

## Contractors' Emergency Response - Quick Reference Guide

### In An Emergency:

1. The first priority in the event of an emergency is for the safety of all people present
2. Raise the alarm
3. Dial **111** for Fire/Police/Ambulance

### Emergency Contact Call Procedure:

1. Call from a safe place
2. Use a cordless or mobile phone if practical
3. Tell the operator which emergency service you want
4. Wait until that service answers
5. Tell the operator the following address details:

**Business name:** Timaru Container Terminal or Prime Port Timaru

**Street name:** Marine Parade

**Town:** Timaru

**Region:** South Canterbury

6. Be prepared to give the operator the details of the person's injuries
7. Do not hang up until told to do so by the emergency services
8. Make sure someone is available to direct the emergency services to the scene.
9. **In the case of a Notifiable Event, you must freeze the accident scene**, you may only disrupt the scene to make it safe in the first instance, or to prevent further danger/damage to people or property.
10. Depending on what port area you are working in and **as soon as practicable**, inform the relevant contact(s) below;

### Timaru Container Terminal (TCTL)

#### Normal Working Hours:

Timaru Container Terminal R&D Office	03 684 0001
Timaru Container Terminal Manager John Bromley	027 338 8719

### Prime Port (PPTL)

#### Normal Working Hours:

Prime Port Operations Manager	Keith Michel	027 450 8824
Prime Port Operations Supervisor	Kevin Beeby	027 450 8825
Prime Port Infrastructure Manager	Tony Cooper	027 486 6375
PrimePort Marine Manager	Arun Chaudhari	027 279 5161

### After Hours Contact TCTL & PPTL:

24/7 Security Watch - House (03) 687 2728 or 027 433 4124

**P.T.O for Site Map with Locations of Security Gates & Assembly Points.**

