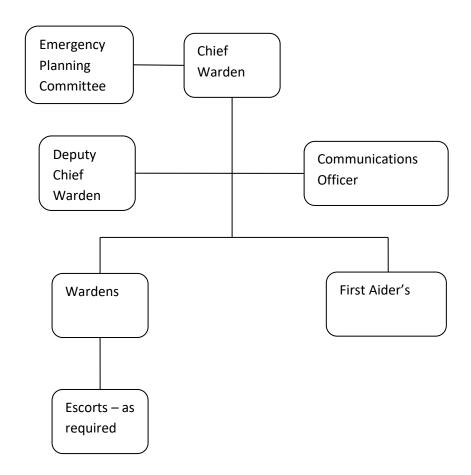


Emergency Control Organisation (ECO)

The ECO at Darwin will consist of the following personnel:

- 1 x Chief Warden
- 1 x Deputy Chief Warden
- 1 x Warden and

Escorts as required





Emergency Control Organisation (ECO) – Contact list

Position	Name	Department	Contact Number
Chief Warden	David Ogden	Maintenance	0400 915 948
Deputy Chief Warden	Daniel Riley	Non-Ferrous	08 8932 2773
Wardens	Tom Halliwell	Ferrous	0437 044 309
First Aiders	Daniel Wadrop	Ferrous	08 8932 2773

FACILITY DESCRIPTION

Business Name:	Sell & Parker Pty Ltd			
Business Address:	55-61 McKinnon Road, Pinelands, NT 0825			
1) Site Contact Person:	Ori van Lingen			
	Mobile: 0437 262 015	Phone: 08 8932 2773		
2) Business Contact Person:	Luke Parker			
	Mobile: 0419 22 4795	Phone: 02 9316 9933		
3) Business Contact Person				
	Mobile:	Phone:		
Building Owner:	Sell & Parker Pty Ltd			
Owner Address:	11 Meadow Way, Banksmeadow NSW			

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SCRAP METAL FIRE EMERGENCY

PERSON WHO DISCOVERS THE FIRE

- Warns and removes anyone in immediate danger.
- Notifies the Chief Warden.
- Arrange for the fire to be separated from the rest of the metal
- Extinguishes fire, if it is safe to do so, and the person/s are trained. If not, evacuates area

CHIEF WARDEN

- Arrange for fire to be extinguished, if it is safe to do so, and the person/s are trained
- Arrange for area to be evacuated, if required
- Ensures Emergency Services are called, if required.
- Ensures evacuation route and assembly area are checked for safety.
- Co-ordinates emergency actions.
- Provides liaison with the Emergency Service
- Ensures contractor/visitor book is available
- Ensures all personnel accounted for
- Reports missing/injured people to Emergency Services.

WARDENS

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel

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FIRE - OTHER EMERGENCY

PERSON WHO DISCOVERS THE FIRE

- Warns and removes anyone in immediate danger.
- Notifies the Wardens.
- Extinguishes fire, if it is safe to do so, and the person is trained. If not, evacuates area.

WARDENS

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel

CHIEF WARDEN

- Ensures evacuation route and assembly area are checked for safety.
- Ensures Emergency Services are called.
- Co-ordinates emergency actions.
- Provides liaison with the Fire Service
- Ensures contractor/visitor book is available
- Ensures all personnel accounted for
- Reports missing/injured people to Emergency Services.



MEDICAL EMERGENCY

If a person is seriously injured or ill, the following procedure must be carried out:

PERSON WHO DISCOVERS CASUALTY

- Notifies Supervisor/Yard Manager.
- Notifies the first aider/s.
- Prevents unqualified persons from treating or unnecessarily moving causality.

FIRST AIDER/S

- Gives First Aid treatment to casualty as required
- Arrange for an Ambulance to be called from the casualty's location, if required
- Advise Chief Warden of situation.

CHIEF WARDEN

• Arranges guidance for Ambulance/Rescue Services.

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BOMB THREAT

If a bomb threat is received, the following procedure must be carried out:

PERSON WHO RECEIVES THREAT

- Remain calm and get as much information as possible from the caller.
- If immediately handy, use Bomb Threat Checklist to prompt your questions and complete.
- DO NOT hang up your phone when the call is completed.
- If available record the Call Number Identification
- Quietly, to avoid panic, advise your Warden(s)
- If requested, attend a meeting to elaborate your completed checklist and remain available

WARDEN/S

- Notify the Yard Manager and Chief Warden.
- Alarms MUST NOT be activated

CHIEF WARDEN

- Effects action to safeguard personnel.
- Notifies Police
- Consults with Police

GENERAL PERSONNEL

• Act as instructed by the Chief Warden

Note:

- 1. Bomb threats may require a different response to other emergencies. For example, if it is thought a bomb is located in or near the assembly area, evacuation to a different area or no evacuation at all may be ordered.
- 2. Mobile phones should be turned off, unless otherwise directed.
- 3. Radios should not be used in a transmit mode unless directed.

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SUSPICIOUS MAIL/PACKAGE

PERSON WHO RECEIVES SUSPICIOUS ITEM

• IF ITEM HAS NOT BEEN OPENED

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also
- Stay in their immediate work area. This also applies to co-workers in the same room.
- o Prevent others from entering the area and becoming contaminated.
- o Notify the Chief Warden
- Keep hands away from face

• IF ITEM HAS BEEN OPENED

- Do not disturb the item any further.
- o Do not try to clean it up or brush it from your clothing
- o If possible place an object over the item without disturbing it such as a large waste bin.
- Stay in their immediate work area. This also applies to co-workers in the same room.
- o Prevent others from entering the area and becoming contaminated.
- If there is a strong/overpowering odour move to an adjoining room closing all doors and windows.
- Notify Chief Warden
- Keep hands away from face

CHIEF WARDEN

- Ensure any ventilation system is shut down
- Ensures evacuation route and assembly area are checked for safety.
- Ensures Emergency Services are called.
- Co-ordinates emergency actions.
- Provides liaison with the Emergency Services
- Ensures visitors book is available
- Ensures all personnel accounted for
- Reports messing/injured people to Emergency Services.

WARDEN/S

- Evacuates area as instructed by the Chief Warden
- Acts as requested by the Chief Warden

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HAZARDOUS SPILL/LEAK

If a hazardous spill, flammable liquid spill or gas leak occurs, the following procedure must be carried out:

Note: Assembly areas and the routes to them will be subject to wind direction.

PERSON WHO DISCOVERS SPILL/LEAK

- Warns and removes anyone in immediate danger.
- Notifies Chief Warden
- If safe, protected and trained, contains spill/leak. If not, evacuates area.

CHIEF WARDEN

- Ensures Emergency Services are called, if required.
- Alerts neighbouring, if advised.
- Co-ordinates emergency actions
- Provides liaison with Emergency Services and neighbours.
- Notify Group Environment Manager

WARDENS

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel
- Acts as requested by the Chief Warden

Group Environment Manager

• To notify the following authorities as per the POEO Act, 2011

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ARMED HOLD UP

Staff should be on the lookout for any suspicious activities by persons or vehicles near any business. Note the description and registration number of suspicious vehicles and/or persons. Inform the Police immediately.

DURING A HOLD-UP/ASSAULT

Co-operation is more important than **Intervention**.

- Try to remain calm, control your emotions and avoid any action which may incite violence.
- Obey the intruder/s/offender/s instructions, do precisely as you are told, and nothing more. **DO NOT** Volunteer Information.
- Notify the intruder/offender what you are doing, make no sudden movement.
- Observe as much as possible as to the description of the intruder/s/offender/s, including clothing and other distinguishing features. **NO NOT** stare at the intruder/s/offender/s.
- DO NOT touch anything which may have been handled by the intruder/s/offender/s.

AFTER A HOLD-UP/ASSAULT

- As Soon As It Is Safe To Do So:
- Activate any alarm or duress device if applicable.
- Telephone the Emergency Services '000', ask for Police. Tell tem "I have been held-up/Assaults"
- Give your name, telephone number, exact location of incident, and description of any person/s and vehicle/s involved.
- State clearly if the person was armed and type of weapon
- Notifies Chief Warden

CHIEF WARDEN

- Close the premises completely and DO NOT allow any unauthorised people to
- DO NOT allow any person to handle or disturb areas used by the intruders
- Ask witnesses to remain until interviewed by Police or if they insist on leaving ask for their name, addresses and telephone numbers.
- Notifies the Group WHS & Workers Compensation Manager

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SIEGE OR HOSTAGE SITUATION

PERSON WHO OBSERVES THE SITUATION

- Avoids direct communication with person/s
- If safe observes the situation
- Communicates the details to the Chief Warden

CHIEF WARDEN

- Ensures the Police have been notified
- Ensures the situation is isolated if safe to do so, by keeping the public and others away from the incident
- Contains the situation by confining the incident to as small an area as possible.
- Follows any internal policy and Police directions.

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EVACUATION

CHIEF WARDEN

- Ensures evacuation route and assembly area are checked for safety.
- Orders Evacuation of:
 - o Immediate danger area > Adjacent areas > Entire building
- Ensures:
 - Emergency Services are notified
 - o Re-entry is restricted, if safe to do so.
 - o Missing or injured are reported to Emergency Services
 - Liaison with Emergency Services
- Undertakes re-entry/restoration actions, when safe to do so.
- Ensures staff re-enter before visitors.
- Notifies Emergency Services.
- Keeps log of events.

WARDENS

- Evacuates occupants using nearest safe exits.
- Searches all areas if safe.
- Moves occupants clear of building.
- Reports area clear to Chief Warden.
- Prevents re-entry if safe to do so.
- Accounts for staff
- Reports missing or injured to Chief Warden.
- Acts as requested by Chief Warden/Emergency Services.

STAFF - GENERAL

- Act as directed by Wardens
- Assist in evacuation of visitors and people with disabilities.
- Do not collect belongings unless directed to do so.
- Go to assembly areas.
- Do not re-enter unless authorise to do so.

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ALARM SIGNALS

The alarm system for the site is a long sounding siren. Communication to staff is also via 2 way radio.

EMERGENCY CONTACT LIST

Emergency:	Contact Name	Phone Number
Police, Fire Brigade & Ambulance		000
SES (Storm Damage)		132 500
Medical:		
Royal Darwin Hospital		08 8922 8888
Palmerston Medical Clinic		08 8932 5100
Poisons Information Line		131 126
Trauma Counselling – EAP		1300 364 273
Utilities:		
Power - Power & Water		1800 245 090
Phone - Telstra		13 22 00
Water - Power & Water		1800 245 090
Plumbing - Gold Medal Services		08 8947 3000
Other:		
Building Manager	Jordan Rodgers	0419 771 550
Police – Palmerston Police Station		08 8947 7200
Fire Station – Berrimah Fire Station		08 8946 4122
Security System – Alarm Net		08 7285 6350
SafeWork NT		1800 019 115
Council – City of Palmerston		08 8935 9922
Department of Environment and Natural Resources		08 8999 5511
Department of Health		08 8999 2400
Fire and Rescue – Fire and Rescue Station		08 8932 1335
Neighbour Contacts:		

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HARDCOPY DISTRIBUTION LIST

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