

**EMERGENCY CONTACT LIST**

**1 Internal Contacts**

<b>Depot/Site Details</b>			
<b>Depot/Site</b>	ntrs		
<b>Address</b>	5 Dennis Court, 19 Pruen Road, 32 Bishop Street		
<b>Phone Number</b>	08 8984 1500		
<b>Property Owner Address &amp; Contact Details</b>			
NT Oil Collections PO Box 39470, Winnellie NT 0821			
<b>Hours of Operation:</b>	06:00 – 17.00	<b>No. of Employees (including those working off site):</b>	50
<b>Emergency Contacts</b>	<b>Contact Name</b>	<b>Contact Number</b>	
<b>General Manager</b>	John Fortescue	08 8984 1500 / 0439 699 269	
<b>Ops Supervisor (5 Dennis Court)</b>	John Davies	08 8984 1500 / 0400 255 113	
<b>Commercial Manager</b>	Peter Siebrecht	08 8984 1500 / 0499 006 739	
<b>Ops Supervisor (32 Bishop Street)</b>	Rodney Awty	08 8984 1500 / 0477 266 020	
<b>MRF Supervisor (19 Pruen road)</b>	Aubrey Champs	08 8984 1500 / 0477 266 015	
<b>Owner/Director</b>	<b>Leon Schulz (Owner)</b>	08 8984 1500 / 0437 321 307	
<b>First Aid Officers</b>			
Jennifer Orban		John Davies	
<b>First Aid Kit Locations</b>			
<b>In the Site Office at all three locations</b>			
<b>Defibrillator Onsite?</b>	NO		
<b>Chemical Manifest &amp; SDS Location/s</b>			
5 Dennis Court	Opps Supervisor’s Office	Attached to the gate entrance	
<b>Emergency Alarms</b>			
<b>Evacuation Alarm</b>	Manual ( Air Horn) & Emergency Button ( at office entrance)		
<b>Emergency Team (ET)</b>			
<b>Chief Warden</b>	Jenny Orban, John Davis, Aubrey Champs		
<b>Deputy Warden</b>	Lara Grzincic, Beau Hennessy		
<i>Note: Members of the ET can be contacted via the phone number listed in the Depot/Site Details table.</i>			

**2 External Contacts**

Emergency Type	Service Provider/Name	Contact Numbers	Notes, Address, Fax (whichever)
General Assistance & Bomb Threat	Police	000	
Fire, Explosion, Rescue	Fire Services	000	
Hazardous Substance Spill	Fire Services Haz Mat Response Unit	000	
Gas Emergency	Fire Services	000	
Medical Transportation	Ambulance	000	
Poisoning	Poisons Information Centre	000	
Medical Treatment	Royal Darwin Hospital	08 8922 8888	
Medical Treatment	JobFit	08 8985 2555	
Electrical Failure/Incident	IDAT Electrical	0439 188 819	
Electrical Repairs	IDAT Electrical	0439 188 819	
Storm Damage/Flooding	NTPFES	132 500	
Burst Water Main	Power Water	1800 245 092	
Neighbours	Cronos Environmental	08 8947 4328	
	Fence Factory	08 8947 2257	
	Yard Empty TBC		
	NTFS	08 8984 4922	
Tenants/ Other Site Occupants	(5 Dennis Court, JJ Richards 0879227102)		

**3 Bomb Threat Checklist**

Consider the following points if a bomb threat is received by phone.

**CALL TAKEN:**  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am/pm / Duration of Call / Number called

**QUESTIONS TO ASK:**  
 When will it explode/ Where did you place the bomb / When did you put it there / What does the bomb look like / What kind of bomb is it / What will make the bomb explode / Did you place the bomb / What is your name / Where are you now / What is your address

**CALLER'S VOICE:**  
 Male / Female / Estimated Age / Accent Impediment / Volume (loud/soft) / Speech (fast/slow) / Diction (clear / muffled) / Manner (calm / emotional) / Did you recognise the voice / Was the caller familiar with the Area / Well Spoken

**Acknowledgment**

I acknowledge that I have received, read, and understand NT Recycling Services document and agree to comply with the guidelines and expectations outlined in this policy.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REVIEW**

<b>Frequency</b>	2 yearly	<b>Administrator</b>	Compliance Officer
<b>Next review date</b>	02/2026	<b>Custodian</b>	General Manager

**VERSION CONTROL**

<b>Version number</b>	[1.1]	<b>Author</b>	Jenny Orban
<b>Approval date</b>	02/02/2024	<b>Approved by</b>	John Fortescue