




Darwin Facility Emergency Response Plan

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REV.	ISSUED	REVISION	DOC. WRITER	DOC. REVIEWER	AUTH. BY
0	02.08.2024	New document.	Dylan Edwards	Helen Vercoe	Nathan Widger
1	11.12.2024	Updated sections 15 and 16.	Dylan Edwards	Helen Vercoe	Nathan Widger
2	20.01.2025	Updated section 16.	Dylan Edwards	Helen Vercoe	Nathan Widger
This document is scheduled for review on: 02.08.2025					
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Darwin Facility Emergency Response Plan

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1. SUMMARY

This plan has been developed to provide reference information to site managers, supervisors, employees, contractors, and visitors if an emergency occurs. It is important that emergency evacuation exercises are conducted on an annual basis, whether that be desktop or alarm system evacuation tests to ensure all personnel are familiar with the procedures contained within this plan in the event of a real emergency.

The key areas covered in this plan are:

- Key internal and external contact details, including office, mobile, radio and designated incident/assembly point controllers.
- Site personnel responsibilities.
- Actions on alert signal.
- General site emergency procedures, but not limited to:
 - Fire;
 - Bomb threat;
 - Structural damage;
 - Chemical emergency;
 - Severe weather event;
 - Power outage / failure;
 - Water / leakage / flood Incident;
 - Gas Leakage; and
 - Medical emergency.
- House Keeping:
 - Fire Prevention;
 - Smoking;
 - Flammable Liquids/Hazardous Chemicals; and
 - Electrical Appliances.
- Site emergency map detailing muster point locations.
- After-hours emergency situations.

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2. KEY EMERGENCY INTERNAL AND EXTERNAL CONTACT DETAILS

SITE INCIDENT & EMERGENCY ASSEMBLY POINT CONTROLLER		
NAME	TITLE	MOBILE
Mark Bergamin	Incident Controller	0458 562 105
Brett Campbell	Area Assembly Point Controller (Main Entry)	0428 946 868

ONSITE MANAGEMENT CONTACTS		
NAME	TITLE	MOBILE
Mark Bergamin	Workshop Manager	0458 562 105
Brett Campbell	Store Person	0428 946 868
Joanne Lucas	Administrator	0408 812 603

OFFSITE MANAGEMENT CONTACTS		
NAME	TITLE	MOBILE
Dylan Edwards	Environmental Manager	0408 856 055
Nathan Widger	National Safety, Training & Quality Manager	0400 286 106
Chris Macco-Palmer	Plant Asset & Transport Manager	0497 908 882
Peter Smith	Transport Manager	0438 027 453

EXTERNAL EMERGENCY CONTACTS		
NAME	NUMBER	CATEGORY
Police	000 (emergency) or 131 444 (non-emergency)	Emergency or other assistance
Fire	000	Emergency
Ambulance service	000	Emergency
Health Direct	1800 022 222	Emergency
Local Hospital – Royal Darwin Hospital	(08) 8922 8888	Emergency
NT Environmental Protection Agency (EPA)	1800 064 567 (08) 8924 4218	Waste enquiries or incidents involving the environment.
Local Council – Darwin City Council	(08) 8930 0300 or (08) 8989 2843 (for afterhours emergencies)	Incidents involving the environment and/or public.
NT Worksafe	1800 019 115	Notable incidents or information
State water utilities – NT Power Water	1800 245 092	Emergency, trade waste system incidents or information.
Before You Dig Australia	1100	Emergency - Dial Before You Dig

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SURROUNDING BUSINESS CONTACTS		
NAME	ADDRESS	NUMBER
Nighthawk Transport	46 Hamaura Rd, East Arm NT 0822	(08) 8947 3321
Freo Group	25 Nebo Rd, East Arm NT 0822	(08) 8930 3750
VTG Waste & Recycling	26 Nebo Rd, East Arm NT 0822	(08) 7909 8888
East Arm Civil	22 Nebo Rd, East Arm NT 0822	(08) 8947 0774
Shred-X Secure Destruction Darwin	58 Hamaura Rd, East Arm NT 0822	1300 747 339

DESIGNATED FIRST AIDERS		
NAME	TITLE	MOBILE
Mark Bergamin	Workshop Manager	0458 562 105
Brett Campbell	Store Person	0428 946 868
Joanne Lucas	Administrator	0408 812 603
As posted on notice boards in the crib room, offices, and designated locations around the workshop.		

3. RESPONSIBILITIES

3.1. INCIDENT CONTROLLER

- 3.1.1. Upon receipt of information that an emergency exists within the Darwin Facility site, the Incident Controller is to immediately determine what emergency procedures are to be used.
- 3.1.2. The Incident Controller is responsible for controlling and coordinating emergencies and they are to follow instructions as provided by any Emergency Services personnel as required (Refer to Incident Controller Duty Form - WHSFRM-097_Incident Controller Duty Card).
- 3.1.3. Should the Incident Controller not be available, either a Darwin Facility Manager (Workshop Manager) or Supervisor or one of the nominated area Assembly Point Controllers will take control of the emergency.
- 3.1.4. Incident Controllers duties are to control and coordinate emergencies, which includes:
 - A. Ascertain the nature of emergencies and determine appropriate action to be taken.
 - B. Evacuation if required.
 - C. Liaise with trained first aiders and/or any other emergency response personnel in the event of an evacuation or incident.
 - D. Liaise with site security provider for any identified after-hours emergency situations.
 - E. Brief site personnel upon arrival.

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3.2. EMERGENCY ASSEMBLY POINT CONTROLLER

- 3.2.1. When a decision to evacuate a building/work area is made by the Incident Controller, the evacuation is to be carried out in an orderly manner as quickly as possible and without panic.
- 3.2.2. The Emergency Assembly Point Controller will be appointed by the Incident Controller. The person assigned to this task will collect the nominated 'Go Kit' from the administration office and go immediately to the 'Emergency Assembly Point' or Muster Point (Refer to the Emergency Assembly Point Controller Duty form – WHSFRM-098_Emergency Assembly Point Controller Duty Card).

3.3. COMMUNICATIONS OFFICER

- 3.3.1. If required, the Incident Controller will request the initiation of a Communications Officer. The purpose of this role is to provide communications assistance and coordinate or scribe all situation updates (SITREPS) and keep all key stakeholders informed of the status of the emergency (Refer to the Communications Officer Duty form – WHSFRM-099_Communications Officer Duty Card).

4. FIRE ALARM

- 4.1. In the case of a fire alarm being activated, the Incident Controller is to:
 - 4.1.1. Contact other appointed emergency management personnel via mobile phone to confirm that the alarm has been activated (air raid siren) and request that the area be checked and a report sent back.
 - 4.1.2. Determine whether an evacuation is necessary.
 - 4.1.3. If an evacuation is determined, the Incident Controller shall make sure all their respective areas have been cleared (if safe to do so) and they have the daily pre-start / visitors and contractors sign-in tablet from their designated area to account for all personnel.
 - 4.1.4. If a fire is located (the presence of fumes may require the evacuation of the immediate area), evaluate whether the fire can be contained using first attack firefighting appliances.
 - 4.1.5. Contact the Emergency Services (000).
 - 4.1.6. Monitor the situation and hand over to the Emergency Services on their arrival.

5. BOMB THREAT

- 5.1. If the bomb threat is via phone, refer to bomb threat checklist and follow instructions accordingly. Once the phone call has been terminated, advise the manager or supervisor immediately along with providing completed checklist (refer to WHSFRM-045_Bomb Threat Details Form).
- 5.2. If the bomb threat comes via another communication medium (e.g., email), the recipient must advise their Manager or Supervisor immediately.
- 5.3. Once receiving the bomb threat details, the manager or supervisor must advise senior management immediately, along with any relevant data from the completed bomb threat checklist.
- 5.4. Once the manager or supervisor has advised senior management of the potential presence of a bomb, he/she will use discretion in regard to evacuation requirements.

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6. STRUCTURAL DAMAGE

- 6.1. In the event of structural damage occurring to Exact Contracting property, all workers should comply with the following:
- 6.1.1. Remain calm.
 - 6.1.2. Do not evacuate the building / plant / equipment / vehicle unless directed to do so.
 - 6.1.3. Move away from windows and external walls.
 - 6.1.4. If severe, shelter under your desk, table, or a corner of an inner wall of the building. Sit down and protect your face.
 - 6.1.5. Keep away from light fittings, furniture, other objects that may fall or slide.
 - 6.1.6. Wait and listen for instructions.
-

7. CHEMICAL/HAZMAT SPILL EMERGENCY

- 7.1. In the event of an emergency involving chemicals (either hazardous or flammable), all workers should comply with the following:
- 7.1.1. Raise the alarm, contact the supervisor, and supply them with the following information:
 - A. Address of the spill.
 - B. Name of the chemical or UN number.
 - C. Amount of the chemical spilt.
 - D. Form of the chemical.
 - 7.1.2. Extinguish all ignition sources. Ensure **"NO SMOKING"** is enforced in the vicinity of that incident.
 - 7.1.3. Establish a hazard zone that will keep non-emergency response personnel and vehicles well out of danger.
 - 7.1.4. Keep personnel upwind (minimum of 100m) to avoid coming in contact with vapors.
 - 7.1.5. Wait for the arrival of Emergency Services.
 - 7.1.6. Listen for instructions.
 - 7.1.7. Stand by for an immediate evacuation.
 - 7.1.8. The Supervisor is to provide a thorough handover, including a site chemical manifest and login details for Chemwatch SDS management software, so that Emergency Services are aware of total hazardous materials stored on site and their associated risk.
 - 7.1.9. In the event of someone getting chemicals or foreign object in their eye, there is an emergency eye station.
 - 7.1.10. If the event is manageable on site, it shall be contained and cleaned up in accordance with the Spill Response Procedure (WHSPRO-026).
-

8. POWER OUTAGE/FAILURE

- 8.1. In the event of any power failures, immediately contact the manager or supervisor so that rectification procedures can be implemented. All workers should comply with the following:
- 8.1.1. The manager will decide on the course of action required by all workers.
-

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- 8.1.2. If necessary, the manager will call upon the supervisor, who will assist by providing instructions to all workers. This may mean that all workers could be required to pack up and prepare to evacuate if the problem is prolonged.
 - 8.1.3. All workers are to obey all instructions given by the manager or supervisor.
 - 8.1.4. Depending on the nature and duration of the situation, the manager will decide whether the workers are to remain at the Darwin Facility.
-

9. SEVERE WEATHER EVENT

- 9.1. In the event of severe weather events (i.e. storms, lightening, hail), immediately contact the manager or supervisor so that rectification procedures can be implemented. All workers should comply with the following:
 - 9.1.1. The manager will decide on the course of action required by all workers.
 - 9.1.2. If necessary, the manager will call upon the supervisor, who will assist by providing instructions to all workers. This may mean that all workers could be required to pack up and prepare to evacuate if the problem is prolonged or of immediate safety risk to personnel.
 - 9.1.3. In the event of structural damage from severe weather comply with subsection 6. of this document.
 - 9.1.4. All workers are to obey all instructions given by the manager or supervisor.
 - 9.1.5. Depending on the nature and duration of the situation, the manager will decide whether the workers are to remain at the Darwin Facility.
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10. WATER LEAKAGE/FLOOD INCIDENT

- 10.1. In the event of any water leakage/flood incidents, immediately contact the manager or supervisor. The manager or supervisor will investigate the situation and, if necessary, decide if any evacuation of the area is required.
-

11. GAS LEAKAGE

- 11.1. In the event of someone detecting a gas leak in the Hawker Road, Darwin Facility area, reference can be made to following guidelines:
 - 11.1.1. Incident controller to liaise with surrounding businesses to confirm whether there is a gas leak present and whether the Gas Emergency and Leak Reporting Service 1800 427 5325 has been contacted.
 - 11.1.2. Ensure a **"NO SMOKING"** ban is enforced immediately across the entire site and surrounding area.
 - 11.1.3. As a precaution, all personnel will muster at their relevant muster points on site and await further instructions.
-

12. MEDICAL EMERGENCY

- 12.1. If a medical emergency occurs in the workplace, all workers should take the following steps:
 - 12.1.1. Check for any threatening situations and control (if safe to do so).
 - 12.1.2. For electrocution, turn off the power at the Main Switch Board.
 - 12.1.3. Contact the Emergency Services (000).
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- 12.1.4. Remain with casualty (unless it is unsafe to do so) and provide appropriate first aid (if trained) and support.
 - 12.1.5. Contact the Supervisor and advise of situation.
 - 12.1.6. Designate someone to meet the ambulance.
 - 12.1.7. Do not move the victim, unless in a life threatening situation.
-

13. HOUSEKEEPING

13.1. FIRE PREVENTION

- 13.1.1. Human carelessness, electrical or mechanical malfunction or a deliberate act can cause fires. All workers must make prevention of fire a high priority.
- 13.1.2. Fire prevention measures require personal vigilance concerning all breaches of fire and safety measures on site. All workers should attempt to make the following procedures part of their daily routine:
 - A. Eliminate the accumulation of rubbish that may increase the danger of fire.
 - B. Ensure the placement of equipment does not restrict movement to fire exits.
 - C. Ensure that fire extinguishers are correctly mounted, maintained, and easily accessible, not damaged and have not been discharged.
 - D. Report any worn power cables or faulty switches detected in the work area to your supervisor.
 - E. Report fire hazards to your supervisor.
 - F. Smoking only permitted in the designated areas and always use the ashtrays provided.

13.2. SMOKING

- 13.2.1. Exact Contracting's current policy states that smoking is not permitted within a building, plant, equipment, vehicle or in external areas with advisory HAZCHEM signs. Smoking is only permitted in the one (1) designated smoking area.

13.3. FLAMMABLE LIQUIDS / HAZARDOUS CHEMICALS

- 13.3.1. Storage of flammable liquids and hazardous chemicals within the Exact Contracting work areas is to be restricted to cabinets and storerooms constructed specifically for the purpose. HAZCHEM signs are to be displayed prominently in the rooms or areas where flammable liquids are used or held. A HAZCHEM sign should also be displayed on the outside of the door. Exact Contracting's Chemwatch SDS management software retains a master list of SDS that provides the location of all HAZCHEM items.
-

14. EXCAVATION OR TRENCH COLLAPSE

PERSONNEL ARE ONLY TO ENTER THE EXCAVATION IF SAFE TO DO SO

If an injured party is within the collapsed area once communication has been established with emergency services the following shall only be followed if safe to do so.

- 14.1. Secure immediate area.
-

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- 14.2.** Shut down all use of heavy and vibrating equipment within 50m / line of site of the excavation collapse.
Ensure path to excavation is clear for emergency services.
- 14.3.** Evaluate excavation for possible hazards prior to approaching /entering for the purpose of rescue only,
- 14.3.1. Only enter if safe to do so.
- A. Appoint a spotter to monitor ground conditions, any change identified all personnel to evacuate excavation
 - B. Enter excavation in a location that is not affected by the excavation collapse
 - C. Use a probe to identify location of person and mark the ground, hand dig to retrieve person from the excavation.
- 14.4.** If excavation is not safe to enter or person is visible but not able to self-rescue do the following:
- A. Stand at a safe distance away from excavation collapse and attempt to locate individual.
 - B. If individual is not visible mark last known position on the ground.
 - C. If individual is visible and conscious assess whether a self-rescue is achievable by placing a ladder inside the trench away from the collapse. If arms of individual are free throw them a rope to tie themselves off if possible.
 - D. Render first aid assistance if possible and await further instructions from Emergency Services.
-

15. HEAT AND HOT WEATHER

When working in hot weather conditions, all personnel on site are at risk of dehydration, if it is not treated, it may develop into heat stroke.

15.1. SIGNS OF DEHYDRATION:

- A. Dry mouth.
- B. Urinate less frequently.
- C. Dark yellow urination.
- D. Fatigue.
- E. Confusion.
- F. Headache.

15.2. SIGNS OF HEAT STROKE:

- A. Confusion, altered mental status, and slurred speech.
- B. Loss of consciousness.
- C. Hot dry skin or profuse sweating.
- D. Seizures.
- E. High blood pressure.

15.3. TREATMENT:

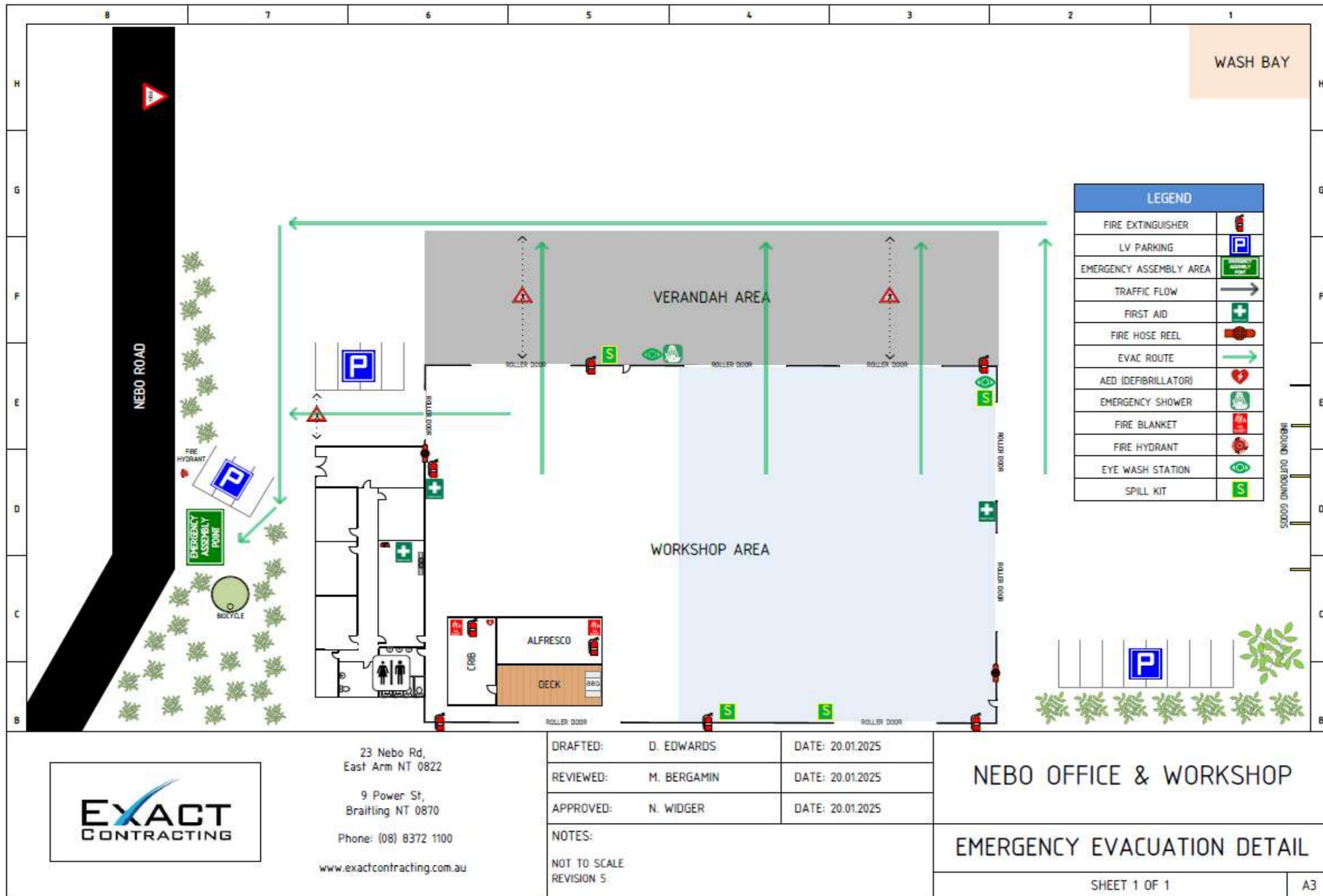
- A. Cool the body down any way you can. You can use wet towels, water and/or ice on the neck, armpits and groin.
 - B. Place the person in a cool place (work ute with air conditioner on).
 - C. If required, call EMERGENCY on UHF radio.
-

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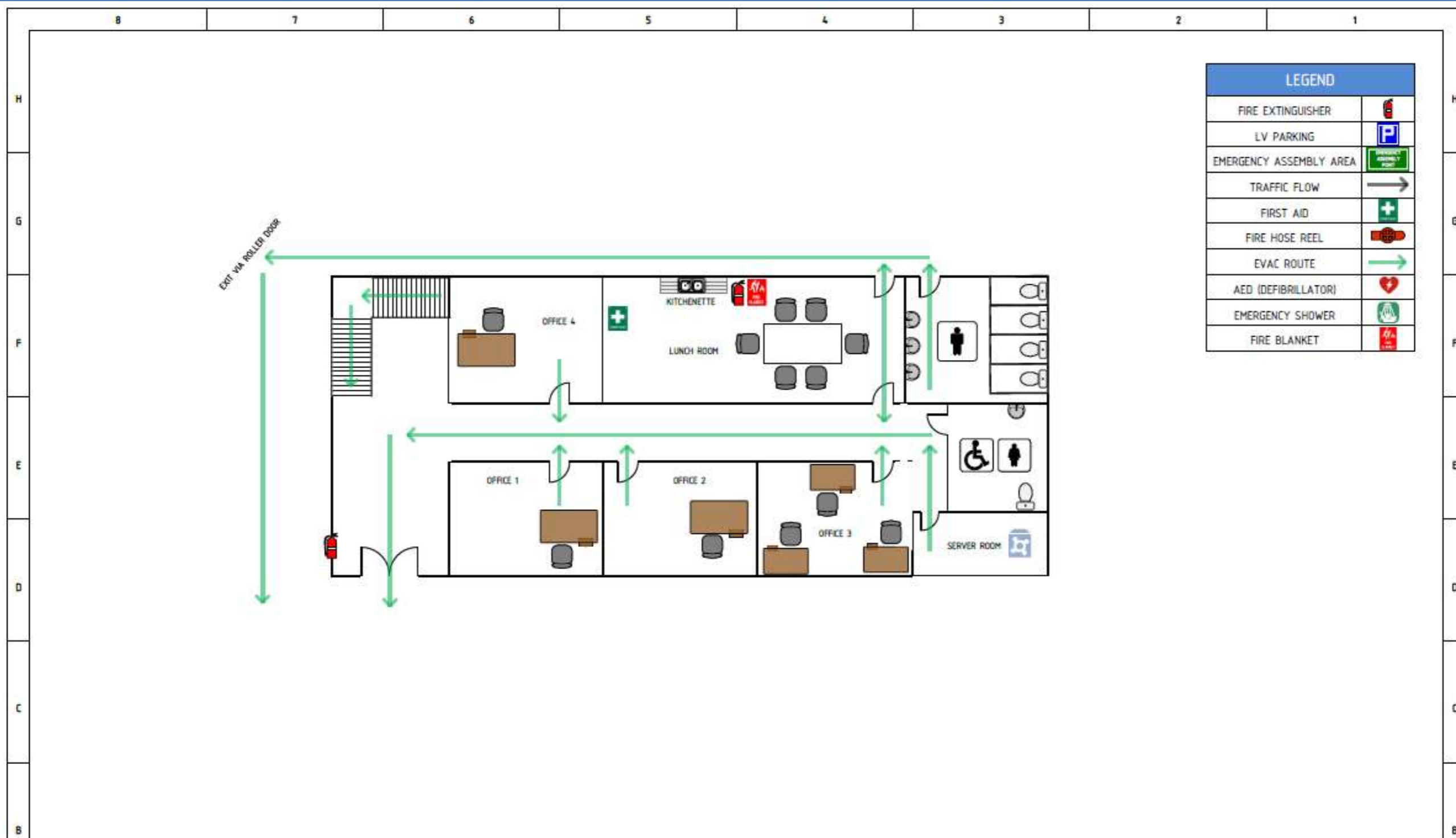
- D. Seek medical treatment.
- E. Cool shaded area (under a tree).

NOTE: Follow medical emergency procedures as detailed in Section 12 of this document and seek medical attention as soon as practicable.

16. EMERGENCY EVACUATION DIAGRAM(S) – DARWIN FACILITY



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LEGEND	
FIRE EXTINGUISHER	
LV PARKING	
EMERGENCY ASSEMBLY AREA	
TRAFFIC FLOW	
FIRST AID	
FIRE HOSE REEL	
EVAC ROUTE	
AED (DEFIBRILLATOR)	
EMERGENCY SHOWER	
FIRE BLANKET	



23 Nebo Rd,
East Arm NT 0822

9 Power St,
Braitling NT 0870

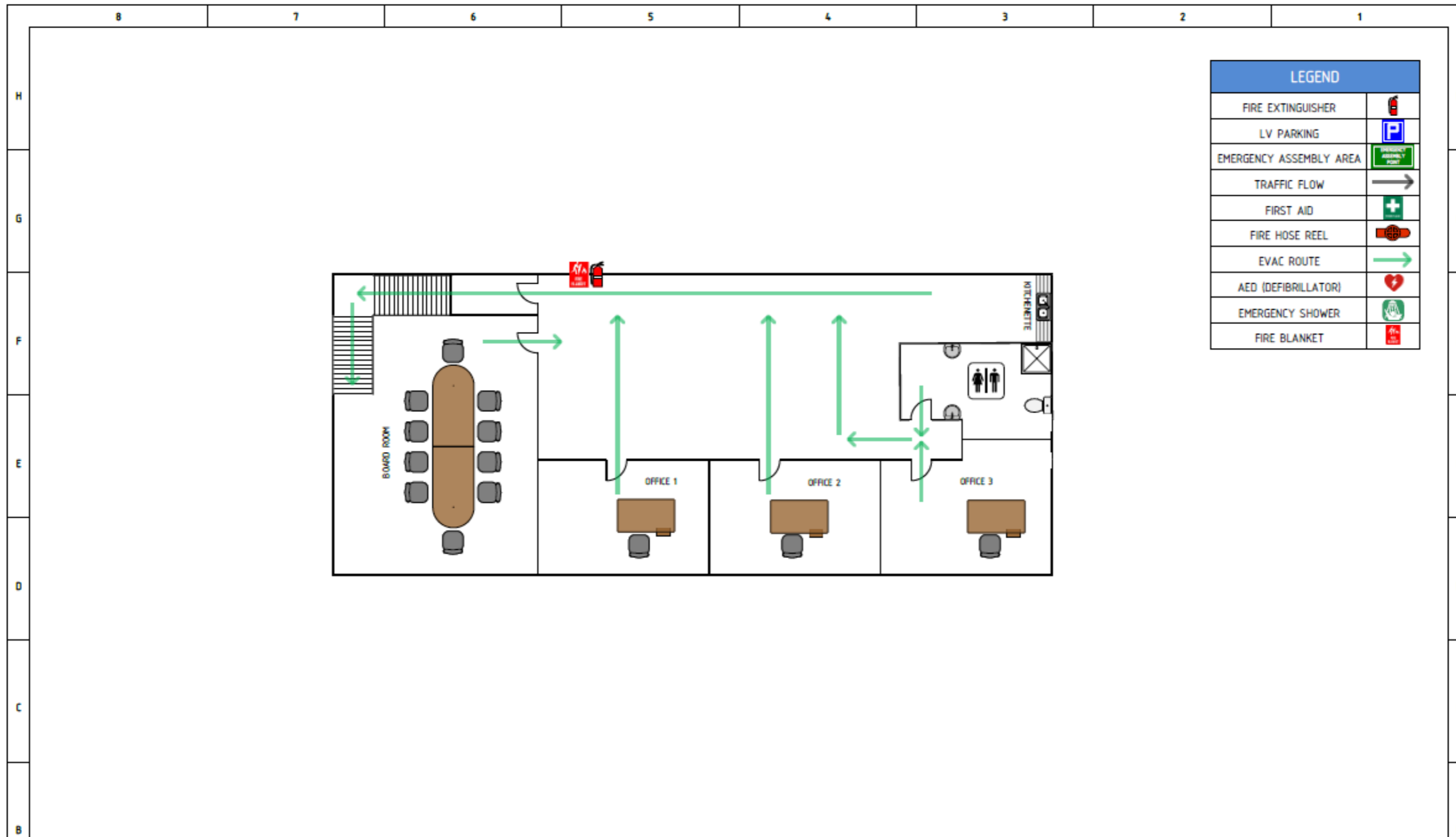
Phone: (08) 8372 1100

www.exactcontracting.com.au

DRAFTED:	D. EDWARDS	DATE:	20.01.2025
REVIEWED:	M. BERGAMIN	DATE:	20.01.2025
APPROVED:	N. WIDGER	DATE:	20.01.2025
NOTES:	NOT TO SCALE REVISION 4		

NEBO OFFICE - GROUND FLOOR	
EMERGENCY EVACUATION DETAIL	
SHEET 1 OF 1	A3

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LEGEND	
FIRE EXTINGUISHER	
LV PARKING	
EMERGENCY ASSEMBLY AREA	
TRAFFIC FLOW	
FIRST AID	
FIRE HOSE REEL	
EVAC ROUTE	
AED (DEFIBRILLATOR)	
EMERGENCY SHOWER	
FIRE BLANKET	



23 Nebo Rd,
East Arm NT 0822

9 Power St,
Braitling NT 0870

Phone: (08) 8372 1100

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NOTES:	NOT TO SCALE REVISION 4		

NEBO OFFICE – LEVEL 1


EMERGENCY EVACUATION DETAIL

SHEET 1 OF 1

A3


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17. DARWIN FACILITY FIRST AID TRAINED PERSONNEL




DARWIN FACILITY
(Office and Workshop)

FIRST AID TRAINED PERSONNEL
December 2024






Mark Bergamin
Maintenance Manager
0451 502 105



Brian Campbell
STORE



Joanne Lucas
ADMINISTRATOR
0408 812 803

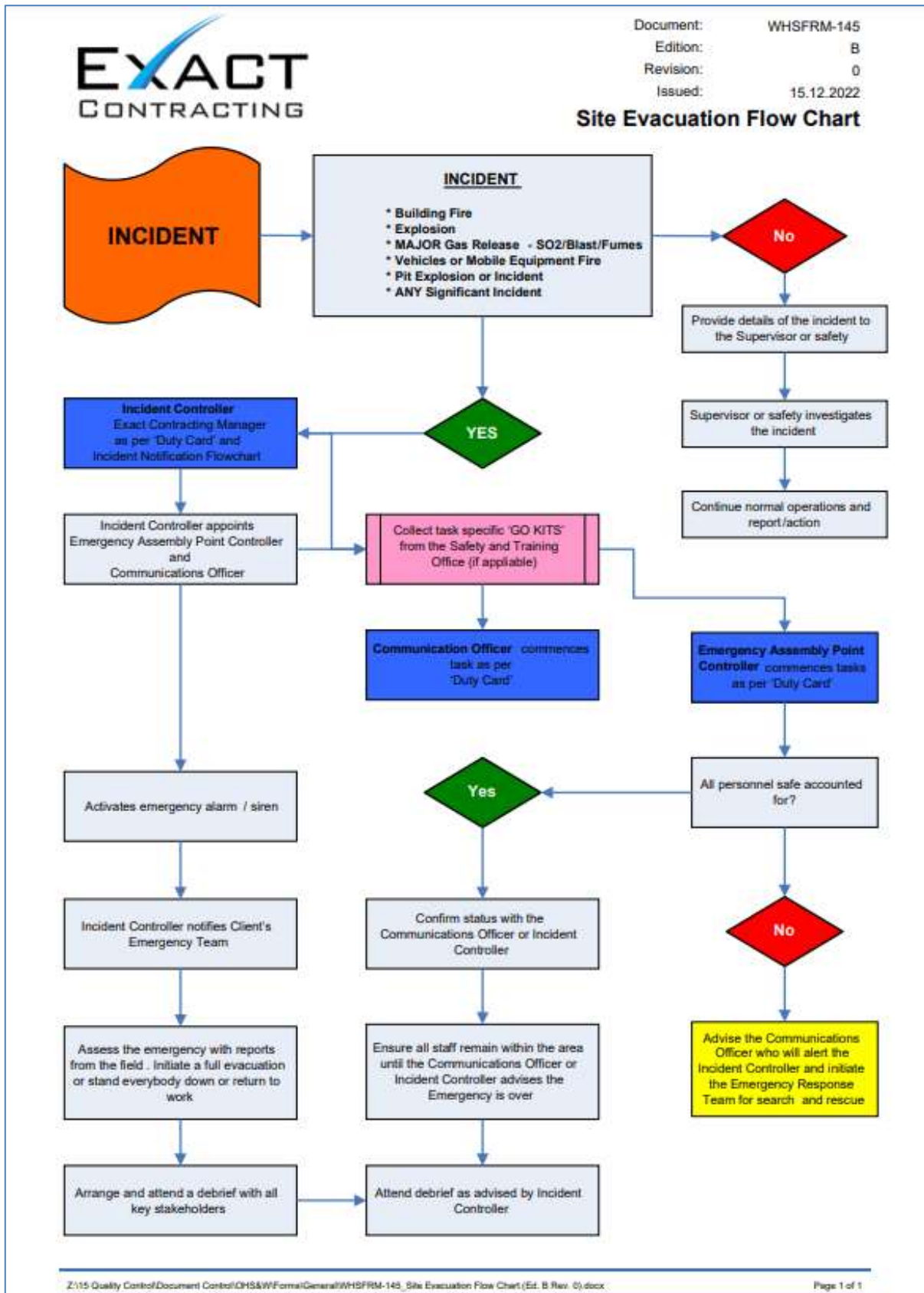
Ambulance: 000	Palmerston Hospital: 08 7979 9200
Darwin Hospital: 08 8922 8888	Berrimah Police Station: 08 8922 3600

Report all injuries to your supervisor immediately no matter how minor.
 Ensure an Exact Contracting representative accompanies all visits to the doctor, clinic, or hospital.

Y:\10 CHS & WSE - First Aid\Darwin Office First Aid Poster_Update_13_12_2016.docx
 Document: 1649F08.D06 Edition: C Revision: 1 Issue: 31.03.2023

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18. EVACUATION FLOW CHART



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19. INCIDENT NOTIFICATION FLOW CHART

