Planning Response to Critical Incidents and University-wide Emergencies

1.0 Assessing the Context of Potential Critical Incidents University-wide

2.0 Developing Response Processes

3.0 Establishing University-wide critical incident response team

4.0 Establishing emergency response team - Non-Parkville

4.1 Establishing emergency response team - Parkville

5.0 Implementing Critical Incident Response Team

6.0 Implementing the Emergency Response Team

Outputs

Triggers & Inputs

Emergency Management Consultant

VP Administration and Finance

Director Emergency Management Consultant

Head of Department Emergency Management Consultant

VP Administration and Finance Heads of Divisions

Director Head of Department
Summary

Objective
To describe the University of Melbourne’s methodology for identifying, planning response critical events and university-wide emergencies.

Background
This process applies to operations and activities under the management and control of the University of Melbourne.

Owner
Stefan Delany

Expert
Stefan Delany

Procedure

1.0 Assessing the Context of Potential Critical Incidents University-wide Emergencies
Emergency Management Consultant
a The Emergency Management Consultant will establish a framework for responding to potential critical incidents and university-wide emergencies.
b The Emergency Management Consultant will prepare a high level risk assessment of potential critical incidents and university-wide emergencies.

2.0 Developing Response Processes
Emergency Management Consultant
a The Emergency Management Consultant will develop emergency preparedness and response processes for each potential critical incident event assessed to be significant.
b The Emergency Management Consultant will review response procedures:
   • following a change in the assessment level;
   • following a critical incident response exercise; or
   • at least annually.

3.0 Establishing University-wide critical incident response team
VP Administration and Finance
a The VP Administration and Finance will establish a Critical Incident Response Team.
b The VP Administration and Finance will be supported by the Associated Director Health and Safety in establishing the Critical Incident Response Team.

4.0 Establishing emergency response team - Parkville
Director, Emergency Management Consultant
a The Director Campus Services will establish an Emergency Response Team to respond to emergencies requiring escalated response beyond the local building emergency procedures.

4.1 Establishing emergency response team - Non-Parkville
Head of Department, Emergency Management Consultant
a The Head of Campus/Campus Manager will establish an Emergency Response Team to respond to emergencies requiring escalated response beyond the local building emergency procedures.
b The Head of Campus/Campus Manager will be supported by the Emergency Management Consultant in the establishment of these teams.

5.0 Implementing Critical Incident Response Team
VP Administration and Finance, Heads of Divisions
a The VP Administration and Finance (or nominated alternate) will determine if the Critical Incident Response Team is required to activate.
b Heads of Budget Division, Faculty Executive Directors and Directors may trigger a request to implement the Critical Incident Response Team.

6.0 Implementing the Emergency Response Team
Director, Head of Department
a The Director Campus Services (or nominated alternate) will determine if the Emergency Response Team - Parkville is required to activate.
b The Head of Campus/Campus Manager (or nominated alternate) will determine if the local campus Emergency Response Team required to activate.

Triggers & Inputs

<table>
<thead>
<tr>
<th>TRIGGERS</th>
<th>Frequency</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical incident</td>
<td>ad hoc</td>
<td>Ad hoc</td>
</tr>
<tr>
<td>Emergency incident</td>
<td>Ad hoc</td>
<td>Ad hoc</td>
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</table>

Inputs
None Noted

Outputs & Targets

<table>
<thead>
<tr>
<th>OUTPUTS</th>
<th>To Process</th>
<th>How Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Incident Response Plan</td>
<td>NA</td>
<td>To provide guide to Critical Incident Response Plan</td>
</tr>
</tbody>
</table>
Response team members of objectives, role and functions.

Emergency Response Team plan

To provide guide to Emergency Response team members of objectives, role and functions.

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**PERFORMANCE TARGETS**

None Noted

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**RACI**

**RESPONSIBLE**
Roles that perform process activities

Director, Emergency Management Consultant, Head of Department, Heads of Divisions, VP Administration and Finance

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**ACCOUNTABLE**
For ensuring that process is effective and improving

<table>
<thead>
<tr>
<th>Process Owner</th>
<th>Stefan Delany</th>
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<tbody>
<tr>
<td>Process Expert</td>
<td>Stefan Delany</td>
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**CONSULTED**
Those whose opinions are sought

**STAKEHOLDERS**
None Noted

**STAKEHOLDERS FROM LINKED PROCESSES**
None Noted

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**INFORMED**
Those notified of changes

All of the above. These parties are informed via dashboard notifications.

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**Systems**
None Noted

**Process Approval**
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