



NRM Security Management Plan

National Railway Museum

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Signature: 

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Amendment Register

Page number/s	Revision number	Date of Amendment	Amendment details
All Pages	2.0	21/1/2015	All pages reviewed and amended.
Page 4	3.0	7/8/2017	Assault to include staff members
Page 7	3.0	7/8/2017	Arson and fire (remove words 'seriously uncontrollable')

Please note:

Ring '000' and request the appropriate emergency services if there is a suspicion of, or an actual security incident underway.

References:

OM = Operations Manager

EO = Executive Officer

RSM = Rail Safety Manager

DM = Duty Manager

Incident Form Number = NRM.2009.187: located in forms folder in Office Foyer.

Injury Report Form Number = OHS.2007.11: located in forms folder in Office Foyer.

Rail Incident Report Form = RSA.2010.29: located in Operations Managers office.

Emergency Plan = WHS.2012.124

Preamble:

NRM has consulted with a number of its staff and volunteers regarding security issues that have occurred at NRM in the past, or been deemed as potential security issues. This document reflects the result of that consultation, review and assessment.

Key Areas / Responsibilities:

This document covers all relevant areas of Work Health and Safety as well as Rail Safety Law at the Railway Museum and any satellite sites.

The Operations Manager (OM), Executive Officer (EO) and Rail Safety Manager (RSM) must be informed as soon as possible if a security incident has been detected.

If necessary the OM, EO or RSM will contact the relevant government authority, in addition to any action already taken.

The NRM Board will be informed once the matter is investigated by the OM, EO or RSM.

1. Terrorism:

Likelihood: There has been no recorded incident of terrorism at NRM. It is considered that the threat of terrorism occurring at NRM is unlikely.

Consequence: The consequence of terrorism could be major depending on the action taken by a terrorist.

Risk: Due to the likelihood the risk is considered low.

Mitigation: An electronic security system monitors the site at night and the Duty Managers, in addition to volunteers, monitor the site during the day. A robust Emergency Plan is in place.

Action to be taken: Should any threat of terrorism occur, or terrorists give notice to NRM in advance (as is the case in many occasions e.g. bomb threats etc.), the Duty Manager must contact the Police and / or the National Security Hotline. (as per the National Counter-Terrorism Plan). Should any suspicious device be found, the Duty Manager must carry out the Emergency Evacuation Procedure. The Duty Manager or

volunteers will then handle the situation once the Police arrive. Police or the Duty Manager would be expected to contact any other government agency that may be required including Ambulance or Fire Brigade.



SafeworkSA and the Rail Safety Regulators may need to be informed.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.
- Refer to a copy of the National Counter Terrorism Plan or visit the website <http://www.nationalsecurity.gov.au>

2. Assault:

Likelihood: This is unlikely due to the nature of the NRM business, i.e. being predominantly family groups, staff members and the volunteers. However should an assault occur, the Duty Manager and / or volunteers would contact Police and Ambulance if necessary.

Consequence: Likely to be a minor injury and/or abuse.

Risk: The risk is considered low.

Mitigation: The Duty Manager, in addition to volunteers, are present on site every day and will report an assault to the Police. NRM staff, Duty Managers or volunteers must not become physically involved in any incident, and are expected to obtain details for the Police.

Action to be taken: Should an assault occur, the Duty Manager or volunteers must call the Police who, with assistance from NRM, manage the situation. The Duty Manager or Police would be expected to contact any other government agency that may be required. Should an assault occur between staff members, follow the same action, but the assault must be reported to the Chairman as soon as possible.

SafeworkSA and the Rail Safety Regulators may need to be informed.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.

3. Sabotage:

Likelihood: There have been no recorded incidents of sabotage at NRM. It is unlikely sabotage would occur due to the nature of the site, proximity to the police station and typical visitor profile.

Consequence: Depending on the type of sabotage, the consequences could vary. For example in train operations the most likely incident (derailing a train) would not result in any major injury to personnel, volunteers or passengers, due primarily to the low operating speeds and no conflict with structures.

Risk: The risk of sabotage occurring is low.

Mitigation: NRM volunteers walk around the site and could spot any attempt at sabotage. Railway operational volunteers carry out daily inspections of locomotives, rolling stock and track infrastructure. Anything untoward would be reported to the RSM or OM. An electronic security system monitors the site at night and Duty Managers in addition to volunteers monitor the site during the day.

Action to be taken: Should suspicion arise or sabotage occur, the Duty Manager, RSM or OM must be informed. Appropriate action will be taken, including bringing all train operations to a stop and/or (depending on the nature of the alert) call the Police or any other relevant government authority if required.

SafeworkSA and the Rail Safety Regulators may need to be informed.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.

4. Theft:

Likelihood: There have only been a small number of incidents of theft that have occurred at the Museum. These incidents have not been relevant to rail operations.

Consequence: Theft of any plant or equipment would not have a huge effect on Museum operations. Theft of any archival material would be detrimental to the collection. Theft of any rail safety critical component that may have some consequence on rail operations could be an issue. However even this would not lead to a major incident due to low running speeds.

Risk: The risk of theft and any serious consequences is considered low.

Mitigation: The Museum has an electronic security system that monitors both outside grounds and inside the two pavilions. If an alarm is triggered, a security patrol is sent to investigate. Duty Managers are on site every day. Any theft / disappearance of a rail safety critical component would be seen by the person carrying out the daily inspection of rolling stock or track infrastructure prior to rail operations commencing.

Action to be taken: Should theft occur, the Duty Manager, RSM or OM must be informed. Either of them will call the Police or give instructions to the Duty Manager to do so.

SafeworkSA and the Rail Safety Regulators may need to be informed.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.

6. Vandalism:

Likelihood: The only recorded form of vandalism has been graffiti and a break in into two historic but non-operationally accredited exhibits. There has been no recorded incident of vandalism that could affect rail operations.

Consequence: Vandalism could harm the Museum's historic exhibits and/or artefacts. Buildings could also be damaged. Vandalism of any rail safety critical components could be an issue. However even this would not lead to a major incident due to daily inspections, low running speeds and a 'closed site', i.e. not operating on rail territory that may affect another rail infrastructure owner/operator.

Risk: The risk of vandalism and any consequences is considered low.

Mitigation: The Museum has an electronic security system that monitors both outside grounds and inside the two pavilions. If an alarm is triggered, a security patrol is sent to investigate. Duty Managers are present on site every day. Any theft/disappearance of a rail safety critical component would be seen by the person carrying out the daily inspection of rolling stock or track infrastructure prior to rail operations commencing.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.

Action to be taken: Should vandalism occur, the RSM and/or OM must be informed. Either of them will call the Police or give instructions to the Duty Manager.

SafeworkSA and the Rail Safety Regulators may need to be informed.

7. Trespass:

Likelihood: The only recorded form of trespass has been graffiti attacks and one break in. It is very rare for trespass to occur during the day.

Consequence: Trespass in itself should not cause any harm to Museum property. Trespass while the Museum site is closed would not contribute to any rail safety risk. Trespass during the day and when rail operations are underway could lead to a strike between a person and a moving train.

Risk: The risk of trespass during an operating day is considered medium. The majority of trespass would be at night when trains are not operating.

Mitigation: The Museum has an electronic security system that monitors both outside grounds and inside the two pavilions. If an alarm is triggered, a security patrol is sent to investigate. Duty Managers are present on site every day. If trespass occurred during an operating train day, the vigilant crews on the trains would report any incident of trespass to the RSM or OM. Trains operate at low speeds and crews are constantly on the lookout for anything untoward, to ensure the train can be stopped if a member of the public or trespasser is on the track the train is operating on.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.

Action to be taken: Should trespass occur, the Duty Manager, RSM or OM must be informed. Either of them will call the Police or give instructions to the Duty Manager to do so if required. If the trespass occurs during the night and activates the alarm system, a security patrol is sent to investigate.

SafeworkSA and the Rail Safety Regulators may need to be informed.

8. Arson and fire:

Likelihood: There have been no recorded incidents of arson at NRM. Any fires that have occurred have been grass or sleeper fires, allegedly caused by the operation of steam locomotives.

Consequence: Building fires would have a serious effect on the Museum's business. If arson was to occur, this would likely be at a time when trains are not operating. If a fire did occur and rolling stock and/or rail infrastructure was damaged, inspections by train crew would detect the damage and trains would not operate if there were any safety concerns.

Risk: The risk of arson or fire is considered medium.

Mitigation: The office area has an electronic fire detection system. There are a number of hose reels and fire extinguisher located around the site. The Fire Brigade is located within a few minutes travelling time from the NRM site.

Documentation:

- An Incident Report form must be completed.
- A Rail Incident form and a Notifiable Occurrence report may have to be submitted to the Regulators if relevant to Rail Safety.

Action to be taken: If anyone possesses the necessary skills and it is safe to do so, an attempt should be made with the appropriate equipment to put out the fire. Should a fire start, the Duty Manager would evacuate the premises (if required) and call the Fire Brigade. The Duty Manager, RSM or OM must be informed. Should a fire occur during the night and triggers an alarm, the system automatically calls the monitoring centre, who will call the Museum contacts. They in turn can ask the monitoring centre to call the Fire Brigade or call them themselves. Police are located directly opposite NRM with patrols regularly driving past the Museum site due to shift changes, call outs etc., and if smoke/fire was detected the Police would investigate.

SafeworkSA and the Rail Safety Regulators may need to be informed.

9. Review of the Security Management Plan:

This NRM Security Management Plan will be reviewed every five years.

