

INSERT COMPANY LOGO

Emergency Protocol

Prepared By:

Insert Author

Insert Month Year

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1 Introduction

The Emergency Protocol enables prompt and effective responses to emergency situations. The Emergency Protocol includes qualified personnel, specific actions to be undertaken in response to different emergency situations and reporting requirements.

The Emergency Protocol outlines contingency measures and procedures to be implemented to respond to emergencies, such as:

- Oil/ fuel or chemical spillage;
- Disease outbreak; and
- Mooring breach/ aids to navigation break-away.

If an emergency situation occurs during any stage of the **INSERT LEASE NAME**, **INSERT PROPONENT** will immediately implement the measures contained within the Emergency Protocol to mitigate the risks or impacts.

2 Contingency Measures and Protocols for Emergencies

An emergency incident is an unplanned or uncontrolled sequence of events resulting in property damage, environmental impact, injury and/or illness or has the potential to do so. In the event of an emergency the following emergency services should be contacted:

- **PHONE 000 (TRIPLE ZERO) - DESCRIBE THE EMERGENCY AND LOCATION**
- **PHONE XXXXXXXXX – INSERT PROPONENT 24 HOUR EMERGENCY HOTLINE**

Upon identifying any emergency, it is essential that all personnel are aware of the immediate actions that need to be taken. A thorough understanding of the Emergency Protocol is critical to ensure that the appropriate emergency services and personnel are notified and that the required actions are implemented immediately.

After contacting the relevant emergency services, personnel working within the area need to be notified about the immediate danger. Depending upon the situation, this will usually be completed by sounding the emergency siren on large vessels or informing crew on smaller vessels.

For emergencies on the **INSERT LEASE NAME**, all personnel should congregate at the Emergency Evacuation Assembly Point on the vessel if applicable. Personnel on smaller vessels in and around the lease should manoeuvre well away from any immediate danger unless they are involved in the emergency response.

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For land based sites, all personnel should evacuate to the designated Emergency Evacuation Assembly Point. Personnel should remain there until emergency services or an appropriate representative give the “all clear” and direct personnel to return to the site.

All employees, contractors and subcontractors working on the **INSERT LEASE NAME** and the land based sites will be informed about the Emergency Protocol. Appropriate personnel will receive training to ensure they are competent to carry out the responsibilities assigned to them. Upon receipt of emergency advice, trained personnel working on the lease and/or land based sites will initiate the applicable procedures outlined for the relevant emergency.

The Emergency Protocol is an overarching plan which provides an overview of the potential emergency risks associated with the construction, deployment and operations of the **INSERT LEASE NAME**. To support the Emergency Protocol, specific policies, procedures and/or safe work method statements will be developed to inform in detail the prevention, management and response for emergency events.

These policies, procedures and/or safe work method statements will include but not limited to:

- Purpose of the policies, procedures and/or safe work method statements;
- Scope;
- Objectives;
- Relevant documentation including legislation;
- Responsibilities and associated training;
- Procedures;
- Review requirements; and
- Recording keeping and reporting.

2.1 Oil, Fuel and Chemical Spillage

INSERT PROPONENT is committed to placing a high priority on the safety of people, marine life and the environment in an oil, fuel or chemical spill event. To ensure this outcome **INSERT PROPONENT** is committed to providing sound spill control management procedures, including planning, hazard control and appropriate training for the level of responsibility.

INSERT PROPONENT will make every reasonable effort to:

- Eliminate / minimise reasonably foreseeable risk of harm to the environment and/or persons;
- Comply with relevant health, safety and environmental legislation and guidelines; and

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- Make appropriate resources available to prevent spills from occurring and appropriately respond to spills if they occur.

The potential for oil, fuel and chemical spills associated with the operation of the **INSERT LEASE NAME** are unlikely but an emergency response plan is in place if needed.

Land Based Sites

INSERT PROPONENT aims is to provide, as far as reasonably practical, a workplace free from reasonably foreseeable risks, including those associated with oil, fuel or chemical spills.

This shall be achieved through:

- Complying with all legislation, including the environmental guidelines and Australian Standards for storage of fuels and oils. This also includes:
 - Design of fuel and oil storage areas;
 - Maintenance and inspection of fuel and oil storage areas;
 - Prevention of spills;
 - Development of spill response plans;
 - Containment of spills;
 - Current emergency evacuation plans, (in accordance with state fire service guidelines) in place and understood by all on site; and
 - Testing of evacuation procedures for all usual employees (including casual/shift workers) at least annually and involving the emergency service(s) when appropriate.
- Maintaining an Emergency Control Organisation (ECO) at each site, including:
 - Competent Chief and Deputy Chief Warden(s) on site; and
 - Competent Emergency Wardens for each separate work area and shift.
- Providing competent first aid attendants for each separate work area and shift;
- Providing hygienic facilities and equipment for providing first aid;
- Providing relevant information, guidance and training for workers contractors and visitors on spill emergency requirements where applicable;
- Each site having accessible and current contact details in case of emergency;
- Details of first aid attendants, wardens and elected safety representatives prominently displayed within the workplace;

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- Regular assessment and continual improvement of emergency preparedness; and
- Where any doubt exists, professional advice is sought as soon as possible.

To assist in the prevention and preparation of a potential spill event the following monthly routine maintenance scheduled actions will be undertaken:

- Inspect fuel and oil storage areas ensure they are clean and tidy;
- Ensure any bund areas have not filled with rain water, and if so drain the water out;
- Ensure bund areas have locked and closed gate valves to prevent them being left open;
- Ensure items are not stored in bund areas;
- Ensure all fuels and oils are stored in the bund areas;
- Ensure no non compatible products are stored in fuel and oil bund areas; and
- Check all spill response equipment is in place and stocked correctly.

Marine Based Sites

NSW Roads and Maritime Services (NSW RMS) is the appropriate regulatory authority under the *Protection of the Environment Operations Act 1997* (POEO Act) for pollution (including fuel and oil spills) from vessels. NSW RMS will be contacted immediately if any pollution is detected. The NSW Environment Protection Authority (EPA) administers this act and will also be contacted immediately.

In the event of a large scale and/or severe pollution incident involving fuel, oil or chemicals, the event will be managed in accordance with the *NSW State Waters Marine Oil and Chemical Spill Contingency Plan* (NSW Marine Spill Plan) (Transport for NSW, 2012). The NSW Marine Spill Plan categorises fuel, oil and chemical spills and the responses into ‘tiers’ and ‘levels’ to ensure there is a response appropriate to the scale of the incident. Factors such as the type of fuel, oil and chemical, magnitude of spill, available resources, as well as immediate and potential treats to human health and the environment, influence the scale of the response (Transport for NSW, 2012).

The combat agencies responsible in the event of an oil, fuel and chemical spill are:

- CONTACT & CHECK Fire and Rescue NSW – for events within Jervis Bay including the XXXXX Marina; and
- CONTACT & CHECK NSW Roads and Maritime Services – for waters XXXXXXX including the lease site?????.

2.1.1 Overview of Incident Response

As stated by Transport for NSW (2012), the aim of responding to maritime incidents is to minimise damage to the environmental and socio-economic resources and reduce the time required for the recovery. As every incident is different, the NSW Marine Spill Plan must be flexible in its implementation so as to respond to the incident in the most effective and timely manner (Table 1). Once a maritime incident occurs the typical protocol for responding as stated in the NSW Marine Spill Plan is as follows:

1. Notify agencies of the maritime incident;
2. Assess the situation and distribute information to relevant agencies;
3. Establish an incident control centre (ICC) and incident management team (IMT) using Oil Spill Response Incident Control System (OSRICS);
4. Depending on the type of maritime incident some or all of the following may be required:
 - Ensure the safety of ship's crew and responders;
 - Stabilise the ship in order to prevent an oil spill and protect cargo. This is usually the responsibility of a salvage company engaged by the ship owner;
 - Stop or minimise the amount of pollutant being spilt and/or cargo being lost. This usually the responsibility of a salvage company;
 - Monitor the movement of the pollutant and let it disperse naturally;
 - Containment and recovery of the pollutant as close to the source as reasonable possible;
 - Disperse the pollutant using approved dispersants;
 - Protection of sensitive resources;
 - Shoreline clean up;
 - Responding to affected wildlife; and
 - Waste management and disposal.
5. Termination of the response.

Table 1: Emergency Protocol for oil, fuel and chemical spills (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|--|--|---|
| OIL / FUEL / CHEMICAL SPILL | | |
| Marine Operations Manager | Farm Technician (master/coxswain) Shore Coordinator | All crew / staff |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Notify appropriate authorities (i.e. NSW RMS, Transport for NSW, NSW DPI, NSW EPA) ▪ Coordinate all operations until the combat agency is notified and an Incident Controller is appointed. ▪ Inform all crew ▪ Consider issuing lifejackets ▪ Record and prepare incident report as soon as practicable <ul style="list-style-type: none"> ○ Record position ○ Weather conditions ○ Type of spill ○ Approximate quantity <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ In charge of recovery activities ▪ If able, isolate spill ▪ For volatile oils, fuel or chemicals, isolate and keep crew away from spill <ul style="list-style-type: none"> ○ Be aware of H2S gas ▪ Make safe the area around the spill ▪ If available, deploy boom (on order from Marine Operations Manager), utilise crew as required | <ul style="list-style-type: none"> ▪ Report to Farm Technician / Shore Coordinator at scene ▪ Provide all support to Farm Technician and crew |

Incident reporting shall comprise the following:

- the time, date, nature, duration and location of the incident,
- the location of the place where pollution is occurring or is likely to occur,
- the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,

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- the circumstances in which the incident occurred (including the cause of the incident, if known),
- the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known; and
- other information prescribed by the regulations.

No matter what the type of maritime incident the following must also be managed:

- Safety of responders and the public;
- Media liaison; and
- Community liaison.

These aspects are managed within the OSRICS (See Section 3.3 of the NSW Marine Spill Plan).

2.1.1 Training

This plan is to be reviewed annually and after any response and exercised annually. In addition, all marine based staff will be required to undertake bi-annually spill training and/or participate in local training programs provided by Transport for NSW and NSW Roads and Maritime Services.

2.2 Disease Outbreak / Mass Stock Mortality

As disease and parasites can potentially spread relatively fast on aquaculture farms, strict health monitoring programs will be implemented to ensure early identification of any pathogens so appropriate management can be implemented before severe infestations occur (PIRSA, 2003). The implementation of the Health Management Plan will mitigate the chance of a disease outbreak or any mass mortality event (See Appendix 7).

If a disease outbreak was to occur on the **INSERT LEASE NAME**, an appropriate response to the incident is critical to minimise the spread of the disease(s) and ensure that it is effectively treated. Similarly, if a mass stock mortality was to occur on the **INSERT LEASE NAME**, a prompt and appropriate response will ensure that potential associated risks are minimised (Table 2).

The initial response to a disease outbreak and/or mass stock mortality is to notify the following personnel and department:

- All staff of the **INSERT LEASE NAME** (notably the Marine Operations Manager and Fish Health Technician); and

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- NSW DPI - Aquatic Biosecurity & Risk Management.

After the determination of the type of disease(s) present, if any declared diseases and/or significant unexplained mortalities occur, the following department and committee need to be notified:

- Secretary – NSW Department of Planning and Environment (DP&E); and
- Aquatic Consultative Committee on Emergency Animal Disease (AqCCEAD).

Aquatic Consultative Committee on Emergency Animal Disease

Aquatic Consultative Committee on Emergency Animal Disease (AqCCEAD) is responsible for determining the nature, extent and significance of a suspected disease event in aquatic animals in Australia. The committee provides advice on appropriate responses to aquatic animal disease emergencies, while ensuring Australia fulfils international and domestic policy and legal obligations (Web Reference 1). When a disease incident occurs, Australia's response arrangements may be activated to minimise their potential impacts on aquaculture, fisheries resources or the environment.

2.2.1 Disease Outbreak

AQUAVETPLAN

Emergency response protocols to deal with aquatic animal disease events have been developed by NSW DPI in accordance with the provisions of *Australian Aquatic Veterinary Emergency Plan* (AQUAVETPLAN). AQUAVETPLAN was developed with the aim of building and enhancing the capacity of the management of aquatic animal health in Australia.

A series of manuals detailing approaches to national disease preparedness and aquaculture animal disease events, including technical response and control strategies and guidelines for dead stock disposal are provided in the AQUAVETPLAN (Web Reference 2). The manuals are working documents that are updated as required to ensure they take into account new research, experience, and emerging disease threats.

The [AQUAVETPLAN](#) consists of the following manuals:

Operational Procedures Manuals

- **Decontamination**

This manual provides specific information about the control of disease agents during an aquatic animal disease emergency response. It is primarily concerned with decontamination of the production environment following disease incursion, rather than routine hygiene procedures necessary for the production of healthy stock.

➤ **Destruction**

Preventing the spread of disease might require the efficient and humane killing of stock. The manual provides guiding principles on the decision to destroy stock and the choice and application of appropriate techniques.

➤ **Disposal**

The safe transport and disposal of carcasses, animal products, materials and wastes is an important part of any emergency aquatic animal disease response. The manual details best Australian practice and provides guidance on the selection of disposal sites and methods for transportation of materials for disposal.

Management Manuals

➤ **Control Centres**

The manual outlines the organisational response during the investigational, alert, operational and stand-down phases of an emergency aquatic animal disease incident, addressing legislative, management and resource issues. The manual lists the immediate duties of field officers, senior managers, the Chief Veterinary Officer (or Deputy Director General of Fisheries where appropriate) and other staff in each phase.

➤ **Enterprises Manual**

The manual guides the rapid development of emergency aquatic animal disease control strategies according to the four types of production systems affected which include open (catchment, estuarine, marine), semi-open (cage cultures, shellfish), semi-closed (introduced/native freshwater fish, hatcheries, raceways) and closed (aquaria). The manual provides brief information on industry practices and structures, and outlines approaches to be considered in the face of an aquatic animal disease emergency.

Further details about disease management are contained in the Health Management Plan (Appendix 7).

2.2.2 Mass Mortality

The Marine Operations Manager will decide on the method and resources required to remove dead stock from longlines. The options include the following:

➤ **LIST OPTIONS APPLICABLE TO SHELLFISH**

➤ **E.g. Divers to bag fish out which requires the following:**

- **One or more dive boats depending on extent of the mortalities;**

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- Sufficient dive crew;
- Compliance with standard mort diving procedure (see ASOP0005.2.2); and
- Appropriate size mort bag (1 tonne or larger).

If numbers of mortalities are large this option will also require:

- A works vessel adequate for the number of morts with mort bins and bin(s) with ice slurry for recoverable fish.
- E.g. Sombrero to airlift morts from cage which requires the following:
- A works vessel adequate for the number of fish to be retrieved;
 - Minimum 2 crew;
 - Compressor;
 - Dewatering system;
 - Mort bins; and
 - Bin(s) with ice slurry for recoverable fish.
- E.g. Manual airlift by dive crew which requires the following:
- One dive boat;
 - Full dive crew qualified to operate airlift and supervise airlift operations;
 - Compressor;
 - Dewatering system;
 - A works vessel adequate for the number of fish to be retrieved;
 - Minimum 2 crew;
 - Mort bins; and
 - Bin(s) with ice slurry for recoverable fish.

For any large mortality event, as many shellfish/finfish as possible should be recovered for harvest and processing. All recoverable shellfish/finfish must be kept separate and placed into an ice slurry as soon as possible. The Fish Health Technician will determine whether the shellfish/finfish can be sent for processing.

Recovered shellfish/finfish in ice slurries must be clearly marked as “Rollovers” and left next to the harvest container. The Marine Operations Manager must contact the Harvest Manager and Factory Manager at the processing plant as soon as possible and inform them about the number of rollovers.

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If a significant quantity of shellfish/finfish are not recoverable, the Marine Operations Manager must contact the appropriate fish waste processing/disposal facility to notify them of increased mort biomass.

Table 2: Emergency Protocol for disease outbreaks and mass mortalities (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|---|--|---|
| DISEASE OUTBREAK / MASS MORTALITY | | |
| Marine Operations Manager | Farm Technician (master/coxswain) | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Notify appropriate authorities (i.e. NSW DPI Biosecurity, NSW DPI) ▪ Coordinate determination of disease and/or mortality ▪ If declared disease and/or unexplained mortality, notify DP&E and AqCCEAD ▪ Coordinate all operations ▪ Inform all crew ▪ Coordinate AQUAVETPLAN or mortality removal ▪ Record and prepare incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ In charge of response activities ▪ Implement AQUAVETPLAN or mortality removal procedures under instruction from Marine Operations Manager | <ul style="list-style-type: none"> ▪ Report to Farm Technician at scene ▪ Provide all support to Farm Technician and crew |

2.3 Navigation Aid / Mooring Breakaway

Moored equipment (e.g. buoys) will be equipped with GPS/GSM transponders that will alert local management staff to movement outside of the control zone within the lease.

To assist in the prevention and preparation of a potential breakaway event the following routine maintenance scheduled actions will be undertaken:

- Inspect mooring lines to ensure they are maintained;
- Inspect mooring attachment points to ensure they are maintained;
- Ensure any repairs to mooring infrastructure are undertaken as promptly as practicable; and
- Inspect longline infrastructure including moorings following storm or accident events.

If a navigation aid / mooring breakaway event was to occur the following actions would be undertaken (Table 3):

- NSW Roads and Maritime and NSW Marine Parks will be notified immediately of the breakaway by the responsible person (Marine Operations Manager or their delegate);
 - This information must include details of the equipment, likely position, perceived hazard and plan to recover;
- The Marine Operations Manager or delegate will take action to safely and expeditiously recover the equipment either to lease or a safe location;
- Any breakaway will be investigated and a formal report will be prepared. This will include but not be limited to the following:
 - The assessed cause(s) of the breakaway;
 - Corrective actions to manage future risk; and
 - Timeline for the implementation of corrective actions.

Table 3: Emergency Protocol for equipment breakaway (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|--|--|--|
| NAVIGATION AID/ MOORING BREAKAWAY | | |
| Marine Operations Manager | Farm Technician (master/coxswain) | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Notify appropriate authorities (i.e. NSW RMS) <ul style="list-style-type: none"> ○ What equipment ○ Likely position ○ If it is a perceived hazard ○ Recovery plan ▪ Coordinate recovery operations ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ In charge of recovery activities ▪ Assess damage ▪ Inform Marine Operations Manager of situation ▪ Recover equipment and move to lease or safe location | <ul style="list-style-type: none"> ▪ Inform Farm Technician of any identified issues ▪ Assist in recovery activities |

2.4 Vessel Collision / Grounding

All vessels will be operated by staff that hold an appropriate Certificate of Competency under the National System for Domestic Commercial Vessel Safety to operate the category of commercial vessels.

To assist in the prevention of a potential vessel collision or grounding event the following actions will be undertaken:

- Operations of vessel will only be by staff that hold an appropriate Certificate of Competency under the National System for Domestic Commercial Vessel Safety;
- Inspect vessels to ensure all navigation aids are in operation order;

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- Ensure vessels are regularly inspected and serviced to maintain them in good working order; and
- Ensure all staff are aware of the need to keep watch and advise the Master of the vessel of any potential vessel collision or grounding hazards.

If a boating accident occurs in any port or navigable water in NSW, the Master of the vessel must:

- Stop the vessel immediately;
- Give any assistance which may be necessary;
- Produce any boat or PWC driving licence required to be held;
- Give details to any person having reasonable grounds for requesting them e.g. other persons involved in the accident; and
- Details must include the Master's name and address as well as any distinguishing number which is required to be displayed on the vessel e.g. registration number or permit number.

If requested by a NSW Roads and Maritime Officer or NSW Police Officer, the following details must be provided:

- Full identification;
- Time, place and nature of accident;
- Name and registration number of every vessel involved in the incident;
- Name and address of every person who was concerned with or witnessed the accident;
- Extent of any injury or damage resulting from the accident; and
- Produce a boat driving licence or Certificate of Competency.

A written report detailing the particulars of the incident will be prepared by the Marine Operations Manager (Table 4), which will be forwarded to NSW Roads and Maritime within 24 hours (if applicable).

Table 4: Emergency Protocol for vessel collision / grounding (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|--|--|--|
| VESSEL COLLISION / GROUNDING | | |
| Marine Operations Manager | Farm Technician (master/coxswain) | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Notify appropriate authorities (i.e. NSW RMS, Secretary) ▪ Coordinate all operations ▪ Contact other vessel in the vicinity to assist ▪ Inform crew ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ In charge of recovery activities ▪ Assess damage ▪ Inform Marine Operations Manager of situation | <ul style="list-style-type: none"> ▪ Inform Farm Technician of any identified issues ▪ Assist in recovery activities ▪ Issue lifejackets to crew ▪ Ensure all crew get to muster stations ▪ Conduct a head count ▪ Report head count to Master of vessel ▪ Abandon ship on Masters orders |

2.5 Fire and Flooding

INSERT PROPONENT aims to provide, as far as reasonably practical, a workplace free from reasonably foreseeable fire and flooding risks, including those associated with preparing for and responding to emergency situations. Fire and flooding events may occur on both the land base/s and operational vessel/s with each requiring specific responses (Table 5 & 6).

To assist in the prevention and response to a potential fire and/or flooding event the following actions will be undertaken:

- Inspection of equipment, vessels and vehicles to ensure that they are appropriately maintained;
- Inspection and maintenance of fire or flood response equipment to ensure it is functional;
- Ensure appropriate emergency assembly points are established;

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- Ensure all usual employees are appropriately trained in fire and flooding procedures and protocols and are able to employ them;
- Ensure adequate numbers of response wardens are trained, available on each site/vessel/s and known to staff;
- Ensure all staff, contractors and subcontractors are appropriately inducted onto land based sites and vessels; and
- Ensure all staff are aware of the need to promptly advise the Marine Operations Manager of any potential, suspected or actual fire and/or flooding events.

In accordance with provisions of the *Building Code of Australia* the land based sites will be equipped with the legislated fire and any flooding equipment and electronic surveillance systems required to respond to a potential event. This equipment will be inspected every six months to ensure it complies with legislative requirements and is in a functional working order. In accordance with maritime safety requirements all vessels will be required to have the required safety equipment to deal with a fire or flood event. In addition all staff must hold an appropriate Certificate of Competency under the National System for Domestic Commercial Vessel Safety to operate the category of commercial vessels.

In preparing for and responding to fire and flooding emergency situations it will be achieved through:

- Complying with all legislation, including the Australian building code requirements relating to design, access and egress;
- Maintaining an Emergency Control Organisation (ECO) at each site, including:
 - Competent Chief and Deputy Warden(s) on site; and
 - Competent Emergency Wardens for each separate work area and shift;
- Complying with all general Fire Regulations, including:
 - Fitment, access to, maintenance and inspection of fire protection equipment;
 - Emergency exits to be useable and signs/lighting to be visible;
 - Current emergency evacuation plans, (in accordance with state fire service guidelines) in place and understood by all on site;
 - Testing of evacuation procedures for all usual employees (including casual/shift workers) at least yearly and involving the emergency service/s; and
 - Hot work procedures and permits being used.

Table 5: Emergency Protocol for fire (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|--|---|--|
| FIRE | | |
| Marine Operations Manager | Farm Technician (master/coxswain) Shore Coordinator | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Contact appropriate authorities (i.e. NSW Fire, NSW RMS) ▪ Coordinate all operations ▪ Consider fire smothering equipment (engineer) ▪ Contact other vessel in the vicinity to assist ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ In charge at fire scene ▪ Inform staff / crew and direct to emergency muster stations ▪ Start fire pumps ▪ Initiate closing of air intake to fire area ▪ If fire in engine room <ul style="list-style-type: none"> ○ Ensure engine room is clear of personnel ○ Set off fire smothering system on order from Master ▪ Inform Marine Operations Manager of situation | <ul style="list-style-type: none"> ▪ Inform Master / Shore Coordinator ▪ Report to Marine Operations Manager at fire scene ▪ Fight fire only if: <ul style="list-style-type: none"> ○ Master says “fight the fire” ○ Marine Operations Manager confirms “fight the fire” ○ You will not put yourself in danger ○ You have been trained ▪ Issue lifejackets to crew ▪ Assist crew to muster stations ▪ Conduct a head count ▪ Report head count to Master ▪ Abandon ship on Masters orders |

Table 6: Emergency Protocol for flood (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|---|---|---|
| FLOOD | | |
| Marine Operations Manager | Farm Technician (master/coxswain) Shore Coordinator | All crew / staff |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Contact appropriate authorities (i.e. NSW Fire) ▪ Coordinate all operations ▪ Contact other vessel in the vicinity to assist ▪ Inform crew and direct to muster stations ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ In charge at scene ▪ Investigate and confirm flooding ▪ Start bilge pumps ▪ Isolate flood ▪ Inform Marine Operations Manager of situation via crew ▪ Monitor situation | <ul style="list-style-type: none"> ▪ Inform Master / Shore Coordinator ▪ Report to Marine Operations Manager at flood scene ▪ Issue lifejackets to crew ▪ Assist crew to muster stations ▪ Conduct a head count ▪ Report head count to Master ▪ Abandon ship on Masters orders |

2.6 Injured Person

A person conducting a business has the primary duty under the *Work Health and Safety Act 2011* to ensure, as far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking and that any injuries or illnesses will be addressed in an appropriate and timely manner (Table 7).

INSERT PROPONENT is committed to continuously improving the management and standards of Work Health and Safety (WH&S) including the health and wellbeing of workers, contractors and work experience students whilst operating vehicles, vessels and machinery. This commitment extends to providing a safe and timely return to work for all injured or ill workers and sets out the principles for managing the impact of illness or injury of a staff member in the workplace, whether or not the illness or injury is compensable.

Emergency Protocol – EMP.

To assist in the prevention and response to a potential injury event/s the following actions will be undertaken:

- Ensure that all staff is aware of their respective responsibility under the *Work Health and Safety Act 2011*;
- Ensure that appropriate safe work method statements and/or operational policies, procedures and safe work method statements are prepared and made available to staff;
- Ensure that appropriate PPE is available to staff and provided training in its use if required;
- Inspection of equipment, vessels and vehicles to ensure that they are appropriately maintained;
- Ensure that there are adequate numbers of staff trained to respond to an injury event and provide First Aid;
- Ensure that First Aid equipment is adequate for each site, vehicle or vessel and is maintained;
- Ensure all staff including contractors are appropriately inducted onto land base sites and vessels; and
- Ensure all staff are aware of the need to promptly advise the Marine Operations Manager of any near miss or injury event.

In the event of an injury occurring to a person the following response will be undertaken:

- Assessment of ongoing risk;
- Activation of first aid procedures by appropriately trained first aid staff;
- Maintaining an Emergency Control Organisation (ECO) at site;
- Prepare a report in accordance with Work Health and Safety procedures;
- Rectify where possible the causative agent; and
- Ensure an appropriate return to work plan has been developed for the injured person concern.

Table 7: Emergency Protocol for injured person (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|---|--|--|
| INJURED PERSON | | |
| Marine Operations Manager | Farm Technician (master/coxswain) Shore Coordinator | All crew / staff |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Contact emergency services ▪ Coordinate all operations ▪ Inform and reassure passengers ▪ Notify appropriate authorities ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ Maintain safety of vessel ▪ Stand by to assist as directed by the most senior first-aider | <ul style="list-style-type: none"> ▪ Investigate situation ▪ First-aid qualified staff to: <ul style="list-style-type: none"> ○ Utilise DRABC <ul style="list-style-type: none"> ○ If conscious and safe, treat specific injury and conduct secondary examination to check for further injuries ○ Inform Master of situation ○ Handover to shore authorities when they arrive ○ Record what first aid stores were used <p>D = assess danger R = check response A = check airways B = check breathing C = begin CPR D = if required, defibrillate</p> |

2.7 Person Overboard

All marine based staff will be trained in relation to responding to a man overboard event. To assist in the prevention and response to a potential person overboard incident the following actions will be undertaken:

- Inspection of safety equipment on-board vessel/s to ensure it complies with maritime requirements and is within date;

Emergency Protocol – EMP.

- Ensure all staff hold an appropriate Certificate of Competency under the National System for Domestic Commercial Vessel Safety to operate the category of commercial vessels;
- Ensure all staff are inducted onto vessels and are made aware of safety requirements and location of safety equipment; and
- Ensure all staff are aware of the need to keep watch and promptly advise the Master of the vessel of a person overboard incident.

In the event of someone falling overboard, the following procedures recommended by NSW Roads and Maritime would be implemented to ensure the person is safely retrieved (Table 8) (Web Reference 3):

- If a person falls overboard from a small open runabout, make sure that everyone onboard keeps the person in sight while you manoeuvre to pick them up;
- If a person falls overboard from a bigger craft and when operating offshore, throw over a marker or lifejacket immediately. This will act as a starting point for a search if you lose sight of the person;
- Tell staff to act as lookouts and keep the person in sight at all times. Quickly establish your position either by a GPS position or by reference to shore marks. An accurate position will be essential if the search requires outside assistance; and
- Once the person is alongside, stop the engine and make sure that the weight in the vessel is redistributed before attempting to bring them on board. Consider bringing them over the stern if the vessel is unstable.

If an event occurs a report will be prepared identifying the causative agent and any mitigation measures to be employed in the future.

Table 8: Emergency Protocol for person overboard (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|--|--|---|
| PERSON OVERBOARD | | |
| Marine Operations Manager | Farm Technician (master/coxswain) | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Contact authorities ▪ Contact other vessel in the vicinity to assist ▪ Coordinate all operations ▪ Notify appropriate authorities ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ Maintain safety of vessel ▪ Inform crew | <ul style="list-style-type: none"> ▪ Yell “man overboard, man overboard” ▪ Point to casualty, keep pointing ▪ Do not turn eyes away from casualty ▪ Inform Master ▪ Prepare lifebuoy ▪ Do not enter the water to retrieve the casualty ▪ Prepare to retrieve the POB ▪ Retrieve the first aid kit |

2.8 Marine Fauna Entanglement

Marine fauna interactions including entanglement events will be managed in accordance with the Marine Fauna Interaction Management Plan.

In the event of a marine fauna entanglement, members of the Marine Fauna Interaction Committee must be contacted to ensure the appropriate fauna rescue/response team can be activated (See Table 1 – Marine Fauna Entanglement). National Parks and Wildlife Service (NPWS), NSW DPI Marine Parks and any other relevant government agencies must also be notified, including events where the entangled animal may have been released (assisted or self-released).

The Entanglement Assessment Process should be implemented immediately (See Attachment 1 and Table 9). Prompt and appropriate management responses are critical to maximise successful releases, as well as minimise injuries and stress to marine fauna. If marine fauna

become entangled the main priority is to assess their condition and determine the most appropriate and safe release method. This must be conducted by appropriately trained personnel who have completed regular training in wildlife rescue and rehabilitation techniques (i.e. Organisation for the Rescue and Research of Cetaceans in Australia). It is also important to discern whether the animal needs to recuperate and be provided with further treatment under veterinary supervision.

In the event of deceased animals, the carcasses of dead marine fauna should where possible be necropsied and then be disposed of appropriately following consultation with the Marine Fauna Interaction Committee. NPWS - Wildlife Management Officers, must be consulted throughout the incident to ensure all relevant procedures have been carried out. For further details see the Marine Fauna Interaction Management Plan (Appendix 6).

Table 9: Emergency Protocol for marine fauna entanglements (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|---|---|--|
| MARINE FAUNA ENTANGLEMENTS | | |
| Marine Operations Manager | Farm Technician (master/coxswain) | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Contact Marine Fauna Interaction Committee members ▪ Notify appropriate authorities (i.e. NPWS, NSW OEH, Department of Environment, NSW DPI Marine Parks) ▪ Coordinate all operations – in charge of disentanglement activities ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ Inform crew ▪ Carry out disentanglement activities ▪ Check for signs of injury <ul style="list-style-type: none"> ○ No = disentangle and release ○ Yes = disentangle / secure, convey to vet / expert for assessment ○ Death = recover and dispose based on advice from Committee and NPWS ▪ Take photographs and retain entanglement equipment if possible to assist with incident review ▪ Report to Committee & NPWS | <ul style="list-style-type: none"> ▪ Assist Marine Operations Manager, Farm Technician, Committee ▪ Assist with disentanglement activities |

2.9 Vandalism and Break and Enter

It is important that acts of vandalism or break and enter are mitigated to prevent any inadvertent loss of stock, breaches of biosecurity or result in infrastructure breakaway events.

To assist in the prevention and response to a potential vandalism or break and enter event the following actions will be undertaken:

- Inspection of security features to ensure that they are operational;
- Ensure all staff are aware of security features of land base/s and marine infrastructure and are able to employ them;
- Ensure all staff are inducted onto vessels and are made aware of safety requirements and location of safety equipment; and
- Ensure all staff are aware of the need to promptly advise the Marine Operations Manager of any suspected or actual acts of vandalism or break and enter (Table 10).

Land based sites will have security monitoring arrangements installed or in place to manage the potential risk of vandalism or break and entry. Staff will also be required to ensure all entry points are secure at the end of a work period and report any suspected acts of vandalism or attempts to break and enter.

In addition, the site will be monitored by electronic surveillance systems that will be activated by vessel movements and provide live feed of information back to a dedicated surveillance website and duty officer (REVELANT?).

Table 10: Emergency Protocol for vandalism and break and enter (Source: AMSA & NSW DPI, 2016).

| EMERGENCY PROTOCOL | | |
|--|--|---|
| VANDALISM / BREAK AND ENTER | | |
| Marine Operations Manager | Farm Technician (master/coxswain) | All crew |
| <ul style="list-style-type: none"> ▪ Assess situation ▪ Notify appropriate authorities (i.e. Police, NSW RMS) ▪ Coordinate all operations ▪ Record the incident and prepare the incident report as soon as practicable <p>Immediate assistance: Local VTS (VHF 16) Emergency Services (000)</p> | <ul style="list-style-type: none"> ▪ Maintain security of the site ▪ Assist in any police or RMS investigations ▪ Inform crew / staff | <ul style="list-style-type: none"> ▪ Report to Farm Technician /Shore Coordinator at scene ▪ Provide all support to Farm Technician /Shore coordinator and crew/staff |

3 Emergency Contacts

A summary of emergency contacts has been provided in Table 11.

Table 11: Emergency contacts for the MARL.

| Emergency Contact | Phone Number |
|--|--|
| NSW Emergency Services (Police, Fire and Ambulance) | 000 |
| NSW Department of Planning & Environment | 131555 |
| NSW Roads and Maritime | 131 236 |
| NSW Environment Protection Authority | 131 555 |
| Transport for NSW | 131 500 |
| INSERT PROPONENT | XXXXXXXXXX |
| NSW DPI Aquatic Biosecurity & Risk Management | (02) 4982 1232 |
| National Parks and Wildlife Service | XXXXXXXXXX XXXXXXXXXXXX |
| NSW Marine Parks (Jervis Bay) | (02) XXXXXXXX XXXXXXXXXXXX |
| PANSW Vessel Traffic Information Centre (if applicable) | (02) XXXXXXXX |
| Port Authority NSW (if applicable) | (02) XXXXXXXXXX OR (FREECALL- XXXXXXXXXX) |
| Aquatic Consultative Committee on Emergency Animal Disease | Call 1800 900 090 |
| Australian Maritime Safety Authority - Rescue Co-ordination Centre | 1800 641 792 |

| | |
|---|------------------------------------|
| | |
| <i>Marine Fauna Entanglement</i> | |
| E.g. NSW OEH Coordinator Marine Fauna Programs - XXXXXXXX | M: XXXXXXXXXXXX |
| XXXXXXXXXX | T: XXXXXXXXXXXX M: XXXXXXXXXXXX |
| XXXXXXXXXX | M: XXXXXXXXXXXX |
| ORRCA | 02 9415 3333 |

4 Incident Reporting

All serious incidents must be reported within 24 hours to the Secretary of the Department of Planning and Environment (or nominee) and any other relevant government agencies or authorities of the incident. Serious incidents include but are not limited to marine fauna entanglements, suspected disease outbreaks, significant unexplained stock mortalities, oil/chemical/fuel spills, navigation aid break away, mooring breach, vehicle/vessel collision, fire, flooding and injured person(s).

NSW Roads and Maritime

A written report must also be forwarded to NSW Roads and Maritime within 24 hours setting out the particulars of the incident if one or more of the following applies:

- The incident has resulted in the death, or injury to, a person;
- The incident has result in damage in excess of \$5000 to a vessel of any other property; and/or
- Damage or risk to the environment has occurred.

These forms are not required to be completed if the details have already been given to a Roads and Maritime Officer. Vessel Incident Report Forms are available to download on the [NSW Roads and Maritime website](#) or can be obtained at any NSW Roads and Maritime operations centre, NSW Police or Marine Rescue NSW office.

Full Report

Within six days of notifying the Secretary and other relevant agencies of an incident, **INSERT PROPONENT** must provide the Secretary, NSW Office of Environment and Heritage (NSW OEH) and other relevant agencies with a full written report which details the following:

Emergency Protocol – EMP.

- Date, time and place of incident;
- The nature of the incident and/or ‘non-compliance’ detected;
- Identifies the cause (or likely cause) of the incident;
- Name and address of every person who was concerned with or witnessed the incident;
- Verification of boat driving licence or Certificate of Competency of the masters (if applicable);
- Name and registration number of every vessel involved in the incident (if applicable);
- Extent of any injury or damage resulting from the incident;
- The actions that have been taken to date, and;
- The success of these measures in addressing the incident that occurred and/or ‘non-compliance’ detected; and
- Any additional measures that are proposed to be taken (NSW DPI, 2015).

Marine Fauna Entanglement

All marine fauna entanglement events must be recorded in the Marine Fauna Interaction/Observation Register (See Appendix 6 - Marine Fauna Interaction Management Plan). In the event of an entanglement, an incident report must be prepared and provided to members of the Marine Fauna Interaction Committee and any other relevant authorities. The incident report must detail the following:

- Date, time and location of incident;
- Name of observers present;
- Description of species and numbers entangled;
- Extent of any injury/damage or death resulting from the incident;
- How the incident occurred;
- The actions that have been taken to date, and;
- The success of these measures in addressing the incident that occurred and/or ‘non-compliance’ detected; and

A risk assessment will be completed for all incidents which will form part of the post action report.

5 Review of Emergency Protocol

INSERT PROPONENT will regularly, at least annually, test and/or review the Emergency Protocol for all major potential emergency situations associated with the operation of the leases. All incident reports will also be reviewed annually to assess the effectiveness of this protocol and identify any issues of concern. The review will also enable modifications to be made based on recommendations from post action reports, field experience and professional advice.

In addition, employees are required to regularly participate in debrief sessions to determine the effectiveness of the protocol.

NSW State Waters Marine Oil and Chemical Spill Contingency Plan

The NSW Marine Spill Plan is reviewed annually and after any tier/level two/three responses. It is exercised annually unless there is a tier two/three response in which case the actual response will replace the need to exercise this plan (Transport for NSW, 2012).

Marine Fauna Interaction Management Plan

The Marine Fauna Interaction Management Plan will be reviewed annually to assess the effectiveness and identify any issues of concern particularly resulting from any incident reports. The review will also enable modifications to be made based on recommendations from post action reports, field experience and professional advice.

6 Consultation

In the preparation of the Emergency Protocol the following personnel were consulted.

- E.g. Professor XXXXXXXXXXXX , NSW Department of Primary Industries;
- E.g. XXXX XXXXX , NSW Maritime Division, NSW Roads & Maritime Services.
- E.g. XXXXX NSW Department of Primary Industries, and
- Name (*Position*), Department.

7 References

PIRSA (2003) PIRSA Aquaculture: A response to environmental concerns of Yellowtail Kingfish (*Seriola lalandi*) farming in South Australia and some general perceptions of aquaculture. Primary Industries and Resource Management South Australia, Adelaide.

Transport for NSW (2012) *NSW State Waters Marine Oil and Chemical Spill Contingency Plan*. Transport for NSW, Sydney.

Web Reference 1 (Check + UPDATE)

Department of Agriculture and Water Resources (2016) "Aquatic Consultative Committee on Emergency Animal Disease" Retrieved 03/08/16 from <http://www.agriculture.gov.au/animal/aquatic/emergency/cceaad>

Web Reference 2 (CHECK + UPDATE)

Department of Agriculture and Water Resources (2016) "AQUAVETPLAN" Retrieved 03/08/16 from <http://www.agriculture.gov.au/animal/aquatic/aquavetplan>

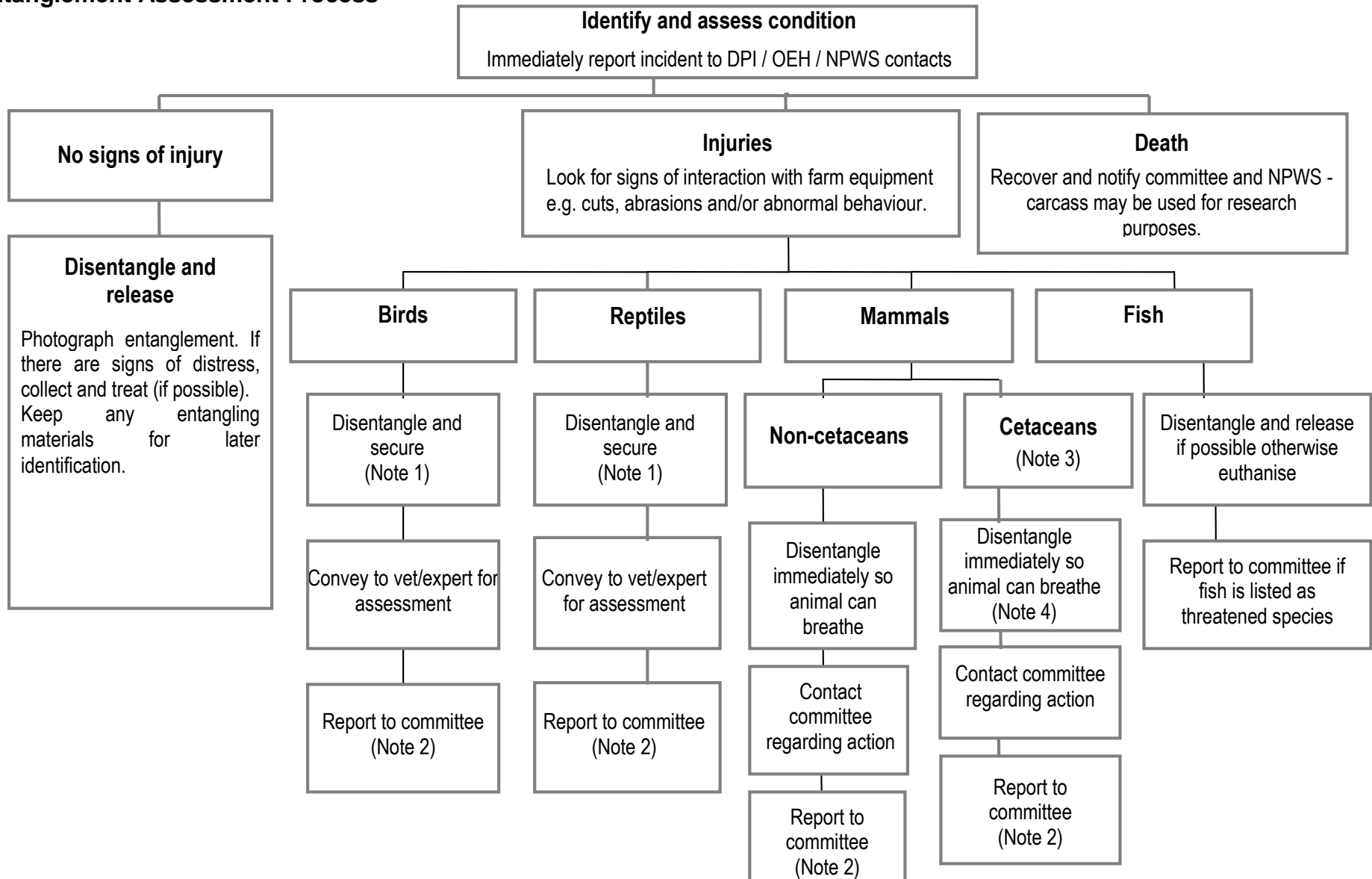
Web Reference 3 (CHECK + UPDATE)

NSW Roads and Maritime (2015) "Person Overboard" Retrieved 03/08/16 from <http://www.rms.nsw.gov.au/maritime/safety-rules/incidents-emergencies/person-overboard.html>

8 Attachments

Attachment 1 – Entanglement Assessment Process

Entanglement Assessment Process



Emergency Protocol – EMP.

- Note 1:** Secure means hold animal in a dark warm container such as a pet pack. For reptiles, a large plastic tub with additional padding on the inside is required.
- Note 2:** Report means prepare an incident report as detailed as possible stating all circumstances relating to the entanglement event including (if available) a veterinary report. The report will be submitted to the committee and relevant authorities.
- Note 3:** Cetaceans that are injured will have lacerations, irregular buoyancy and irregular swimming behaviour.
- Note 4:** When disentangling cetaceans need to be as gentle as possible, suspend in the water and do not handle if possible.