|  |
| --- |
|  |
| Fire and Emergency Management Plan |
| For ITM 106-110 Lambeck Drive, Tullamarine |
|  |
|  |
|  |

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| ***Version*** | ***Date*** | ***Comments & Name of Person Responsible for Change*** |
| 1.0 | 20th February 2017 | Draft – Peter Andrews |
| 1.1 | 28th June 2017 | Peter Andrews |
|  |  |  |
|  |  |  |

Contents

[1. Information on the premise and Hazards 2](#_Toc486933629)

[Name, Location, address and nature of operations 2](#_Toc486933630)

[Building Construction 2](#_Toc486933631)

[Detailed Map of facility 3](#_Toc486933632)

[Manifest 4](#_Toc486933633)

[Staff numbers and operational hours 5](#_Toc486933634)

[Infrastructure likely to be affected by an incident 5](#_Toc486933635)

[Measures in place to control each hazard and major incident 5](#_Toc486933636)

[2. Emergency Control Organisation (ECO) 6](#_Toc486933637)

[3. Information on Procedures for the premise 7](#_Toc486933638)

[Procedures for raising the alarm in the event of an emergency 7](#_Toc486933639)

[Evacuation Plan and accounting for personnel 7](#_Toc486933640)

[Isolation Points for essential Services. 7](#_Toc486933641)

[Procedures for containment of any incident: 7](#_Toc486933642)

[Procedures for decontamination following an incident; 9](#_Toc486933643)

[Communications on site 9](#_Toc486933644)

[Mutual Emergency assistance, 9](#_Toc486933645)

[Triggers for reporting the incident to emergency services 9](#_Toc486933646)

[Contact details for the emergency services and other Authorities 9](#_Toc486933647)

[4. Information on Resources 10](#_Toc486933648)

[Details of emergency resources on-site 10](#_Toc486933649)

[Appendix 11](#_Toc486933650)

[Fire Block Plan 11](#_Toc486933651)

[Mutual Emergency assistance Agreement 11](#_Toc486933652)

# Information on the premise and Hazards

## Name, Location, address and nature of operations

International Trade Management (ITM) is an International Logistics company located at 106-110 Lambeck Drive, Tullamarine, 3043.

ITM operates office, warehousing and shipping container unpacking and packing at this site.

The commodities that ITM stores at this location are:

DG and Hazardous goods

LPG (Forklift GAS)

Food and raw ingredients

Machinery

## Building Construction

The building is made of concrete panels and metal sheet.

The building does NOT contain any asbestos

## Detailed Map of facility

## 

## Manifest



## Staff numbers and operational hours

|  |  |  |  |
| --- | --- | --- | --- |
| Office Staff | 54 | Warehouse Staff | 8 |
| Office Hours | 8:30am – 5:30pm | Warehouse Hours | 6am -8pm |
| Office Hours Weekends | 8am -12pm | Warehouse Hours Weekends | 7am – 11am |

## Infrastructure likely to be affected by an incident

Water ways

Storm water drains – discharge into Steele Creek to the south of the site

Airways

Flight paths may be impacted by smoke

Surrounding buildings

McCleod Accessories – Storage and distributor of Motorcycle tyres and accessories

Iljin Australia P/L – Motor vehicle components

## Measures in place to control each hazard and major incident

Storm Water drains

Storm water drains are to be covered with mats and desiccant in the event of a major spill.

If safe to do so, Fire wardens to instruct fork lift operators to place spill kits outside and over storm water drains.

Minor Spills

Minor Spills will be contained with spill kits and bunded pallet.

Minor Fire Emergency

Access if the situation and fight any small fire , but only if it safe to do so. Remove any accelerant materials around the fire area if safe to do so.

Major Incident

In the event of a major incident follow Evacuation Plan.

# 2. Emergency Control Organisation (ECO)

**Melbourne Fire Wardens**

**Chief Fire Warden – White Helmet**

Stephen Fishwick 03 8383 5324 0411 046 731

Peter Andrews (Backup) 03 8383 5312 0407 388 376

**Level Wardens – Red Helmet**

**Ground Floor**

Jason Webster 03 8383 5335 0430 463 300

Kevin O'Connell (Backup) 03 8383 5357

**1st Floor**

Michael Clemente 03 8383 5351 0417 530 501

Sofi Taleski (Backup) 03 8383 5340 0422 378 734

**Warehouse**

Andrew Pahulu 03 8383 5353

Stuart McKelvie (Backup) 03 8383 5353

Sako Sako (Backup) 03 8383 5377 0418 235 614

**First Aid Officer - White Helmet with white & Green Cross**

John Kennedy 03 8383 5331

# Information on Procedures for the premise

## Procedures for raising the alarm in the event of an emergency

All staff have the ability to raise the alarm in the event of an Emergency

All levels of the facility have bull horns and air horns to sound the alarm.

From this point Fire Wardens are to enact evacuation plan

## Evacuation Plan and accounting for personnel

Once the Emergency Alarm has been activated Fire wardens are to enact evacuation plan.

Chief Fire Warden is to locate source of Emergency and call 000 and report to Fire Hydrant located outside main office on Lambeck Drive to inform MFB or Emergency Services of location and type of Emergency

Person/s manning reception is responsible for collecting office staff list for roll call at evacuation point

Warehouse Super visor/ Manager is responsible for collecting staff list for roll call at evacuation point

## Isolation Points for essential Services.

Refer site Drawing

Gas mains are **not** active and do not provide gas to the building.

Mains power board is located inside the warehouse at the North East entry point

## Procedures for containment of any incident:

**Emergency Response to Fire**

***Minor Fire***

1. Fire Wardens and Chief Warden to consider eliminating additional ignition sources and removing them if safe to do so
2. Small fires are to be attended to by Fire wardens; and were safe to do so put out the fire with on site extinguishers
3. Following the fire an incident report MUST be completed and provided to your Manager/ Supervisor. Manager/ Supervisor will table the incident report at the monthly meeting or immediately, whereby incident causes and preventative action will be issued, to ensure a similar incident does not happen again

Larger Fire

1. Fire Wardens and Chief Warden to consider eliminating additional ignition sources and removing them if safe to do so
2. Follow Emergency Evacuation Plan.

**Emergency Response to chemical spill**

***Minor Spills – considered to be spill of 5 litres or less.***

1. Assess safety: Make Sure that people are kept clear, and that the right equipment is used to deal with the spill.
2. Stop the source: Providing it is safe to do so, stop the spill at its source. This may involve righting an overturned drum or sealing holes or cracks in drums.
3. Contain and clean up the spill: The spill should be cleaned up immediately with the use of spill kit materials and equipment.
4. Record the spill: Following the spill an incident report MUST be completed and provided to your Manager/ Supervisor. Manager/ Supervisor will table the incident report at the monthly meeting whereby incident causes and preventative action will be issued, to ensure a similar incident does not happen again

***Larger spills***

1. Assess safety: Make Sure that people are kept clear, and that the right equipment is used to deal with the spill.
2. Consult the Material Safety Data Sheet (MSDS): The MSDS will have instructions on how to deal with specific chemical spills.
3. Put on protect clothing: If necessary put on gloves and goggles, mask and proactive coveralls.
4. Stop the source: Providing it is safe to do so, stop the spill at its source. This may involve righting an overturned drum or sealing holes or cracks in drums.
5. Contain and control the flow: The spill should be prevented from flowing into and entering the storm water system. The outer edge of the of the spill should be dammed with absorbent bags and blankets. Storm water grates are to have blankets and absorbent bags placed on and around them.
6. Clean up the spill: Promptly cover spill using absorbent bags and materials that are available in spill kits and in nominated roller door zones. Using the bunded pallets spill bins and shovels to cleanup.
7. Record the spill: Following the spill an incident report MUST be completed and provided to your Manager/ Supervisor. Manager/ Supervisor will table the incident report at the monthly meeting whereby incident causes and preventative action will be issued, to ensure a similar incident does not happen again

**Emergency Response to medical emergency**

Fire Wardens and Chief Warden and First Aider to attend to the emergency if safe to do so. Reporting to 000 if emergency requires the Emergency Services

## Procedures for decontamination following an incident;

An eye bath and emergency shower are available on site for dousing.

In the event of a major incident the EPA and City West Water will be engaged in the clean up.

## Communications on site

Key form of communication in an Emergency is the use of Mobile phones

## Mutual Emergency assistance,

McLeod Accessories: Contact – Hollie Smith 0432049739

See attached agreement

ILJIN Australia P/L: No interest as may close soon.

## Triggers for reporting the incident to emergency services

***Chemical Spills***

If the spill does enter a storm water drain the Department of Environment as well as the local council will be notified. If there is a hazard to health or property call 000 immediately.

## Contact details for the emergency services and other Authorities

Police 000

Fire 000

Ambulance 000

Department of Agriculture

-Red Line 1800 803 006

-Risk Management 03 8318 8211

-Main Switchboard 03 8318 6700 (Business Hours Only)

Australian Border Force

Portection Service (Customs Watch) 1800 06 1800

Department Of Infrasturcture

- Aviation Security Incident Reporting 1300 307 288

Workcover Authority / Workcare {1800 136 089 03 9641 1444

Momentum Energy / Jemena 131 626

City West Water 131 642

SP Ausnet (Gas) 136 707

SES 132 500

Poisons Information 131 126

Royal Melbourne Hospital 03 9342 7000

Western Hospital, Sunshine 03 8345 1333

Northern Hospital, Epping 03 8405 8000

Air Services (Traffic Control) 1300 301 120

Hume City Council 03 9205 2200

E.P.A. 1300 372 842

# 4. Information on Resources

## Details of emergency resources on-site

Fire Hydrant booster

3 x Fire hose reels

3 x CO2 Portable extinguishers

11 DCP Fire Extinguishers

4 x 36 Metre Fire Hose Reel

1 x Booster Hydrant

2 x Storz Hydrant

Spill kits

3 chep pallets of desiccant

# Appendix

## Fire Block Plan



## Mutual Emergency assistance Agreement

