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| A contact list is a useful tool with key contact details for staff and stakeholders, ensuring a quick and coordinated response during emergencies.  For contacts not working on site please leave the emergency contact and phone number sections blank.  The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that the right to privacy is maintained for everyone. For more information, go to the Department of Education and Training’s [Policy and Advisory Library](https://education.nt.gov.au/policies) and read the Privacy Policy. | | | |
| **Emergency shelter:** |  | **Date updated:** |  |

| Name | Role | Organisation | Phone number | Emergency contact | Emergency contact phone number |
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