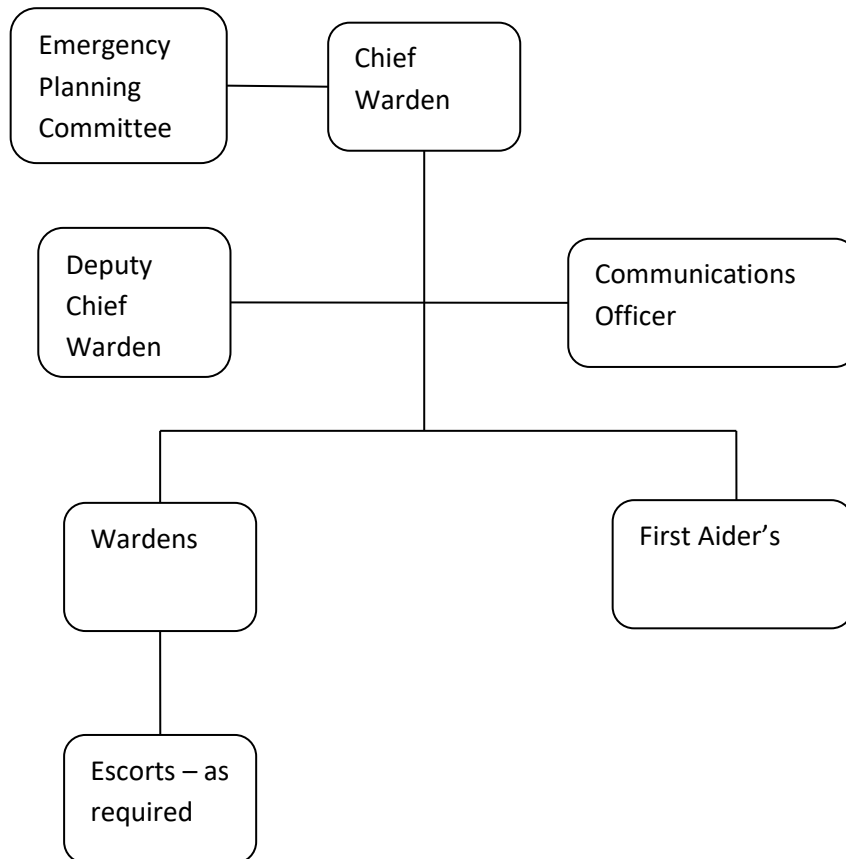


Emergency Plan Darwin

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 Plan Darwin

Emergency Control Organisation (ECO) – Contact list

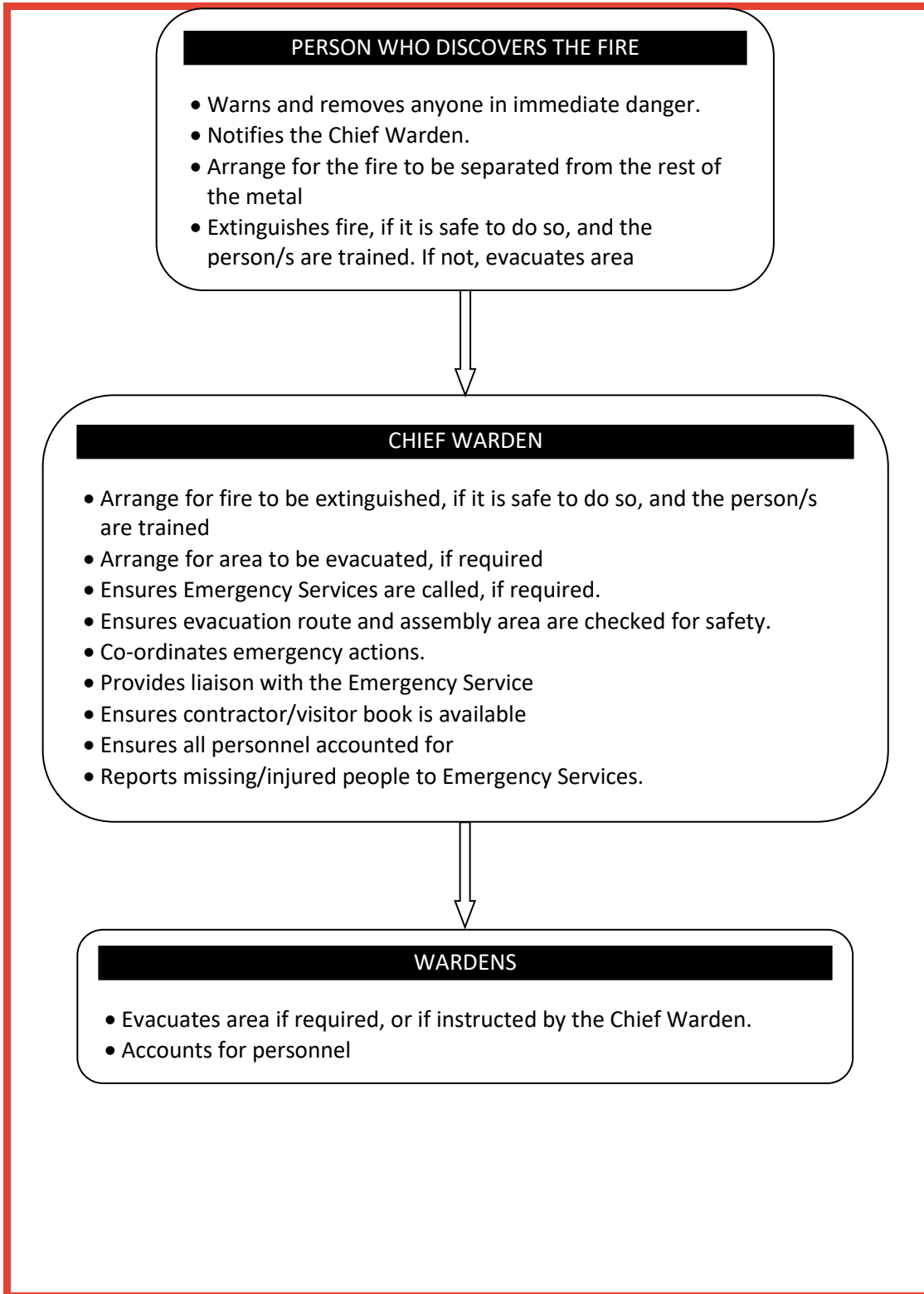
Position	Name	Department	Contact Number
Chief Warden	David Ogden	Maintenance	0400 915 948
Deputy Chief Warden	Daniel Riley	Non-Ferrous	08 8932 2773
Wardens	Tom Halliwell	Ferrous	0437 044 309
First Aiders	Daniel Wadrop	Ferrous	08 8932 2773

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		

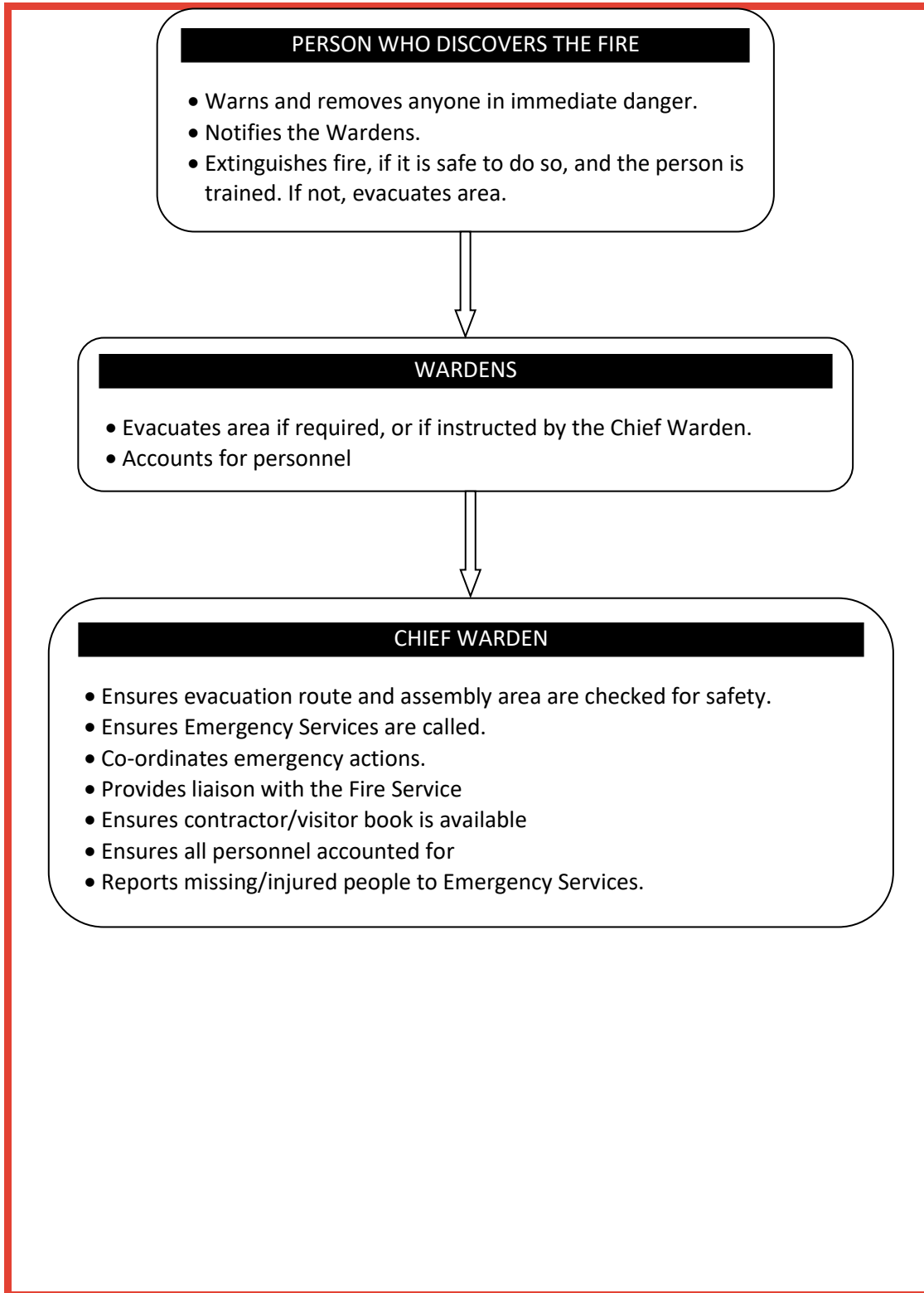
Emergency Plan Darwin

SCRAP METAL FIRE EMERGENCY



Emergency Plan Darwin

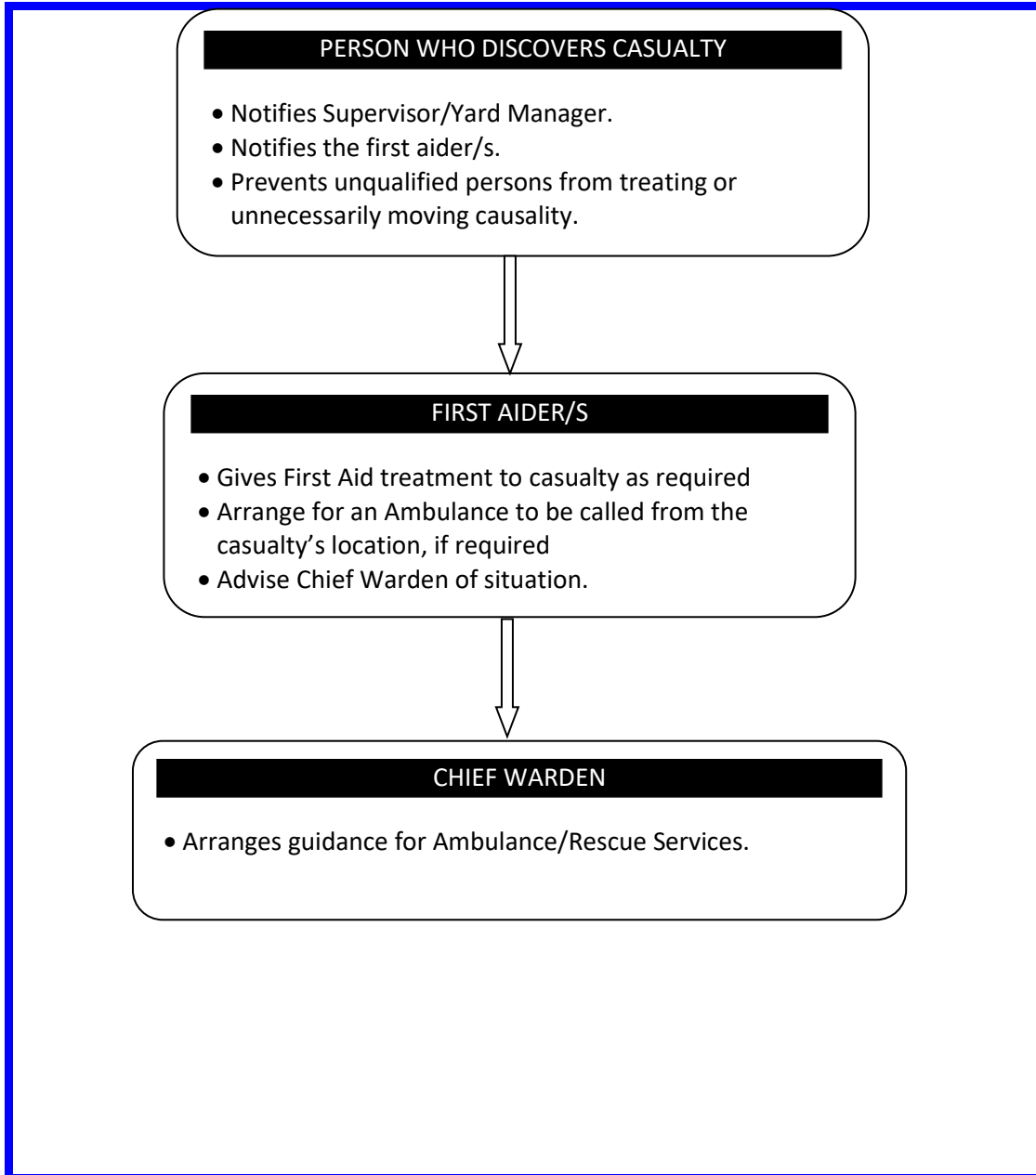
FIRE - OTHER EMERGENCY



Emergency Plan Darwin

MEDICAL EMERGENCY

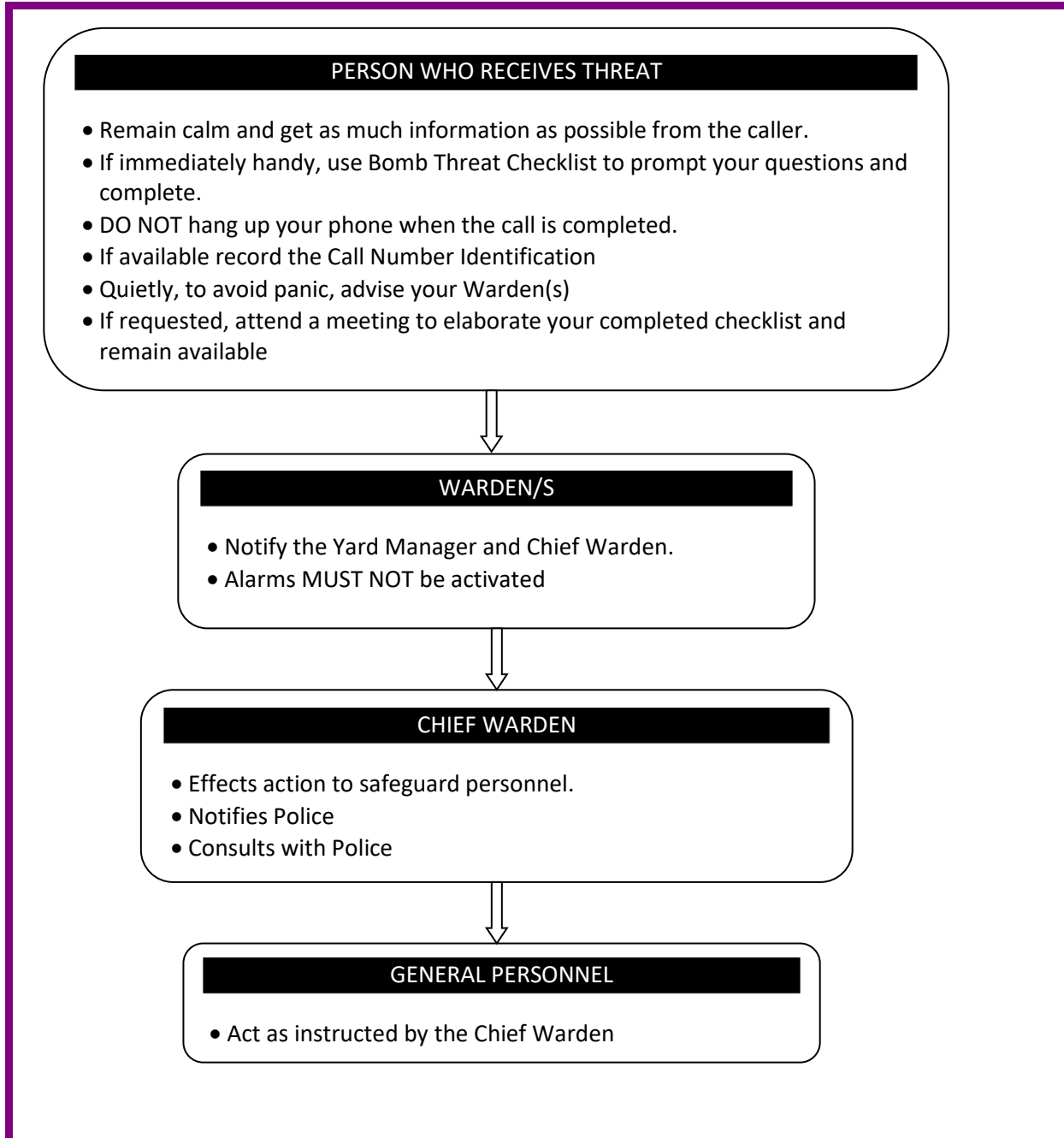
If a person is seriously injured or ill, the following procedure must be carried out:



Emergency Plan Darwin

BOMB THREAT

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



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.

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.
- Prevent others from entering the area and becoming contaminated.
- Notify the Chief Warden
- Keep hands away from face

- **IF ITEM HAS BEEN OPENED**

- Do not disturb the item any further.
- Do not try to clean it up or brush it from your clothing
- 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.
- 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 missing/injured people to Emergency Services.



WARDEN/S

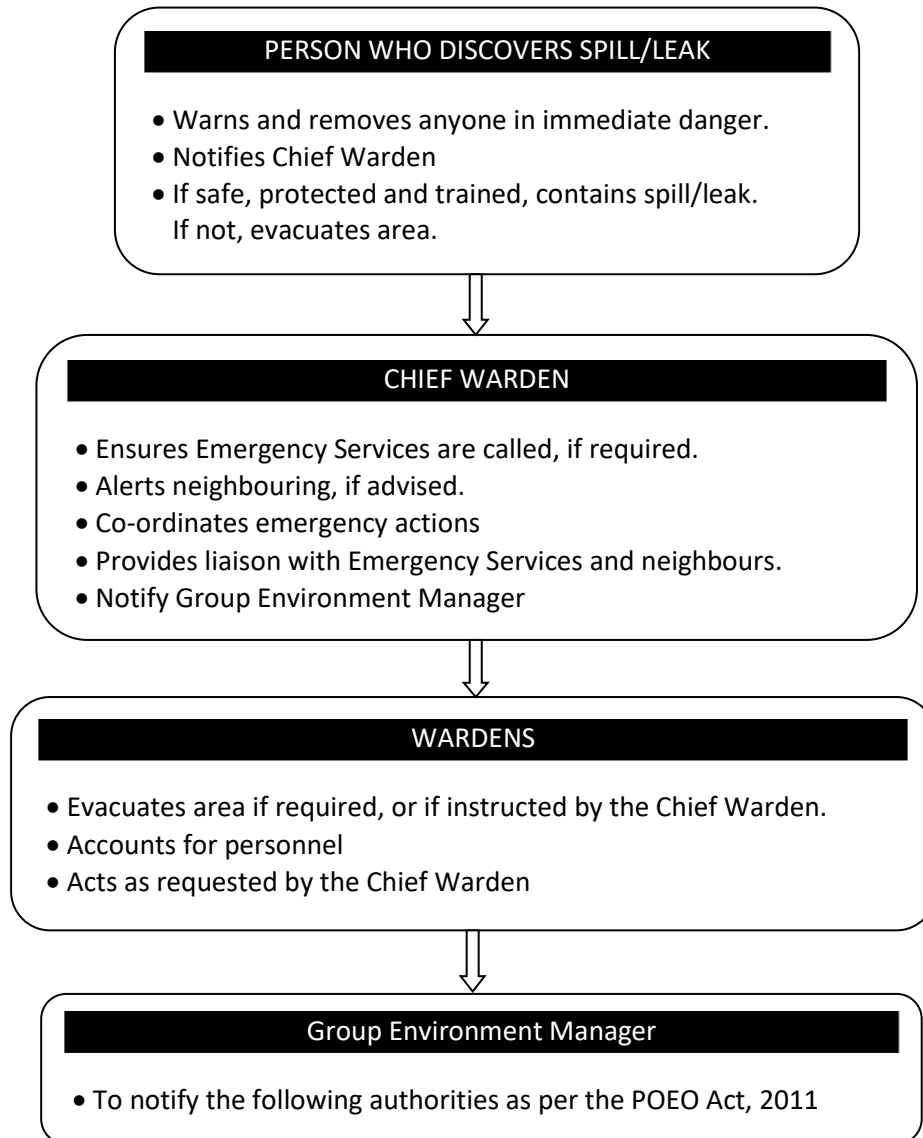
- Evacuates area as instructed by the Chief Warden
- Acts as requested by the Chief Warden

Emergency Plan Darwin

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.



Emergency Plan Darwin

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

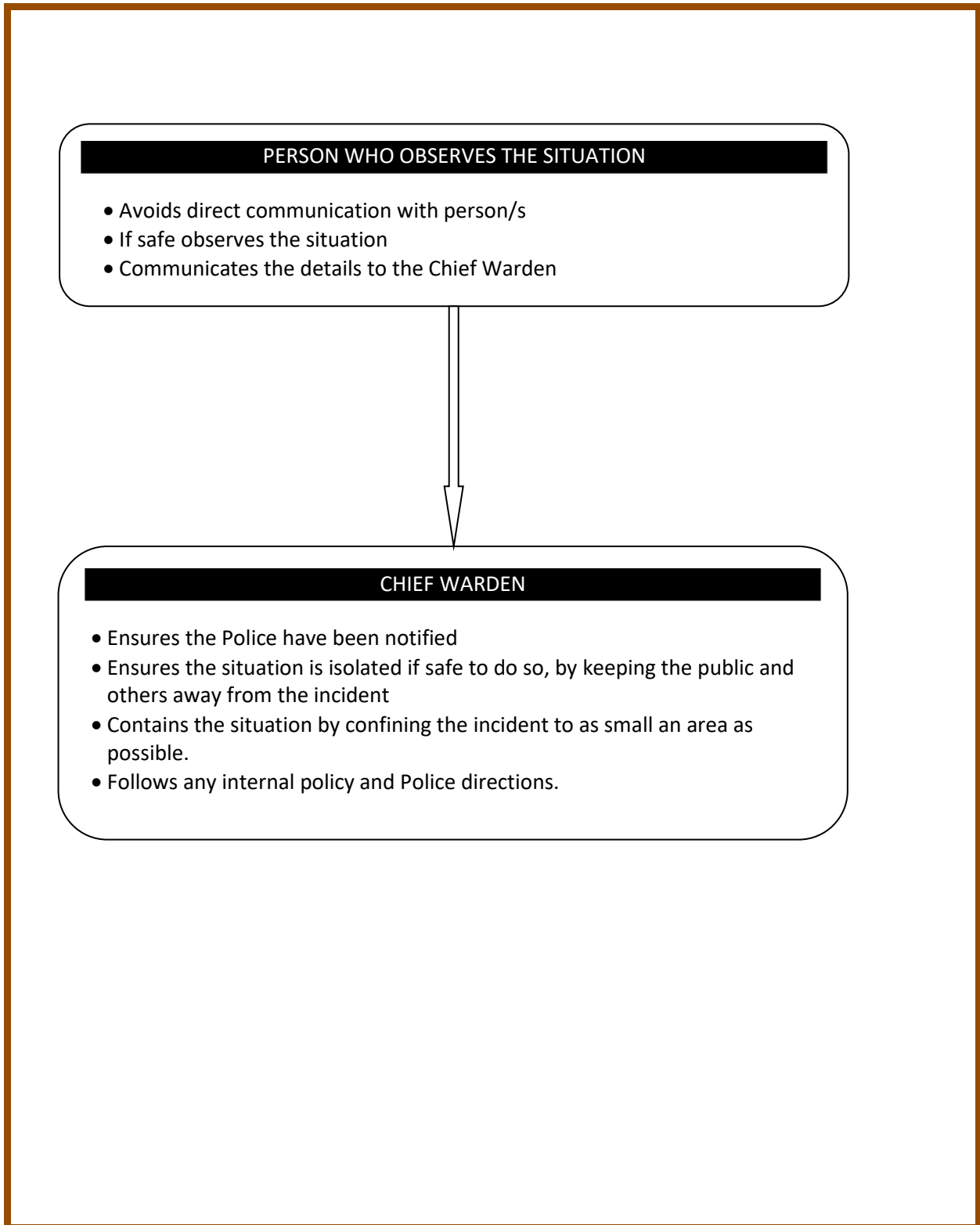
- As Soon As It Is Safe To Do So:
- Activate any alarm or duress device if applicable.
- Telephone the Emergency Services '000', ask for Police. Tell tem **"I have been held-up/Assaults"**
- Give your name, telephone number, exact location of incident, and description of any person/s and vehicle/s involved.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

Emergency Plan Darwin

SIEGE OR HOSTAGE SITUATION

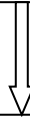


Emergency Plan Darwin

EVACUATION

CHIEF WARDEN

- Ensures evacuation route and assembly area are checked for safety.
- Orders Evacuation of:
 - Immediate danger area > Adjacent areas > Entire building
- Ensures:
 - Emergency Services are notified
 - Re-entry is restricted, if safe to do so.
 - 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 authorised to do so.

Emergency Plan Darwin

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:		



Emergency Plan Darwin

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