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DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT DETAILS
1	Security Supervisor	28/09/2015	Version 1 new document
2	Security Superintendent	02/12/2015	Section 9 changed from Shipping Control Tower to Vessel Traffic Service Centre, and VTSC Evacuation Procedure referenced
3	Security Superintendent	19/07/2018	Document review and update for currency. The Ports of Dampier and Ashburton added to the scope of the document.
4	Security Team	30/04/2020	Biennial review, include IMOC fire alarm response procedure and the Port of Ashburton
5	Security Team	25/02/2022	Biennial review
6	Security Manager	27/06/2023	Review and update to include EY audit recommendations
7	Security Manager	27/11/2025	Biennial review

1. OBJECTIVE

This procedure describes the Pilbara Ports emergency organisation structure and response procedures for foreseeable emergencies. This procedure meets the compliance requirements of the *Work Health and Safety Act 2023 (WA)* (WHS Act) and the *Work Health and Safety (General) Regulations 2022 (WA)* (WHS Regulations). This emergency response procedure is based on the requirements in Australian Standard (AS) 3745:2010 Planning for Emergencies in Facilities.

2. SCOPE

This procedure covers all port users, occupiers and visitors and covers any emerging situation that requires an emergency evacuation, emergency muster, or emergency account of personnel at all Pilbara Ports facilities. It does not cover the emergency actions that are recommended during an Anhydrous Ammonia emergency at the Dampier Port Facility. These actions are outlined in the Port of Dampier Anhydrous Ammonia Emergency Response Plan (A261595).

3. DEFINITIONS

Term	Meaning
Active Armed Offender	An armed offender who is actively engaged in killing or attempting to kill people, and who demonstrate their intention to continue to do so while having access to additional potential victims.
Alert signal	Is the tone used to signal to the building occupants that they must prepare to evacuate the building. The tone is identified by a single level tone that is repeated at intervals, thus - beep....beep.....beep.....beep.....beep.....etc.
All clear	Refers to the words used to indicate that the emergency services have given authority to occupiers to return to their normal duties and that the emergency is over.
Appropriate extinguisher	Refers to the type of portable fire extinguisher that should be used on the type of fire to be extinguished.
Area warden / floor warden	Is the person nominated to perform specific duties in an appointed area/ floor of a building or port facility.
Assembly area or Muster Point	Is a predetermined external area that is used when one or more facilities are evacuated. This is a designated area for the building or port facility to account for and brief personnel on future actions.
Bomb	Is an explosive or incendiary device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e., incendiaries, toxic/noxious substances, sharps) whereby the contents are unexpected with the potential of causing harm. It may be referred to as an improvised explosive device (IED).
Bomb threat	Is a threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, and place or against a specific person or organisation. It is not necessary for any other action to be taken by the person making the threat.

Building	Refers to a structure or workplace that is, or may be, occupied by people (occupants).
Chief Warden	Refers to the person nominated to head the Emergency Control Organisation for their port facility.
Competent person	Refers to a person who has gained through training, education, qualification, experience or a combination of these, the knowledge and skill enabling them to correctly perform the required task, e.g., fire safety officer, etc.
Criminal emergency	Includes events such as bomb threats, civil disorder, illegal occupancy, hostage taking, terrorist activities, etc.
Civil emergency	Includes events such as fire, gas leak, and water leak, including chemical, biological or radiation spill, etc.
Deputy Chief Warden	Refers to the person nominated to assist the Chief Warden.
DFES	Department of Fire and Emergency Services
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Control Organisation (ECO)	Is a structured organisation which will organise an appropriate response to emergency situations.
Emergency ECO Stations	A designated place in each Pilbara Ports occupied building where ECO hats, tabards, checklists, radios, contact phone numbers and the like are located.
Emergency Evacuation	Any unplanned evacuation of Pilbara Ports personnel, port users and visitors of any Pilbara Ports facility, which needs to be conducted as a matter of urgency.
Emergency evacuation diagrams/plans	Are diagrams that have been erected around the University showing people where they are and where the fire exits are. These plans are supplemented by Fire and Evacuation orders mounted in the same frame. These plans are usually found near fire exits and lift foyers.
Emergency plan	Is written documentation of the emergency arrangements for a building, site or area generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
Emergency Services	Refers to the Police, Fire Brigade, Ambulance and State Emergency Service organisations.
Emergency Warning & Intercommunication System (EWIS)	Refers to the system that when activated automatically warns the occupants of a building (in sequence) of an impending evacuation. This panel enables the Chief Warden to talk to occupants via the buildings intercommunication system, and the evacuation tones can also be operated manually from this panel.
Evacuation	Is the movement of people in immediate danger to safety in an efficient and safe manner.

Evacuation signal	Is the tone used to indicate to the building occupants that they must evacuate the building under the directions of their Wardens. The tone is identified by a rise and fall tone that is repeated at intervals, thus - whoop.....whoop.....whoop.....whoop.....etc.
Facility	The term used to encumber the relevant Pilbara Ports infrastructure and all land and buildings within. (i.e., Eastern Harbour or Utah Bulk Loading Facility.) This does not include PPA owned houses.
Fire alarm	Is the alarm activated by various devices throughout the building. This alarm is sent electronically to the Fire Brigade and also sounds an external bell or sounder outside the building in alarm. If a EWIS is installed, when the fire alarm sounds it will automatically sound the alert alarm throughout the building.
IAP	Incident Action Plan is a plan developed at the initial stages of an Emergency. An IAP may just consist of evacuating all personnel or may call for a team to be assembled to give medical care or extinguish a fire.
IMT	Incident Management Team is described as a group of incident management personnel comprising the Incident Controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller is responsible for the overall control of the incident.
Manual Call Point (MCP)	Is a device which, when activated, electronically notifies the Fire Brigade and sets off the fire alarm.
MSG	Maritime Security Guard
Natural emergency	Includes events such as death from natural causes, a bushfire, storm or earthquake.
Occupant	Is a person attending a building on a permanent or temporary basis, such as an employee, contractor, student or resident, but does not include a visitor.
Occupant or visitor with a disability	Refers to a person who requires: <ul style="list-style-type: none"> • more time or different forms of communication, compared with other occupants, to respond to an emergency; or • assistance to respond to an emergency or evacuate from a building.
Personal Emergency Evacuation Plan (PEEP)	Is an individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency. Visitor is a person who is within a building and is temporarily visiting the building and is not: <ul style="list-style-type: none"> • employed at or for the port facility, either on a permanent casual, temporary or contracting basis. Visitors include customers and clients.
Worker	Is anyone who conducts work for Pilbara Ports. A worker includes staff, volunteers, contractors and students gaining work experience at a port facility under Pilbara Ports control.

4. PROCEDURE

This procedure:

- defines emergencies at Pilbara Ports operated port facilities and emergency priorities;
- describes Pilbara Ports emergency control organisational structure;
- defines the duties of the emergency control organisation; and
- helps management, staff, contractors, and visitors to take appropriate action in the event of an emergency.

4.1 Emergency Events

An emergency is any event which arises internally or from external sources, which may adversely affect the occupants or visitors in a facility, and which require an immediate response (AS 3745:2010). The event could arise from material objects, natural phenomena, or human behaviour.

Emergency events will generally conform to the following criteria:

Table 1: Emergency Events

Location	Within buildings or port facilities
Number of Person at Risk	An individual or group
Type of Emergency	<p>Civil:</p> <ul style="list-style-type: none"> • Fire; • Gas/water leak; • Vehicle accident; and • Chemical/radiation/biological spill.
	<p>Natural:</p> <ul style="list-style-type: none"> • Cyclone; • Bushfire; and • Earthquake.
	<p>Criminal:</p> <ul style="list-style-type: none"> • Bomb threat; • Civil disorder/illegal occupancy; • Hostage/terrorism situation (including Active Armed Offender); • Physical assaults.

4.2 Emergency Priorities

The following priorities apply to emergencies at Pilbara Ports.

Table 2: Emergency Priorities

Priority	Action
1	Protect Life - Ensure people who may be in danger are notified.
2	Prevent the Spread of the Hazard - where the hazard is in a building, control the extent of the hazard within the building and minimise its release into the environment.
3	Save Assets in the Affected Area.
4	Eliminate the Hazard.

4.3 Pilbara Ports organisational structure for emergencies

Pilbara Ports organisational structure for emergencies comprises the:

- Emergency Planning Committees (EPC); and
- Emergency Control Organisations (ECO).

4.4 Indemnification of EPC/ECO members

Pilbara Ports indemnifies EPC/ECO members against legal proceedings arising out of any action undertaken in good faith during their duties as members of the emergency planning committee or emergency control organisation.

4.5 Emergency planning Committee (EPC)

The role of the EPC is to:

- develop, implement, and maintain the emergency plan, emergency response procedures, and related training for their respective facilities (see Duties of EPC Members); and
- establish an emergency control organisation (ECO) to operate in accordance with the emergency plan and emergency response procedures.

4.5.1 Training of Emergency Planning Committee members

Training shall be conducted for at least one member of the EPC to enable them to competently execute their obligations. Training will be provided by the relevant Chief Warden to the standard required in AS 3745:2010.

4.5.2 Emergency Planning Committee membership

The EPC for each port facility will consist of the Chief Warden and Area Wardens.

4.6 Emergency Control Organisation (ECO)

The port facility emergency control organisation (ECO) is a designated organisation of people employed within the building or facility who take command during an emergency, while awaiting the arrival of emergency services (see Duties of ECO Members).

At Pilbara Ports operated port facilities, the ECO may consist of the following individuals:

- Chief Warden and/or Deputy Chief Warden;
- Communications Officer;
- Area Wardens;
- Wardens; and
- First Aid Officers.

After hours, Security will act as the Chief Wardens.

4.6.1 Authority of ECO personnel

During emergencies, instructions given by the ECO personnel shall take precedence over the normal management structure.

4.6.2 Training of ECO personnel

All members of the emergency control organisation should undergo formal training in emergency response procedures. Training is available to the standard required in AS 3745:2010. This training will be provided by the Chief Warden at each Pilbara Ports port facility.

4.7 Duties of the ECO

4.7.1 ECO personnel

Wardens should be appointed for each building or zone of a port facility, building or site, to control the emergency response procedures for their building, generally as directed by the Chief Warden.

Note: *There will be occasions when personnel who are appointed to ECO positions are not available, on leave or not on site at the time of an emergency. In such situations, any Pilbara Ports employee may complete the tasks of the appointed person by simply following the appropriate wardens check list for that area, building or location.*

4.7.2 Checklists

The tasks that ECO Wardens should complete are outlined on checklists that are located at each emergency station at each Pilbara Ports workplace.

4.7.3 Chief Warden and Deputy Chief Warden

The Chief Warden, or If absent the Deputy Chief Warden, is expected to:

- Respond immediately to an emergency alarm;

- Decide if an emergency should be declared for a single building or for the whole port facility;
- Determine what emergency response procedures should be carried out; and
- Bring the ECO quickly into action.

The Chief Warden assumes control of the occupants of the building or port facility from the time an alarm is raised until emergency service recommends re-entry into the building or port facility. The Chief Warden has the authority to force the evacuation of their port facility in the event of an emergency.

The senior officer of the emergency service (e.g., DFES, Police or Ambulance) should assume responsibility of the situation on arrival.

- being available, or organising cover, for all times the port facility is normally occupied;
- organising and giving out relevant information to all Wardens and occupants for use in an emergency, including details of the fire alarm system, the emergency warning system, and the emergency response procedures;
- briefing emergency services personnel on arrival of the type, scope and location of the emergency, the status of the evacuation and any on-site hazards associated with the building and or facility;
- organising and displaying evacuation plans for each building or zone, through the port facility;
- maintaining and displaying a current list of all ECO Wardens (with phone numbers and locations);
- ensuring all Emergency ECO Stations are adequately and appropriately stocked with ECO materials including hats, tabards, radios, chargers, checklists, emergency contact phone numbers, and the like.
- ensuring that the Chief Warden and the Deputy Chief Warden are not simultaneously absent during normal working hours; and
- training or organising training for newly appointed ECO Wardens in ECO operations.

The Deputy Chief Warden shall under-study the Chief Warden and assume the Chief Warden's responsibilities when the Chief Warden is absent from the port facility.

4.7.4 Area Wardens and Wardens

Wardens should be appointed for each building or zone of a port facility, to control the emergency response procedures for their building, generally as directed by the Chief Warden.

ECO Wardens have the authority to evacuate their building or zone if they consider there is any danger to personnel in that zone.

Area Wardens and Wardens must be familiar with:

- Operation of the fire alarm, the emergency warning system and other equipment for the building used in an event of emergency;
- All means of exit and alternative escape routes for their building or zone;
- The existence and positions of rooms leading off blind passages, doors leading to dead ends and any other confined areas in which people could be located for their building or zone;
- Potentially dangerous materials or operations undertaken in their zone;
- The location and operation of fire doors, smoke doors, fire blankets, portable fire extinguishers and fire hoses on their building or zone;
- The number and location of disabled people in their building or zone.

It is important the Area Warden or a Warden be available for each building or zone during periods of normal occupancy.

4.7.5 First Aid Officers

The role of ECO First Aid Officer(s) will be performed by contracted security personnel.

During an emergency First Aid Officers will:

- Remain on standby at the security gatehouse ready to respond with the trauma kit, oxy-viva, and defibrillator.
- Attend to any injured personnel as required.
- Arrange assistance from emergency services or referral of personnel to a medical centre.
- Follow advice and direction of emergency services.
- Record details of first treatment provided on the First Aid Treatment Form.





4.8 Recognising ECO personnel

ECO personnel may be identified by colourful apparel consisting of a helmet, cap or hat and/or vest.

The table 3 below describes the ECO identification colours.

Table 3: ECO Identification Colours

ECO Position	Colour
--------------	--------

<p>Chief Warden Deputy Chief Warden Communications Officer</p>	
<p>Area Warden</p>	
<p>Warden</p>	
<p>First Aid Officers</p>	

4.9 Persons with a disability

Disability or chronic medical conditions may impact on a person's safe and speedy evacuation. They must discuss their individual concerns/procedure with respective ECO Wardens before any event needing the person's evacuation.

Occupants and visitors with a disability shall have a Personal Emergency Evacuation Plan (PEEP). This document outlines the method of contacting them during an emergency and procedure for evacuating them from the building.

4.10 Example of a PEEP

All people who have a disability or chronic medical condition should be guided to a pre-arranged evacuation point and the Chief Warden notified. The Chief Warden will arrange priority evacuation with the emergency services if needed.

Persons with a disability or medical condition may be placed on the landing in the fire stairs with an ECO Warden or competent person, to offer comfort and support. They may also be evacuated by lift under guidance of emergency services.

4.11 Evacuation drills and exercises

Evacuation drills are an important part in the staff awareness and training of emergency evacuation procedures. This ensures a fast, safe execution of the procedure.

Evacuation drills and exercises, coordinated by the respective port facility Chief Warden, must be carried out at least once a year in all port facilities.

In planning and performing an evacuation drill or exercise the Chief Warden should coordinate the timing of the drill or exercise with:

- the respective Port Manager; and
- the respective Harbour Master.

Table 4: Organising an Evacuation Drill or Exercise

Step	Action
1	Ensure that all staff are trained to recognise the ALERT and EVACUATION signals and know the relevant procedures, exit routes, and assembly area.
2	Send out advanced notice of the exercise (including date and estimated time) to all staff to help their understanding and cooperation if required and appropriate. Make a special effort to organise the drill or exercise when both the Port Manager and the Harbour Master are present on site. The cooperation and active participation of senior officers in a port facility is essential to ensure the full support of staff. As well as whole of port facility drills and exercises, organise drills and exercises specifically for individual areas of the port facility (e.g., VTS).
3	Oversee the drill or exercise and record the time needed to complete the evacuation.
4	Conduct a meeting after the evacuation exercise to discuss the observers' findings and make any changes required to the evacuation plan.

4.12 If there is an emergency

Table 5 below describes what to do for different emergencies.

Table 5: Emergency Response Incidents

When there is ...	Then ...
Fire and/or Smoke	<ul style="list-style-type: none"> • Call 000 • Call the relevant Vessel Traffic Service Centre (VTS) • Follow the steps outlined in ERC - 01
Bomb Threat	<ul style="list-style-type: none"> • Notify the relevant Chief Warden • Call the relevant VTSC • Follow the steps outlined in ERC - 02
Medical Emergency	<ul style="list-style-type: none"> • Call 000 for serious or multiple injuries • Follow the steps outlined in ERC - 03

Personal Threat (Active Armed Offender)	<ul style="list-style-type: none"> • Call 000 • Call the relevant Vessel Traffic Service Centre (VTS) • Follow the steps outlined in ERC - 04
Internal Emergency	<ul style="list-style-type: none"> • Follow the steps outlined in ERC - 05
External Emergency	<ul style="list-style-type: none"> • Follow the steps outlined in ERC - 06
Evacuation	<ul style="list-style-type: none"> • Follow the steps outlined in ERC - 07

4.13 Staff, visitors, and contractors

All staff; visitors and contractors are to follow the instructions and directions from ECO personnel in an emergency.

4.14 Emergency equipment placement and maintenance

Security, Maintenance, Engineering and Infrastructure, and Real Estate shall ensure the suitability, location and accessibility of emergency equipment is considered and reviewed during the planning, construction and alteration of any Pilbara Ports port facilities and buildings in accordance with the Building Code of Australia.

Security and Maintenance shall ensure emergency and fire protection equipment, exit signs and alarm systems are inspected, tested, and maintained in accordance with frequencies defined in AS 1851:2012 and AS 2293.2:1995.

5. REFERENCES

Legal and other requirements
<i>Work Health and Safety Act 2023 (WA)</i>
<i>Work Health and Safety (General) Regulations 2022</i>
AS 1851:2012 Routine Service of Fire Protection Systems and Equipment
AS 2293.2:1995 Emergency escape lighting and exit signs for buildings
AS 3745:2010 Planning for Emergencies in Facilities
Building Code of Australia

6. DOCUMENT OWNER

The Security Manager is responsible for this procedure.

Date approved: 27/11/2025

Review date: 27/11/2027

Version: 7

Approved by: Security Manager

7. ATTACHMENT 1 – EMERGENCY RESPONSE CHECKLISTS

7.1 ERC – 01 Fire and/or smoke

This checklist provides guidance on how to respond to a fire and/or smoke incident.

ERC – 01 Fire and/or Smoke		✓ or N/A
1	Contact ECO Wardens and ensure ECO Warden Duty Cards are activated as required to control the response.	
2	Consider the requirement to appoint a Pilbara Ports employee to be On Scene Commander with radio communications to the Incident Control Centre.	
3	Assess the situation and determine whether isolation and/or a full site evacuation is required and instigate ERC – 07 Evacuation as required.	
4	If a real fire, activate the IMT* and commence the IMT workflow including notifying neighbouring sites and accounting for personnel.	
5	Ensure appropriate emergency services have been notified (including the Police to assist with crowd control and/or evacuation of residents) and co-ordinate evacuation.	
6	Instruct contract Maritime Security Guards (MSGs) to secure the port facility and direct emergency services as required.	
7	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
8	Notify external agencies (Police, DMIRS, Worksafe, DoT, etc.).	
9	Follow the directions of responding emergency services and await their advice on when the incident area is safe.	
10	If a full evacuation is required and the port facility is closed, assign a person to advise all port users and direct all road traffic and shipping as required (if not being handled by responding emergency services).	
11	Make area safe or liaise with responding emergency services to ascertain when the area is safe.	
12	Isolate incident area and gather information for investigation purposes.	
13	On advice from DFES, give 'All Clear' stand-down call over emergency communication system(s).	

***Once an IMT has been established responsibility for the incident transfers from the ECO Chief Warden to the IMT Incident Controller.**

7.2 ERC – 02 Bomb Threat


This checklist provides guidance on how to respond to a bomb threat incident. This checklist can be used jointly with the VTS Bomb Threat checklist.

ERC – 02 Bomb Threat		✓ or N/A
1	Ensure that call/threat receiver has recorded call details using the AFP Phone Bomb-Threat Checklist.	
2	Notify emergency services (000).	
3	Notify the Port Security Officer and Vessel Traffic Service Centre (VTS).	
4	Seek advice from WA Police (000) before initiating an evacuation. Check that the egress routes and Muster Points are clear of suspicious items or vehicles. (Choose alternate Muster Points to avoid secondary targeting)	
5	Initiate an evacuation of buildings and facilities nominated by the person making the threat. If the threat is not specific, initiate a full evacuation of the port facility. Use alternative Muster Points and do not congregate in large crowds near publicly accessible areas.	
6	Advise all personnel NOT to: <ul style="list-style-type: none"> • Turn on or off any lighting or appliance; • Turn off main electrical supply; • Make any telephone calls (mobile); or • Use two-way radios. 	
7	Advise all personnel to leave windows and doors open.	
8	If safe to do so, activate the IMT* at a safe location and commence the IMT workflow.	
9	Harbour Master to assume the role of Incident Commander when on site. Port Security Officer to implement security measures required under the Maritime Security Plan.	
10	Port Service Providers and Maritime Industry Participants (MIPs) to be notified of the incident.	
11	If safe to do so, instruct contract Maritime Security Guards (MSGs) to secure the port facility and direct emergency services as required.	
12	If a full evacuation is required and the port facility is closed, assign a person to advise all port users and direct all road traffic and shipping as required (if not being handled by responding emergency services).	
13	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	
14	Notify external agencies (CISC, DMIRS, WorkSafe, DOT, etc.) if required.	
15	On advice from WA Police, isolate incident area, and support/instigate investigation.	

16	On advice from WA Police, give 'All Clear' stand-down call over emergency communication system(s).	
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***Once an IMT has been established responsibility for the incident transfers from the ECO Chief Warden to the IMT Incident Controller.**

Australian Federal Police Phone Bomb-Threat Checklist


AFP
AUSTRALIAN FEDERAL POLICE
AUSTRALIAN BOMB DATA CENTRE

PHONE BOMB-THREAT CHECKLIST
 Remember to keep calm

Important questions to ask

Where did you put it?

When is the bomb going to explode?

What does it look like?

Exact wording of threat

Threat:

General questions to ask

How will the bomb explode?

or

How will the substance be released?

Did you put it there?

Why did you put it there?

Bomb threat questions

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

For immediate or emergency advice please contact your local police service.

PHONE BOMB-THREAT CHECKLIST
 Remember to keep calm

Other questions to ask

What is your name?

Where are you?

What is your address?

Notes for after the call

CALLER'S VOICE

Accent (specify): _____

Any impediment (specify): _____

Voice (loud, soft, etc): _____

Speech (fast, slow, etc): _____

Dictation (clear, muffled): _____

Manner (calm, emotional, etc): _____

Did you recognise the caller? _____

If so, who do you think it was? _____

Was the caller familiar with the area? _____

THREAT LANGUAGE

Well spoken: _____

Incoherent: _____

Irrational: _____

Taped: _____

Message read by caller: _____

Abusive: _____

Other: _____

BACKGROUND NOISES

Street noises: _____

House noises: _____

Aircraft: _____

Voices: _____

Music: _____

Machinery: _____

Local call noise: _____

STD: _____

OTHER

Sex of the caller: _____ Estimated age: _____

CALL TAKEN

Duration of call: _____ Number called: _____

ACTION (Obtain details from supervisor)

Report call immediately to: _____

Phone number: _____

Who received the call

Name (print): _____

Telephone number: _____

Date call received: _____

Time received: _____

Signature: _____

7.3 ERC – 03 Medical Emergency

This checklist provides guidance on how to respond to a medical emergency incident. Contracted Maritime Security Guards (MSGs) are first responders to medical emergencies that occur within Pilbara Ports operated port facilities. MSGs hold the Occupational First Aid qualification or higher and all MSG vehicles carry trauma kits, oxy-viva or oxy-sok's and defibrillators.

ERC – 03 Medical Emergency		✓ or N/A
1	Ascertain the nature and location of the medical emergency or injury and ensure medical first responders are despatched ASAP.	
2	Ensure appropriate emergency services (Ambulance) have been notified (000) for serious or multiple injury events.	
3	Appoint a Pilbara Ports employee to be On Scene Commander with radio communications to the VTSC.	
4	Arrange first aid assistance for person(s) injured / unwell. First aid kits and defibrillators are located at multiple locations throughout Pilbara Ports port facilities.	
5	Consider activation of the IMT* for serious or multiple injury events.	
6	Instruct contract Maritime Security Guards (MSGs) to secure the port facility and direct emergency services as required.	
7	Assign a person to monitor the selected emergency two-way radio channel to report/update Pilbara Ports personnel on the incident status as required.	
8	Pass on all relevant information regarding status of emergency to responding emergency service.	
9	Notify external agencies (Police, DMIRS, DoT, WorkSafe, etc.).	
10	Make incident area safe	
11	Isolate incident area and gather information for investigation purposes.	
12	Give 'All Clear' stand down call over emergency communication system(s).	

***Once an IMT has been established responsibility for the incident transfers from the ECO Chief Warden to the IMT Incident Controller.**

7.4 ERC – 04 Personal Threat (Active Armed Offender)

This checklist provides guidance on how to respond to Personal Threat (Active Armed Offender) incident.

Attacks by armed offenders have occurred in Australia and may happen again. They continue to occur around the world in places where people gather in large numbers. There is no pattern or method to an armed offender event. They are very unpredictable. They can happen quickly and may be over in minutes.

There are three ways to respond:

- To either escape or hide; and then
- To tell the proper authorities about the experience.

ERC – 04 Personal Threat (Active Armed Offender)		✓ or N/A
1	Communicate with the person reporting the emergency and endeavour to ascertain: <ul style="list-style-type: none"> • The number and location of the offenders; • Whether the offenders are still on site; and • If there is any perceived danger to on-site personnel. 	
2	Evaluate the status of the threat and determine if the alarm needs to be raised.	
3	Notify Harbour Master and Port Security Officer of any incident. Notify the Police (000) unless it has proven to be a false alert.	
4	<ul style="list-style-type: none"> • If safe to do so, activate the IMT* at a safe location and commence the IMT workflow. • Harbour Master to assume the role of Incident Controller when on site. • Port Security Officer to implement security measures required under the Maritime Security Plan. 	
5	Saving and protecting life <ul style="list-style-type: none"> • Use the built environment to restrict or deny access (activate <i>Active Armed Offender Lockdown MACRO</i> in Gallagher). • Commence CCTV surveillance and track the offender(s). • Communicate appropriate escape or shelter in place options to those present on site. • Identify and establish a safe medical triage/first aid location. • Restrict further vehicle access to the site (bollards, gates, road closures, etc.). 	
6	If the offender(s) are still on site, attempt to monitor their position from a safe distance and report their movements to the Incident Controller.	
7	Facilitating the evacuation of those at risk <ul style="list-style-type: none"> • Notify key personnel of the incident. 	

	<ul style="list-style-type: none"> • Provide guidance on safe routes (considering cover and concealment) for those personnel that are self-evacuating. • Assess the suitability and potential safety of normal evacuation routes. • Evaluate the safety of standing evacuation Muster Points and change if necessary. • Identify potential safe places or strongholds for those personnel who are unable to evacuate. 	
8	<p>Containing the incident or threat</p> <ul style="list-style-type: none"> • Consider electronic/mechanical isolation systems to constrain the movement of the offender(s) or restrict access to potential victims. • Identify and establish a suitable perimeter for securing the location. • Use the existing built environment to best advantage for safety and containment action. • Consider restricting escape options for the offender(s) if these (options) may endanger others. 	
9	<p>If a full evacuation is required and the port facility is closed, assign a person to advise all port users and direct all road traffic and shipping as required (if not being handled by responding emergency services).</p>	
10	<p>Supporting emergency response and investigation activities</p> <ul style="list-style-type: none"> • Identify and communicate safe access routes/firm up points for emergency services. • Consider using CCTV and other remote methods where possible to enable situational awareness. • Commence incident and decision-making logs. • Port Security Officer and/or Incident Controller to meet/brief the police. • Ensure access to site plans and CCTV footage (where possible). • Clearly identify when Incident Control has transitioned to the WA Police. • Provide ongoing support to the emergency response action as requested. 	
11	<p>Notify external agencies (CISC, DMIRS, WorkSafe, DOT, etc.) if required.</p>	
12	<p>On advice from WA Police, isolate incident area, and support/instigate investigation.</p>	
13	<p>On advice from WA Police, give 'All Clear' stand-down call over emergency communication system(s).</p>	

***Once an IMT has been established responsibility for the incident transfers from the ECO Chief Warden to the IMT Incident Controller.**

Active Armed Offender Response Plan for Personnel

ESCAPE
...if you are able to escape, leave the area immediately
<ul style="list-style-type: none"> • Try to stay calm and focused. If there is a clear escape path, then use it to evacuate the building or area as soon as you can. • Leave your belongings behind and escape. Encourage others to leave with you but do not let people who insist on staying slow you down. • If possible, help others to escape and prevent people entering the area. • When you are safe, contact emergency services on 000. • Follow all instructions that the police give you.
HIDE
...if there is no escape path
<ul style="list-style-type: none"> • If you are unable to escape, try to find a place where you can hide and take cover. • Choose a place where the offender is less likely to find you. • Ensure that you are out of view. Silence your phone including turning of the vibrate mode and remain quiet. • If hiding in a room, lock any doors and block the entrance with furniture if possible. • When you are safe, contact emergency services on 000. • If possible, tell police where the offender is located. • If you cannot speak, leave the line open so emergency services can listen in.
TELL
...when it is safe to do so
<ul style="list-style-type: none"> • The more information people can pass on to the police or owners and operators the better, but NEVER at the expense of your safety or the safety of others. • If it is safe to do so, collect information such as: <ul style="list-style-type: none"> - exact location of the incident or offender - description of the offender - details of any firearm(s) or other weapons being used - number of people in the area; how many are injured - any obvious intent or known motive of the offender. • Provide this information to the police by calling 000 as soon as it is safe to do so. You could be asked to remain on the line to provide more information or an update if the situation changes. <p>If it is safe to do so, contact port security staff. Consider communicating with other port workers in the area that may not know about the incident, to give them advice about what they should do.</p>

ERC – 04.1 Personal Threat (Active Armed Offender) Maritime Security Guard Response		✓ or N/A
1	<p>On observing an active armed offender approaching a PPA port facility, MSG's must take the following action:</p> <ul style="list-style-type: none"> • Lock security gatehouse doors to create a secure refuge. • Activate the <i>Active Armed Offender Lockdown MACRO</i> in Gallagher (Port Hedland Eastern Harbour only); • Notify the Police (000) and provide the following information: <ul style="list-style-type: none"> - The number and location of the offend(s); - Whether the offender(s) are still on site; and - Number of casualties (if relevant). • Notify the Port Security Officer and Vessel Traffic Service Centre (VTS). 	
2	Use all available CCTV cameras to monitor and track the attacker(s).	
3	Commence an incident log to record all actions and decisions.	
4	If a Maritime Security Guard is on patrol, contact them, inform them of the incident, and instruct them to take refuge in a secure building, if safe to do so.	
5	<p>On direction form the Port Security Officer, VTS or IMT Incident Controller commence broadcasting the following message (complete/edit as required) via the site-wide Public Address (PA) system:</p> <p>“The port facility is under armed attack. There is an attacker (or multiple attackers) located at _____. Our staff are trained to direct you to safety. If you are not directed, evacuate the port facility if you can, hide if you cannot. Police have been called.”</p> <p>Pause for 1 minute</p> <p>“The port facility is still under armed attack. There is still an attacker (or multiple attackers) located at _____. Follow the directions of staff. Evacuate the port facility if you can, hide if you cannot. Police have been called.”</p> <p>The second message should be repeated at one-minute intervals updating the attacker(s) location if known.</p> <p>Once the Police arrive, they should be informed if we have capacity to control announcements or not. If we do, they may direct future announcements. Unless the Police make a specific request to do so, do not announce they have arrived, as this will remove a tactical advantage; instead, continue to announce, “Police have been called.”</p>	
6	Once the Police have arrived on site, following all directions and assist as required.	
7	On advice from WA Police, isolate incident area, and support investigation.	
8	On advice from WA Police, give 'All Clear' stand-down call over emergency communication system(s).	

7.5 ERC – 05 Internal Emergency

This checklist provides guidance on how to respond to an internal emergency incident.

Numerous internal emergency scenarios are captured in the relevant Port Emergency Response Plans.

ERC – 05 Internal Emergency		✓ or N/A
1	Ascertain the nature and location of the internal emergency and determine the threat level posed.	
2	Ensure appropriate emergency services have been notified (if required).	
3	If required, activate the IMT* at a safe location and commence the IMT workflow.	
4	Follow the response action as detailed in the relevant Port Emergency Response Plan.	
5	Assess the situation and determine whether a whole of site evacuation is required.	
6	If a full evacuation is required and the port facility is closed, assign a person to advise all port users and direct all road traffic and shipping as required (if not being handled by responding emergency services).	
7	Notify external agencies (CISC, DMIRS, WorkSafe, DOT, etc.) if required.	
8	On advice from emergency services, isolate incident area, and support/instigate investigation.	
9	On advice from emergency services, give 'All Clear' stand-down call over emergency communication system(s).	

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7.6 ERC – 06 External Emergency

This checklist provides guidance on how to respond to an external emergency incident. The most likely type of external emergency that will be experienced at a Pilbara Ports operated port facility is a civil disturbance.

ERC – 06 External Emergency (Civil Disturbance)		✓ or N/A
1	Ascertain nature and location of the civil disturbance and determine the threat level posed.	
2	Ensure appropriate emergency services (Police) have been notified.	
3	If safe to do so, activate the IMT* at a safe location and commence the IMT workflow.	
4	If safe, have personnel remain in area of responsibility and advise them not to confront protestors.	
5	If a threat is posed to those personnel working in the immediate vicinity of the protest, initiate an evacuation of that area via safe egress routes to Muster Points.	
6	If safe to do so, instruct contract Maritime Security Guards (MSGs) to secure the port facility and direct emergency services as required.	
7	Assess the situation and determine whether a whole of site evacuation is required.	
8	If a full evacuation is required and the port facility is closed, assign a person to advise all port users and direct all road traffic and shipping as required (if not being handled by responding emergency services).	
9	Pass on all relevant information regarding status of emergency and progress of evacuation (if initiated) to the responding emergency service.	
10	Notify external agencies (CISC, DMIRS, WorkSafe, DOT, etc.) if required.	
11	On advice from WA Police, isolate incident area, and support/investigate investigation.	
12	On advice from WA Police, give 'All Clear' stand-down call over emergency communication system(s).	

7.7 ERC – 07 Evacuation

This checklist provides guidance on how to initiate and/or respond to an incident which requires a partial or whole of port facility evacuation.

ERC – 07 Evacuation		✓ or N/A
1	ECO Chief Warden and/or IMT Incident Controller assesses the situation and determines whether a full site evacuation is required or if non-affected areas can continue as normal and advise accordingly.	
2	Assess risks to established muster points and egress routes for all locations to be evacuated.	
3	Quickly develop a safe evacuation plan including routes, must locations and what to do if things go wrong during the evacuation.	
4	Brief ECO Wardens by two-way radio (or telephone) on the conduct of the orderly evacuation.	
5	Give specific instructions to commence the orderly evacuation.	
6	If required, activate the IMT* and commence the IMT workflow including notifying neighbouring facilities and accounting for personnel.	
7	Ensure appropriate emergency services have been notified (including Police to assist with crowd control and/or evacuation of personnel from neighbouring properties) and coordinate evacuation.	
8	If safe to do so, instruct contract Maritime Security Guards (MSGs) to secure the port facility and direct emergency services as required.	
9	If a full evacuation is required and the port facility is closed, assign a person to advise all port users and direct all road traffic and shipping as required (if not being handled by responding emergency services).	
10	Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.	
11	Notify external agencies (CISC, DMIRS, WorkSafe, DOT, etc.) if required.	
12	Make incident area safe.	
13	Isolate incident area and gather information for investigation purposes.	
14	On advice from emergency services, give 'All Clear' stand-down call over emergency communication system(s).	

***Once an IMT has been established responsibility for the incident transfers from the ECO Chief Warden to the IMT Incident Controller.**