



# Chapter 5

## **Pollution Incident Response Plan**



## 5 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

### 5.1 Introduction

The Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plan (PIRMP) Regulation 2011 requires the holder of an Environment Protection License to have a printed PIRMP available onsite. It was a requirement for all holders of Environment Protection License to have a PIRMP in place by **1 September 2012**. Changes to legislation relating to the 'duty to notify' were enacted on 6 February 2012 in accordance with S.148 of the Act such that 'if there is a risk of **material harm** to the environment, pollution incidents are to be notified immediately to the EPA, NSW Health, Fire & Rescue NSW, WorkCover NSW and the local council.'

This PIRMP has been prepared in accordance with the requirements of Part 5.7A of the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2011, for Anchorage Marina.

This Plan will :

- Provide communication about a pollution event to the Appropriate Regulatory Authority and other agencies, and to other people who may be affected by the event
- Reduce the impact of a pollution incident by identifying risks and developing suitable measures to contain and control the effects.
- Ensure the plan is properly implemented by trained staff, identify persons responsible for implementing it, and ensuring the plan is tested annually for effectiveness at Anchorage Marina or within one month of any pollution incident occurring. This should address any issues with implementing the plan that become known during, or following an incident. For example, incorrect contact details or an inaccuracy in a map.

### 5.2 Definitions

**Pollution Incident** means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes a set of circumstances in which a substance has been placed or disposed of on premises, but does not include an incident involving only the emission of noise.

**Material Harm** means:

- (i) it involves actual or potential harm to the health or safety of people or to ecosystems that is not trivial, or
- (ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

**Relevant authority** means any of the following:

- (a) appropriate regulatory authority,
- (b) if the EPA is the appropriate regulatory authority—the EPA
- (c) if the EPA is not the appropriate regulatory authority—the local authority for the area in which the pollution incident occurs,
- (d) the Ministry of Health,
- (e) the WorkCover Authority,
- (f) Fire and Rescue NSW.



### 5.3 Relevant Legislation

This plan has been prepared with reference to the following legislation and guidance material:

- Protection of the Environment Operations Act 1997
- Contaminated Land Management Act 1997
- Contaminated Land Management Regulation 2013
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (UPSS) Regulation 2008
- Protection of the Environment Legislation Amendment Bill 2011
- Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012
- Environment Protection Licenses No. 11228
- Environmental Guidelines: Preparation of Pollution Incident Response Management Plans (PIRMPs) – NSW Environment Protection Agency
- Guidelines for Implementing the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008

### 5.4 Duty to Report

Recent changes to Part 5.7 of the [Protection of the Environment Operations Act 1997 \(POEO Act\)](#) specify new requirements relating to the notification of pollution incidents.

The changes take effect from 6 February, 2012 and require the occupier of premises, the employer or any person carrying on the activity that causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.












# Call 000

**- if the incident presents an immediate threat to human health or property.**

Fire and Rescue NSW, the NSW Police and NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the other relevant authorities in the following order: -

-  Police – Nelson Bay Station - **4981 1244**
-  Police – Nelson Bay Water Police - **4984 9012**
-  Marine Rescue - **VMR 217 / 4981 3585**
-  Newcastle Port Corporation 24 hrs - **4929 3890**
-  The EPA – Environment Line - **131 555**
-  Port Stephens Council - **4980 0255**
-  Ministry of Health, Hunter 24 hrs - **4924 6477**
-  WorkCover Authority - **13 10 50**
-  Fire & Rescue NSW - **1300 729 579**

*Note: if the situation warranted calling 000 as a first point of notification you do not need to ring Police or Fire and Rescue NSW again. However, even if an ambulance attends you need to notify the Ministry of Health.*

**ATTENTION:** Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.

It is a requirement of the legislation to report any pollution incident that has, or could cause, environmental harm. Notifications must be made by telephoning the NSW EPA Environment Line on 131 555.

The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

**Note:** The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident.



## 5.5 Failure to Report

Failure to report a pollution incident carries severe penalties under the act:-

Maximum penalties are:-

- (a) in the case of a corporation—\$2,000,000 and, in the case of a continuing offence, a further penalty of \$240,000 for each day the offence continues, or
- (b) in the case of an individual—\$500,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues

## 5.6 Activities & Potential Hazards

The primary hazards associated with the site are:

- ❖ Hydrocarbon spill into waterway (Diesel or Petrol) – hazard to environment
- ❖ Fire risk of Diesel, Fire and explosion risk of Petrol – hazard to health

A collection of most likely events that could lead to a ‘Pollution Incident’ are listed below.

<b>POLLUTION INCIDENTS</b>	<b>PRIMARY CONTROLS</b>	<b>LIKELIHOOD</b>
Spillage from bowser during dispensing	Staff training and emergency stop buttons located next to the bowser. Overfill controls on fuel dispensing pumps. Spill kits	Low
Flooding resulting in escape of product from tanks	Fuel tanks sealed systems – all points of water entry inspected regularly and maintained by specialist contractor	Low
Severe weather event resulting in damage to Marina infrastructure and subsequent fracture of pipeline components	Isolation valves and controls available to minimise any spill. Dual wall containment supply lines installed from storage tanks to pumps.	Low
Collision of vessel with marina causing fracture to pipelines and subsequent leakage of fuel	Pipelines are constructed of double walled polyethylene pipe with low susceptibility to fracture. Pipe work is located in a central service duct, within the concrete marina pontoon	Low
Fire damage and subsequent loss of product from fuel infrastructure	Fire fighting equipment, Emergency Procedures and staff training	Low
Mechanical failure of pipeline, storage and dispensing components / infrastructure	Routine infrastructure inspections and regular maintenance conducted by specialist contractor.	Low
Acts of vandalism or target of terrorist / environmentalist activity	CCTV on covering marina arms, fuel wharf and board walk	Low
Seismic activity resulting in pipeline fracture (Seismic action is known to occur in NSW and VIC)	Dual wall containment supply lines installed from storage tanks to pumps.	Low



## 5.7 Pre-emptive Actions

Anchorage Marina makes every effort to ensure the protection of the environment while conducting its daily activities by maintaining a high level of staff training and employing specialist contractors. Regular reviews are conducted with both staff and contractors to ensure preventative measures are in place to respond to unplanned events or accidents.

Specialist contractors tasks include:-

- Scheduled maintenance and inspection of the UPSS
- Reviewing Anchorage Marina's Operational & Environmental Management Plan
- Risk assessment of equipment and infrastructure
- UPSS wet stock monitoring and reporting
- Annual compliance auditing
- Fire fighting equipment servicing
- Staff training

## 5.8 Inventory of Potential Pollutants

Following is an inventory of potential pollutants kept on the premises.

POTENTIAL POLLUTANT	LOCATION & STORAGE VESSEL	MAXIMUM QUANTITY
Diesel	Fibreglass tank 1 – located a western end of the marina, adjacent to the fuel wharf	10,000 litres
Diesel	Fibreglass tank 3 – located a western end of the marina, adjacent to the fuel wharf	21,000 litres
Petrol	Fibreglass tank 2 – located a western end of the marina, adjacent to the fuel wharf	10,000 litres
Oil	In marina storage room at western end of the marina adjacent to the end of the car park	20 litres
Sewage pump out	Located at the western end of the marina, beside the fuel tanks	500 litres approx

## 5.9 Safety Equipment

The following is a list of safety equipment kept on site.

EQUIPMENT	LOCATION
Spill kits	On the fuel wharf at the marina office
Fire extinguishers and hose reels	At 30m spacing or less on each marina arm and the fuel wharf
UPSS isolation valves	All valves are electronically operated and are activated by Emergency "Stop" buttons located on fuel jetty and beside the fuel tanker down loading bund
Personal protection equipment	Marina office, workboat, fuel wharf storage cabinet and maintenance shed



## 5.10 Contact Details

This section is to be published on the website version of PIRMP

### CONTACT DETAILS

<b>Name</b>	<b>Position</b>	<b>24-hour Contact details</b>
(i) Plan Activation – Persons responsible to activate response plan		
Mark Goode	Marina Manager	0499 042 370
	Marina Office	(02) 4981 4975
(ii) Notification of Authorities – Persons who authorise notification Person in charge at time – as listed above		
(iii) Pollution Response – Person responsible for management of response		
Mark Goode	Marina Manager	0499 042 370
	Assistant Marina Manager	(02) 4981 4975
(iv) Relevant Authorities – Contact details (in order of industry notification for pollution incidents See <a href="#">PROTOCOL</a> for further information		
Fire & Rescue	(if immediate threat to human health or property)	000
EPA (or the Appropriate Regulatory Authority (ARA)	Environmental Line Take note of EPA reference number	131 555
The Ministry of Health Local Public Health Line WorkCover	Hunter New England Public Health - All hours	02 4924 6477 1300 066 055 13 10 50
Local Authority (Local council)	Port Stephens Council	(02) 4980 0255
Fire and Rescue NSW	If situation warranted call you do not need to call again	000 1300 729 579
Adjoining businesses /tenants/others at risk	Tenants	
The Anchorage Hotel Spa	Resort Manager	(02) 4984 2555
	National Parks Contact Centre	1300 072 757

## 5.11 Communicating with owners and occupiers of local premises / the community

The Marina Manager, or nominated representative of Anchorage Marina, upon becoming aware of a notifiable pollution incident or event shall assess the severity of the incident with regards to impact on:

- People on board vessels at the marina, the resort, local residents
- The community



The following points should be considered:

- Does the pollution incident have the potential to affect a business, household or operation?
- Likely effect of the incident
- What actions need to be taken by the property owners to protect them from harm?

Contact will be made with affected properties/premises through a door knock and/or letter drop / SMS to provide the following information relevant to the pollution incident:

- What has happened
- The environmental and/or safety implications for them
- Actions taken or being taken to minimise harm or risk
- What to expect
- Contact details for further queries or concerns

In addition, and where deemed necessary, further information may be published on the Anchorage Marina website.

## 5.12 Minimizing harm to persons on the premises

If a pollution incident provides an immediate risk of harm to persons within, or beyond the site boundary, the evacuation procedures shall be followed.

## 5.13 Evacuation Procedures

During any initiated evacuation of the site, the Marina Manager / Assistant Marina Manager / Dock Master is to check all areas / vessels in their vicinity and to direct all occupants to leave via an indicated Emergency Route or other safe passage.

If safe to do so, a second sweep of the same area must then be conducted to double check that all persons have left the zone.

The Marina Manager is to be informed when the site's evacuation is completed, stating if the area is seemingly clear, or if there is anyone left behind who needs evacuation assistance or who refuses to leave, for whatever reason.

After having reported the evacuation status of the area, marina staff should assist in leading evacuees to their designated Assembly Areas in Corlette Point Park. Evacuees must remain at the Assembly Area until the Marina Manager, or a member of the attending Emergency Services advises the "All Clear".

## 5.14 Evacuation Points & Assembly Areas

All users of the site should make themselves aware of evacuation points as part of the familiarization with the site's physical features. If there is any doubt as to the location of your designated Assembly Area, seek advice from the Manager.





During an evacuation, occupants of the site are to be directed to the designated muster point, which is the upper level of the hotel car adjacent to the driveway entrance. See Appendix 1.

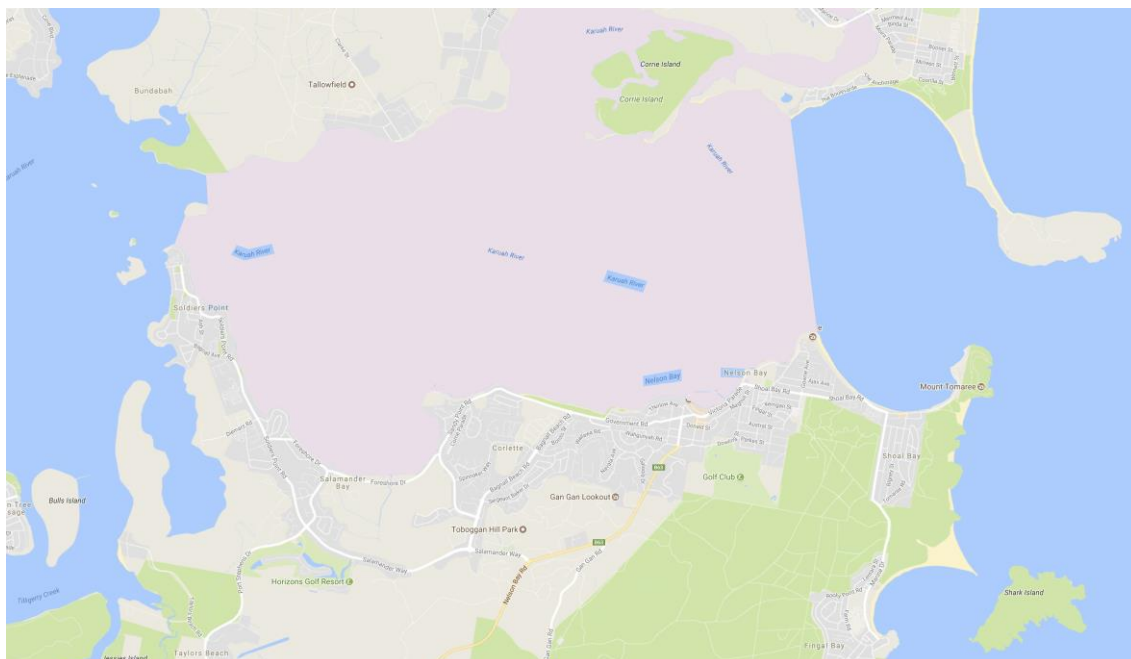
It is recommended that all staff receive a briefing in relation to the evacuation plan and that an emergency drill be incorporated as part of training and thereafter on an annual basis.

It is recommended that any fire-fighting equipment be clearly marked and maintained and that all users be trained in use of extinguishers

## 5.15 Detailed Maps

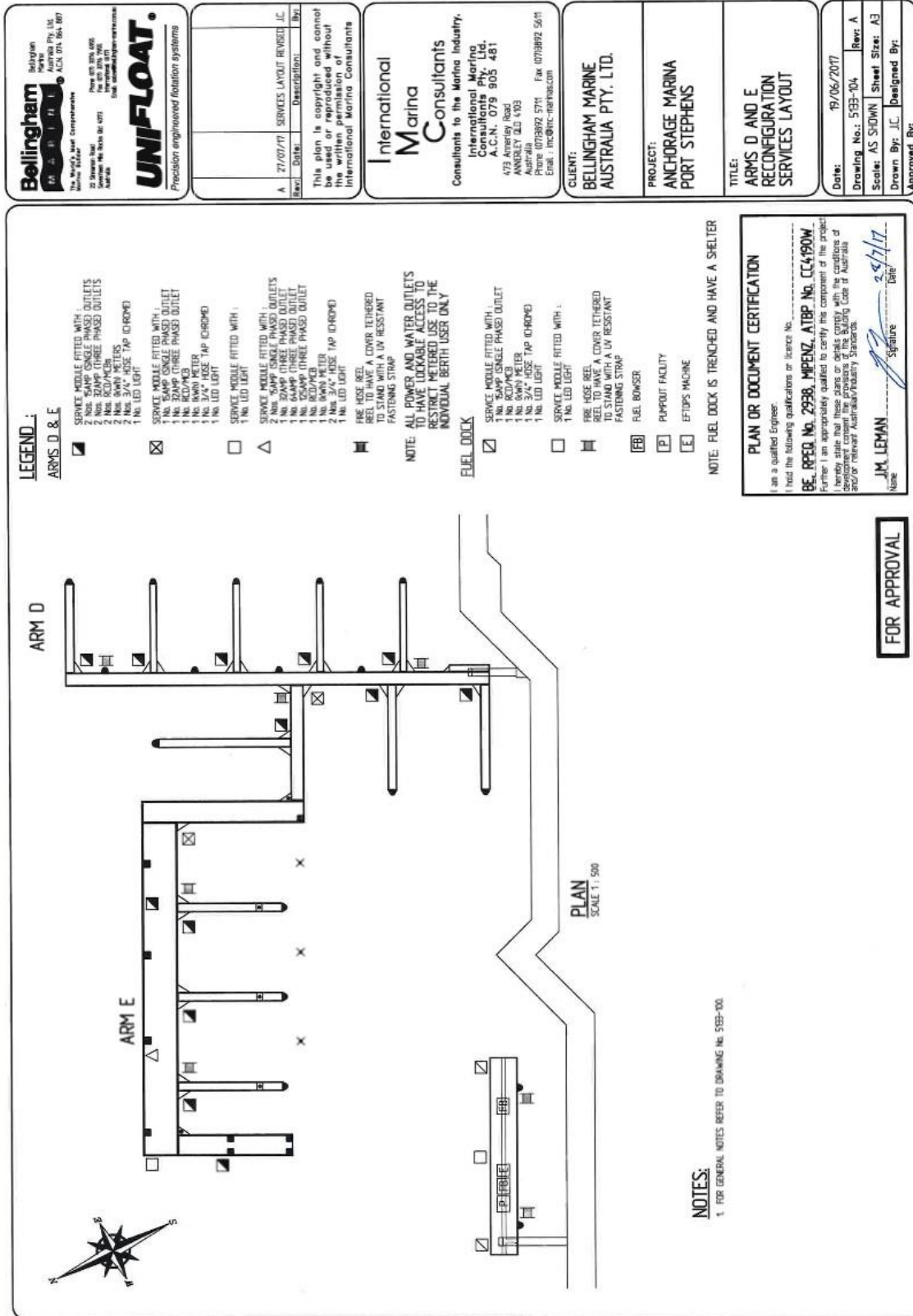
Location of the premises and surrounding area, which may be affected in the event of a pollution incident.

In the event of a water born spill, after notifying authorities the next action to be taken is to **deploy the floating boom across the marina entrance of the breakwater.** This action will contain the spill and make management of the pollution incident much easier for the first respondents.





**5.16 Fuel Infrastructure Map**



**Beilingham** Belgian  
Marine Equipment  
12 Avenue Road  
Port Stephens NSW 1581  
Phone: 07 539 9005  
Fax: 07 539 9006  
Email: info@beilingham.com.au  
www.beilingham.com.au

**UNIFLOAT.**  
Precision engineered floatation systems

Rev.	Date	Description	By:
A	27/07/19	SERVICES LAYOUT REVISED	J.C.

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 Phone: (07) 8992 5741 Fax: (07) 8992 5611  
 Email: inc@imc-marinas.com

**CLIENT:**  
**BELLINGHAM MARINE AUSTRALIA PTY. LTD.**

**PROJECT:**  
**ANCHORAGE MARINA PORT STEPHENS**

**TITLE:**  
**ARMS D AND E RECONFIGURATION SERVICES LAYOUT**

Date: 19/06/2017  
 Drawing No.: 533-104 Rev: A  
 Scale: AS SHOWN | Sheet Size: A3  
 Drawn By: J.C. | Designed By:  
 Approved By:



### 5.17 Description of how any identified risk of harm to human health will be reduced

Pollution incidents can escalate quickly. Anchorage Marina staff have been trained for rapid response to reduce the risk and limit the effects of the incident. The following considerations have been put into place:

**Raising the alarm** – the marina Emergency Procedures provide the method and means or raising the alarm and responding to an incident

**Limiting the extent of pollution** – isolation valves and switches are provided throughout the fuel system and shall be operated immediately a leak or spill occurs.

**Containing pollution** – the spill kit contents shall be deployed to contain any spill in accordance with training provided

**Disposal of contaminated waste** – any contaminated spill equipment shall be disposed of as contaminated/hazardous waste, depending on the product or fuel contained. A licensed waste contractor with experience and facilities to dispose of such waste will be engaged when necessary.

### 5.18 Fuel and Oil Spills - Action and Response

A small spill is broadly defined as less than 1 litre. A medium spill is 2 to 5 litres and anything over 5 litres is serious and must be reported immediately to the Marina Manager.

- Small oil spills and drips can be dispersed using chemical dispersant, but it is preferable to utilise the oil absorbent cloth or dry-sorb from the spill kit, where possible.
- In the event of a medium or serious fuel or oil spill being sighted on the marina the following action must be adhered to:-

#### **Action in the event of a medium or serious fuel or oil spill:**

- The manager must be informed immediately to organise a response team.
- Prior to the arrival of the Manager, the Assistant Manager or Dock Master is to coordinate the operation.
- The Marina Manager is to assume responsibility upon arrival and deploy all staff as deemed necessary. He must also keep the Executive Management updated with the events.
- The spill must be contained by surrounding its perimeter with the **OIL SPILL BOOM** deploying the floating boom across the mouth of the marina between the breakwaters. If spillage occurs from a vessel, surround the entire hull with the floating boom and deploy oil absorbent pads and dry-sorb onto the slick.
- If spillage is within a berth area contain the spill with the OIL SPILL BOOM, encircle the boat and deploy oil absorbent pads and dry-sorb onto the slick.
- Ensure FIRE EXTINGUISHERS are close at hand.
- Isolate the source of the oil/fuel leak. If a fuel line is leaking at the fuel wharf shut down the gate valves on the supply lines and turn off electrical supply to pumps. If fuel is leaking from a boat bilge turn off bilge pump, isolate batteries and open all hatches for venting fumes.
- Keep any persons not involved with the containment operation well clear of the area, under no circumstances allow any person to smoke or start engines of any vessel in the area.
- If necessary, contact the boat owner; advise of the problem and what action has



been taken.

- If resources are insufficient to contain the spill, and if it threatens public health, property or the environment, the Fire Brigade should be contacted for emergency assistance.
- If urgent advice is required on cleaning up after an incident or on the disposal of any resulting waste materials, the state environmental protection authority should be contacted.
- The Marina Manager must inform the Portfolio Manager

Emergency Spill Kits are located on the fuel wharf and at the marina office. Instructions for the use of these kits are contained within the kit. In case of such spills, the use of an emergency spill kit is recommended and all users of the site should receive a familiarization briefing on how to use the spill kit



### 5.19 Points to consider when dealing with vessels on the marina

- Not everyone can swim
- In the event of a fire, consider the direction of the wind – is it blowing towards the resort?
- If smoke is blowing towards the resort, then the resort must be evacuated immediately.
- Boats generally berthed together are likely to burn in mass numbers
- Powerboats with biminis are high risk areas for fire spreading as they a very easily set alight by radiant heat.
- If yachts are on fire be aware of chain-plates being released resulting in the mast coming down.
- Resin burns at about 2000°c and is highly toxic.
- A hot fire will send fumes and debris that is still burning up and away very quickly.
- The fire will spread laterally as well as from thermal updraft. You may need to quickly separate vessels.
- Under the 'Regulations for Marina Usage' the Manager has the right to move any vessel as is seen fit in the event of an emergency.

**Not reflected in the new Berthing Agreement.**

### 5.20 Quick reference Emergency Flip Cards

The Flip Cards below are a quick reference tool covering possible emergency situations. These cards can be printed, laminated and left at suitable places around the facility.

In a high stress situation it is often hard to think clearly. These cards can help give direction, but are not a complete procedure. As soon as possible, after a situation is under control, reference should be made to this manual and authorities for any further action to be taken.












# Call 000

**- if the incident presents an immediate threat to human health or property.**

Fire and Rescue NSW, the NSW Police and NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the other relevant authorities in the following order: -

-  Police – Nelson Bay Station - **4981 1244**
-  Police – Nelson Bay Water Police - **4984 9012**
-  Marine Rescue - **VMR 217 / 4981 3585**
-  Newcastle Port Corporation 24 hrs - **4929 3890**
-  The EPA – Environment Line - **131 555**
-  Port Stephens Council - **4980 0255**
-  Ministry of Health, Hunter 24 hrs - **4924 6477**
-  WorkCover Authority - **13 10 50**
-  Fire & Rescue NSW - **1300 729 579**

*Note: if the situation warranted calling 000 as a first point of notification you do not need to ring Police or Fire and Rescue NSW again. However, even if an ambulance attends you need to notify the Ministry of Health.*

**ATTENTION:** Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.



# Fire & Explosion Emergency

*(Please refer to the Pollution Management and Evacuation Plan, within the Operational and Environmental Management Plan for further detail)*

	<b>Immediate Response</b>
<input type="checkbox"/>	1. Raise the evacuation alarm, notify marina office
<input type="checkbox"/>	2. Contact Emergency services on <b>000</b> and other relevant authorities. See 000 flip card
<input type="checkbox"/>	3. Notify Hotel management
	4. Direct warden to stand outside on Corlette Point Road to direct Fire Brigade to the most appropriate access point
<input type="checkbox"/>	5. Shut down all power to the marina - see map on marina gate or Environmental Manual
<input type="checkbox"/>	6. If possible secure the boat on fire with grappling hook and wire to berth so it can not float out and cause further damage
<input type="checkbox"/>	7. Marina staff commence removing the boat, two up from the boat on fire on either side, to create a fire break
<input type="checkbox"/>	8. Fight fire if safe to do so until emergency vehicles arrive
<input type="checkbox"/>	9. Assist in the evacuation of people to the designated Muster Point
<input type="checkbox"/>	10. Ensure people are evacuating vessels
	<b>Minor Fires</b>
<input type="checkbox"/>	11. Fight the fire with fire fighting equipment
	<b>Fire Management</b>
<input type="checkbox"/>	12. Assist Fire brigade where required
<input type="checkbox"/>	13. Advise head office of the incident
<input type="checkbox"/>	14. Complete an "Incident Report", forward to the authority and file a copy

**FIRE / EXPLOSION**



# Oil / Fuel Spill

*(Please refer to the Pollution Incident Management Plan, within the Operational & Environmental Management Plan for further detail)*

	<b>Immediate Response</b>
<input type="checkbox"/>	1. Spills greater than 20 litres or that cannot be contained and cleaned up - immediately contact Newcastle Port Corporation Ph: <b>4929 3890</b> (24hrs) and other relevant authorities – see <b>000</b> flip card
<input type="checkbox"/>	2. Isolate the spill source and carry out action to stop the spill
<input type="checkbox"/>	3. Deploy oil / fuel spill kit. Deploy containment to stop spreading of spill
	<b>Fuelling Operations</b>
<input type="checkbox"/>	4. Depress the emergency stop button
<input type="checkbox"/>	5. Block any vessel breathers and scupper holes to prevent leaking into the environment
	<b>Spill Management</b>
<input type="checkbox"/>	6. For minor fuel spills - treat with dispersant or detergent to contain the spill and retrieve with fuel absorbent mats
<input type="checkbox"/>	7. For major spills - assist Newcastle Port Corporation and any other services as required
	<b>Management</b>
<input type="checkbox"/>	8. Advise management
<input type="checkbox"/>	9. Complete a "Pollution Report", in accordance with the PRIMP procedure

# OIL / FUEL SPILL





## **SINKING VESSEL**

*(Please refer to the Pollution Incident Management Plan, within the Operational & Environmental Management Plan for further detail)*

	<b>Immediate Response</b>
<input type="checkbox"/>	1. Check for people on the vessel and evacuate.
<input type="checkbox"/>	2. Make area safe.
<input type="checkbox"/>	3. If possible, secure vessel to marina.
<input type="checkbox"/>	4. Contact Newcastle Port Corporation Ph: <b>4929 3890</b> (24 hrs) and request assistance for a sinking vessel.
<input type="checkbox"/>	5. Deploy spill containment booms.
<input type="checkbox"/>	6. Contact Owner

	<b>Management</b>
<input type="checkbox"/>	7. Assist Newcastle Port Corporation as required
<input type="checkbox"/>	8. Contact EPA ph 131 555 if a pollution event has occurred and other relevant authorities.
<input type="checkbox"/>	9. Advise head office
<input type="checkbox"/>	10. Complete an "Incident Report" in accordance with the PIRMP procedure

# **SINKING VESSEL**



## Suspicious Item / Behaviour

*(Please refer to the Pollution Incident Management Plan, within the Operational & Environmental Management Plan for further detail)*

<b>Immediate Response</b>	
<input type="checkbox"/>	1. Notify marina and hotel management if you witness suspicious behaviour on the marina
<input type="checkbox"/>	2. Assess the situation using the <b>HOTUP</b> principle <b>H</b> – Hidden or attempt to hide from view <b>O</b> – Obviously suspicious <b>T</b> – Typical of area <b>U</b> – Unauthorised access <b>P</b> – Perimeter breach

<b>Police Response</b>	
<input type="checkbox"/>	3. Contact Police on 000 if it is determined that the threat is real
<input type="checkbox"/>	4. Continue to monitor the situation and update the Police until they arrive

<b>Management</b>	
<input type="checkbox"/>	5. Assist Police where required
<input type="checkbox"/>	6. Advise head office
<input type="checkbox"/>	7. Complete an "Incident Report, forward the authority and file a copy

**SUSPICIOUS ITEM OR  
BEHAVIOUR**



# BOMB THREAT

*(Please refer to the Pollution Incident Management Plan, within the Operational & Environmental Management Plan for further detail)*

<b>Immediate Response</b>	
<input type="checkbox"/>	1. Contact Police on <b>000 on alternative phone line</b>
<input type="checkbox"/>	2. Keep the person on the line "DO NOT HANG UP"
<input type="checkbox"/>	3. Note the conversation paying particular notice to accent background noise etc.

<b>Police Response</b>	
<input type="checkbox"/>	4. On advice from Police or if the threat is deemed to be real and requires immediate response, evacuate the facility in an orderly manor
	5. Advise hotel management

<b>Management</b>	
<input type="checkbox"/>	6. Assist Police as required
<input type="checkbox"/>	7. Advise head office
<input type="checkbox"/>	8. Complete an "Incident Report", forward the authority and file a copy

# BOMB THREAT



### 5.21 Staff training for Pollution Incident Response

All staff of Anchorage Marina are provided with training on response to a pollution incident. Training and maintenance of the PIRMP are held concurrently when the plan is reviewed and tested twice yearly. Any recommendations arising from the reviews are tested to insure the viability of those alterations before the changes are implemented and recorded.

This PRIMP forms part of any new staff member’s site induction.

### 5.22 Testing of the PIRMP

The dates this PRIMP was tested and names of people present are recorded and kept in a log which is held in the marina office.

An example of this log appears below.

Date of Testing	Type of Test Conducted (Desktop / Drill)	Observations and components of plan tested	Improvements required (including modifications to future training)

### 5.23 Review and Maintenance of the PIRMP

The maintenance of the PIRMP is carried out in conjunction with the annual testing of the system and can be done at the time of the annual environmental audit.

The maintenance review looks at the currency of the information within the plan, placement of the emergency response equipment, accessibility and the effectiveness in the event of a pollution incident. Any recommendations arising from the reviews are tested to insure the viability of those alterations before the changes are implemented and recorded.

### 5.24 Updates and revisions of the PIRMP

This Pollution Incident Response Management Plan shall be revised:

- As part of the annual site audit,
- When there are legislative changes or,
- Where a significant pollution incident has occurred or,
- As a result of recommendations from an internal review.

### 5.25 Public Information

The PIRMP can be viewed on Anchorage Marina website ([www.anchoragemarina.com.au](http://www.anchoragemarina.com.au)) and a full version is available on written request.

### 5.26 Reporting

All pollution events and spills, excluding small spills, will be reported by the Marina Manager. An Underground Petroleum Storage System (UPSS) Leak Report Form ([link to form](#)) is to be completed when there is, or has been a fuel leak within the system.