

Introduction to the Emergency Information Book

Version 1 May 2016

This Emergency Information Book (EIB) is designed to ensure that key information is available to the emergency services in the event of an emergency at your site. The information contained in the EIB is designed to ensure the safety of emergency services personnel and help them make decisions regarding response actions and strategies.

Assembling your EIB

The content required in an EIB is summarised in the following pages. This information will need to be developed by your organisation and customised to reflect your site.

The fire services recommend that the information below be presented in the following format:

- An A4-size, two-ring binder that allows for the cover to be inserted on the front
- Coloured five-tab dividers, to insert between sections
- Safety Data Sheets (in Section 5) stapled at the top left corner.

Maintaining your EIB

It is critical that the EIB is at all times:

- kept up to date (ie reviewed, if not updated, annually)
- available in hard copy
- accessible to emergency responders (ie stored in an emergency information container at the entrance/s to your site).

The *Dangerous Goods (Storage and Handling) Regulations 2012* requires site occupiers to consider 20 points in regards to emergency planning for sites storing at or above manifest quantities of dangerous goods.

The EIB incorporates the points that most readily assist the emergency services during initial response to emergencies. However, the remaining points must be considered and addressed either within the EIB or a broader emergency management plan for the site. Please refer to the Regulations or the *Code of Practice for the Storage and Handling of Dangerous Goods (2013)* for further information and guidance in the preparation of emergency management plans.

Your emergency management plan, including the contents of the EIB, must be submitted to the relevant fire services for review and written advice every five years, as per Regulation 55 of the *Dangerous Goods (Storage and Handling) Regulations 2012*.

Expectations of the fire services

As required under the regulations, emergency management plans at dangerous goods sites are to be developed in conjunction with, and with regard to, the advice of the fire services. Practically, this means:

- making contact with the fire services Dangerous Goods Unit to ensure regulatory compliance in regards to fire protection systems, placarding and emergency planning (if over manifest quantities)
- establishing and maintaining relationships with the local region/brigade to ensure site familiarisation, pre-incident planning and response procedures to scenarios identified in risk management processes.

A well-developed emergency plan/EIB provides the fire services with the key information about your site for response planning. Providing accurate, up-to-date information allows for effective intervention, reduces delays during response, and contributes to a safe workplace for responders while on site by providing clear information about potential risks and hazards.

The development of emergency plans should consider:

- the accurate and clear depiction of fire protection systems on your site
- emergency procedures that include clear triggers for notifying the emergency services
- emergency procedures that involve specialist expertise and equipment
- the role of staff providing information to, and interacting with, emergency responders.



Emergency Information Book

Note: It is the responsibility of the owner/occupier of the premises to ensure the information contained in this book is relevant and up to date.

SITE LAYOUT DRAWINGS INCLUDING
FIRE PROTECTION DRAWINGS

1

DANGEROUS GOODS LOCATION
DRAWING AND RELATED MANIFEST

2

ON AND OFF SITE EMERGENCY
CONTACT LIST

3

EVACUATION POINTS WARDEN
IDENTIFICATION

4

SAFETY DATA SHEETS AND
ADDITIONAL RESOURCES

5

Section 1:

Site layout drawings

This section provides a quick reference to the overall layout of the site, including site infrastructure, fire protection systems and equipment, fire alarms, drainage/containment systems and essential services isolation valves and controls, presented in the form of site drawing/s or plan/s.

All plans/drawings need to be:

- clear and simply laid out
- preferably laminated in A4 or A3.

If it is impractical to fit all relevant drawings in the EIB, alternative arrangements can be made with the fire service.

Site plans/drawings must include:

- the buildings, roads and boundaries of the premises
- the name or purpose of each building and area (factory, warehouse, drum store, office)
- vehicle access in and around the premises, including emergency gates and access points
- the type of neighbours to the site (private, residential or commercial)
- adjacent street names
- the direction of north.

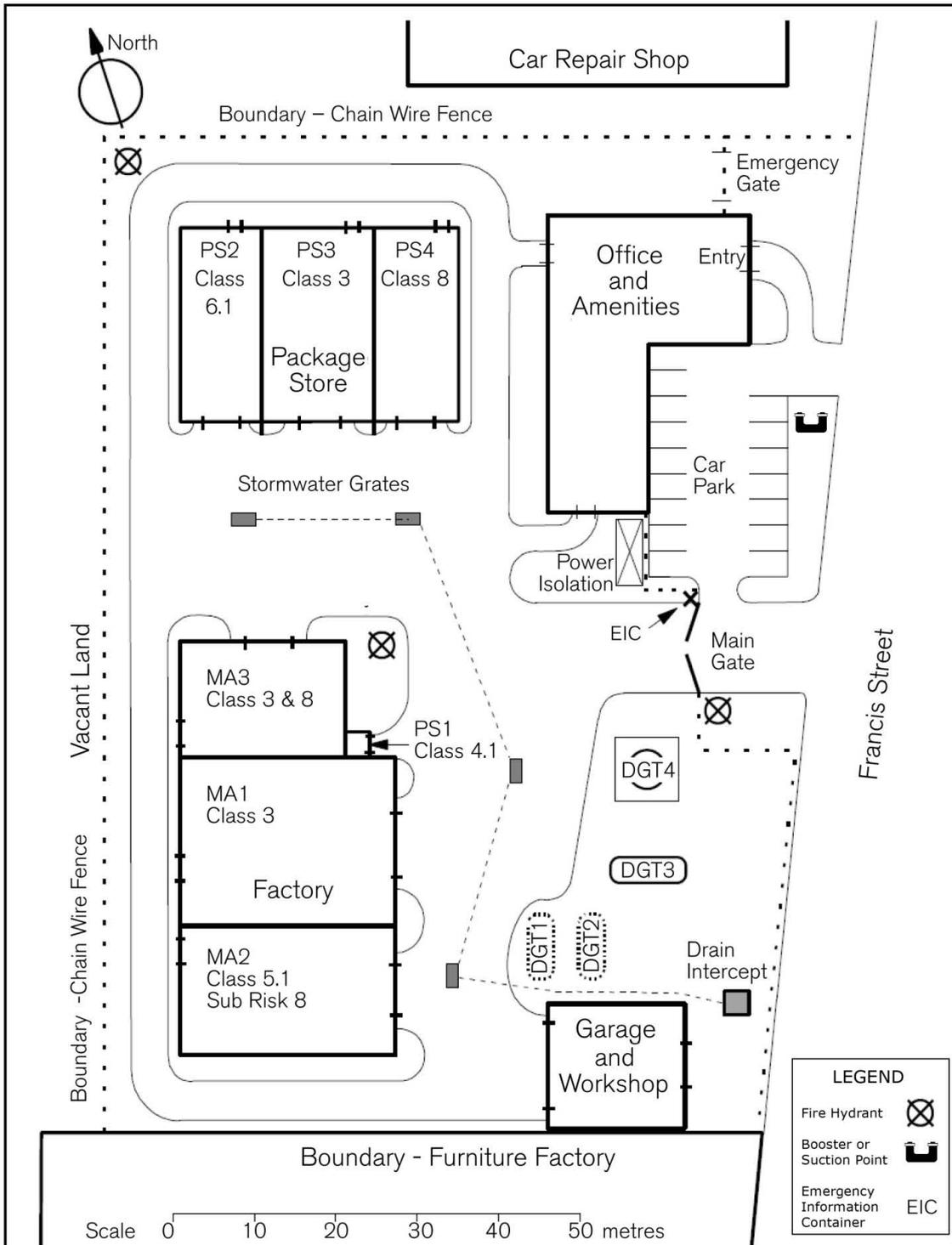
In addition to the above, this section should, where applicable, include separate plans/drawings of the following:

- Fire protection, including systems and equipment
- Fire alarm systems
- Essential services control valves
- Drainage, spill and fire water containment.

Smaller and less complex sites such as service stations or small factories may provide this information on one or two drawings. See Figure 1, opposite, for an example of a site wplan.

Figure 1: premises site plan

Site Title



Source: Code of Practice for the Storage and Handling of Dangerous Goods 2013, page 43. Sample plan of premises (modified).

Fire protection drawings

Fire protection plans/drawings should include (where applicable):

- the location and type of all fire protection equipment on site (fire main, fire water isolation valves, booster connections, hose reels, hydrants and monitors)
- the location of emergency-associated facilities (such as the emergency control room, fire pump house and fire water storage tanks)
- the location of dangerous goods, indicated with class labels.

This information may be presented in more than one drawing/plan for a large or complex site.

The fire services recommend the use of the colour codes on site plans shown in the table below.

Fire alarm drawings

Fire alarm plans/drawings should include (where applicable):

- site drawing in 'block plan' format
- the exact location of alarms and activation points, including:
 - fire alarm indicator panel (FIP) and sub FIPs (if any)
 - emergency warning and intercommunication system (EWIS) elements
 - manual call points/break glass alarms
 - smoke/thermal detector zones.

- the location of entrances and internal roadways
- the direction of north.

If the fire indicator panel or any manual call points are connected to fire pumps, the location of the appropriate pumps should be shown in the fire protection drawings.

A brief outline of the operating instructions for the fire indicator panel should also be included in this section.

Essential services drawing

Essential services plans/drawings should include (where applicable) switch rooms; UPS; substations/transformers; standby power equipment; isolation switches; natural gas lines; major plant steam lines; major plant compressed air lines; and isolating valves for process water shutdown.

The fire services recommends the use of AS 1345: *The identification of the contents of pipes, conduits and ducts for the marking of steam lines, compressed air lines and major product lines in emergency management plans.*

Drainage, spill and fire water containment drawing

Drainage, spill and firewater plans/drawings should include (where applicable) site drains; stormwater grates; isolation valves and keys; capacities of bunds and bund surface area; sumps, interceptor pits and waste catchment areas; spill kits and other containment measures available on site; waste removal systems/processes.

Element	Colour
Fire services (ie ringed fire main layout; fire hydrants; booster connections; fire main isolating valves; sprinkler control valves; hydrant and sprinkler pumps; fire control room)	Red
Static water storage and capacity	Double-hatched blue
Foam systems	Blue
Fire walls and fire compartments	Heavy black
Bunds	Green

Section 2:

Dangerous goods drawing and manifest

This section provides a quick reference to the location of dangerous goods storage, handling and manufacturing areas, presented in the form of a 'manifest' and site drawing/s or plan/s.

A site with small quantities of dangerous goods may be presented in one drawing, whereas large and complex sites are to provide an overall site drawing, with separate drawings showing details of specific areas.

Each drawing should be accompanied by a 'manifest', that is, a table or list of the dangerous goods in that area

as shown in Appendix 9 of the *Code of Practice for the Storage and Handling of Dangerous Goods 2013*. See Figure 2 below for an example.

Always ensure that your manifest complies with the latest version of the *Dangerous Good (Storage and Handling) Regulations*.

Figure 2: example of a manifest

Bulk storage

Tank ID No.	Dangerous goods					Tank	
	Name	Class	Sub risk/s	UN No.	PG	Type	Capacity
T1	Toluene	3	N/A	1294	11	Above ground	35,000 L
T2	Perfumery products	3	N/A	1266	11	Above ground	35,000 L
T3	Ethyl acetate	3	N/A	1173	11	Above ground	35,000 L
B1	Liquefied petroleum gas	21	N/A	1975	N/A	Above ground	20,000 L
B2	Liquefied petroleum gas	21	N/A	1975	N/A	Above ground	20,000 L

Packaged storage areas

Area	Class	Sub risk/s	Packaging group	Maximum Quantity
Factory Store	8	N/A	II	5,000 L

Manufacturing areas

Area	Class	Sub risk/s	Packaging group	Maximum Quantity
Factory cleaning bath	8	N/A	III	400 L
Factory filling line	3	N/A	III	1,000 L

Note: The area naming system is left to the premise occupier's direction. However, the system chosen must be simple and logical. Storage area designation could also include a grid reference back to the main site map if this was thought to be applicable. For example, in the case of a large, complex site.

Template: dangerous goods and combustible liquids manifest

Occupier:	
Address of premises:	
Date of preparation:	
Site plan number:	

Emergency contacts

Name	Position	Telephone
		B/H
		A/H
		B/H
		A/H
		B/H
		A/H

1. Bulk storage

Tank ID/ number	Dangerous goods					Tank	
	Name	Class	Sub risk(s)	UN No.	PG	Type	Capacity

2. Package storage areas

2.1 Packaged dangerous goods of Packing Group I or Class 2.3

Storage Area	Dangerous goods					Quantity	
	Name	Class	Sub risk(s)	UN No.	PG	Average	Maximum

2.2 Other packaged dangerous goods

Storage area	Class	Sub risk(s)	Packing group	Average quantity	Maximum quantity

3. Manufacturing areas

Area	Class	Sub risk(s)	Packing group	Maximum quantity

Section 3:

On and off-site emergency contact list

This section provides the means to contact site personnel, other external support personnel, relevant agencies and other stakeholders to enable the emergency services to gather specialist information to support their decision-making during emergency response, and alert site neighbours and the general community as required.

Site personnel

The names, positions and after-hours contact details of site personnel who could assist in the event of any emergency are to be included. This may include:

- managers
- production managers
- chemists
- Site engineers
- personnel responsible for the operation of specialist equipment
- People authorised to sign orders in the event of additional firefighting equipment or mediums being required
- personnel authorised to deal with news/social media
- medical practitioners.

Additional resources

The contact details of additional service providers are to be included:

- fire equipment maintenance company
- suppliers of goods essential to emergency response (such as foam, specialised extinguishing agents, absorbents or neutralising agents).

Agencies

The contact details of stakeholder agencies should be included, where applicable:

- WorkSafe
- VicRoads
- Environment Protection Agency (EPA) Victoria
- Port Authorities
- Air Traffic Control
- Municipal Emergency Response Coordinator.

Neighbours and other stakeholders

Information about any special mechanisms to notify neighbours and the local community should also be included, in the event of an emergency having impact outside the site boundary.

Section 4:

Evacuation points and warden identification

This section provides the means to identify site wardens, emergency evacuation points and a 'liaison' between the emergency services and the site.

A description of the emergency control organisation (ECO) engaged at the site is required. Information about the ECO is to include:

- titles/positions
- names
- the means to identify each member.

The information is to be formatted as simply and graphically as possible (ie see example flow chart, below). A site plan showing the assembly areas can also be included. Alternatively, the assembly areas can be shown on the plans in Section 1. Reference to this arrangement should be made in this section.

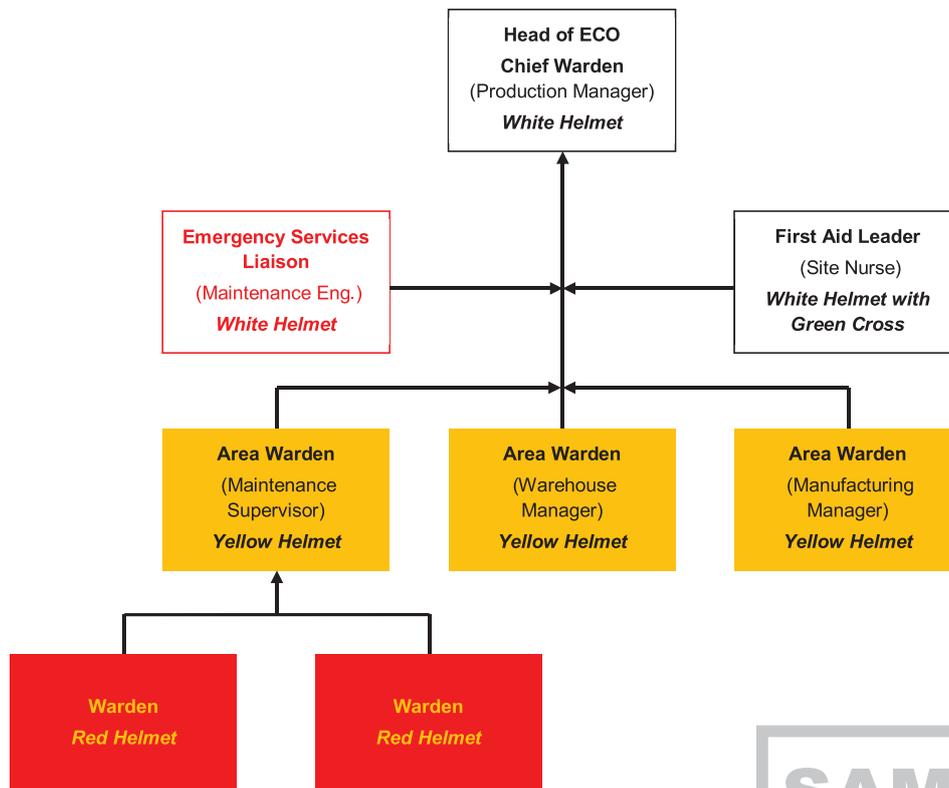
The size and activities of the facility will determine the complexity of the ECO. For detailed information about

establishing an appropriate warden structure, refer to AS 3745: *Planning for emergencies in facilities*.

The fire services must be able to quickly account for the whereabouts of all site personnel (including visitors and contractors) and be informed about unaccounted people. The head of the site's ECO, or their authorised delegate, must immediately inform the fire service that all site personnel are accounted for.

It is essential that a fire services liaison person be appointed to provide the fire services with the relevant technical information regarding the emergency and to assist in coordinating the efforts of fire services and site personnel.

Figure 3: Emergency control organisation (ECO)



SAMPLE

Section 5:

Safety data sheets and additional resources

Safety data sheets

This section contains hard copies of safety data sheets (SDS) for dangerous goods stored and handled on site, to enable the emergency services to quickly identify risks and hazards related to storages, use/obtain appropriate PPE and plan appropriate response.

(M)SDS for dangerous goods stored and handled on site must be stored in the emergency information book (EIB). Where a large number of SDS exists, an alternative arrangement must be made, and agreed to, by the relevant fire service. This arrangement may include the provision of a list of SDS and their location on site, within the EIB.

Details of this arrangement must be included within this section.

SDS must be updated/reviewed at least every five years.

Additional resources

This section provides details of additional resources required for response to specific emergencies (as identified within emergency plans), including arrangements for their acquisition.

Resources may include:

- special chemicals, such as absorbents and neutralisers
- specialist decontamination and clean-up equipment
- reserve fire fighting foam supplies
- safety showers and eye-wash stations
- recovery drums (with sizes noted)
- other specialist fire fighting agents or equipment.

Details of resources, and the relevant arrangements for acquisition must be included in the EIB.

Mutual aid

This section provides details of support arrangements with neighbouring facilities during emergency events.

Mutual aid arrangements must be developed and maintained in conjunction with emergency plans to ensure their feasibility and availability during emergency events. Mutual aid arrangements may include:

- access to additional firefighting equipment, extinguishing agents and materials
- provision of technical expertise
- access to industrial equipment, such as forklifts
- use of communications facilities and equipment
- access to infrastructure (ie as an off-site control centre, or evacuation facility).

Details of arrangements in place and the relevant contact details for arrangements must be included in the EIB.