Emergency Management Procedures

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1. Governing Policy

Work Health and Safety Policy

Work Health and Safety Management System

2. Purpose

To define responsibilities and actions to:

a. safeguard the University's people, property and operations in the event of an emergency

b. enable effective management of emergencies at all University sites, and

c. set out the requirement for Emergency Plans to be in place for each site under the management and control of the University.

3. Scope

a. These procedures apply to all staff, students, contractors, tenants, volunteers, visitors and controlled entities and others on sites under the management and control of Flinders University within Australia.

b. University staff and students working or studying at a site under the management and control of another PCBU (person conducting a business or undertaking) must engage in that organisation's emergency management activities by complying with the Emergency Plan in place, providing ECO members if requested, and participating in any required emergency management training including participation in emergency response exercises as scheduled.

c. These procedures apply to the emergency management of incident levels 1 and 2.

d. These procedures **do not** apply to:

   i. community disaster management, business continuity, security, IT or environmental impacts beyond the University

ii. the management of critical incidents, which are covered by the Critical Incident Management Procedures (see s.12 for the escalation link between emergency management and critical incident management).

4. Definitions

Critical Incident	An event which is having, or has the potential to have, a major impact on the University's strategic objectives, people, property, operations, finances or reputation. (**see Appendix A for escalation flowchart – Emergency to Critical Incident**)
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Control Coordinator (ECC)	Person appointed to manage, control and coordinate the University response to an emergency.
Emergency Control Organisation (ECO)	A person or persons appointed by the Emergency Planning Committee to take timely and appropriate initial local response to any emergency situation in their site. This typically would consist of Chief Wardens, Wardens and First Aiders.
Emergency Planning Committee (EPC)	Persons responsible for ensuring the development, implementation and maintenance of University Emergency Plans.
Incident Levels	There are three levels of incident within the University: • Level 3: Critical incident • Level 2: Emergency • Level 1: Localised minor incident

5. Governance and Oversight

The University Health and Safety Committee is responsible for:

a. endorsing these Emergency Management Procedures

b. endorsing the Emergency Plans on advice from the Emergency Planning Committee (EPC) and any subcommittee, recommending their approval to the Chief Property and Development Officer.

c. monitoring the implementation of the Emergency Plans via information provided by the EPC and reports from the Emergency Control Organisations.

d. reporting on emergency management to the Vice President (Corporate Services) via the Work Health and Safety reports, who provides this information to University Council.

6. University Emergency Planning Committee

The University must have an Emergency Planning Committee, that:

a. **Function**	i. ensure the University meets legislative requirements for emergency management across all its sites. ii. ensure that Emergency Plans are developed, maintained and implemented for each site and recommend their endorsement to the University Health and Safety Committee. iii. identify specific emergency scenarios and their potential consequences that might affect the University community. iv. plan and conduct an emergency response exercise at least once per year. v. review the Emergency Plans regularly and following an emergency. vi. review emergency response training to ensure content, curriculum and delivery mode is relevant, effective and appropriate for University sites and emergency control personnel. vii. provide advice, including written reports where relevant, to the University Health and Safety Committee on emergency situations and management matters.
b. Membership	i. Associate Director, Customer and Site Services ii. Senior WHS and Emergency Management Advisor iii. Emergency Control Coordinator iv. Associate Director, Work, Health and Safety v. Manager Campus Operations vi. Director of Operations, Rural and Remote Health vii. Representative of Chief Wardens viii. Representative of persons with disability
c. Attendees	The Committee may invite any person, including representatives from external organisations, to attend meeting(s) to provide information and assist as required.
d. Meetings	The Committee will meet at least every three months.

7. Emergency Control Organisations (ECO)

a. Each University building/site must have an Emergency Control Organisation (ECO) appropriate to the building/site size. In small buildings/sites this may consist of one person but will typically consist of a number of Wardens and First Aiders.

b. The primary role of an ECO is to give top priority to the safety of building occupants during an emergency.

c. The ECO is responsible for planning, reporting and responding to emergency situations as set out in the building/site Emergency Plan.

d. Reporting any event where there was an impact on health and safety must also occur via the FlinSafe System.

8. Emergency Plans

a. Emergency Plans document the arrangements for emergency preparedness, prevention and response activities, including roles, responsibilities, strategies and systems.

b. University must have and keep up to date an Emergency Plan for each of its sites.

c. Each Emergency Plan must provide for emergency response procedures for different types of emergency situations, including:

   i. evacuation response

   ii. notification of emergency services at the earliest opportunity

   iii. medical treatment and assistance

   iv. effective communication between the Emergency Control Coordinator and all persons at the site

   v. testing of the emergency response procedures, including how often they should be tested

   vi. information, instruction and training to relevant workers in relation to implementing the emergency response procedures.

d. In preparing and maintaining an Emergency Plan, the following must be considered:

   i. the particular work/activities being carried out at the workplace.

   ii. the specific hazards at the workplace, including the possibility of an incident occurring as a result of those hazards.

   iii. the size and location of the workplace.

   iv. the number and composition of workers and others at the workplace.

e. The Chief Property and Development Officer is the approving authority for the University's Emergency Plans on advice from the University Health and Safety Committee.

f. Emergency Plans must be distributed to the Emergency Planning Committee members, Emergency Control Coordinator and Chief Wardens at the site where the plans apply.

9. Authority during an emergency response

a. During an emergency, instructions given by emergency control personnel, including the ECC, ECO members, University security and external emergency services, take precedence over normal management structures.

b. This authority is intended to ensure that, during an emergency, life safety takes precedence over asset or environment protections and business operations.

10. Indemnity

The University will indemnify emergency control personnel for their reasonable actions, taken in good faith and in accordance with their training.

11. Consultation

11.1. Consultation with workers

The person(s) responsible for preparing Emergency Plan(s) must consult workers and their Health and Safety Representatives, as far as reasonably practicable, when preparing, reviewing and revising the plans.

11.2. Consultation with other organisations who are tenants

Where the University manages and controls a site which includes tenants, the University must:

a. prepare Emergency Plan(s) and consult with those tenants

b. ensure the tenants are informed of the Emergency Plan(s), and

c. consult the tenants when reviewing and, if necessary, revising the plan(s).

11.3. Consultation where the University is a tenant on another organisations site

Where the University is a tenant in a building/site under the management and control of another organisation, the person(s) responsible for the tenancy agreement must be satisfied that the organisation has appropriate emergency response procedures in place.

12. Links with Critical Incident Management

a. The ECC must assess the level of an emergency, as shown in Appendix A, to determine if it is non-critical or critical incident.

b. Non-critical incidents must be managed in accordance with the procedures for emergency response and the relevant plan.

c. Incidents or situations assessed as Critical as defined under the Critical Incident Management Procedures, Procedure 5 will:

i. become the responsibility of the University Critical Incident Management Team led by the Critical Incident Commander, and

ii. be managed in accordance with the Critical Incident Management Procedures[1].

13. Operational Roles

Operational roles for relevant staff in the event of an emergency, such as Chief Wardens, Wardens and Security personnel, are set out in the Emergency Plans and must be complied with by those personnel.

14. Responsibilities

Vice-Chancellor	Ensure that: a. an effective emergency management system is implemented at all University sites, and b. sufficient personnel and financial resources are provided for effective emergency management in the University.
Vice-Presidents and Executive Deans of College, and Portfolio Heads	Ensure that: c. an effective emergency management system is implemented in their College/Portfolio, and d. allocate sufficient resources for emergency management in their College/Portfolio.

[1] The Critical Incident Management Procedures and their operational implementation are the responsibility of Governance, Legal and Risk.

Managers and supervisors	e. Ensure Wardens and any other emergency personnel including First Aiders are: i. released to attend required training and participate in emergency evacuation exercises (when on duty) ii. provided with sufficient time to effectively carry out emergency response responsibilities when directed by the Chief Warden/ECC. f. Ensure all new workers are provided with local emergency response information during their local area induction.
Workers, students and visitors	Must: g. be familiar with local emergency response information h. comply with all emergency response procedures, including at sites where the University is a tenant on another organisation's site, and i. follow instructions from emergency control personnel.

15. Related Documents

WHS Risk Management Procedures

Accident, Incident and Hazard Reporting and Investigation Procedures First Aid Procedures

Code of Practice – Managing the work environment and facilities

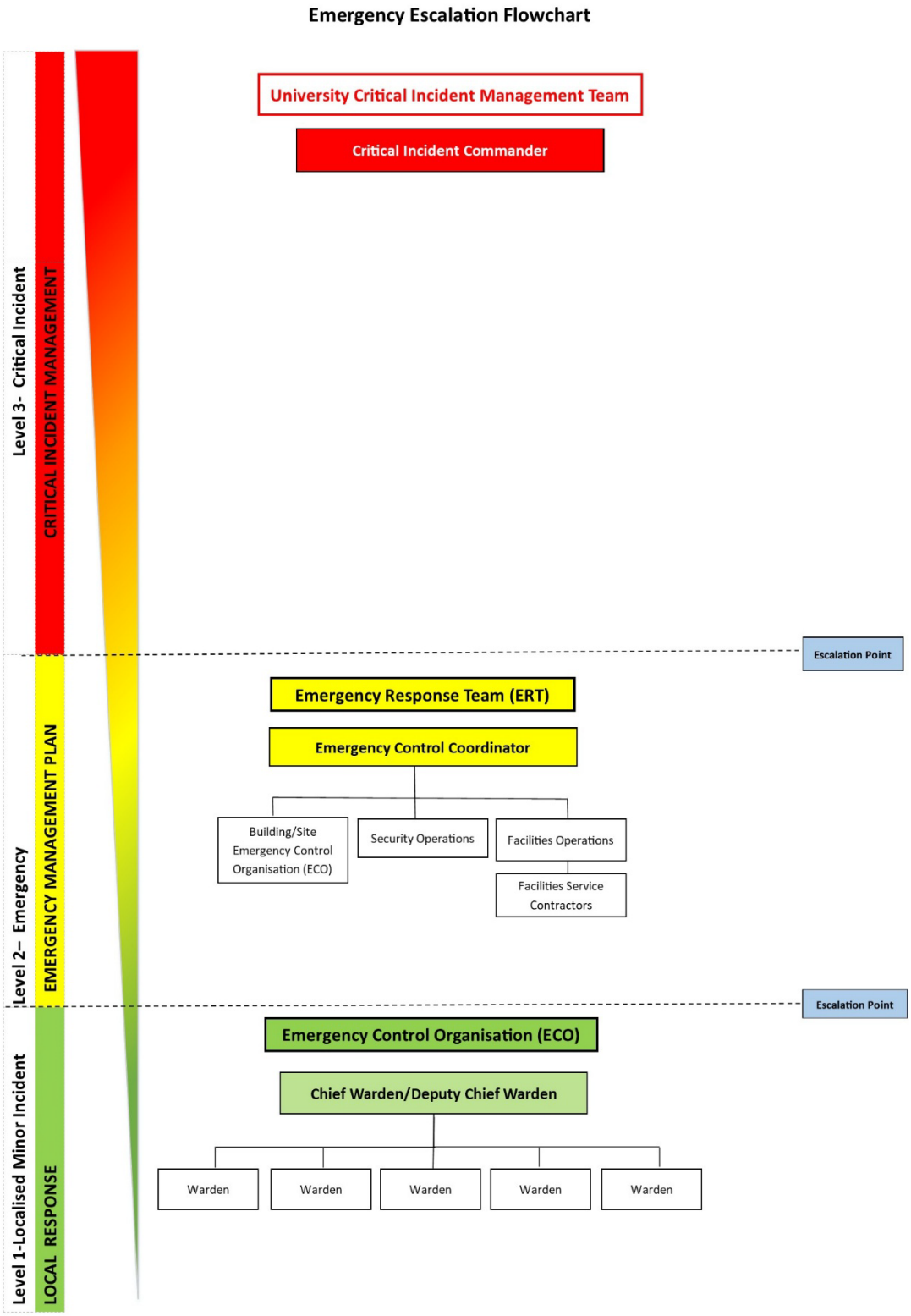
Australian Standard AS3745-2010 *Planning for Emergencies in Facilities.*

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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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16. Appendix A–Flinders University Critical Incident Escalation Chart



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