

# STAFF-IN-CONFIDENCE *(After first entry)*

AC 989  
Revised 09 Jan 2012

Department of Defence

## Emergency Contact Notification Information

Mail, fax or email completed forms to:

NWCC

Locked Bag 2000

LIDCOMBE NSW 1825

Phone: 1800 801 026

Fax (02) 6128 4144

Email: [nwcc.australia@defence.gov.au](mailto:nwcc.australia@defence.gov.au)

### Defence notifications

Defence collects emergency contact and next of kin data to ensure the prompt and correct management of emergency situations. In the case that you are involved in a serious incident while deployed, Defence may use this information to notify your primary emergency contact and/or next of kin without further reference to you. A serious incident may include, but is not limited to the following:

- absence without leave for a period of 48 hours;
- serious injury or serious illness;
- battle casualties; and
- death.

### Information to assist with notification of emergency contacts

The National Welfare Coordination Centre (NWCC), on receipt of this form, will send a letter to your emergency contacts listed in PMKeyS advising them that they are nominated emergency contacts. This means that they **may** be contacted by Defence for notification purposes if you are involved in a serious incident, noting that in most cases only the primary emergency contact will be notified by Defence. NWCC will be asking your emergency contacts to provide any information that may assist Defence to perform a notification.

In addition to this, NWCC has a responsibility to provide your emergency contact(s) with advice about support available to them through the NWCC 24 hour Call Centre. The NWCC is the sole Defence agency that can contact you whilst on operations on behalf of your family.

All information provided by you, or your emergency contact(s) will be accessed only by NWCC or the service headquarters *(if a notification is required)*, for the duration of your deployment.

Prior to signing this form, you are to ensure that your emergency contact(s) and next of kin data stored in PMKeyS is accurate.

### Member's details

|  |                            |               |  |                          |             |
|--|----------------------------|---------------|--|--------------------------|-------------|
| Family name  |                            | Given name(s) |  | Rank or title            | Employee ID |
| Date of birth  | Operation or exercise name |               |  | Expected deployment date |             |
| Location whilst on deployment <i>(eg AMAB, TK, Timor, Solomon Islands)</i> |                            |               |  | Parent unit in Australia |             |

### Member's acknowledgement

|  |              |      |
|--|--------------|------|
| <b>I have checked and confirmed my emergency contact information in PMKeyS.</b><br>I understand that NWCC will send each contact a letter to advise that they have been nominated as an emergency contact. |              |      |
| Signature  | Printed name | Date |