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CALLIDE POWER STATION PROCEDURE

CALLIDE INCIDENT RESPONSE CAL-IM-03

Responsible Officer: Callide Health and Safety Coordinator
Responsible Manager: Callide General Manager / Head of Health and Safety
Responsible Executive: Executive General Manager Corporate Services

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
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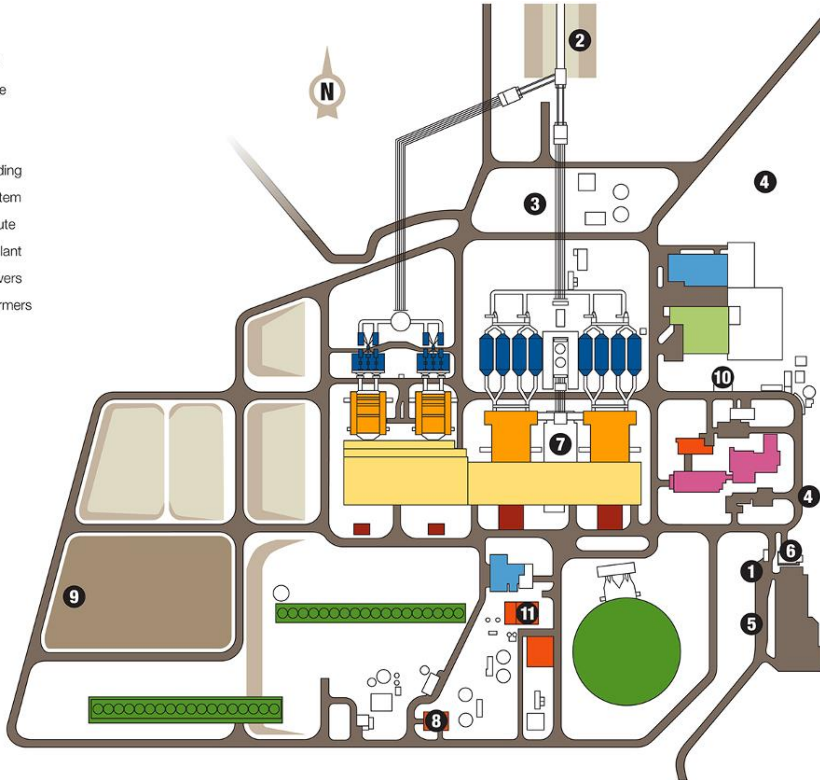
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1 SITE PLAN

1.1 Callide B and C Site Plan

Legend

- Turbine Hall
- Boiler House
- Workshop
- Store
- Admin Building
- Ashing System
- Access Route
- Chemical Plant
- Cooling towers
- HV Transformers



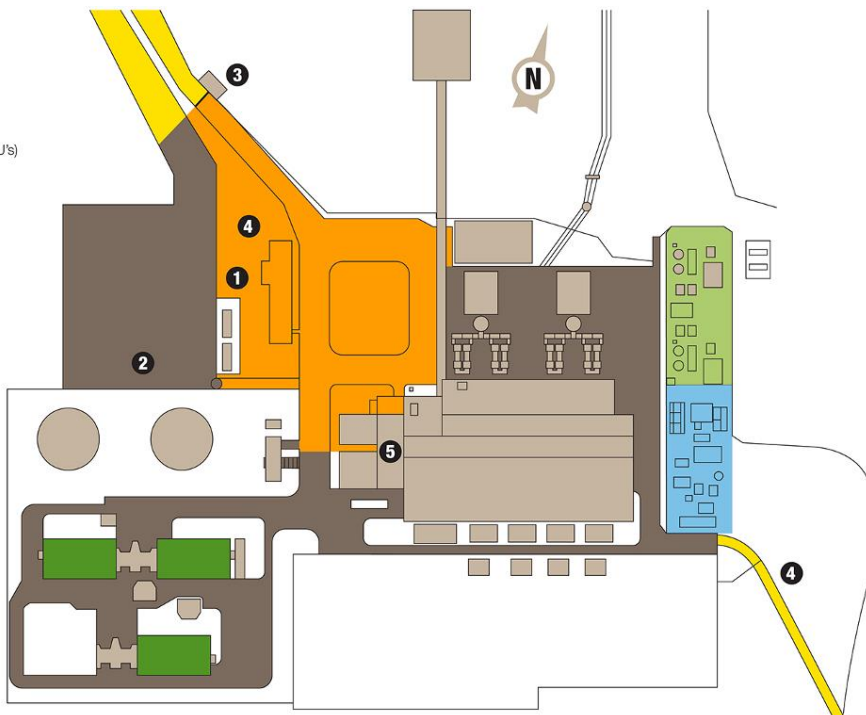
Locations

- 1 Main Entry
- 2 Bunker
- 3 Coal Conveyor
- 4 Evacuation Assembly Points
- 5 Carpark & Pedestrian Access
- 6 First Aid
- 7 Control Room
- 8 Chlorine Plant
- 9 Ash Dams
- 10 Contractor Offices
- 11 Demineralization Plant

1.2 Callide A Site Plan

Legend

- Admin Precinct
- Access Road
- Cooling Towers
- Oxygen Plant (ASU's)
- CO₂ Plant (CPU)



Callide A

- 1 TAFE
- 2 Turnstile
- 3 Main Entry
- 4 Evacuation Assembly Points
- 5 First Aid Room

1.3 Callide B and C Aerial Photograph



1.4 Callide A Aerial Photograph



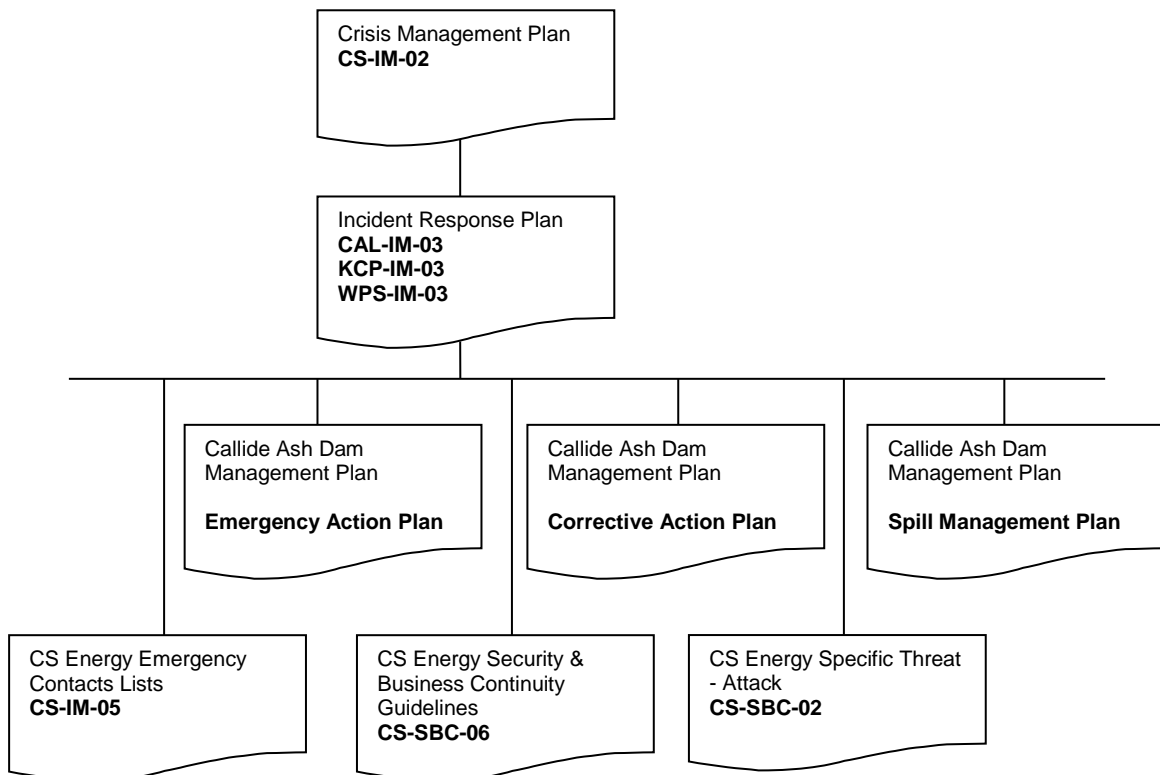
1.5 Relationship with the CS Energy Crisis Management Plan

This document sets out guidelines for emergency response for Callide Power Station and forms a part of CS Energy's Crisis Management Framework.

This document provides:

- Detail of this plan's context in relation to the CS Energy Crisis Management Plan.
- Details of Emergency Response and Continuity philosophies.
- Responsibilities of site personnel and outside agencies.
- Emergency procedures outlining core response actions.
- Local emergency contact numbers.
- Business Continuity checklists.

The diagram below shows how this Plan fits in with other CS Energy documents.



2 INCIDENT RESPONSE PLAN CALLIDE POWER STATION

2.1 Emergency Incidents

An emergency incident at Callide Power Station means any unplanned or adverse event and may include (but is not limited to):

- Fire
- Gas / Chemical / Oil spill

- Accident
- Environmental (including natural disasters such as high rainfall, floods, cyclones, earthquakes or bushfires)
- Bomb Threat (or other threat)
- Trespass or Civil Disobedience
- Flood
- Plant damage

2.2 Incident Escalation Process

Of the four categories of incidents this Emergency Response Plan is activated in the event of a Category 3 (after consultation with the Group Manager HSSE or EGM Operations), or Category 4 incident as described below.

2.2.1 Category 1 Incidents

Category 1 incidents are of a minor localised nature and are controlled immediately by the site e.g. first aid injuries and minor non-recurring incidents with immediate return to work.

2.2.2 Category 2 Incidents

Category 2 incidents may require specialist assistance and are controlled and managed by the site e.g. medical treatment injury not requiring rehabilitation, minor recurring incident, release requiring assessment / response by Environmental Coordinator.

2.2.3 Category 3 Incidents

Category 3 incidents require notification to the Executive General Manager Operations, Group Manager HSSE or other stakeholders as relevant. These incidents may be reportable to the Regulatory Authorities, require specialist assistance or impact off-site e.g. dangerous event controlled immediately, offsite release (excluding minor exceptions) exceeding environmental licence discharge parameter limits, failure of major plant safety systems or fire controlled by the ERT

2.2.4 Category 4 Incidents

Category 4 incidents impact adversely on people, plant, environment, production and / or the offsite community and would normally initiate the Crisis Response Management Plan (e.g. fatality, significant breach of the site's environmental licence, community blackouts, adverse media coverage and a uncontrolled fire that requires external assistance).

2.3 Incident Response

All emergency situations that occur at Callide Power Station shall be guided by this plan, and all actions and critical decisions, shall be made by, and/or authorised by the role **Site Incident Controller** in consultation with the Callide Power Station General Manager.

It shall be the responsibility of all personnel at Callide Power Station to comply with the directions of the Site Incident Controller and to provide all reasonable assistance to ensure the safety of personnel and equipment.

In all Emergency situations, it shall be the responsibility of the Forward Commander to notify the Site Incident Controller of the details of the emergency as soon as possible.

Where the emergency situation warrants, outside emergency agencies (Police, Ambulance, Fire Brigades, etc.), shall respond and assist in the control of the emergency situation, and be guided by the Forward Commander.

One or more of the following sources shall provide emergency responses:

- Callide Emergency Team during normal business hours;
- Callide operating staff after normal business hours;
- Queensland Fire and Rescue Authority (QFRA);
- Queensland Ambulance Service (QAS);
- Queensland Police Service (QPS); or
- Other CS Energy Corporation employees and contractors.

2.4 Emergency Response Team

The objective of Emergency Response Team is to:

- Promptly respond to and investigate all reported emergencies;
- Take over immediate control of the emergency situation;
- Carry out actions to ensure the safety of personnel, the safety of the environment, the safety of plant and equipment, and the continued capacity to generate electricity; and
- Notify the Site Incident Controller of the emergency details, and assist the Site Incident Controller to decide if an Incident Management Team should be assembled.

2.5 Emergency Command Centre Locations

The Site Incident Controller shall assume initial control of the emergency at the Command Centre. In order of preference, the designated Command Centres are:

- Insight centre (adjoining security & first aid).
- Alternate safe area identified by the Site Incident Controller.

3 INCIDENT RESPONSE MANAGEMENT TEAM RESPONSIBILITIES AND ACTIONS

3.1 Site Incident Controller

Oversees and coordinate emergency response actions at site, to evaluate the scale, impact and implications of the emergency, to ensure the response is escalated to the appropriate level, maintain business continuity.

Reports to: EGM Operations or designated Corporate Incident Controller

- Determine threats to business continuity and implement mitigation strategies to minimise the effect.
- Appoint a Deputy Site Incident Controller, ensuring this appointment is kept up-to-date and available for relief as and when required.
- After the safety of personnel has been established, assume control of the overall corporate continuity response to the incident, including regular review of strategy and coordination of response.

- Establish, clarify, assess and confirm details of the incident.
- Advise the Corporate Incident Controller of the details of the incident.
- If necessary, delegate usual duties (as appropriate) to ensure the continued operation of the site.
- Establish and maintain your own personal log of events.
- If required, escalate, mobilise & brief the Site Emergency Team
 - Announce incident details as known;
 - Advise on how the Team and all support personnel will operate – set team rules;
 - Ascertain specialist / functional support requirements and mobilise as required (eg legal, IT, etc).;
 - Ensure the Team Log and individual Logs are initiated; and
 - Continually review Team composition and adjust responsibilities and tasks as appropriate to optimise team effectiveness.
- Escalate incident to “critical” and brief the Corporate Incident Controller if necessary.
- Allocate tasks using the Incident Management Checklist as a guide. See Attachment C
- Review and identify issues and impacts arising from the incident.
- Once the safety of personnel has been established, the initial continuity response is to;
 - Maintain contact with staff (with the assistance of HR);
 - Ensure sufficient manning levels are maintained;
 - Restore critical supplies to the power station
 - Repair / replace damaged equipment;
 - Work with Powerlink or other downstream companies to ensure continuity incidents are resolved;
 - Ensure communications are restored / diverted / responded to (postal mail, telephones, fax and email);
 - Establish office facilities for a limited number of key staff (e.g. training room, visitors centre, motel in Biloela);
 - Contact the outside world and advise new operating conditions (web site, advertisements in the paper); and
 - Restore operations at existing office location (cleaning crews, replace furniture, etc).

3.2 Forward Commander

Manages emergency response actions at the emergency scene, including all actions of the CS Energy Emergency Team, Operations and Technical Support Personnel and external emergency response agencies.

Reports to: Site Incident Controller

- Assume local control of the emergency response, inc. regular review of strategy and coordination of response in conjunction with the Site Incident Controller.
- Communicate directly with Outside Emergency Response Agency Commanders.

- Liaise with, and assist the Outside Emergency Agency Commander in the safe and effective control of the Emergency Situation.
- If necessary, delegate usual duties (as appropriate) to ensure the continued operation of the site.
- Establish and maintain your own personal log of events.
- Command all CS Energy and contractor personnel and resources assigned to the incident site.
- Participate in a review of the incident.
- Review and identify issues and impacts arising from the incident.

3.3 CS Energy Station Operators (After Normal Hours)

Reports to: Site Incident Controller

- Immediately acknowledge and respond to all Emergency Alarms.
- Immediately alert Callide Power Station On-Call Officer of the details of the alarm.

3.4 Callide Personnel

Reports to: Site Incident Controller

- Immediately acknowledge and respond to all Emergency Alarms.
- Immediately investigate the reason for the Alarm and report any confirmed Emergency Situations.
- Respond to all Confirmed Emergencies at Callide Power Station, including: fire and explosion, accident, gas /chemical/oil spill incidents, environmental incidents, damage to Splityard Creek dam, evacuation emergencies, bomb threats, trespass or civil disobedience, or natural disaster.
- Carry out Initial and Secondary Emergency Control Functions as appropriate, including (where safe and appropriate):
 - Alerting personnel and directing evacuation where required,
 - Providing First Aid to injured personnel,
 - “First Attack” Fire Fighting,
 - Search and Rescue, and
 - Gas/Chemical Handling functions.
- Report all details of the Emergency Situation to the Site Incident Controller, to assist in the control of the Emergency.
- Provide Operational and Technical assistance to Emergency Responders.
- Establish and maintain your own personal log of events.

3.5 Emergency Response Team

Reports to: Forward Commander

- Respond to all confirmed emergencies at Callide Power Station, including: fire and explosion, accident, gas / chemical / oil spill incidents, environmental incidents, evacuation emergencies, bomb threats, trespass or civil disobedience, or natural disaster.
- Carry out Initial and secondary emergency control functions as appropriate, including (where safe and appropriate):
 - Alerting personnel and directing evacuation where required,
 - Providing First Aid to injured personnel,
 - “First Attack” and “Industrial” Fire Fighting,
 - Search and Rescue, and
 - Gas/Chemical handling functions.
- Report all details of the emergency situation to the Forward Commander, to assist in the control of the Emergency.
- Provide operational and technical assistance to Emergency Responders.

3.6 Callide PCR Communications Officer

Reports to: Site Incident Controller

- Monitor and respond to emergency calls on the Emergency Phone, (555), PCR Communications control point Phones, or Portable Radios at Callide Power Station.
- Complete the actions detailed in Callide Power Station “Emergency Switchboard Drill Sheets” in all Emergency Situations, and provide a communication and control link with all “On-Site” Emergency Responders, and “Off-Site” Emergency Agencies.
- Restrict and control entry and exit to Callide Power Station during the period of Emergency Situations.
- Establish and maintain your own personal log of events.
- Participate in a review of the incident.

3.7 Evacuation Coordinator (and Wardens)

Reports to: Site Incident Controller

- Continuously monitor portable radio channel 4, at all times whilst on Site.
- In the event of an evacuation, assemble and/or account for all personnel under their control, (including visitors) and report any exceptions to the Evacuation Coordinator.
- The Evacuation Coordinator should immediately notify reports of missing personnel to the Site Incident Controller.
- Establish and maintain your own personal log of events.
- Participate in a review of the incident.

3.8 All Site Personnel and Contractors

Reports to: Evacuation Warden

- Report all Emergencies at Callide Power Station, on telephone number 555, and ensure the safety of themselves and others.

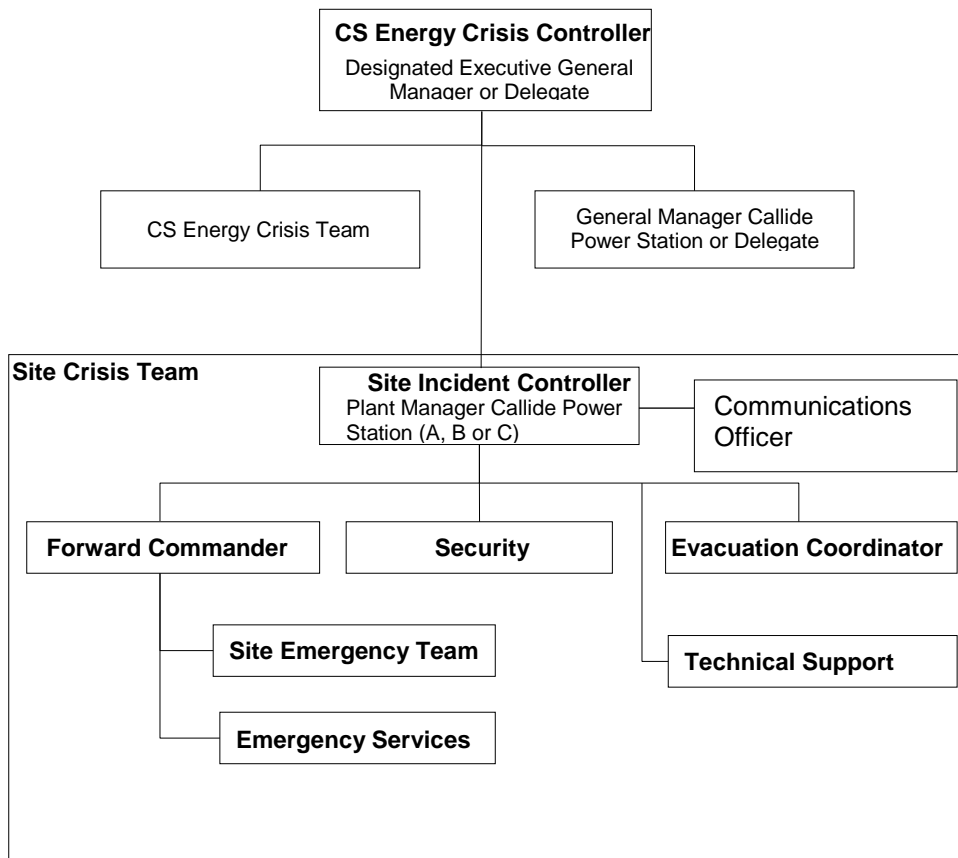


- Provide relevant details of Emergencies observed to Emergency Services Personnel, or Management Personnel.
- Promptly evacuate to designated “Evacuation Assembly Points”, on hearing Evacuation sounders or Sirens, or when directed to by Supervisors, Operators or Emergency Response Personnel.
- Report their whereabouts to their Supervisor or an Emergency Team Member, on arrival at the Evacuation Assembly Point.

3.9 Visitors

Reports to: Evacuation Warden

- Always be accompanied by a Person who has undergone a Health, Safety, Environment Induction course for Callide Power Station.
- Comply with the directions of that person, and all other Callide Power Station Supervisors, Staff, or Emergency Team Personnel.





4 TERMINATION, INVESTIGATION, REPORTING AND DEBRIEF

4.1 Temporary Transfer of Control

When a response to an emergency involves the Emergency Services (QAS, QPS, QFES), a senior member of the services attending will assume the formal incident control. When the Emergency Services Forward Commander decides that the situation is fully under control and no further danger exists, the Controller will formally hand over the site to the Site Incident Controller. The Site Incident Controller will in turn notify personnel and other parties involved of the termination of the Emergency Services involvement and resumption of repair and restoration activities.

4.2 Termination

On termination of the incident ensure a stand-down plan is formulated, any recovery/ restoration actions have been identified and responsibility allocated; and all involved parties are informed of the termination of the incident.

4.3 Investigation

Following termination of the emergency and restoration of normal activities, the Site Incident Controller, Forward Commander and Incident Controller will, following legal advice, ensure completion of an internal incident report and applicable statutory reports, with initiation of a formal investigation, considering such aspects as:

- Preservation of possible evidence for an investigation.
- Cause of the incident, and other contributing factors.
- Mitigating actions taken.
- Effectiveness of the response procedures.
- Preventive actions required in future.

This will not ever affect personal safety or any other crisis priority. This will form the basis for a review and debrief with the other members of the corporation. In addition, however, an official inquiry may be set up, and the report may be used as evidence.

4.4 Regulatory and Interested Party Reporting Requirements

The following incident types have reporting requirements:

Incident Type	To be reported to:
Fatalities involving CS Energy employees, visitors, contractor or contract employees	<ul style="list-style-type: none"> ▪ Division of Workplace Health & Safety and/or Electrical Safety Office ▪ QPS/ QFES/ QAS ▪ GM ▪ Legal Team
Lost time and medical treatment injuries involving CS Energy employees and contractors. Work Caused Illness. Critical Incident. Dangerous Event.	<ul style="list-style-type: none"> ▪ Division of Workplace Health & Safety and/or Electrical Safety Office ▪ QAS ▪ WorkCover ▪ GM

Incident Type	To be reported to:
Serious Electrical Incident Dangerous Electrical Event	<ul style="list-style-type: none"> ▪ Insurers ▪ Legal Team
Fire or explosion	<ul style="list-style-type: none"> ▪ Division of Workplace Health & Safety and/or Electrical Safety Office ▪ QPS / QFES/ QAS ▪ GM ▪ Insurers
Discharge or release to the environment	<ul style="list-style-type: none"> ▪ DES ▪ QFES ▪ GM ▪ Legal Team ▪ Insurers
Major property damage	<ul style="list-style-type: none"> ▪ GM ▪ Insurers
Serious Vehicle Incidents resulting in Medical Treatment/ Lost Time Injury/ Fatality.	<ul style="list-style-type: none"> ▪ Workplace Health & Safety ▪ WorkCover ▪ QPS/ QAS/ QFES (Injury/ Fatality) ▪ GM ▪ Insurers
Incidents likely to attract adverse publicity	<ul style="list-style-type: none"> ▪ GM ▪ Legal Team ▪ Insurers
Charges (or likely charges) of regulatory non-compliance	<ul style="list-style-type: none"> ▪ GM ▪ Legal Team ▪ Insurers

4.5 Training and Awareness

Training will be used to communicate crisis management strategies and planning to all personnel. Training will seek to increase awareness, skills and competence, in crisis management and recovery. New personnel required to be part of the Site Crisis Team will be provided with an overview as part of their Employment on-boarding.

ERT members are trained in accordance with the nationally recognised training. Training and awareness of all staff will be conducted and refreshed in the site policy for images and distribution of such images during and after an incident. Any images captured during or after an incident on private or CS Energy supplied phones/cameras remain the property of CS Energy and are for the sole use of enhancing reports or investigations.

Training will be provided for identified administration staff to support the security role in the event that Security are deployed/required to support on scene emergency actions separate to the gate house

Exercises and Targets

Exercises are to be performed on site to maintain awareness and competence in this plan. The table below details minimum requirements for CS Energy Callide Power Station to maintain competence.

EXERCISE RECORD		
Team	Frequency Target	Type / Risk Scenario Covered
First Aid	6 per 1 year	Basic First Aid Response
ERT Exercises	6 per 1 year	Team exercises in response to creditable scenarios
Site Crisis Team	1 per 1 year	Full Site scenario from part 2
Full Crisis Response	1 per 2 years	Fully intergraded scenario with corporate crisis team

Management are responsible for ensuring that: Prior approval to conduct an emergency exercise must be sought from the Site General Manager and Supervisor of the work area affected by the exercise.

Notification must also be made to key individuals / positions / organisations that an emergency exercise will be conducted. This notification is to further minimise the effect the exercise will have on the operational status of Callide Power Station.

4.6 Debriefing

The purpose of a debrief is to utilise the experiences and lessons learnt during an incident or training incident to make system and process improvements, so that CS Energy can manage incidents better in the future. Formal debriefings should be conducted for all incidents and training incidents activating this Plan.

All debriefings should be held as soon as possible, preferably within seven days of the completion of the incident, to ensure that events are still fresh in the minds of the participants.

Separate debrief sessions are usually preferable for personnel involved in different facets of the overall response to achieve maximum input from involved personnel. After these individual sessions, an overall debrief should be held where the information gained from the initial debriefs are discussed. Attendance should be by invitation to those people who can assist in discussion and providing solutions to the matters raised.

4.6.1 Confirm the Log / Sequence of Events

This should be done in discussion with all participants to ensure accuracy as to what occurred and to bring everyone up-to-date so they can contribute effectively to the debrief sessions.

Note that from the recording and debriefing viewpoints, it is important that the log includes incident events and impacts as well as the actions taken.

4.6.2 What Did We Do Well?

The positive aspects of the management of the incident need to be brought out, as they may be important in future emergency planning and training, or impact on existing contingency plans and standard operating procedures across CS Energy.

4.6.3 What Could We Have Done Better?

This part of the process is where the biggest opportunity lies for identifying those aspects of the incident response where improvements can be made to systems and procedures, and thereby improves overall business performance.

4.6.4 Outcomes from the Debrief Sessions

Once the systems, procedures or issues which should be improved upon have been identified, it is essential that teams/individuals be allocated the responsibility for coming up with solutions. This will rarely be achieved at the debrief sessions unless the issue is very minor or the solution very obvious. It is usually better for the task to be assigned to someone to complete and to report back by a designated date.

5 DEFINITIONS

Term	Definition
DES	Department of Environment and Science
GM	General Manager
OHS	Occupational Health & Safety
QAS	Queensland Ambulance Service
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service

6 REFERENCES

Reference No	Reference Title	Author
AS 3745 - 2010	Planning for emergencies in facilities	Standards Aust.
B/D/12/17269	Form – S1845 - Phone / Bomb Threat Checklist	CS Energy
B/D/11/36191	Form – S1836 - Crisis / Emergency / Incident Log Sheet	CS Energy
B/D/11/45318	Procedure - CS-IM-01 - Incident Management Plan	CS Energy
B/D/11/43851	Procedure - CS-IM-02 - Crisis Management	CS Energy
B/D/12/14048	Procedure - CS-IM-03 - Emergency Response Plan	CS Energy
B/D/12/13849	Procedure - CS-IM-05 - Emergency Contacts List	CS Energy
B/D/12/80275	Procedure - CS-SBC-02 - Specific Threat or Attack	CS Energy
B/D/12/80276	Procedure - CS-SBC-06 - Security Plan	CS Energy
B/D/12/80275	Procedure - CS-SBC-02 - Specific Threat or Attack	CS Energy
B/D/12/80276	Procedure - CS-SBC-06 - Security Plan	CS Energy

7 ATTACHMENT A – GENERIC EMERGENCY PROCEDURES

- **Fire**
- **Gas/Chemical**
- **Environmental (including Natural Disasters)**
- **Evacuation**
- **Bomb Threat (or other Threat)**
- **Trespass or Civil Disobedience**

7.1 Fire

7.1.1 Summary of Core Requirements

A **fire** at the Callide Power Station must be considered to pose the risk of major fire, explosion, and/or environmental incident if allowed to develop. For this reason, the first priority must be given to:

- Ascertaining if fire alarms are “real” as a priority.
- Ensuring that fixed fire protection systems have operated.
- Evacuating personnel to a safe area.

Manual operation of fixed fire protection systems must only be carried out by, or at the direction of, authorised Callide Power Station personnel.

7.1.2 CS Energy Operator Response (After normal hours)

FIRE ALARMS

- Assume that all fire alarms are “real” until proven otherwise.
- Report the fire alarm to the Callide Power Station Call-out officer immediately.
- Report the fire alarm to the Queensland Fire and Rescue Service (QFRS) at the Central Region (Rockhampton) “Fire-com” Emergency Room on (07) 4922 1130, or (07) 4922 8536.
- Advise the details of the fire alarm, and that emergency responders will receive safe access, advice and assistance from Callide Power Station personnel, on arrival.

7.1.3 Callide Power Station Personnel Response (During normal hours)

FIRE ALARMS

- Assume that all fire alarms are “real” until proven otherwise.
- Respond to a fire alarm immediately.
- If no evidence of fire is observed, carry out isolation of detection and/or protection systems as appropriate with caution, re-check for signs of fire, and implement repair /reinstatement of fire protection/detection systems as a Priority 2.

FIRE CONFIRMED OR REPORTED

- PCR Communications control point must be immediately notified on emergency phone 555 or Radio, and directed to immediately notify outside emergency agencies on “000” when appropriate.
- Immediately notify the Site Incident Controller of the details of the emergency.
- Carry out first response emergency actions if safe to do so.

7.1.4 PCR Communications Control Point

- Follow the sequence of the emergency switchboard drill sheet
- When directed, notify Fire Brigade on “000”, and advise the details of the emergency.

7.1.5 Site Incident Controller Response

- Appoint Forward Commander and Chief Evacuation Warden.
- Direct securing of the Station and coordinate emergency response in conjunction with Forward Commander and External Emergency Services.
- Implement search operations for any personnel reported missing by the Evacuation Coordinator.
- Decide the “Level” of the emergency.
- Notify the Site Incident Controller of the Emergency.

7.1.6 Forward Commander Response

- Ensure that any automatic fixed protection systems have operated as required, or manually operate if required and safe to do so.
- Evacuate all personnel to a safe distance.
- Coordinate the safe isolation of plant and processes where required.
- Coordinate fire attack activities in conjunction with Emergency Team Members, Operations personnel, or External Emergency Agencies.
- Report status of the emergency situation to the Site Incident Controller.

7.1.7 Emergency Team Response

- Receive instructions from the Forward Commander.
- Collaborate with External Emergency Services on arrival, and assist with specialist advice and response assistance.

7.1.8 Technical Support Response

- Obtain briefing from Forward Commander.
- Assist in securing critical plant and processes.
- Report to the Forward Commander on likely damage and operational impacts, including structural damage.

7.1.9 Evacuation Warden's Response

- If an Evacuation is ordered from areas of Callide Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Site Incident Controller.

7.1.10 External Emergency Services Response

Fire Services:

- Queensland Fire and Rescue Authority (Q.F.R.A.) shall be notified in all cases of fire outside "normal hours", and shall be called as required in case of fires during "normal hours".
- Q.F.R.A. Commanders shall liaise with Forward Commander and Site Incident Controller in carrying out fire fighting operations, with regard to specific "plant / process" risks.

Police Services:

- Queensland Police shall be notified in the event of a major fire at Callide Power Station, and requested to carry out traffic control functions on the Site access roads.

Ambulance Services:

- Queensland Ambulance Service shall be notified in the event of a major fire at Callide Power Station, either because of known injuries, or to request standby for potential injuries.

7.1.11 Requirements of all Personnel

- All fires at Callide Power Station must be immediately reported on 555.
- Personnel trained in the use of fire extinguishers should attempt to extinguish small fires, if safe to do so.

NOTE: Evacuation of all surrounding areas is an immediate responsibility of any person who discovers a fire at Callide Power Station.

7.2 Gas / Chemical

7.2.1 Summary of Core Requirements

Gas / Chemical / Oil spills or leaks at Callide Power Station must be considered to pose risk of personnel injury, environmental damage, process interruption or failure, and/or plant damage. For this reason, priority must be given to:

- Evacuating personnel from areas involved.
- Isolating and/or containing sources of the leak or spill.
- Isolating and/or making safe, affected plant or process.
- Safely reclaiming or disposing of spilled product.

7.2.2 Callide Power Station Personnel Response

- PCR Communications control point must be immediately notified on the emergency phone 555 or Radio in the event of a Gas / Chemical / Oil leak or spill at Callide Power Station.
- Immediately notify the Site Incident Controller of the details of the emergency.

- Carry out first response emergency actions if safe to do so.

7.2.3 PCR Communications Control Point Response

- Follow the sequence of the emergency switchboard drill sheet

7.2.4 Site Incident Controller Response

- Appoint Forward Commander and coordinate emergency response in conjunction with Incident Controller.
- Direct securing of the Station and coordinate emergency response in conjunction with Forward Commander and External Emergency Services.
- Implement search operations for any personnel reported missing by the Evacuation Coordinator.
- Decide the “Level” of the emergency.
- Notify the Site Incident Controller of the emergency.

7.2.5 Forward Commander Response

- Implement immediate emergency actions as appropriate, to ensure that personnel are protected from toxic gas releases and that spills are contained to avoid contamination of water or soil.
- In the case of a toxic gas release, evacuate all personnel to a safe, upwind distance.
- Coordinate the safe isolation of plant and processes where required.
- Implement subsequent absorption or reclamation of spills, by Emergency Team or Technical Support personnel.
- Report status of the emergency situation to the Site Incident Controller.

7.2.6 Emergency Team Response

- Receive instructions from the Forward Commander, and carry out actions as appropriate to control the emergency situation.
- Subsequent absorption or reclamation actions are to be carried out by Technical Support Personnel, when initial emergency control actions have been completed.
- Collaborate with External Emergency Services on arrival, and assist with specialist advice and response assistance.

7.2.7 Technical Support Response

- Obtain briefing from Forward Commander.
- Assist in securing critical plant and processes.
- Carry out subsequent absorption or reclamation actions, when initial emergency control actions have been completed.

7.2.8 Evacuation Warden's Response

- If an Evacuation is ordered from areas of Callide Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personal to the Site Incident Controller.

7.2.9 External Emergency Services Response

Fire Services:

- Queensland Fire and Rescue Authority (Q.F.R.A.) shall be notified in the event of major Gas/Chemical/Oil spills at Callide Power Station.
- Q.F.R.A. Commanders shall liaise with Forward Commander and Site Incident Controller in carrying out oil spill control actions, with regard to specific "plant / process" risks.

Police Services:

- Queensland Police shall be notified in the event of major Gas/Chemical/Oil emergencies at Callide Power Station, and requested to carry out traffic control functions on the Site access roads.

Ambulance Services:

- Queensland Ambulance Service shall be notified in the event of major Gas/ Chemical/Oil emergencies at Callide Power Station, either because of known injuries, or to request standby for potential injuries.

7.2.10 Requirements of all Personnel

- All Gas/Chemical/Oil leaks or spills must be immediately reported on 555.
- If safe to do so, personnel must attempt to contain the leak/spill, to avoid contact with water or soil.

NOTE: Follow instructions given by evacuation wardens in relation to evacuation and muster points.

7.3 Environmental

7.3.1 Summary of Core Requirements

Environmental emergencies at Callide Power Station must be considered to pose risks to the on-site or off-site environment. For this reason, first priority must be given to :

- Isolating the source of environmental concern.
- Containing the source of environmental concern to the minimum possible area.
- Reclaiming or disposing of the source of environmental concern.

7.3.2 Callide Power Station Personnel Response

- PCR Communications control point must be immediately notified on emergency phone 555 or Radio, in the event of an environmental incident at Callide Power Station.
- Immediately notify the Site Incident Controller of the details of the emergency.
- Carry out first response emergency actions if safe to do so.

7.3.3 PCR Communications Control Point Response

- Follow the sequence of the emergency switchboard drill sheet.

7.3.4 Site Incident Controller Response

- Appoint Forward Commander and coordinate emergency response in conjunction with Forward Commander.
- Direct securing of the Station and coordinate emergency response in conjunction with Forward Commander and External Emergency Services.
- Implement search operations for any personnel reported missing by the Evacuation Coordinator.
- Decide the “Level” of the emergency.
- Notify the Incident Manager of the emergency.

7.3.5 Forward Commander Response

- Implement immediate emergency actions as appropriate, to ensure that spills are contained to avoid contamination of water or soil.
- Implement subsequent absorption or reclamation of spills by emergency team or technical support personnel.
- Report status of the emergency situation to the Site Incident Controller.

7.3.6 Emergency Team Response

- Receive instructions from Forward Commander, and carry out actions as appropriate to control the emergency situation.
- Subsequent absorption or reclamation actions are to be carried out by Technical Support Personnel, when initial emergency control actions have been completed.

7.3.7 Technical Support Response

- Obtain briefing from Forward Commander.
- Carry out subsequent absorption or reclamation actions, when initial emergency control actions have been completed.

7.3.8 Evacuation Warden’s Response

- If an evacuation is ordered from areas of Callide Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personal to the Site Incident Controller.

7.3.9 External Emergency Services Response

Fire Services:

- Queensland Fire and Rescue Authority (Q.F.R.A.) shall be notified in the event of major environmental incidents at Callide Power Station.

- Q.F.R.A. Commanders shall liaise with Forward Commander and Site Incident Controller in carrying out oil spill control actions, with regard to specific “plant / process” risks.

7.3.10 Requirements of all Personnel

- All environmental incidents must be immediately reported on 555.
- If safe to do so, personnel must attempt to contain any leaks or spills, to avoid contact with water or soil.

7.4 Evacuation

7.4.1 Summary of Core Requirements

The authority to direct site evacuation of personnel must be given by Senior Management or the Site Incident Controller.

7.4.2 Callide Power Station Personnel Response

- PCR Communications control point must be immediately notified on emergency phone 555 or Radio in the event of an evacuation being required at Callide Power Station.
- Immediately notify the Site Incident Controller of the details of the emergency.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.
- NOTE: The decision to “trip” operating plant, or to leave operating plant running on evacuation, must be made at the discretion of the Site Incident Controller.

7.4.3 PCR Communications Officer

- Authority to sound the Site Evacuation Sounder may only be given by Senior Management or the Site Incident Controller.
- Follow the sequence of the emergency switchboard drill sheet.

7.4.4 Site Incident Controller Response

- Appoint an Evacuation Coordinator to oversee the safe evacuation of all personnel.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.
- NOTE: The decision to “trip” operating plant, or to leave operating plant running on evacuation, must be made at the discretion of the Site Incident Controller.

7.4.5 Forward Commander Response

- Implement immediate emergency actions as appropriate, to control the emergency.
- Coordinate the safe isolation of plant and process where required.
- Report status of the emergency situation to the Site Incident Controller.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.

7.4.6 Emergency Team Response

- Receive instructions from Forward Commander, and carry out actions as appropriate to control the emergency situation.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.

7.4.7 Technical Support Response

- Receive instructions from Forward Commander, and carry out actions as appropriate to control the emergency situation.
- If personal safety is at risk, immediately evacuate to the Evacuation Assembly Point.

7.4.8 Evacuation Warden's Response

- If an Evacuation is ordered from areas of Callide Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Site Incident Controller.

7.4.9 External Emergency Services Response

Fire Services, Ambulance Services, Police Services.

- External Emergency Agencies shall be notified in the event of all Evacuations, and requested to stand-by at a safe area.

7.4.10 Requirements of all Personnel

- Follow instructions from Evacuation Wardens.
- Assemble at designated Evacuation Assembly points.
- Report to responsible Supervisor and report any missing persons.

7.5 Bomb Threat (or Other Threat)

7.5.1 Summary of Core Requirements

Bomb Threats or Threatening Phone Calls must immediately be reported to:

- Queensland Police Services.
- The Site Incident Controller.

All actions subsequent to this reporting, must be carried out at the direction of Queensland Police Services.

7.5.2 Callide Power Station Personnel Response

- PCR Communications control point must be immediately notified on emergency phone 555 or Radio, in the event of a bomb treat or threatening phone call at Callide Power Station.
- Immediately notify the Site Incident Controller of the details of the emergency.

7.5.3 PCR Communications Officer

- Follow the sequence of the emergency switchboard drill sheet

7.5.4 Site Incident Controller Response

- Appoint Forward Commander and direct to stand-by for further direction from Queensland Police Services.

7.5.5 Forward Commander Response

- Stand-by for further direction from Queensland Police Services.

7.5.6 Emergency Team Response

- Stand-by for further direction from Queensland Police Services.

7.5.7 Technical Support Response

- Stand-by for further direction from Queensland Police Services.

7.5.8 Evacuation Warden's Response

- If an Evacuation is ordered from areas of Callide Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Site Incident Controller

7.5.9 External Emergency Services Response

Police Service

- Queensland Police Services will be notified of any Bomb Threat or Threatening Phone Call at Callide Power Station.
- Police Services shall direct the required emergency actions to the Site Incident Controller, based on information available.
- Police Services shall contact and oversee the actions of bomb disposal experts as required.

7.5.10 Requirements of all Personnel

All Bomb Threats or Threatening Phone Calls must be immediately reported on 555.

7.6 Physical Security Threat / Breach

7.6.1 Summary of Core Requirements

All trespass or civil disobedience activities at Callide Power Station must immediately be reported to:

- Queensland Police Services.
- The Site Incident Controller.

All actions subsequent to this reporting, must be carried out at the direction of Queensland Police Services.

7.6.2 Callide Power Station Personnel Response

- PCR Communications control point must be immediately notified on the emergency phone in the event of a trespass or civil disobedience at Callide Power Station.

- Immediately notify the Site Incident Controller of the details of the emergency.

7.6.3 PCR Communications Control Point Response

- Follow the sequence of the emergency switchboard drill sheet.

7.6.4 Site Incident Controller Response

- Appoint Forward Commander and direct to stand-by for further direction from Queensland Police Services.

7.6.5 Forward Commander Response

- Stand-by for further direction from Queensland Police Services.

7.6.6 Emergency Team Response

- Stand-by for further direction from Queensland Police Services.

7.6.7 Technical Support Response

- Stand-by for further direction from Queensland Police Services.

7.6.8 Evacuation Warden's Response

- If an Evacuation is ordered from areas of Callide Power Station, oversee the safe evacuation of personnel.
- Immediately notify reports of missing personnel to the Site Incident Controller.

7.6.9 External Emergency Services Response

Police Service

- Queensland Police Services will be notified of any trespass or civil disobedience at Callide Power Station.
- Police Services shall direct the required emergency actions to the Site Incident Controller, based on information available.
- Police Services shall perform any/all personal contact with persons involved in trespass or civil disobedience.

7.6.10 Requirements of all Personnel

All trespass or civil disobedience incidents must be immediately reported on 555.

8 ATTACHMENT B – LOCAL EMERGENCY CONTACT NUMBERS

- Internal Contacts
- Callide Power Station Emergency Team
- External Contacts

Refer also to CS Energy Procedure CS-IM-05 – Emergency Contacts Lists ["B/D/12/13849"](#)

8.1 Internal Contacts

Name	Title	Work Ext.	Home Ph / Mobile	Radio
Emergency Phone Command Centre	Insight centre (adjoining security & first aid)	555 9673 9674	07 4992 9444	Ch. 4
Evacuation Assembly Points	Evac Point A – Evac Point B -	9619 9433		
Satellite Phone Numbers	Brisbane Office: - Fixed - Mobile CPS - Guard House - Annex Level 3		0145 124 606 0420 100 301 0011 8816 2146 5723 0011 0145 124 759	

8.2 Callide Power Station Emergency Team

Name	Title	Work Ext.	Pager	Home Ph / Mobile	Radio
Rostered member	Duty ERT	9323			Ch. 2

8.3 External Contacts

8.3.1 Queensland Ambulance Service

Name	Work Ext.	Home Ph / Mobile	Pager
ALL EMERGENCY CALLS	0-000		

8.3.2 Hospitals

Name	Work Ext.	Home Ph / Mobile	Pager
Biloela Hospital	(07) 4992 7000		
Biloela Medical Centre	(07) 4995 6200		
Gladstone Hospital	(07) 4976 3200		
Rockhampton Hospital	(07) 4920 6211		
Royal Brisbane	(07) 3646 8111		
Princess Alexandra	(07) 3176 2111		
Prince Charles	(07) 3139 4000		

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8.3.3 Queensland Fire and Rescue Authority

Name	Work Ext.	Home Ph / Mobile	Pager
ALL EMERGENCY CALLS	0-000		

8.3.4 Queensland Police Service

Name	Work Ext.	Home Ph / Mobile	Pager
ALL EMERGENCY CALLS	0-000		
Biloela Police	(07) 4992 2333		

8.3.5 Environmental Response – Spill

Name	Title	Work Ext.	Home Ph / Mobile
Michael SHORT	Chief Advisor Incident Management	0412 017 034	
Banana Shire Counter	Disaster Committee	(07) 4992 3511	
Sunwater Service Supervisor (Callide Dam)		0428 834 817 (all hours)	
	ALS (samples)	(07) 3243 7222	

9 ATTACHMENT C – INCIDENT MANAGEMENT TEAM CHECKLIST

Guidelines only for when team is first established

1. Assume control of the overall local incident response
2. Ensure the safety of personnel has been established
3. Decide the initial membership of the team –
 - Site Incident Controller
 - Forward Commander
 - Evacuation Warden
4. Establish Command Centre
5. Set up Administration Support
 - Log Keeping personnel
 - Overall Log Keeper
 - Injury Log Keeper
 - Action Log Keeper
 - Commence Individual Logs
 - Set up Overall Log Keeper Information Whiteboard for sequence of events
 - Set up Information of Injury Whiteboard
 - Set up Action / Responsibility Whiteboard
6. Establish Initial Team Rules
 - Frequency of information exchanges
 - Call forwarding / redirection
 - Frequency of Action Plan updates
 - Protocol for communication with other teams and stakeholders
 - Allocation of tasks
7. Establish details of the incident
8. Review and identify issues and impacts arising from the incident
9. Communicate incident details up the management line
10. Ensure Regulatory Bodies and Interested Parties are notified
11. Maintain communication with staff with the assistance of People and Culture
12. Prepare plans for the rectification of the incident
13. If incident is prolonged, appoint relief staff and establish a roster system
14. Set up Incoming Call Centre