



## RM-004-01

# Emergency Management Procedure

Version 1.0

Issued July 2021

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# Risk Management

## Emergency Management



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### 1. PURPOSE

This Emergency Management Procedure has been developed to address the requirements for managing emergency situations associated with the railway operations for which OTHR is accredited.

### 2. Scope

This Emergency Management Procedures applies to OTHR's railway operations but does not replace or remove any requirements or obligations of the OTHR Safety Management System including any reporting and non-disturbance obligations of Rail Safety, WHS or Environmental Legislation.

### 3. Emergency Classification

Incidents requiring an emergency response occurring on the OTHR Network will be classified as follows:

**Category 1:** Major Immediate sustained response involving multiple Emergency Services Organisations, management by Emergency Services Organisations.

**Category 2:** Moderate Immediate response from Emergency Services Organisations required, can be managed by OTHR without intervention from an Emergency Services Organisation.

**Category 3:** Minor No external response required. Response can be met by OTHR.

### 4. Emergency Management Requirements

Regulation 19 (2) of the Rail Safety National Law National Regulations defines what OTHR is required to include in its Emergency Management Plan. The types and classes of emergencies that are foreseeable in relation to OTHR's railway operations should include the following:

- Serious injuries or loss of life of a Member, contractor or a member of the public;
- Derailments of OTHR rolling stock;
- Collisions involving OTHR rolling stock;
- Fire that impacts on OTHR railway operations;
- Natural events of inclement weather which impacts on OTHR railway operations;
- Explosion / Significant Fire / Gas Leak;
- Significant Asset Damage;
- Structural Failure;
- Spills or Leaks of Substances; and



- Security Alert

## 5. Risk Management

OTHR has risk assessed potential emergency scenarios, to determine the risks to safety arising from each type or class of emergency and to determine methods to mitigate the effects of those emergencies.

Measures to mitigate the effects of those emergencies will be defined in the respective risk assessment and form part of the induction and training programs for OTHR Members and contractors.

All safety and safeworking systems will be applied to work and operational processes to mitigate the effects of the emergency to the lowest possible likelihood of the event occurring.

## 6. Emergency Management Planning

Prior to commencing railway operations and following a risk assessment OTHR will consider the need to liaise with emergency services during an emergency, including when emergency services should be immediately contacted.

The determination of which emergency services and what communication process will be used, needs to be determined prior to commencement of the railway operations and documented in the Emergency Management Plan.

As part of this process, consultation with the relevant emergency services organisation is required during the emergency management planning. Emergency services must be provided with a copy of the Emergency Management Plan once finalised.

OTHR will ensure a copy of the Emergency Management Plan is sent to the regional/local emergency services with an invitation to provide feedback and test the plan as follows:

- Council;
- Fire and Emergency services representatives;
- Local Area Command Police force; and
- Ambulance services

In addition to emergency services organisation, consultation is also required with the following during preparation of the emergency plan:

- Any government agency with emergency management functions relevant to the work area;
- Utility service providers (including water, sewerage, drainage, gas, electricity, telephone, telecommunication providers); and



- Adjacent property owners.

The OTHR Emergency Management Plan will set out processes for effective communications and co-operation throughout an emergency response. Contact will be maintained by the OTHR representative assigned responsibility for emergency liaison.

OTHR personnel will have mobile phones with them which are used as the principal means of communication.

Contact numbers will be provided to the Emergency Services as well as contained in relevant plans and on emergency advice notices.

During the planning stage, communication reception will be analysed for level of coverage in the OTHR operational area.

## 7. Roles and Responsibilities

OTHR will be responsible for the allocation of emergency management roles and responsibilities which will include interfaces between OTHR and other organisations.

Where incidents are identified during a risk assessment which will involve other Emergency Service Organisations OTHR will establish an interface agreement with those organisations and responsibilities assigned.

OTHR will allocate personnel for the on-site management of an emergency. Those assigned to these roles will be trained in the activity they will provide when dealing with an emergency.

A OTHR Management Committee member will be assigned as an emergency coordinator with the responsibility to coordinate all emergency responses with emergency services and facilitating the deployment of the required resources.

**Note:** If an Emergency Services Organisation takes control of the emergency, the OTHR Emergency Coordinator will provide lines of communications with the Emergency Services Organisation and provide any assistance needed until control is handed back to OTHR.

## 8. Emergency Response Procedures

The first person to identify an emergency will be responsible for contacting the emergency services, their supervisor and/or line manager.

Where a person or people have been injured, personnel with the relevant level of training will provide first aid as required. If a member of the general public or volunteer needs medical assistance via Ambulance Emergency Services are to be advised by calling 000.

OTHR will ensure that emergency services are provided with all information that is reasonably required to enable them to respond effectively to the emergency. This will include the type of



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emergency, its location, the access arrangements to get their resources to the scene of the emergency and any other critical information they need to receive.

Where known hazardous substances or dangerous goods are found to be involved in the emergency situation, as much information on known substances including amounts and locations need to be provided at the earliest opportunity to the emergency services.

### **9. Security of Incident Site**

There will be incidents that require site security and the preservation of evidence and these will be analysed during the OTHR Risk Assessment and described in the Emergency Management Plan.

The Notifiable Occurrence and Railway Safety Investigations Procedure provides details of when sites need to be secured and evidence preserved, and this information will be incorporated in the OTHR Safety Management Plan.

### **10.Recovery and Restoration**

As part of the OTHR Emergency Management Plan, call-out procedures will be established to provide for the mobilisation of plant, equipment and personnel following an incident. OTHR personnel rostered as part of a call out crew will need to ensure they meet all call out provisions including adequate rest, absence of fatigue and compliance with the alcohol and drug management program.

With the emergency situation contained with the involvement of external/additional resources and the emergency event protected, arrangements need to be made by OTHR personnel involved in managing the emergency, for the recovery phase to be implemented for the restoration of the railway and for assistance to be provided to those people affected by the occurrence of the emergency.

OTHR will arrange for appropriate plant, equipment and personnel to be mobilised to enable recovery of such items of rolling stock that may have been involved in the incident and repair or reconstruction of the railway where damage has occurred.

### **11.Monitoring and Testing**

OTHR must include requirements for testing of the Emergency Management Plan at required intervals set out in the plan and after any significant changes have been made to the plan.

In-house testing is to be undertaken as often as necessary to ensure that the plan will be properly implemented should an emergency arise.

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Once the Project Emergency Management Plan has been developed for OTHR operations, considering all the items described above, it will then be necessary to:

- Implement the arrangements described in the Emergency Management Plan;
- Train those who need to apply the Emergency Management Plan, relevant personnel must be provided with information (including by way of briefings and appropriate education programs) about the relevant elements and it must be confirmed that such personnel are able to do anything that is required of them under the plan;
- Implement a communications strategy to ensure all Members have the latest emergency plan and know what to do;
- Ensure the emergency plan is readily accessible to Members, contractors, utility service providers and emergency services;
- Consult with others who may be impacted by an emergency generated at the railway operations;
- Test and evaluate the Emergency Management Plan (in accordance with the requirements of the plan) and involve those who may need to respond to an emergency.

### 12. Summary

Should an emergency event arise:

- Initiate response;
- Determine if to be managed by emergency services organisation;
- Nominate emergency co-ordinator;
- Set up site management and emergency command post;
- Secure evidence;
- Initiate recovery; and
- Restore railway operations.

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