Alert other vessels in the vicinity if required ask Darwin Port and Master if they wish to depart the DMSB if safe to do so.

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- Locate the Master or a senior officer from the vessel and arrange for him to meet and brief the Emergency Services, (a cargo manifest and crew list will be required at this time)
- Where fire and radioactive materials are involved, there may be a danger of contamination. In such cases evacuation of personnel shall be carried out immediately, with any potentially affected personnel taken to a place of safety to await medical evaluation.
- Depending upon the prevailing circumstances and location of the incident it may become necessary to advise neighbouring land users of the situation.
- Refer to Appendix Q - Environmental Emergencies.

Unauthorised/Criminal Act

Due to the inherent nature of this type of emergencies, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that ultimately dictates the way in which this type of emergency will play out.

This threat can be categorised into:

- Confrontation with an armed person
- Confrontation with an unarmed person
- Armed Hold-Up
- Assault/Physical Injury
- Threatening the life of others or oneself
- Hostage/Kidnap scenarios.

Any stakeholder witnessing such a situation should always:

- Remain calm and record as many details as possible.
- Call Emergency Services and advise them of the situation.
- Report the incident to the DMSB PFSO/Delegate and DP PSO who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Report the incident to Dept. Home Affairs and Australian Border Force.
- In the event of media interest, if they get in touch, they should be told to contact the Police in the first instance. Under no circumstances should the media be spoken to or admitted to the site.
- The incident report and any witness statements will form the basis of the investigation which the Regional HSSEQ Manager will initiate.
- Refer to Appendix R - Unauthorised/Criminal Act.

Urgent Medivac

In the event of an employee being involved in an accident at work that involves attending the local hospital the following action should be taken:

- The DMSB First Aider on-site will be responsible for assessing the extent of the injury and calling the Emergency Services. They will then inform the DMSB management Team.
- The PFSO shall inform the DMSB Management Team in out-of-hours situations. The PFSO shall contact other members of the management team as they require. Note: Dependant on the type of the injury NT WorkSafe may also need to be informed, (the Regional HSSEQ Manager will offer guidance).
- If the injured party is conscious find out the details of whom, if anyone, the casualty wants to be informed about the accident.
- If the casualty is unconscious PFSO will find out from their personnel file's details of their next of kin and be ready to give these to the Police who will follow the ambulance to the scene. It is likely that the Police will want to notify the Next of Kin about the accident.
- Arrange for a member of the management team, preferably the PFSO or Regional HSSEQ Manager to follow the casualty to the hospital. Their task is to help the casualty after treatment has been given and to advise the DMSB Management Team of the situation.
- The DMSB Management Team will initiate the investigation, and the Incident file will be completed as persons are contacted and actions undertaken, therefore all personnel must remain on site until they have been spoken to.
- Do not start any clean-up operation until authorised to do so by the Police and NT WorkSafe if they are involved. It may well be necessary to take certain steps to make the situation safe and to prevent further loss before clearance to do so is given by the authorities
- Refer to Appendix S - Urgent Medivac.

Sabotage

Due to the inherent nature of this type of emergencies, i.e. dealing with people, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that ultimately dictates the way in which this type of emergency will play out.

This threat can be categorised into:

- Confrontation with an armed person
- Confrontation with an unarmed person
- Armed Hold-Up
- Assault/Physical Injury
- Threatening the life of others or oneself
- Hostage/Kidnap scenarios.

Any stakeholder witnessing such a situation should always:

- Remain calm and record as many details as possible
- Call Emergency Services and advise them of the situation

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- Remain calm report the incident to the DMSB PFSO/Delegate and DP PSO who shall confirm what scale of evacuation is required (DMSB only or Full EAW Facility)
- Stop all operations immediately and commence a controlled evacuation of the premises and proceed to designated muster point location (dependent on risk alternative muster location may be agreed)
- Report the incident to Dept. Home Affairs and Australian Border Force.
- In the event of media interest, if they get in touch, they should be told to contact the Police in the first instance. Under no circumstances should the media be spoken to or admitted to the site.
- The incident report and any witness statements will form the basis of the investigation which the Regional HSSEQ Manager will initiate.
- Refer to Appendix T - Sabotage.

Man Overboard

Man overboard is a situation in which a person has fallen from the Wharf, or a vessel into the water and is in need of rescue. Whoever sees the person's fall should shout "man overboard" to raise the alarm also ensuring alarm is raised with DMSB security personnel and vessel to engage emergency service and harbour control.

- Refer to Appendix U - Man Overboard.

Activation of Ship Security Alert Alarm System

The Ship Security Alert System (SSAS) is part of the International Ship and Port Security (ISPS) code and is a system that contributes to the International Maritime Organisation's (IMO)'s efforts to strengthen maritime security and suppress acts of terrorism and piracy against shipping. In case of attempted piracy or terrorism, the ship's SSAS beacon can be activated, and appropriate law enforcement agencies advised.

Ships must be fitted with a device that can send an alert message containing the ship's ID and position whenever the ship is under threat or has been compromised.

The distress message must be activated covertly from a switch on the navigation bridge or other shipboard location and transmitted only to the designated authority without being received by other ships or raising an alarm on the ship under attack.

When an SSAS alert is triggered:

- The Rescue Coordination Centre (RCCs) or SAR Points of Contact (SPOCs) for the country code the beacon is transmitting is notified discreetly or directly to the vessel's owner or manager.
- National authorities will contact local response agencies to deal with the incident.
- On receipt of advice that a SSAS has been activated the DMSB PFSO/Delegate and DP PSO are to be informed as soon as possible.
- NT Police, Dept. Home Affairs and Australian Border Force are to be notified of the incident.
- The manned DMSB Security Gate is to be advised that a response agency will require access to the Port, and they are to facilitate this access without delay.
- Refer to Appendix V - Activation of Ship Security Alert Alarm System.

General Fire

If the alarm has not already been raised immediately alert the DMSB Management Team and or DMSB Security Personnel to ensure evacuation of DMSB. DMSB Management Team and or Security Personnel will contact DP PFSO to brief on emergency (depending on the level of emergency, DP Siren will be activated to alert other port users).

Further guidance and instruction regarding 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 is safe to do so and if you feel confident and competent
- Shut the door(s) of the area affected and, if appropriate and safe to do so, close windows before leaving the building
- Proceed to muster point 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. 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, DO NOT move to other areas, proceed to the muster point and wait for instructions from a fire warden
- 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
- ONLY WHEN you have been advised it is safe to do so, re-enter the building in an orderly manner using normal entrances
- Refer to Appendix W - General Fire.

Vehicle or Plant Fire

All vehicles, cranes and forklifts are fitted with extinguishers with an additional first aid kit for the ASCO vehicles to ensure adequate response.

- Refer to Appendix X - Vehicle or Plant Fire.

Cyber Security

The purpose of cyber security measures is to align with the Australian governments framework and to safeguard critical systems, data, and operations from cyber threats. By implementing these baseline strategies, ASCO Australia can effectively reduce risks associated with ransomware, data breaches, and system vulnerabilities. Further guidance and instruction regarding actions and reporting protocols can be sought utilising the DMSB ERP scenario's checklist.

- Refer to Appendix Y - Cyber Security Incident.

Loss of Access Control and CCTV

The Darwin Marine Supply Base (DMSB) maintains continuous access control to safeguard the facility, its personnel, and operations. Access control is managed 24 hours a day, seven days a week through the deployment of Maritime Security Guards (MSGs) stationed at the Security Office within the main entry gate.

The facility is protected by a combination of physical, technical, and procedural measures, ensuring a layered approach to deterring, detecting, and preventing unauthorised access. These measures, in combination, provide DMSB with a robust and auditable access control framework that is scalable to changing security levels under the Maritime Security Plan (MSP). If at any time, there is a loss of Access Control and CCTV follow the DMSB ERP scenario's checklist

- Refer to Appendix Z - Loss of Access Control and CCTV.

VESSEL ALONGSIDE

In the event of a major emergency within the DMSB, vessel master's shall provide all necessary support to the DMSB and liaise closely with the PFSO and security personnel. DMSB Management Team and or security personnel shall co-ordinate the calling of the emergency services, Harbour Control and DP following guidelines within ERP Scenario Checklists. All operations will be suspended to assist with emergency obligations.

INVESTIGATIONS

All incidents will be fully investigated by the ASCO DMSB Management Team and Regional HSSEQ Manager utilising ASCO procedures, Incident Management and the Emergency Response Management Australia. Third parties will be invited to contribute where necessary to investigation process and all outcomes will be shared for lateral learning.

MONITOR, REVIEW & AUDIT

The Emergency Response Plan (DMSB) will be continually monitored to ensure full compliance with Local, Territory and Federal Legislations. A full review will be conducted annually to ensure compliance. All non-conformances, in relation to security within the DMSB will be investigated utilising Service Improvement Process (SID) to ensure satisfactory outcome.

This Plan must be kept under constant review to ensure that its provisions are reflective of reality. It is the responsibility of all staff to highlight any omissions or apparent weaknesses in the Plan. This Plan will be the subject of formal management review at intervals not exceeding 24 months but shall also be subject to review after any emergency response, whether planned or otherwise, legislative changes and stakeholder feedback to ensure its' suitability.

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APPENDIX A - EMERGENCY CONTACT LIST

EMERGENCY SERVICE	CONTACT
AMBULANCE / POLICE / FIRE	000

ASCO EMERGENCY TEAM	CONTACT
Managing Director Australia	0457 131 204
Regional HSSEQ Manager	0448 148 957
DMSB Manager	0418 533 048
DMSB PFSO	0427 709 097
Facilities Management Coordinator	0427 709 097
DMSB Coordinator	0418 759 776
DMSB Security	0455 481 169

DMSB SECURITY CONTRACTOR	CONTACT
Wilson Security NT Manager	0456 159 890

STEVEDORES	CONTACT
Aurizon	0499 738 058
LINX Stevedores	0429 159 464
Qube Ports - Shift Manager on Duty	08 8922 2310

BAKER HUGHES	CONTACT
Jason McKellar	0477 933 224
Kevin Smith	0419 817 613

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DARWIN PORT	CONTACT
Chief Executive Officer	0401 117 056
General Manager Operations	0417 867 886
Deputy General Manager Operations	0497 199 726
General Manager Strategy and Growth	0408 270 919
HSSEQ Manager	0488 118 728
Security PSO	0448 658 652
Deputy Security PSO	0401 117 052
East Arm & Fort Hill Wharf Security Gatehouse	0401 110 320
Shipping Scheduler	(08) 8919 0870
Harbour Control	(08) 8919 0821 / 0822
Superintendent	0407 319 706
EAW Port Logistics Officer	0408 465 063

FACILITIES MAINTENANCE	INFRASTRUCTURE	CONTACT
Acecom	Security Systems	0429 341 284
AmSpec	Vessel Fuel Bunkering	0412 967 173
CAPS Australia	Generator	0437 052 610
CAP 22	Cleaner	0402 635 550
Cleanaway	Waste Bins	0418 802 932
Crown Forklifts	Forklift	0418 279 634
EcOz	Water Quality Testing	0411 778 612
Intertek	Vessel Fuel Bunkering	0448 987 438
McMahons Services	Fuel Bunker Maintenance	0476 427 030

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Northern Testing	Spill Kits Maintenance	8928 1222
Nightcliff Plumbing & Gas	Plumbing Maintenance	8985 5200
Recharge Petroleum	Crane, Forklift Fuel Bunkering	0488 705 522
The Cool Guys	Air conditioners & Electrician	0400 156 257

GOVERNMENT AUTHORITIES	CONTACT
Australian Border Force (Security Incident Reporting)	0437 928 980
Australian Maritime Safety Authority (AMSA)	1800 641 792
Biosecurity	(08) 8998 4927
Bureau of Meteorology	http://www.bom.gov.au/
Care Flight	(08) 8928 9777
Crime Stoppers	1800 333 000
Department Agriculture and Water Resources	1800 900 090
Department Home Affairs - Transport Security Operations (Security Incident Reporting)	1300 791 581
Harbour Master	(08) 8999 3867
National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)	1300 674 472
NT Emergency Service	132 500
NT Environment Protection Authority	(08) 8924 4218
NT Fire and Rescue Service	(08) 8999 3473
NT Police (24 Hour Assistance Line)	131 444
Parks and Wildlife Commission	0401 115 702
Palmerston Regional Hospital	(08) 7979 9200
Poisons Information Centre	131 126

Power and Water (Report Dangerous Situation)	1800 245 090
Private Hospital	(08) 8920 6011
Royal Darwin Hospital	(08) 8922 8888
Royal Flying Doctor Service	1800 733 772
Secure NT	https://securent.nt.gov.au/
Storm Assistance	132 500
Water Police	(08) 8947 0391
Worksafe NT (Incident Reporting)	1800 019 115

PLAN

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APPENDIX B - INCIDENT NOTIFICATION REPORT FORM

Refer to the Incident Investigation Report on AIMS

FORM

**INCIDENT INVESTIGATION REPORT
FRM-GOP-HSSEQ-031.07**



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APPENDIX C - ROLES & RESPONSIBILITIES

DESCRIPTION	MANAGER	PFSO	CO-ORD	SECURITY
Keep calm, stop all operations	X	X	X	X
Call Emergency Services (000) if required. Ensure manifests are provided to emergency services				X
Operations team directs all contractors, third parties & visitors to the nearest exit.	X	X	X	X
Advise any vessels alongside that an emergency has been declared and the DMSB is evacuating			X	
Make final check of rooms and surrounding areas and shut the door after exiting.	X	X	X	
Print off Muster Transaction Report showing names of who is left on site				X
Notify ASCO HSSEQ & AMT	X			
Turn off any equipment that may become a hazard		X		
Receive reports from Team Members on the building zones being cleared	X	X		
Receive reports from the First Aider as to any medical treatable cases	X		X	X
Restrict building access and vehicle movements, close the gates		X		X
Report any problems to the Operations team				X
Move to the nominated or closest Muster Point Areas	X	X	X	X
Start Log of events – all team members to assist			X	X
Ensure personnel present are recorded on the muster register	X			X
Liaise with other Muster Marshals to validate any missing persons	X			X
Handover to Emergency Services on arrival and support them as required, gate may need to be reopened.	X	X		X
Remain at the Muster Point until all clear declared	X	X	X	X
Receive all clear from the Emergency Services	X			
Provide update to personnel at Muster Point	X			
Return to operations assessment and remediate areas as required	X	X	X	
Hold a debriefing session with the ERT	X	X	X	X
EMERGENCY SIGN OFF				
Signature:				
Position:				
Date:				

APPENDIX D - EMERGENCY CALLS

EMERGENCY SERVICES	
Emergency Services (NT Police, Fire & Ambulance)	000
Name (Operator)	
DMSB DETAILS	
Date & Time:	000
Name (Person Calling Emergency Services):	
Darwin Marine Supply Base	East Arm Wharf, Berrimah Road East Arm, Darwin, NT 0828 Through Darwin Port EAW Gate, 1st Security Gate on the left
DMSB Security Phone Number	0455 481 169
INSTRUCTIONS	
The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance service in life threatening or emergency situations. There are a few simple steps to take when making a Triple Zero (000) call: • Stay calm and call Triple Zero (000) from a safe location • A Telstra operator will ask you if you need Police, Fire or Ambulance. Say the service that you require • If you are calling using a mobile or satellite phone the operator will ask you for other location information • You will then be connected to an emergency service operator, who will take details of the situation • Stay on the line, speak clearly and answer the operator's questions • Give the nominated emergency service operator the details of where you are, including street number, name, nearest cross street, and locality • Don't hang up until the operator has all the information, they need • If possible, wait outside at a prearranged meeting point or in a prominent location for emergency services to arrive to assist them to locate the emergency. If you're unable to speak to the Triple Zero (000) operator: • You can still receive emergency help if it is not safe to speak, or you cannot speak • When the caller doesn't respond to the operator's question 'Emergency - Police? Fire? Ambulance?' the call is transferred to an interactive voice response (IVR) • The IVR asks you to press '55' if you require emergency help • If you don't press '55' after being asked three times, police may trace your location or dispatch a patrol. • If you press '55' you will be connected to the police • If you are still unable to speak, the police will attempt to call you back and might send a patrol car to your address • Police will use the address for the service (which would usually be either your home or billing address.)	

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APPENDIX E - EMERGENCY ACTIONS

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
Call Emergency Services and give accurate details of location/event			
Call EAW DP Security advise emergency services are on their way			
Call DP PFSO asking if they will be sounding Alarms			
Call ASCO PFSO and give full brief			
Contact by phone any vessels that are alongside and brief them of the emergency			
Close all doors and windows and switch off ventilation equipment before leaving the building			
Rescue and/or evacuate trapped or injured persons to a place of safety			
If qualified provide immediate medical aid/assistance to any person suffering an obvious injury			
DO NOT re-enter the building			
Ensure vehicles/equipment are clear from roads and access is provided through the guard house			
ASCO PFSO to call DMSB Manager and give full brief			
ASCO PFSO to call ASCO HSSEQ Advisor and give full brief			
Print off muster transaction report showing names of who is left on site			
Collect Visitors book from reception and take to muster point			
Assist Emergency Services on arrival, provide the SDS folders			
Evacuate site (if leaving office ensure boom gate is up)			
Check that all contractors have been evacuated and/or made their way to the Muster Areas			
Proceed to Muster Area			
Ensure personnel present are recorded on the muster register			
Liaise with other Muster Marshalls to validate any missing persons			
Report missing persons to DMSB Manager			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

EMERGENCY RESPONSE PLAN (DMSB)

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APPENDIX F - BOMB THREAT

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
Complete bomb threat telephone checklist			
Always take the threat seriously			
Do not use a radio to raise the alarm (radio signals may trigger an explosive device)			
Call Emergency Services and give accurate details of location/event			
Call Harbour Control to giving vessel name and details (if the bomb threat was on board the vessel alongside)			
Call EAW DP Security advise emergency services are on their way			
Call DP PFSO asking if they will be sounding Alarms			
Call ASCO PFSO and give full brief			
Contact by phone any vessels that are alongside and brief them of the emergency			
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house			
ASCO PFSO to call DMSB Manager and give full brief			
ASCO PFSO to call ASCO HSSEQ Manager and give full brief			
Print off muster transaction report showing names of who is left on site			
Collect Visitors book from reception and take to muster point			
Assist Emergency Services on arrival, provide the SDS folders			
Evacuate site (if leaving office ensure boom gate is up)			
Check that all contractors have been evacuated and/or made their way to the Muster Areas			
Ensure personnel present are recorded on the muster register			
Liaise with other Muster Marshalls to validate any missing persons			
Report missing persons to DMSB Manager			
Note - It may be such that a full port evacuation is deemed necessary so people will be required to be transported down to EAW Front gate			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

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Be Calm, Be Courteous, Listen, and DO NOT interrupt the caller.

Name:	Time:	Date:
Caller's Identity Sex: Male	Female	Adult Juvenile
Approximate Age:		
Origin of Call: Local	Long Distance	Telephone Booth

Voice Characteristics	Speech	Language
Loud	Fast	Excellent
Soft	Slow	Good
High Pitch	Distinct	Fair
Deep	Distorted	Poor
Raspy	Stutter	Foul
Pleasant	Nasal	Other
Intoxicated	Slurred	Other

Accent	Manner	Background Noise
Local	Calm	Train
Mid-	Angry	Machines
Hispanic	Rational	Music
American	Irrational	Animals
African	Coherent	Office
Slavic	Incoherent	Quiet
NZ	Deliberate	None
Other	Emotional	Airplane
	Righteous	Street
	Laughing	Party
		Traffic
		Other

Pretend difficulties in hearing - keep caller talking (if caller seems agreeable to further conversation). Ask questions like:

BOMB FACTS

When will it go off?	How many hours remaining?
Where is it located?	Which part of the building?
What kind of bomb?	What does it look like?
How do you know so much about bombs?	When did you put it there?

Any other relevant information:

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APPENDIX G - WRITTEN THREAT

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, avoid handling the letter unnecessarily to preserve possible fingerprints, stop all operations	
Call Emergency Services and give accurate details of location/event	
Call Harbour Control to giving vessel name and details (if the package was on board the vessel alongside)	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call ASCO PFSO and give full brief	
Contact by phone any vessels that are alongside and brief them of the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and proceed to the Muster point	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX H - SUSPICIOUS OBJECTS/PACKAGES

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, avoid handling the package unnecessarily to preserve possible fingerprints, stop all operations	
Call Emergency Services and give accurate details of package, location, size and general description	
Call Harbour Control to giving vessel name and details (if the package was on board the vessel alongside)	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call ASCO PFSO and give full brief	
Contact by phone any vessels that are alongside and brief them of the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and proceed to the Muster point	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX I - FIRE INVOLVING VESSELS

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Call Emergency Services and give accurate details	
Call Harbour Control to giving vessel name and details	
Call any vessels alongside and brief them on the emergency situation	
Ask any vessels alongside if they will be evacuating ship	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding Alarms	
Call ASCO PFSO and give full brief	
Contact by phone any vessels that are alongside and brief them of the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Assist Emergency Services on arrival, provide the SDS folders	
Evacuate site (if leaving office ensure boom gate is up)	
Check that all contractors have been evacuated and proceed to the Muster point	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
Report missing persons to DMSB Manager	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX J - VESSEL COLLISION/SINKING

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Call Emergency Services and give accurate details, ask if they can also contact Water Police	
Call Harbour Control to giving vessel name and details	
Call any vessels alongside and brief them on the emergency situation	
Ask sinking/collision vessel alongside if they will be evacuating ship	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Contact by phone any vessels that are alongside and brief them of the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Call NT WorkSafe	
Vessel is to notify Australian Maritime Safety Authority (AMSA)	
Assist Darwin Port as required	
Be aware that fuel or cargo tank may rupture causing pollution to the water.	
Call the Pollution Hotline to report the incident	
Update clients and stakeholders of the operations at the DMSB and any schedule changes	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX K - CRANE COLLAPSE

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Ensure that the area is bollard and an exclusion zone is in place	
The crane is not moved until Emergency Services & WorkSafe have given their permission to do so	
Contact by phone any vessels that are alongside and brief them of the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Call NT WorkSafe	
Call Australian Maritime Safety Authority (AMSA), if the crane has landed on the vessel alongside.	
Update clients and stakeholders of the operations at the DMSB and any schedule changes	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX L - MINOR INJURY

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
If an employee is involved in an accident at work that involves an injury that requires basic first aid treatment	
First aid officer attends to employee and provides first aid assistance	
Call DMSB Manager and give full brief	
Call ASCO HSSEQ Manager and give full brief	
If the employee needs to be taken to the hospital or doctor, then ASCO management/coordinator is to assist driving them there.	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX M - MENTAL FIRST AID

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
If an employee is involved in an accident at work that involves an injury that requires basic first aid treatment			
First aid officer attends to employee and provides mental health assistance			
Call DMSB Manager and give full brief			
Call ASCO HSSEQ Manager and give full brief			
If the employee needs to be taken to the hospital or doctor, then ASCO management/coordinator is to assist driving them there.			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX N - SERIOUS INJURY

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Call Emergency Services and give accurate details of incident	
Provide initial first aid until Ambulance arrives	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO Manager to provide full brief to ASCO HSSEQ Advisor and Managing Director	
DMSB Manager to obtain the personnel files of their next of kin, to be given to the Police and Ambulance at the scene	
ASCO PFSO or HSSEQ Manager to follow the causality to the hospital	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
Update clients and stakeholders of the operations at the DMSB and any schedule changes	
Start log of events, actions and decisions	
ASCO HSSEQ & HR to provide mental health assistance to DMSB Team.	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX O - FATALITY

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Close/secure entrance to DMSB, beside emergency services	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO Manager to provide full brief to ASCO HSSEQ Advisor and Managing Director	
DMSB Manager to notify Managing Director Australia and advise of the situation	
DMSB Manager to obtain the personnel files of their next of kin, to be given to the Police and Ambulance at the scene	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
Update clients and stakeholders of the operations at the DMSB and any schedule changes	
Start log of events, actions and decisions	
ASCO HSSEQ & HR to provide mental health assistance to DMSB Team.	
SIGN OFF	
Signature	Position

APPENDIX P - THIRD PARTY & OTHERS

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
Call Emergency Services and give accurate details of incident			
Call EAW DP Security advise emergency services are on their way			
Call ASCO PFSO and give full brief			
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house			
ASCO PFSO to call DMSB Manager and give full brief			
ASCO Manager to provide full brief to ASCO HSSEQ Advisor and Managing Director			
Assist Emergency Services on arrival, if required			
If required ASCO HSSEQ Manager will advise NT WorkSafe			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX Q - ENVIRONMENTAL EMERGENCIES

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Call Emergency Services and give accurate details of incident	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Call any vessels alongside and brief them on the emergency	
Call Harbour Control	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Provide vessel manifests to Emergency Services	
Provide the SDS folders to Emergency Services	
Call the Environmental Protection Authority NT to report the incident	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Assist Emergency Services on arrival, if required	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

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APPENDIX R - UNAUTHORISED/CRIMINAL ACT

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity	
Call Emergency Services and give accurate details of incident	
Ensure action is taken as appropriate to secure offender(s)	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Call any vessels alongside and brief them on the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO PFSO to call ASCO HSSEQ Manager and give full brief	
Assist Emergency Services on arrival, if required	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
PFSO to advise the Dept. Home Affairs and Australian Border Force of the event	
Start log of events, actions and decisions	
Ensure the following details are obtained: • Name of Crime • If injury to personnel • If medical attendance is required • Actions taken • If assistance needed If person(s) is taken into custody	
Secure evidence	
Close off area involved Prepare sketches/photographs	
Secure witnesses	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

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APPENDIX S - URGENT MEDIVAC

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
Call Emergency Services and give accurate details of incident			
Provide initial first aid until Ambulance arrives			
Call EAW DP Security advise emergency services are on their way			
Call ASCO PFSO and give full brief			
Call any vessels alongside and brief them on the emergency situation			
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house			
Determine if the Medivac is of an urgent or non-urgent nature			
Determine call-back number or frequency and name of contact person			
Establish if translator is required and the language preferred			
Establish any special transport conditions required (i.e. Helicopter, aircraft, boat etc.)			
Provide details of urgency of patient(s) medical condition			
Provide details on numbers of patients and their personal details			
Determine requirements for a doctor nurse or paramedic to attend with Medivac			
Determine the Hospital or causality collection destination to transport the Patient(s)			
Ensure personal details (name of patient(s) is communicated by secure means if possible			
Contact Harbour Control, if the medivac is on board a vessel in harbour or arriving in Darwin			
ASCO PFSO to call DMSB Manager and give full brief			
Assist Emergency Services on arrival, if required			
If international vessel, advise Australian Border Force (ABF) & Department of Agriculture and Water Resources (Biosecurity)			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX T - SABOTAGE ACT

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity			
Call Emergency Services and give accurate details of incident			
Advise clearly and slowly: - Your name and location - What has happened - Issues likely to escalate the incident (motor vehicle accident, power lines loose etc.) - If any injured - Actions you have already taken			
Call EAW DP Security advise emergency services are on their way			
Call DP PFSO asking if they will be sounding the Alarms			
Call ASCO PFSO and give full brief			
Call any vessels alongside and brief them on the emergency			
Ask any vessels alongside if they will be evacuating the ship?			
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house			
Print off muster transaction report showing names of who is left on site			
Collect Visitors book from reception and take to muster point			
Check that all contractors have been evacuated to the Muster Point			
Ensure personnel present are recorded on the muster register			
Liaise with other Muster Marshalls to validate any missing persons			
Report Missing persons to DMSB Manager			
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director			
If required ASCO HSSEQ Manager will advise NT WorkSafe			
PFSO to advise the Dept. Home Affairs and Australian Border Force of the event			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX U - MAN OVERBOARD

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
Raise the alarm "Man overboard! Man overboard!" to (vessel/Security guardhouse who raise alarm to emergency services and communicate with Harbour control) until a response is received	
Call Emergency Services and give accurate details of incident	
Keep the person in the water under continuous observation	
Provide a flotation device to the person in the water, life ring	
Assist if capable to using assist rope attached to flotation device (life Ring), to a point of securement or safety.	
If safe to do so assist IP to reach wharf side emergency ladders. If IP is able assist IP with ladder climb to Berth/Safe location.	
Keep ongoing communications with IP/Vessel and Harbour master/Vessel	
Provide further assistance until Emergency Services arrive	
Inform DP, Harbour control, rescue party of the last known position and current position	
Continue to monitor water way whilst providing continual feedback to Rescue party (harbour control/Water police)	
Call EAW DP Security advise emergency services are on their way	
Call any vessels alongside and brief them on the emergency	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
ASCO PFSO to call DMSB Manager and give full brief	
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX V - ACTIVATION OF SHIP SECURITY ALERT ALARM SYSTEM

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity	
Call Emergency Services and give accurate details of incident	
Advise clearly and slowly: - Your name and location - What has happened - Issues likely to escalate the incident (motor vehicle accident, power lines loose etc.) - If any injured - Actions you have already taken	
Call DP PFSO advising of incident	
Call EAW DP Security advise emergency services are on their way	
Call ASCO PFSO and give full brief	
Call any vessels alongside and brief them on the emergency	
Ask any vessels alongside if they will be evacuating the ship?	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Check that all contractors have been evacuated to the Muster Point	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
PFSO to advise the Dept. Home Affairs and Australian Border Force of the event	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

APPENDIX W - GENERAL FIRE

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity	
Call Emergency Services and give accurate details of incident	
Advise clearly and slowly: - Your name and location - What has happened - Issues likely to escalate the incident (motor vehicle accident, power lines loose etc.) - If any injured - Actions you have already taken	
Call EAW DP Security advise emergency services are on their way	
Call DP PFSO asking if they will be sounding the Alarms	
Call ASCO PFSO and give full brief	
Call Harbour Control giving vessel name and details (if fire is on vessel alongside)	
Call any vessels alongside and brief them on the emergency	
Ask any vessels alongside if they will be evacuating the ship?	
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house	
Print off muster transaction report showing names of who is left on site	
Collect Visitors book from reception and take to muster point	
Check that all contractors have been evacuated to the Muster Point	
Ensure personnel present are recorded on the muster register	
Liaise with other Muster Marshalls to validate any missing persons	
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director	
If required ASCO HSSEQ Manager will advise NT WorkSafe	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX X - VEHICLE/PLANT FIRE

EMERGENCY ACTIONS			
Name (Person Receiving the Call):			
Date & Time:			
DESCRIPTION			COMPLETED
Keep calm, stop all operations			
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity			
Call Emergency Services and give accurate details of incident			
Advise clearly and slowly: - Your name and location - What has happened - Issues likely to escalate the incident (motor vehicle accident, power lines loose etc.) - If any injured - Actions you have already taken			
Call EAW DP Security advise emergency services are on their way			
Call DP PFSO asking if they will be sounding the Alarms			
Call ASCO PFSO and give full brief			
Call any vessels alongside and brief them on the emergency			
Ask any vessels alongside if they will be evacuating the ship?			
Ensure vehicles/equipment are clear from the roads and access is provided through the guard house			
Print off muster transaction report showing names of who is left on site			
Collect Visitors book from reception and take to muster point			
Check that all contractors have been evacuated to the Muster Point			
Ensure personnel present are recorded on the muster register			
Liaise with other Muster Marshalls to validate any missing persons			
ASCO PFSO to call DMSB Manager and give full brief			
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director			
If required ASCO HSSEQ Manager will advise NT WorkSafe			
Start log of events, actions and decisions			
SIGN OFF			
Signature		Position	

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX Y - CYBER SECURITY

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity	
Call ASCO PFSO and give full brief	
Call DP PFSO advising that ASCO has had a cyber security incident	
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director	
ASCO Manager to contact UK to confirm if there is a cyber security incident and that DMSB has lost all IT services. UK to confirm if it is a valid Cyber Security incident and not just an IT issue.	
Call DP PFSO advising that ASCO has had a cyber security incident	
Call any vessels alongside, clients and stakeholders advising that there DMSB has IT issues and contact is to be made via mobile phone or radio	
Manage all vessel operations (job files, vessel log sheets, TMP manually until advised by ASCO Management)	
Once ASCO UK has confirmed that there is an actual cyber security incident, ASCO PFSO are to notify Darwin Port PFSO, Dept. Home Affairs and Australian Board Force of the incident.	
ASCO Manager continues to liaise with ASCO UK on updates and when the network will be back online	
DMSB to continue to provide stakeholders updates on communication once known and back online.	
Continue monitoring operations manually until the systems are back up and running	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position

EMERGENCY RESPONSE PLAN (DMSB)

ERP-AUS-DMSB-001

APPENDIX Z - LOSS OF ACCESS CONTROL AND CCTV

EMERGENCY ACTIONS	
Name (Person Receiving the Call):	
Date & Time:	
DESCRIPTION	COMPLETED
Keep calm, stop all operations	
All personnel are encouraged to be alert and vigilant to detect any suspicious behaviour/activity	
Call ASCO PFSO and give full brief	
MSB Security to close all gates and secure the DMSB	
Call DP PFSO advising that ASCO has lost access control and CCTV, clarify if Darwin Port has lost security systems as well	
ASCO Manager to provide full brief to ASCO HSSEQ and Managing Director	
MSB Security to manually record all names, times entering and exiting the DMSB using the access record sheet	
ASCO PFSO to contact Wilson Security requesting additional security guard on site	
Call any vessels alongside, clients and stakeholders advising that there DMSB has IT issues and that there may be delays at the security gate for entrance and exit.	
MSB Security to conduct site patrol every hour	
ASCO PFSO are to notify Dept. Home Affairs and Australian Border Force of the incident.	
ASCO PFSO contact Security provider to request CCTV and access control assistance	
Continue monitoring operations and access control until the systems are back up and running	
Start log of events, actions and decisions	
SIGN OFF	
Signature	Position