



# EMERGENCY EVACUATION PLAN – MORNINGTON OPERATIONS DEPOT

**DOCUMENT CONTROL TABLE**

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## 1. INTRODUCTION

Ensuring the safety of employees, visitors and contractors during an emergency is a priority.

The Mornington Yard - Emergency Evacuation Plan (MEEP) is designed to outline the requirements for the quick and decisive initial response required for actual or potential emergencies that could threaten the safety of persons or property or significantly disrupt the facilities operations.

The Mornington Yard has a hydrogen refuelling station at the end the southern end of the yard. The hydrogen refuelling station is equipped with an automatic fire detection and alarm system, which is directly connected to the Tasmanian Fire Department.

This MEEP provides clear guidelines on how to respond to emergencies requiring evacuation including fire, hazardous material incidents, gas leaks, natural disasters and other threats at Metro's Tasmania's (Metro's) Mornington yard. It establishes a structured approach for safely evacuating all personnel from the premises in the event of an emergency. It aims to minimise risks, prevent injuries, and meet regulatory requirements.

## 2. SCOPE

This EEP applies to all employees, contractors and visitors of Metro's at its Mornington Yard.

## 3. PRINCIPLES

This EEP is based on the following key principles to ensure a safe, efficient and effective response during an emergency:

- 1) Safety first by protecting the lives and wellbeing of employees, contractors, visitors and emergency responders is the top priority.
- 2) Clear communicate to employees, contractors and visitors to understand the EEP, including their roles and responsibilities.
- 3) A program to continually improve and review MEEP to ensure that we are prepared in the event of an emergency.
- 4) Train and educate employees, contractors and visitors in all aspects of this procedure.
- 5) Facilitate a prompt, decisive and appropriate initial response to an emergency.
- 6) Provide a mechanism for assuring the continued accuracy and relevance of these emergency procedures, and the ongoing competency of key persons to effectively implement these procedures.
- 7) Compliance: provide proactive risk management and achieve requirements of:
  - AS3745-2010 Planning for Emergencies in Facilities.
  - *General Fire Regulations 2021*
  - *Fire Service Act 1979*
  - *Work Health & Safety Act 2012*

#### 4. SITE OVERVIEW & EMERGENCY PREPAREDNESS

This EPP is applicable to the site located at 122C Mornington Road, Mornington. Tasmania.

The property is operated as a Hydrogen refuelling station, a small Metro office and a Parking Area for 14 buses. The site also consists of a building occupied by Tas Rigging Supplies. The site is open from 5.00am to 7.30pm and Metro staff are only onsite when either refueling a bus or parking the buses.

The property has the following emergency management equipment/as determined by the Building Code of Australia, Building Surveyor and the relevant Regulatory Authority.

##### Fire Indicator Panel – (FIP)

The FIP is on the outside of the Tas Rigging Supplies building and forms an integral part of the building protection systems, it receives all alarms and initiates the Brigade response as well as providing crucial information such as which area the alarm is coming from.



##### Automatic Brigade Response

The Fire Brigade will respond automatically when the following occurs:

- The glass is broken in the Manual Call Points located around the site,
- A gas leak detection device has activated,
- When contacted by phone on 000.

##### Fire Detection and Alarm System

There are Gas Leak detection devices located in the main refuelling station. When a gas leak is detected or one of the Manual Call Points is activated the Fire Indicator Panel (FIP) will initiate the building alarms and automatically calls the fire service.

Refuelling Station Panel Emergency Stop button.

Manual Call Point.



##### Portable Fire Fighting Equipment

Fire extinguishers are also located on the property; this equipment is generally used to extinguish fires in the very early stages of a fire and should only ever be used if it is safe to do so and if you have been trained.

**It is highly recommended that only those staff that are trained in the use of firefighting equipment should attempt to extinguish a fire.**

##### Designated Exits

All safe exits are highlighted with the installation of illuminated exit lights. Some of these units will also have arrows on them, which indicate the direction of travel to an exit.

##### Emergency Evacuation Plan

An approved fire evacuation plan has been developed and implemented. All staff must be aware of the requirements of the plan so as to carry out the successful evacuation of any part of the building at any time. The EEP discusses in detail the procedures that must be followed in an emergency. The plan should be located in the Site offices.

##### Emergency Assembly Point

There is one Emergency Assembly Point for this site. The Emergency Assembly Point is at the main entrance point to the site. People must remain mindful of traffic entering the site and other traffic created from the surrounding business.

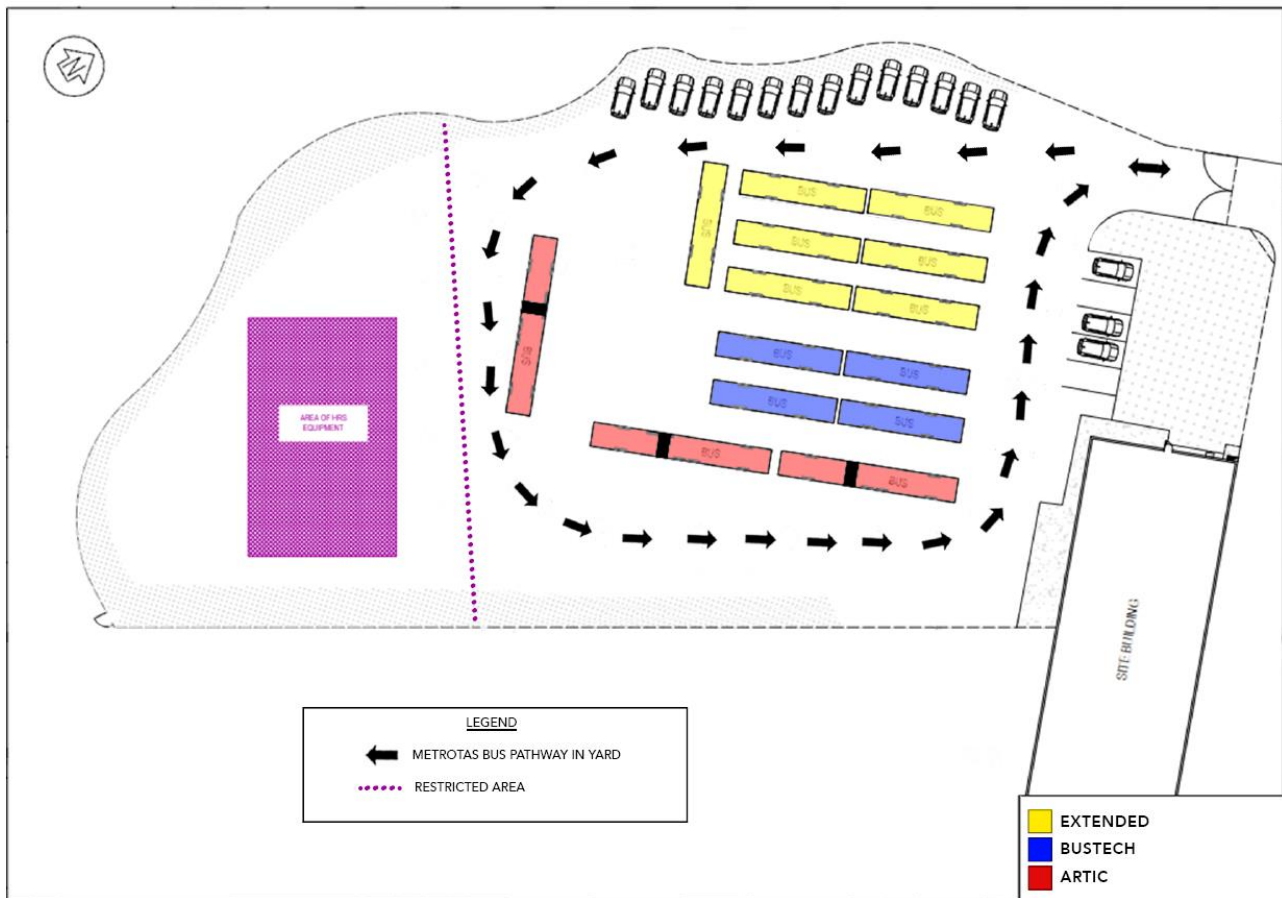


This EPP must be made available to all staff associated with Metro and importantly be made part of the induction process for new employees. A copy of the plan should be made available at the site for staff reference.

### **Restricted area**

Access to the restricted area where the Hydrogen Refuelling Station (HRS) is located is not permitted without prior approval from H2H Pty Ltd. This site has a specific emergency response and evacuation procedure that can only be carried out by trained personnel. DO NOT enter this area during any emergency situation.

H2H Pty Ltd will provide an induction for anyone who needs to enter this area.



#### 4.1 PREVENTION MEASURES

Prevention of fire is an important issue, and all staff should monitor their environment and report any areas of concern to the Chief Warden. The following could be considered as preventative measures.

- Do not accumulate litter or rubbish
- Correctly store flammable liquids or gases
- **Exit routes must be kept clear** of furniture and equipment
- Access to firefighting equipment **must not be compromised**
- Be vigilant regarding hazards and fully understand your role in the event of an emergency.

#### 5. EMERGENCY MANAGEMENT

In the event of an emergency the staff responsibilities will be primarily aimed towards the care and safety of themselves and visitors under their immediate care. These procedures are mandatory and must not be compromised. The safe evacuation of the premises is of paramount importance in the event of an emergency and takes *absolute precedence* over property or business considerations. There is to be absolutely zero toleration to an active emergency alarm.

Upon the activation of the emergency alarm, all staff are to commence evacuation procedure, and any investigations are to be completed after the safe exit of all occupants of the site.

## 5.1 PRIORITIES DURING AN EMERGENCY

During an emergency, the over-riding priority is to ensure the following:

- Safety of staff, visitors and contractors who are at risk
- Property endangered by the emergency
- Restoration of normality to the workplace.

**The safety of lives takes precedence over the protection of assets or any business specific tasks.**

**Do not attempt to re-enter the building after evacuation unless directed by emergency personnel.**

## 5.2 BRIGADE NOTIFICATION

The fire service is to be called (by dialling 000) by the Chief Warden (or their nominated person) from a mobile telephone in all incidents of fire or suspicion of fire such as visible flame or signs of smoke. There should be no criticism of any person who uses initiative in this respect nor should such action need another person's permission. The fire indicator panel (FIP) will notify the Brigade automatically and an active crew will be despatched. It is of paramount importance that 000 is to be dialled as soon as is practicable by the Chief Warden to provide further information, inform of either false or fault in alarm sounding or request additional resources from other Emergency services.

## 6. EMERGENCY RESPONSE PROCEDURES

An approved Emergency Response Procedure has been developed and implemented. All staff must be aware of the requirements of the procedures so as to maintain the safety of all building occupants during an emergency. This process may include evacuation of any part of the building at any time. A staff guide (refer APPENDIX C – EMERGENCY RESPONSE STAFF GUIDE) which details the response procedures in brief is to be located on display in the site office. ALL STAFF must read and understand their responsibilities.

If an alarm sounds, or a fire or other emergency is suspected, the following procedures must be adhered to. Depending on the type of emergency, the order of carrying out the procedures may vary from what is illustrated.

You must make all efforts to remain calm throughout the emergency and avoid causing panic and confusion. The guests and patrons will look for reassurance and guidance from you. You must therefore understand your responsibilities and be able to carry them out in a professional and expeditious manner.

The Chief Warden nominated is the senior Employee on site. It is therefore of the utmost importance that all staff who assume these roles be familiar with the procedures that accompany this document.

### 6.1 RESPONSIBILITIES OF WORKERS

- a) Know exactly where the exits are located.
- b) Familiarise yourself with any emergency procedures folder which contains the following emergency information:
  - Emergency contact list
  - Medical emergency procedures
- c) The safety of staff is of the utmost importance; therefore, the order of evacuation may not occur in the sequence of events as described in your evacuation guide.
- d) In an emergency involving the Metro area, Tas Rigging Supplies occupants must be notified.



- e) Locate and familiarise yourself with the fire extinguishers.
- f) Study and be aware of the evacuation procedures.
- g) Know the exact address of the building.

## 6.2 EMERGENCY CONTROL ORGANISATION PERSONNEL

Designated Position	Name
Chief Warden	Most Senior Metro Person onsite

**During emergencies, instructions given by Emergency Control Organisation personnel shall overrule normal management structure** (Refer Australian Standard AS 3745 - 2010).

## 6.3 DUTIES OF THE EMERGENCY CONTROL ORGANISATION (BY ROLE)

The Emergency Control Organisation (ECO) have the following roles within the building/site.

Chief Warden (white vest / tabard)

Note: ECO Wardens shall NOT be held legally liable (including liability for negligence) as a result of any act or omission on their part during the course of an emergency evacuation (or practice emergency evacuation) of the building, when they act in good faith and in the course of their duties. The course of their duties is defined as outlined in this EPP or directed by Emergency Services personnel.

## 6.4 CHIEF WARDEN ACTIONS

1. If alarm sounds, or fire is detected assist anyone in immediate danger **only if safe to do so**.
2. Put on white Chief Warden ID (vest or tabard).
3. Proceed to FIP (fire indicator panel) and ascertain the area at risk. Wardens are to commence evacuation at FIP alarm activation in every incidence.
4. Phone **000** (preferably from mobile phone) and give details of the emergency/alarm. **Request assistance and advise that evacuation is being undertaken.**
5. Evacuate the area in immediate risk as priority.
6. Delegate duties if necessary to other available staff or able-bodied staff where appropriate i.e. prevent entry of anyone other than Emergency Services to the site. The entry of vehicles to the site should be managed and prevented with the assistance of staff.
7. Ensure all areas are checked visually and all persons are evacuated. Verbal confirmation must be given from Wardens of status of areas to advise Brigade Crew. Mobility impaired persons Should be assisted to the Emergency Assembly point.
8. Do not allow re-entry to the building/s or site under any circumstances until the all clear has been given by the Tasmania Fire Service officer in charge.
9. Evacuate to the designated assembly area (if unsafe to remain at FIP).
10. Liaise with Tasmania Fire Service officer in charge as required.

**\*\*** A mobility impaired person is one who has either temporary or permanent physical, mental or sensory impairment and requires assistance during an evacuation.

The procedures for helping mobility impaired persons should be established with the individual concerned and a PEEP (Personal Emergency Evacuation Plan) be documented – Appendix E.



During an evacuation, mobility impaired persons must be accompanied by a nominated person and evacuated to safe zone if unable to exit the building/site.

## 6.5 WARDEN ACTIONS

### Bus Operator Area

1. If alarm sounds, or fire is detected assist anyone in immediate danger **only if safe to do so**.
2. Wardens are to commence evacuation at FIP alarm activation in every incidence.
3. Evacuate the area in immediate risk as priority.
4. Delegate duties if necessary to other available staff or able-bodied staff where appropriate i.e. prevent entry of anyone other than Emergency Services to the Site. The entry of vehicles to the site should be managed and prevented with the assistance of staff.
5. Ensure all areas are checked visually and all persons are evacuated. **Verbal confirmation must be given from Wardens of status of areas to the CHIEF WARDEN to advise Brigade Crew.**
6. Do not allow re-entry to the building/s or site under any circumstances until the all clear has been given by the Tasmania Fire Service officer in charge.
7. Evacuate to the designated assembly area after confirming all persons are safely exited to the Chief Warden.
8. Liaise with the Chief Warden and act on any further instructions.

**\*\*** A mobility impaired person is one who has either temporary or permanent physical, mental or sensory impairment and requires assistance during an evacuation.

The procedures for helping mobility impaired persons should be established with the individual concerned and a PEEP (Personal Emergency Evacuation Plan) be documented – Appendix E.

During an evacuation, mobility impaired persons must be accompanied by a nominated person and evacuated to safe zone if unable to exit the building/site.

## POST EVACUATION ACTIVITIES

After the emergency has been controlled, effective recovery activities can ease any adverse effects that may arise as a result of the disruption. In particular, the Chief Warden may have a specific role in the recovery process.

Post evacuation activities should commence as soon as possible. This process will assist in the return of normal functions to the workplace and ensure all personnel have an opportunity for support if required.

Post evacuation activities may include:

- Reoccupation of facility
- Re-establishing security of the site
- Restoration of utilities such as water or power
- Dealing with media enquiries (avoid any comments to media and direct media queries to your supervisor or authorised representative).

## 6.6 DEBRIEFINGS

These should be held at the completion of all emergency incidents and practice evacuations. This is an opportunity for all ECO personnel to assemble in a centralised location and to participate in the discussion. The actions relating to the incident should be discussed and analysed.

It is important to remember that debriefings are not about pointing the finger and apportioning blame to any party involved. They should be conducted in a constructive and positive manner in order to achieve a successful conclusion.

Some points to consider:

- What occurred?
- Where and when did it occur?
- Was the response adequate?
- Who did what, when and where?
- Was the response successful?

## 6.7 CRITICAL INCIDENT STRESS MANAGEMENT

Many emergencies have the potential to cause serious injury/illness and may result in death. The organisation may have personnel who have been affected by the incident. This may also include the public.

Many organisations have processes in place, such as Wellbeing Support Officers and access to professional counselling services. Consideration should be given to the activation/utilisation of any such services to assist persons affected.






It should be noted that Employee Assistance Support should always be offered but never insisted upon.

Metro offers a comprehensive Employee Assistance Program (EAP) designed to assist all colleagues in meeting the challenges and demands of work and their personal life. EAP is confidential, available to all employees, immediate family members for up to three sessions per year.

In the event of trauma received in an emergency situation, Metro's EAP program will be available to assist in managing the ongoing health and wellbeing of those involved.

It is important to consider the benefits of the EAP program for all members of the ECO.

## 6.8 FIRE CLASSIFICATION AND EXTINGUISHER GUIDE

Colour	Type	Class A Wood, paper, plastics	Class B Flammable & combustible liquids	Class C Flammable gases	Class E Electrically energised equipment	Class F Cooking oils & fats	Comments
	Water (all red body)	Yes	No	No	No	No	Dangerous is used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
	“ABE” or “BE” dry chemical (red body, white band)	Yes “ABE” No “BE”	Yes	Yes	Yes	No “ABE” Yes “BE”	Check to ensure that extinguisher is either “ABE” or “BE”
	Carbon dioxide (red body, black band)	No Limited	Yes Limited	No Limited	Yes	No Limited	Can be used with limited success as noted. Not suited to outdoor use.
	Wet chemical (red body, oatmeal band)	Yes	No	No	No	Yes	Dangerous if used on energised electrical equipment
	Foam (red body, blue band)	Yes	Yes	No	No	No Limited	Dangerous if used on energised electrical equipment




7. APPENDICES

APPENDIX A – REVISION RECORD

All revisions must be inserted carefully.

The revision number, issue date, review date, printed name and signature of person revising the Manual shall be entered in the table below.

Rev no.	Date of issue	Date Reviewed	Reviewed by	Signature
1	March 2025	NYR	Complete Fire Safety	



**APPENDIX B – EMERGENCY EVACUATION LOG**

Chief Warden – Log of phone calls and instructions

Use during an emergency to sequentially record the details

Call in	Call out	Date/Time	Recipient of call	Details discussed	Signature

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## **APPENDIX C – EMERGENCY RESPONSE STAFF GUIDE**

On becoming aware of an emergency, the Chief Warden/staff shall take the following actions:

### **Chief Warden and staff**

**Refer to emergency control organisation actions in Section 6.**

## APPENDIX D – PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Occupants name: \_\_\_\_\_

Location/Building facility: \_\_\_\_\_ Room no: \_\_\_\_\_

Is an assistance animal involved? ☐ Yes ☐ No

Are you trained in the Emergency Response Procedures (Inc. the Evacuation Procedures? ☐ Yes ☐ No

Preferred method of receiving updates to the Emergency Response Procedures (please state e.g. visual alarm, personal vibrating device, SMS etc):

Preferred method for notification of an emergency:

Type of assistance required (please list procedures necessary for assistance):

Equipment required for evacuation (please list):

Egress procedure (give step by step details):

1	
2	
3	
4	

Designated assistants and contact details:

Name	Landline	Mobile	Email

Are your designated assistants trained in the Emergency Response Procedures (Inc. the Evacuation Procedures? ☐ Yes ☐ No

Are your designated assistants trained in the evacuation equipment? ☐ Yes ☐ No



## APPENDIX E – EMERGENCY ACTION GUIDE

# IN CASE OF EMERGENCY

Follow advice from a Warden

Or

Leave the site **immediately** through the nearest safe exit



Go to the assembly area and await instructions

## APPENDIX F – BOMB THREAT CHECK LIST

### Initial Actions:

Time of call (am/pm): \_\_\_\_\_ **Do not hang up: Keep the caller talking**

### Exact wording of the threat:

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### Questions to ask:

When is the bomb going to explode?	
Where exactly is the bomb?	
When did you put it there?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
What is your name?	
Where are you?	
What is your address?	

### Listen for:

VOICE            accent/impediment/tone/speech/diction/manner  
LANGUAGE       polite/incoherent/irrational/taped/read out/abusive  
NOISES           traffic/voices/machinery/music/noises on the line/local call/STD  
OTHER            sex of caller/estimated age

**Do not hang up**

### After the call:

Note the time of the end of the call (am/pm): \_\_\_\_\_

Name of recipient (print): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Report the call to your manager/supervisor

## APPENDIX G – EMERGENCY PLANNING COMMITTEE AGENDA

<b>Metro Tasmania</b>			
<b>122C Mornington Road, Mornington. Tasmania.</b>			
<b>Date of EPC Meeting</b>			
<b>Record of attendance</b>			
<b>Agenda Points</b>			
<b>Item</b>	<b>Requirement</b>	<b>Actions Required to comply</b>	<b>By Who</b>
1	Are all roles within the emergency control organisation adequately filled?		
2	Is the emergency plan / procedure within its five (5) year validity period?		
3	Have there been any changes to the facility or facility risk profile that warrant a review of the emergency plan / procedure?		
4	Has the emergency plan / procedure been distributed to the persons that require access to it (Chief Warden, Facility Management, etc.)?		
5	Are the evacuation diagrams within the five (5) year validity period?		
6	Are the evacuation diagrams displayed appropriately and securely affixed to their locations?		
7	Is the current training schedule adequate to ensure all members of the ECO attend training at least every twelve months?		
8	Are members of the ECO attending training frequently (at least every twelve months)?		
9	Are there processes in place to ensure visitors / contractors are informed of the emergency procedures?		
10	Are all emergencies / false alarms documented and records kept?		
11	Are all PEEP Documents still valid? Remove expired PEEPS documents and amend list.		
12	Is a list of Occupants / Visitors with Disabilities available.		
13			
14			
15			

## APPENDIX H – EMERGENCY CONTROL ORGANISATION PERSONNEL

Designated Position	Name
Chief Warden	Most Senior Metro Person onsite

The above Wardens must ensure that all occupants of the floor they work on evacuate when an emergency occurs.

### Warden Identification

The control of emergencies will be greatly assisted if key personnel can be quickly identified by the occupants of the building and officers of the emergency services. This identification may be best achieved by the use of coloured identification such as helmets, caps or hats, vests or tabards similar to these pictured below.

• <b>Chief Warden / Deputy Chief Warden</b>	<b>White Vest</b>
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