

Darwin Office Emergency Response Plan

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Created Tue, 19 May 2026, 2:29 PM
(UTC+09:30)

Purpose

This Emergency Response Plan (ERP) outlines ANT (ANT's) approach to managing emergency situations that may occur within its head office. Although the office environment is low risk and staffed by a small team, it remains essential to ensure a coordinated, prompt, and safe response to any incident. This plan defines responsibilities and provides practical guidance for preparing for, responding to, and recovering from emergency events.

The primary aim of this ERP is to protect the health, safety, and wellbeing of all individuals on-site, as well as to safeguard company property and the environment from potential harm.

Scope

This plan applies to all individuals working at or visiting ANT's head office, including employees, subcontractors, and other authorised personnel. While risks are minimal in an administrative setting, the plan addresses foreseeable emergencies such as:

- Fire or explosion
- Medical emergencies
- Serious incidents or injuries
- Electrical faults or hazards
- Hazardous material spills (e.g., cleaning agents or stored chemicals)

This plan has been developed in accordance with the following standards and legislation:

- Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- Work Health and Safety Regulations 2011 (NT)
- AS 3745–2010: Planning for Emergencies in Facilities

Operations & Location

ANT's head office is located at 131 Reichardt Road, Winnellie NT 0820, within a multi-tenancy complex shared with another business. The site includes a 425 m² clear-span warehouse accessible via roller doors. The office area spans 220 m². Additionally, there is a mezzanine level comprising 70 m² of office space and 162 m² of storage area.

Description works undertaken at the premises:

- General administration/office
- Use of a forklift
- Storage of general equipment, materials and substances
- Storage of Asbestos/Lead materials in a secure 20ft container at the rear of the yard. Please refer to Site plan on the last page
- Use of electric power tools

This Plan has been developed with consideration for the site layout, the specific risks associated with ANT's work at the location, and the need for effective coordination with neighbouring tenants to ensure a safe and well-managed response to any emergency. Operational hours are Monday to Friday 8am – 5pm.

CONTACT INFORMATION

Service Provider	Contact Information
Ambulance / Fire Brigade / Police	000 / 112 Mobile
Fire and Rescue Services	(08) 8999 3473

Service Provider	Contact Information
Emergency Services	132 500
Power, Water & Gas Emergency	1800 245 090
Northern Territory Environment Protection Authority	(08) 8924 4218

OTHER SERVICES

NT WorkSafe	1800 019 115
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Company Contacts & 24- Hour Contact

Contact	Contact Number	Emergency Response
	Meichelle Barker - Admin/HR/HSEQ Manager 0403 115 141	FIRST AID CHIEF FIRE WARDEN
	Anthony Lillicrap - Director 0419 333 694	
	Chris Power - Supervisor Chris Power - Supervisor 0402 133 979	FIRST AID CHIEF FIRE WARDEN

Contact	Contact Number	Emergency Response
	Garry Bell - Supervisor 0419 866 800	FIRST AID
	Benji McAuliffe - Supervisor 0429 953 704	FIRST AID CHIEF FIRE WARDEN

Responsibilities

The first person to witness an emergency is immediately the one responsible in raising the alarm

Chief Warden

Chief Warden is responsible for leading the response during emergency situations in the head office environment. Responsibilities include:

- Coordinating emergency response and evacuation procedures.
- Ensuring all personnel are safely accounted for at the muster point.
- Contacting Emergency Services (000) immediately if required.
- Notifying the Director if the incident is serious or involves emergency services.
- Leading incident investigations.
- Maintaining up-to-date emergency contact details and emergency procedures.
- Ensuring all workers are trained in emergency procedures, including evacuation and first aid basics.
- Supporting injured staff and facilitating return-to-work coordination if applicable.
- Liaising with workers' compensation providers where required.
- Reviewing and updating emergency procedures annually or following any significant incident.

Workers

All workers must support a safe and effective emergency response by:

- Following the instructions of the Chief Warden and Emergency Services personnel.
- Evacuating the premises promptly and safely via designated exits.
- Reporting all incidents, hazards, or emergency concerns immediately.
- Assisting others in evacuating if safe to do so.
- Refraining from using social media or speaking to media about incidents.
- Participating in emergency drills and refresher training as required.
- Taking reasonable care for their own safety and the safety of others.
- Supporting incident investigations and corrective actions as requested.

First Aid Officer

The designated First Aid Officer is responsible for:

- Providing first aid to injured persons within the scope of their training.
- Retrieving and bringing the First Aid Kit to the scene of the emergency.
- Contacting Emergency Services if required and providing accurate information about the injured person(s).
- Recording details of any first aid treatment provided and submitting relevant documentation.
- Administer First Aid

Training Requirements

Chief Wardens and First Aiders receive specific training provided by the appropriate registered training organisation. All workers should be trained in the following emergency response information through site inductions:

- General information contained within this document
- Key workers and responsibilities
- Emergency exit locations and paths
- Muster point locations
- Firefighting equipment locations
- Written procedures applicable to emergency evacuation

1. Emergency Evacuation Drills

While ANT's head office is a low-risk, administrative workplace with a small team, it is still vital that all staff remain familiar with emergency procedures. Regular emergency drills are conducted, in line with the **Compliance Schedule** and documented using the **Emergency Drill Record**. Any issues identified during these drills are recorded in the **Non-Conformance & Continual Improvement Register** for follow-up.

To ensure compliance with legislative requirements and maintain preparedness:

- Emergency evacuation procedures will be reviewed and tested annually, or sooner if a significant incident occurs.
- This may take the form of a verbal briefing, desktop scenario, or brief physical evacuation drill.
- Participation is mandatory for all head office personnel.
- Each activity serves as a practical review of the Emergency Response Plan (ERP), assessing:
 - Clarity of roles and responsibilities

- - Accuracy and accessibility of the evacuation map
- - Currency of emergency contact information
- - Condition and placement of first aid kits and fire extinguishers

Text

Emergency Equipment Requirements

Emergency equipment such as a first aid kit and fire extinguishers are located in the office, with locations clearly marked on the Evacuation Map displayed on the wall.

- Staff are shown the emergency equipment during induction or onboarding.
- A portable fire extinguisher is maintained and visually checked monthly to ensure:
 - It is easily accessible.
 - The gauge needle is in the green zone.
 - It is undamaged and not expired.
- The first aid kit is stocked and checked quarterly.

Company vehicles also carry a basic first aid kit and fire extinguisher for mobile use.

Personal Protective Equipment

As the work environment is low risk, the only mandatory personal protective equipment required in the office is enclosed footwear (covered shoes). However to enter the warehouse workers must be in Hi-Vis work clothes.

If any additional PPE is required for specific tasks or site visits, this will be communicated in advance and provided as needed.

Evacuation Diagrams & Muster Points

An Evacuation Map is displayed near the front entrance of the office. This includes:

- Emergency exit routes
- Location of first aid kit and fire extinguisher
- Muster point location
- The diagram is reviewed annually or after any office layout changes.

Warden System

Due to the small number of workers at ANT's Head Office, emergency roles are shared:

Chief Warden / First Aid Officer (Primary Contact)

- The Administration Manager is responsible for leading evacuation, calling emergency services, and performing first aid if required.
- Maintains current first aid certification.

Assistant (Second Worker)

- Supports the Chief Warden by checking that the office is clear.
- Assists with contacting emergency services if needed.
- Proceeds to muster point and remains there until it is safe to return.

In the event that only one person is in the office, they are to prioritise their own safety, contact 000, and follow evacuation instructions.

Incident Reporting & Investigation

All workers who have been involved in an incident or near miss, no matter how minor they may seem, are required to report it, in accordance with the **Incident Reporting Procedure**. This includes any injury, unsafe condition, property damage, or concern that could impact safety.

The Administration Manager is responsible for:

- Receiving and recording all incident reports made from the Head Office environment
- Ensuring the **Incident Report Form** is completed
- Leading or coordinating investigations, where required
- Determining the level of severity
- Reporting to the Director
- Implementing and documenting corrective actions

Incident Severity Categories

- **Low:** No treatment or first aid only; no lost time or impact on work.
- **Moderate:** Requires medical attention (e.g., GP visit), minor damage to property or equipment, or restricted duties.
- **High (Notifiable):** Serious injury or illness, hospitalisation, significant property damage, or notifiable incident under WHS legislation.

Major Incident Management (Notifiable)

Under the *NT Work Health & Safety Act*, ANT must notify NT WorkSafe in the event of a notifiable incident, which includes:

- A death
- A serious injury or illness
- A dangerous incident (e.g., fire, electric shock, gas leak)

When such an incident occurs, the Chief Warden will ensure that the site is preserved until notification has been received by NT WorkSafe to release the site. Reporting occurs as per **Incident Reporting Procedure**.

Incident Investigation

Despite their complexity, most incidents are preventable by eliminating one or more causes. Investigations are conducted to understand the sequence of events that led to an accident as well as identifying the root cause. Once a moderate or major incident has been reported, Chief Warden, with support from the Director, must inspect the scene and take photos. Investigations are conducted to:

- Identify the factors that led to injury, illness, incident or other system failure
- Recommend appropriate corrective actions to be taken
- Prompt a review of company processes and procedures and management plans where required

Any nonconformance identified will be recorded within the **Non-Conformance & Continual Improvement Register**.

An outcome meeting will be held following an investigation to assign corrective actions, timeframes for actions to be closed out and set a future meeting schedule.

Emergency Response Codes

The following seven emergency codes have been developed for use by workers to assist in identifying emergency situations and establishing a means of action. Each code uses the same simple concept; it is at the discretion of the first worker on the scene to determine the code level and communicate it to Chief Wardens.

CODE	TYPE	EXAMPLE
RED	Fire and Smoke	Fire and Bushfire
ORANGE	Evacuation	Evacuation (general)
BLUE	Medical Emergency	Anaphylaxis management, falls from heights, disease outbreak, spinal rescue and medical emergency
YELLOW (YELLOW)	Internal emergency	Chemical spill, power failure/blackout, flood (from internal source), gas leak, confined space emergency, building collapse/structural damage, asbestos emergency, utility interruption/shutdown, disorderly behaviour and lift entrapment
BLACK	Personal threat	Hold-up/assault, hostage situation, facility lockdown, room lockdown (children's services) & personal threat
BROWN	External emergency	Earthquake, flood (from external source), lightning, motor vehicle accident & storms

1. Potential Emergencies

Potential Emergencies, including those from internal and external sources have been identified and assessed to determine the likelihood and associated hazards. The list below contains the potential emergencies identified, this list shall be constantly updated, and risks determined documented as part of the **Company Risk Register**.

FIRE/BUILDING EVACUATION

Assess situation, consider your own safety and keep calm

Raise Alarm, sound air horn and attract attention

If fire or smoke is identified, carry out **RACE**

Remove - Any people in immediate danger (if safe to do so)

Alert - Dial 000 or 112 on mobile. Inform the Chief Warden

Contain - The fire by closing all doors and windows (if safe to do so)

Extinguish - The fire only if you are trained and it is safe to do so

Follow the instructions of the Warden

Prepare to evacuate if necessary

DIAL: 000 or 112 (if assistance is required)

Chief Warden will follow the System as outlined in the Emergency Response Plan

Workers & visitors (as directed) to move to the muster points and wait further instructions

Await Emergency Services to arrive

Do not enter the building until Emergency Services give the "OK"

Complete an Incident Report Form

HAZARDOUS SPILLS

Identify chemical & follow Safety Data Sheet for first aid & clean-up data

Preserve/Isolate area around the incident to prevent unauthorised access

Notify all personnel onsite of restricted access

If safe to do so, contain/clean up spill with spill kit

Evacuate if necessary

Monitor and call 000, if required

CYCLONE

Level 1 - An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Remain at work unless advised by Management.

Level 2 - There is a heightened level of threat, and conditions are changing. Take action now. Sites will be made secure & closed.

Level 3 - The highest level of warning. Imminent danger and action required immediately. Workers to take shelter.

Post Emergency - ALL CLEAR will be declared by Authorities when it is safe to leave shelters

EXTERNAL EMERGENCY

These are emergencies that arise due to offsite events which may impact on the workplace or building (e.g. aircraft or vehicle crash, bushfires, terrorism, earthquakes, or civil/political unrest).

Take down details regarding the notification and forward to the Chief Warden who will confirm the incident and will activate a Code Brown response, if appropriate.

Lock down or take shelter and await further directions

Prepare to assist other areas

Instructions will be communicated verbally

DISEASE OUTBREAK

In cases where there is a risk posed by a widespread outbreak of contagious disease (i.e. potential influenza, COVID-19 pandemic, etc.), is confirmed:

Initiate local response team, appoint a person responsible for communication

Stay up to date with communications issued by health authorities

Follow any instructions issued by health authorities

Inform workers and other key stakeholders of the situation

Discuss and communicate possible delays/changes expected in service delivery

Hygiene policies are communicated to workers and are always adhered to – increased cleaning schedules implemented as required.

Relocation of offices may be required to eliminate ongoing infection

Assess legal and financial implications associated with delays/changes

Regularly assess ongoing/long-term implications i.e. sick/annual leave allocation

ELECTRICAL

The first worker on the scene should assess the situation

If safe, tend to the injured person(s)

Where possible, locate an electrician for assistance

Follow Electrical Isolation/Tag Out process

Isolate/turn off power for the site immediately, if possible

DIAL: 000 or 112 from a mobile

Notify the Director of the incident

Secure site and restrict public access

Wait for Emergency Services to arrive, assist the injured

Management to notify Local regulator if required

Where a fatality has occurred contact Management immediately

Preserve Site

The Chief Warden/Manager will notify all workers in the immediate area to stop working immediately

Wait for Emergency Services and Management to arrive, to assist if practicably possible

VEHICLE/PEDESTRIAN COLLISION

Turn off vehicle if still turned on/activated, where applicable

Remove vehicle away from injured person, if safe to do so

Contact first aider and apply first aid

Stay with the injured

Notify Emergency Services on 000 or 112 from a mobile

Notify Director

Secure site and restrict public access

Wait for Emergency Services to arrive, assist the injured

MEDICAL

Keep calm, assess situation and consider your own safety

The first worker on the scene should assess the situation and if safe render assistance

Notify the Director

If the person appears to need urgent medical attention (the person's condition is uncertain or possibly life threatening) raise the alarm or DIAL: 000 (or 112 from a mobile) for emergency services assistance

Provide details to emergency services such as nature of injury, severity and exact location, do not hang up until instructed to do so

Have someone locate or call the trained First Aid Officer to attend the scene

The trained First Aid Officer will apply first aid

Delegate a Worker to wait outside the site to meet the ambulance, and take them to the medical emergency

At least one Worker must remain with the injured person until the Emergency Services arrive and take control of the incident

Keep calm and restrict access to the scene where possible

Complete an Incident Report Form

MAJOR INCIDENT/INJURY

The first worker on the scene should assess the situation

Notify the Director and if safe, render first aid,

Notify Emergency Services on 000 or 112 from a mobile

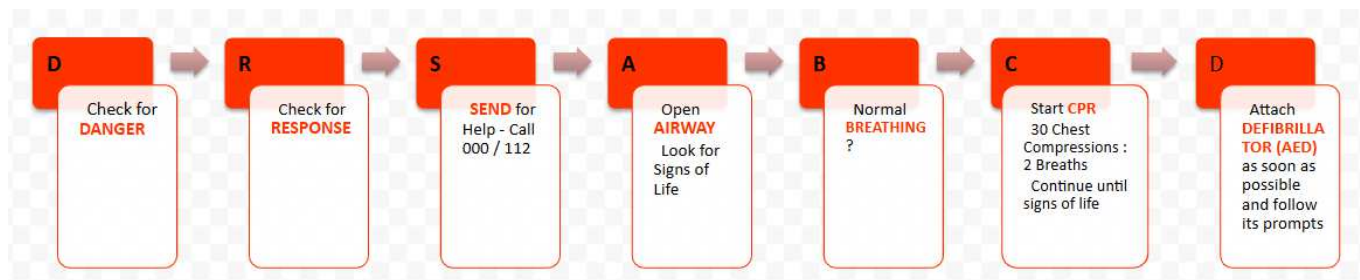
Director will notify regulator and Client

Preserve site (until notified by Worksafe):

Management to notify all site workers on site to stop work immediately

Wait for Emergency Services to arrive, to assist if practicably possible

Site is to be preserved until notification is given by WorkSafe to Management



EMERGENCY RESPONSE

1

- Dial 000 for an emergency
- *Dial 112 if using mobile*

2

- Confirm the service that you require
- *Police, Fire, Ambulance or Combination*

3

- Communicate the emergency
- *"There is a 'medical (or other) emergency"*

4

- Confirm your name
- *"My name is"*

5

- Provide the address of the place of the incident
- *Include further details e.g. 2nd left off Smith Street*

6

- Confirm telephone number
- *Your phone number & a managers number if possible*

7

- Give a description of the problem
- *Be brief and to the point. If it is a medical emergency, know the patient's state of consciousness and breathing.*
- *Include any other relevant details if prompted.*

8

- ASK
- *When do you think you will arrive?*
- *Do you have any instructions for us?*

9

- STATE
- *The main access points to the site is through*
- *Someone will meet you at the (position near access point).*

10

- ASK
- Can you confirm the address?

11

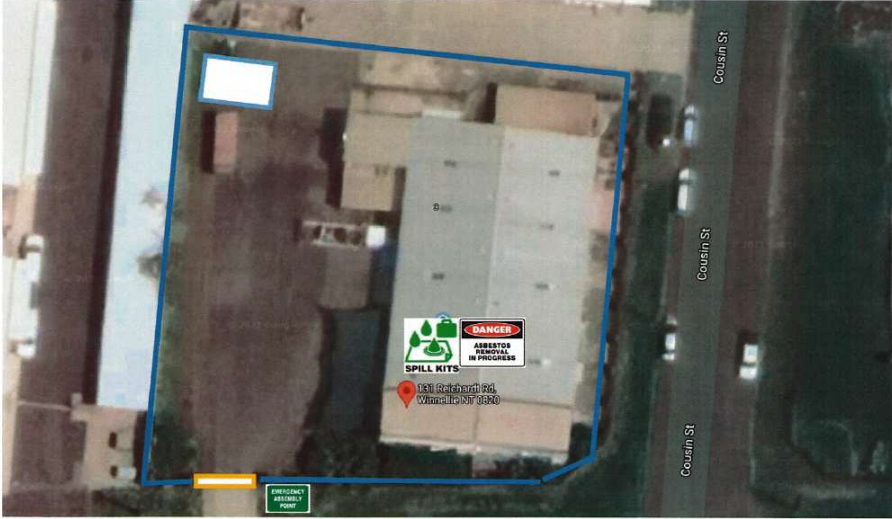
- DO NOT HANG UP UNTIL THE OPERATOR HANGS UP!!!

Definitions & Abbreviations

Area	A floor, zone or place within a building, structure or workplace that may be occupied by people
Chief Warden	The person appointed to oversee and coordinate an emergency of any scale
Emergency / Incident	Any event that arises internally or from external sources, which may adversely affect workers or visitors requiring an immediate response
Emergency Response Plan (ERP)	A documented scheme of assigned responsibilities, actions and procedures to respond to and manage emergencies.
Emergency Drill	An exercise implemented to determine the effectiveness of the Emergency Response Plan.
Emergency Warning System (EWS)	Central point of control and communication for alarms
Evacuation	The orderly movement of people from a place of danger
Evacuation Diagram	Emergency and evacuation information about the building, comprising a pictorial representation of a floor or area and other relevant emergency response information
Evacuation Point	A point of exit (egress) from an area that requires evacuation
Hazard	A source of potential harm or a situation with a potential to cause loss or damage
Safety Data Sheet (SDS)	A document that describes properties and use of a substance. It identifies its chemical and physical properties, health hazard information, precautions for use and safe handling information. SDS's must be in a WorkSafe Australia format and updated every 5 years in accordance with Australian Legislation
Muster Point	The designated place or places where people assemble during an evacuation
Risk	The chance of something happening that will have an impact upon objectives. Measured in terms of likelihood (probability) and consequences, considering the additional issues of frequency and duration

Visitor	A person who is within the site who is temporarily visiting and is not employed at or for the company on any basis. Visitors include customers and clients
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APPENDIX 1: SITE PLAN - Refer to the map/layout with imagery below

Project:		131 Reichardt Road, Winnellie NT 0820							
									
	Asbestos Response Kit (various clean-up items as pictured)								
	Signage		Emergency Muster Location		Approximate Location of Storage Containers		Lockable Gate to secure premises if required		Boundary fence

Site Address: 131 Reichardt Road, Winnellie NT 0820	
FIGURE 1 - EXTENT OF SITE (Approximate)	
	Lead Response Kit (various clean-up items as pictured)