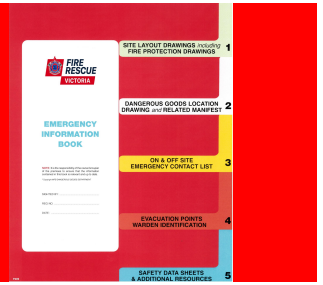


# Introduction to the Emergency Information book



The 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.

## Sites requiring an EIB

- Facilities storing and/or handling manifest quantities or above, as per *schedule 2 of the Dangerous Goods (Storage and Handling) Regulations 2012*
- Waste and Resource Recovery Facilities (WRRF) managing and storing combustible recyclable and waste material (CRWM) as per EPA's Management and Storage of CRWM guidelines

## 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 be presented in the following format:

- An A4-size, four-ring binder that allows for the EIB cover to be inserted on the front of the folder.
- Five-tab dividers, to insert between sections.
- Use of plastic sleeve inserts to protect documents.
- Site Maps to be in A3 sizing.

## 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 (EIC) at the road entrance/s to your site).
- EIC Secured by 003 key and/or padlock
- Measures taken to avoid contamination by water/dust.

The EIB incorporates the emergency planning points that most readily assist the emergency services during initial response to emergencies. 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.

## Expectations of the FRV

A well-developed emergency plan/EIB provides the FRV with the key information about your site for response planning and dealing with emergencies or incidents.

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.

Your emergency management plan, including the contents of the EIB, should be submitted to the FRV for review and advice every five years. This is the maximum permissible timeframe. If there is a change in circumstances at the premises then more regular reviews will be required. The Emergency Plan review is a legal requirement as per *Regulation 55 of the Dangerous Goods (Storage and Handling) regulations 2012*.

\* FRV can supply pre-formatted EIB Books and dividers. They are available for purchase via this link

[Emergency Information Books \(EIB\) order form](#)

## Requirements for Dangerous Goods Facilities

The *Code of Practice for the Storage and Handling of Dangerous Goods 2013* lists 20 points that site occupiers must consider regarding emergency planning when storing at or above manifest quantities of dangerous goods. The Code of Practice facilitates compliance with the *Dangerous Goods (Storage and Handling) Regulations 2012*.

An 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. Refer to the Regulations or the *Code of Practice for the Storage and Handling of Dangerous Goods 2013* for more information and guidance about preparing emergency management plans.

Emergency management plans at dangerous goods facilities must be developed in conjunction with, and having regard to, the advice of the relevant fire services. This means contacting the FRV Dangerous Goods Department website and completing the application for 'written advice', see link below. This is required when emergency plans are initially developed, and at intervals of no more than five years, as per Regulation 55 of the *Dangerous Goods (Storage and Handling) Regulations 2012*.

Information about this process and application form is available from FRV website and can be completed online:

[Application for Written Advice](#)

The *Code of Practice for the Storage and Handling of Dangerous Goods* is available on WorkSafe's website:

[www.worksafe.vic.gov.au/resources/code-practice-storage-and-handling-dangerous-goods](http://www.worksafe.vic.gov.au/resources/code-practice-storage-and-handling-dangerous-goods)

## Requirements for Resource Recovery Facilities

EPA's *Management and Storage of Combustible and Recyclable Waste Materials (CRWM) Guideline* (publication number 1667.2) gives guidance for resource recovery facilities about how to comply with the Victorian Waste Management Policy.

EPA's publication includes advice for preparing and providing emergency information to emergency responders for facilities storing and/or processing CRWM. Key information has been summarised in this document.

The *Management and Storage of Combustible Recyclable and Waste Materials – Guideline* is available from EPA's website:

[CRWM Guideline](#)

## Emergency Information Container



Emergency Information Containers must be:

- Painted red and marked **EMERGENCY INFORMATION** in white contrasting lettering not less than 25mm high
- Located at road entrances to the site at an accessible height of 1.2m – 1.5m
- Accessible with a fire brigade standard '003' key
- Clear of obstructions, including rubbish, vehicles, vegetation and any hazards that may restrict access.



# EMERGENCY INFORMATION BOOK

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

\* Copyright MFB DANGEROUS GOODS DEPARTMENT

SIGHTED BY: .....

REG NO. ....

DATE: .....

**SITE LAYOUT DRAWINGS *including* FIRE PROTECTION DRAWINGS** **1**

**DANGEROUS GOODS LOCATION DRAWING *and* RELATED MANIFEST** **2**

**ON & OFF SITE EMERGENCY CONTACT LIST** **3**

**EVACUATION POINTS WARDEN IDENTIFICATION** **4**

**SAFETY DATA SHEETS & ADDITIONAL RESOURCES** **5**

## **SECTION 1**

### **SITE LAYOUT DRAWINGS INCLUDING FIRE PROTECTION**

The information included in this section should provide a quick reference to locate all the fire protection equipment, drainage/containment system and gas, electricity, and water isolation valves and controls. This information should be presented in the form of a site drawing or plan in A3 size

#### **Drawings**

All drawings for this book need to be clear and preferably colour coded. If, due to the size of the facility, it is impractical to fit all drawings in the Emergency Information Book, alternative arrangements can be made with the FRV.

This section should, where applicable, include the following separate drawings:

- Fire protection;
- Gas, electricity and water isolation points; and
- 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.

#### **Fire Protection**

The purpose of this plan is to provide the Fire Services personnel at an incident with the layout of the site and the fire protection systems available. This will assist Fire Services personnel to make quick decisions on crew placement and other emergency control strategies.

The information required on the drawing, where applicable, should include:

- The type of neighbours (such as private, residential or industrial)
- The boundaries of the premises
- Adjacent street names
- Vehicle access in and around the premises (indicated by pale yellow background) including emergency gates and access points
- The name or purpose of each building and area (such as factory, warehouse and drum store)
- The location and type of all fire protection equipment on site (such as fire main and fire water isolation valves, booster connections, hose reels, hydrants and monitors)
- The location of emergency associated facility (such as emergency control room, fire pump house and firewater storage tanks)
- Direction of north
- The dangerous goods locations indicated with class labels provided their inclusion does not clutter the drawing.

*Note: The information may be presented in more than one drawing for a large or complex site.*

**The recommended colour codes are as follows:**





## Gas, Electricity & Water

The purpose of this plan is to allow Emergency Services personnel to see clearly the layout of the gas, electrical and water utilities on the site.

Element	Colour
Substation / Transformer, Standby power equipment, main electrical isolation points, UPS	<b>Bold Yellow</b>
Major Steam lines, major compressed air	Green

An option for the marking of steam lines, compressed air lines, major product lines etc could be to make use of the system outlined in AS: 1345 – 1995: Identification of the Contents of Pipes, Conduits and Ducts.

## Drainage, Spill & Firewater Containment

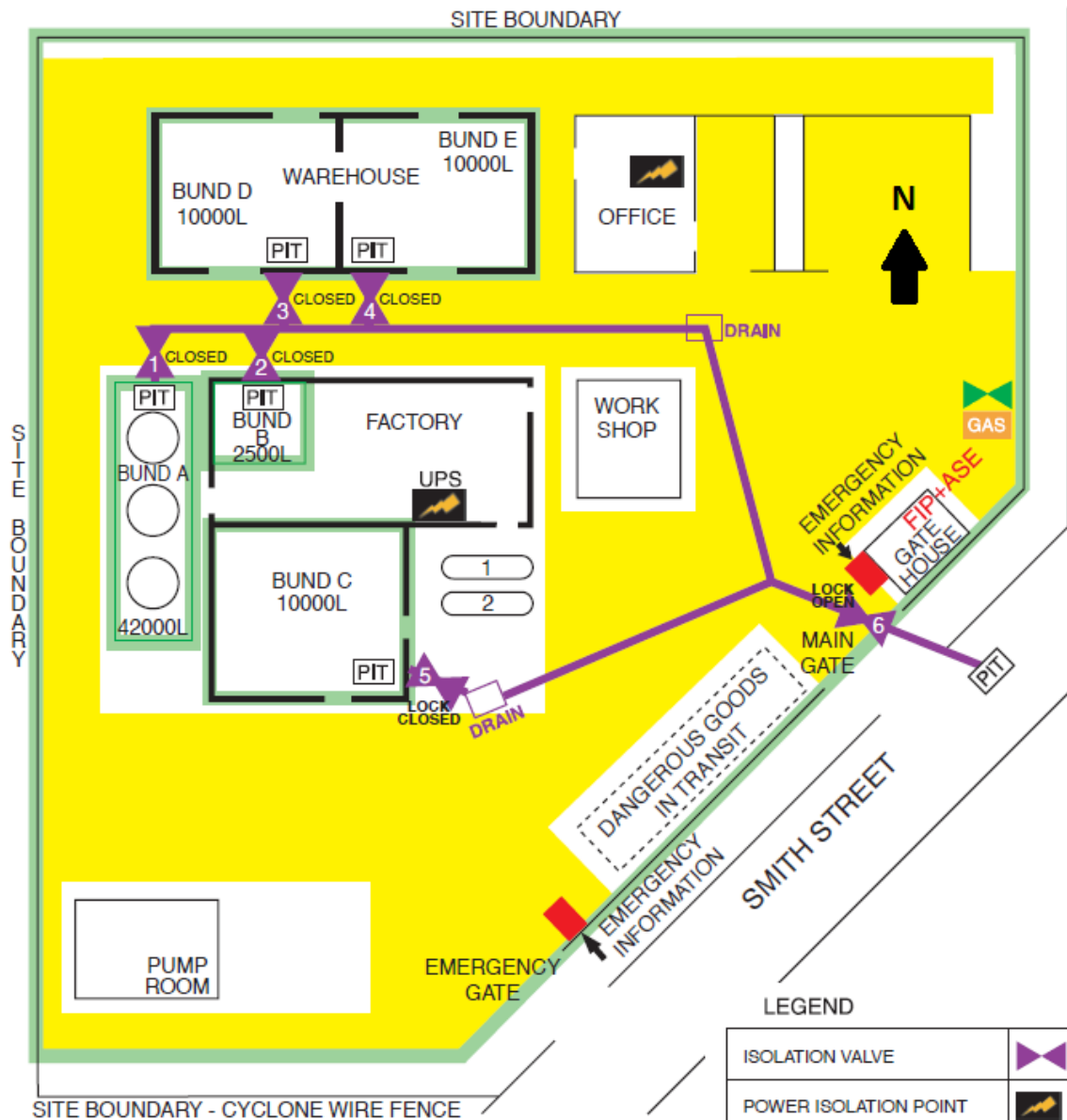
The purpose of this plan is to provide information about the means available to contain spilled chemicals and firewater run off within the boundaries of the premises.

These drawings must be of a simple format, easily understood by a person from a non-engineering background (Piping & Instrumentation Diagrams are not suitable for this purpose).

This drawing should contain:

- Site drains and direction of flow
- 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 on site
- Special arrangements for the removal of waste.

# SAMPLE UTILITIES, ALARMS & FIRE WATER / SPILLS CONTAINMENT DRAWING



## A.J. MOTOR BODY REPAIRS

BUND A	140m2	CAPACITY	42, 000L
BUND B	20m2	CAPACITY	10, 000L
BUND C	20m2	CAPACITY	10, 000L
BUND D	20m2	CAPACITY	10, 000L
BUND E	20m2	CAPACITY	10, 000L
SITE BUNDED CAPACITY 110,000L			

## SECTION 2

### DAINGEROUS GOODS LOCATION DRAWING AND RELATED MANIFEST

The purpose of this section is to provide accurate details and locations of all the dangerous goods on site. Information for a site with small quantities of dangerous goods may be presented clearly in one drawing. Large and complex sites may need to have an overall site drawing with separate drawings showing details of specific areas.

Each drawing should be accompanied by a table or list of the dangerous goods in that area as shown in Appendix 9 of the Code of Practice for Storage and Handling of Dangerous Goods 2013. Each table or list of dangerous goods should be placed opposite the corresponding drawing. A template of the manifest is provided.

#### Requirements for Dangerous Goods Facilities

##### Dangerous Goods Manifest

A dangerous goods manifest prepared in accordance with Schedule 3 of the Dangerous Goods (Storage and Handling) Regulations 2012 allows key summary information about the dangerous goods at your site to be provided to responding emergency services in a standard format.

##### Dangerous Goods Drawings

A dangerous goods manifest must be supported

by specific site plans/drawing in which the locations of dangerous goods storages are clearly identified, and consistent with the information provided in the manifest in terms of dangerous goods class and storage area.

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.

#### 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	2.1	N/A	1075	N/A	Above ground	20,000 L
B2	Liquefied petroleum gas	2.1	N/A	1075	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





**Other packaged dangerous goods**

Storage Area	Class	Sub Risk(s)	Packing Group	Average Quantity	Maximum Quantity

**MANUFACTURING AREAS**

Area	Class	Sun Risk(s)	Packing Group	Maximum Quantity

*NOTE: The area naming system is left to the premise occupier’s discretion. 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 or complex site.*

**Requirements for Resource Recovery**

**CRWM Inventory**

An inventory of CRWM is prepared in accordance with EPA’s *Management and Storage of Combustible Recyclable and Waste Materials – Guideline* allows key summary information about the hazards at your facility to be provided to responding emergency services.

The inventory must include:

- A brief summary of the operations at the facility
- The estimated volumes or size of CRWM piles managed and stored at the facility
- Nature and types of products being stored

Inventories are to be maintained at a frequency that ensures their accuracy. Where the quantity of CRWM fluctuates regularly (eg over a day, month or seasonally) this should be

indicated in the inventory with appropriate detail.

Sites should have arrangements in place to manage a temporary influx of CRWM, or longer than anticipated storage of CRWM.

**CRWM Drawing/Site Plan**

Site drawings for CRWM facilities are to include locations of CRWM storage and processing areas, in addition to the information required in Section 1 of this Guideline. This information may be provided within the overall site plan.

**CRWM Inventory Table**

A copy of the table listed below is to be populated and placed inside the EIB book under Section 2

# CRWM Inventory Table

Site Name: \_\_\_\_\_

Occupier: \_\_\_\_\_

Address of premises: \_\_\_\_\_

Date of Preparation: \_\_\_\_\_

## Emergency contacts

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

### 1. Facility Summary (Over view of processes and activity)

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Total Quantity of CRWM at the Premises: \_\_\_\_\_ (Daily Average - tons)  
\_\_\_\_\_ (Weekly Average tons)

### 2. CRWM Storage Summary

Type of Product	Area of Storage	Quantity	Loose (t)	Bundled

### 5. Additional Information (peak periods, times of day etc)

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## **SECTION 3**

### **ON AND OFF-SITE EMERGENCY CONTACTS**

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

#### **Site Personnel**

The names, positions and after hours contact details of site personnel, property owner or facility/company owner who could assist in the event of any emergency must be included in the contact list. This may include:

- Managers
- Production managers
- Site engineers
- Chemist
- Personnel responsible for the operation of specialist equipment
- People authorised to sign orders in the event of additional fire fighting equipment or mediums being required
- People authorised to deal with news/social media
- Medical practitioners

#### **Agencies**

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

- WorkSafe
- Environment Protection Authority (EPA)
- Department of Transport (VicRoads)
- Port Authorities
- Air Traffic Control
- Municipal Emergency Response Coordinator

#### **Neighbours and Other Stakeholders**

Information regarding 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 - WARDEN IDENTIFICATION**

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

A description of the Emergency Control Organisation engaged at the site is required. The information should include:

- Names of designated staff
- Titles/positions
- The means to identify each member

This information is to be formatted as simply and graphically as possible and can be presented as a flow chart.

The Assembly Areas should also be included as part of the site plan in section 1. It is advisable to have a secondary evacuation area should the primary evacuation area be considered unsatisfactory. If the Assembly areas are included in the site plan in section 1, reference to this arrangement should be made in this section.

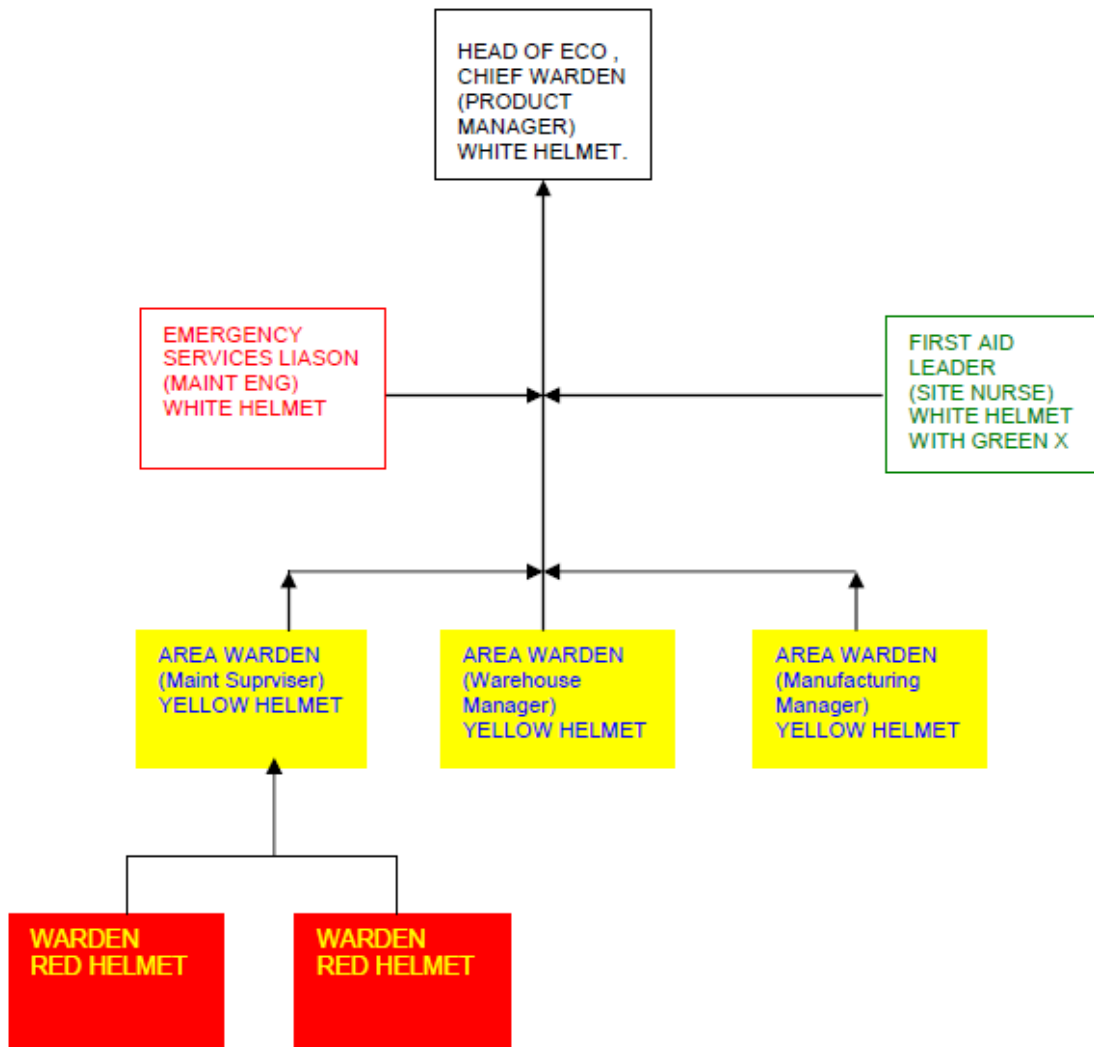
The size and activities of the facility will determine the complexity of the Emergency Control Organisation. For detailed information regarding the establishment of an appropriate warden structure refer to Australian Standard AS 3745: *Planning for Emergencies in Facilities*

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 Emergency Control Organisation, 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. The role of this person is 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.

## Warden Structure

### **SAMPLE** - Emergency Control Organisation (ECO)





## **SECTION 5**

### **SAFETY DATA SHEETS (SDS)**

This section contains hard copies of Safety Data Sheets (SDS) for dangerous goods stored and handled on site, to enable the emergency services to rapidly identify risks and hazards related to storages, use/obtain appropriate PPE and plan appropriate response. Additional information to assist with resolution of an incident should also be included.

#### **Requirements for Major Hazard facilities (MHF) and Dangerous Goods Sites**

SDS for dangerous goods should be placed in this section if practical to do so.

If it is not practical to put them in this book, due to a large volume of documentation, then an alternative arrangement must be made. This alternative must be agreed to by both the Fire Service and the site occupant.

Reference to that arrangement must be clearly stated in this section of the Emergency Information Book to enable Emergency Responders to quickly access those SDS.

MHF facilities and Dangerous goods sites (if applicable) should also include a copy of their relevant PIPS in this section which will provide immediate advice to Emergency responders.

SDS must be regularly reviewed to ensure currency and they cannot be older than five years, as per published date contained on the SDS documentation.

#### **Requirements for facilities if applicable**

##### **Additional Resources**

This section should contain information regarding other resources that may be necessary to respond to specific emergencies.

The resources may include the following items:

- 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

##### **Mutual Aid**

This section should include information regarding any mutual aid arrangement with neighbouring facilities. Assistance from neighbouring facilities may include:

- Access to extra fire fighting equipment, extinguishing agents and chemicals
- Provision of technical expertise
- Access to industrial equipment (such as fork-lifts)
- Utilisation of communication facilities and access to infrastructure