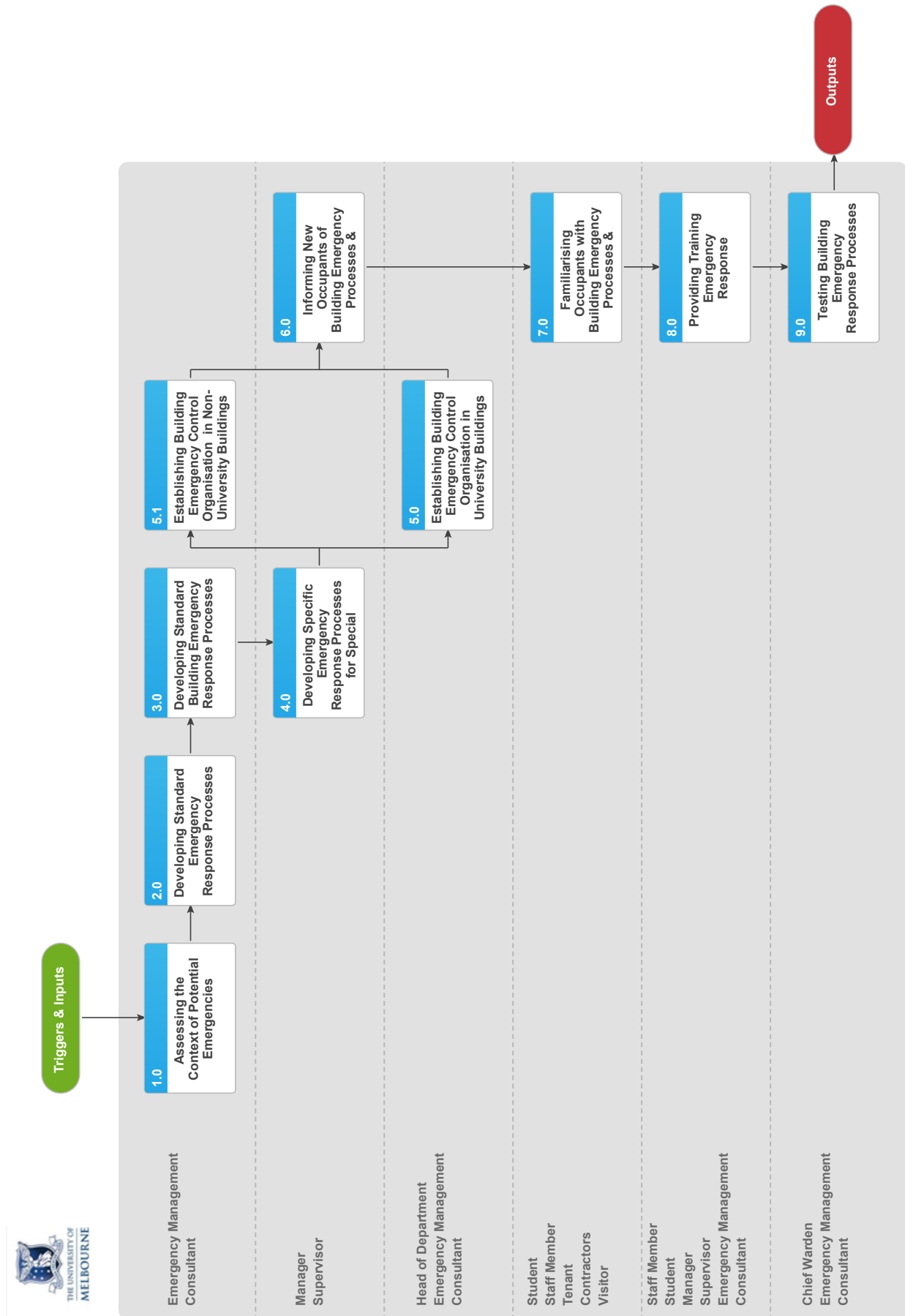


# Implementing emergency preparedness and response [ In

Progress ] v0.25



## Summary

### Objective

To describe the University of Melbourne's methodology for:

- The identification and assessment of potential emergencies
- The documentation and communication of emergency processes.

### Background

This process applies to all building and local emergency planning at all workplaces under the management and control of the University of Melbourne

**Owner** Stefan Delany

**Expert** Stefan Delany

## Procedure

### 1.0 Assessing the Context of Potential Emergencies

#### Emergency Management Consultant

- a** The Emergency Management Consultant will establish a University-wide framework for responding to emergencies. The framework will take into account the requirements of AS3745 Planning for Emergencies in Facilities.
- b** The Emergency Management Consultant will prepare a high level risk assessment of potential emergency situations, including:
  - Fire
  - Medical Emergency
  - Internal Emergency
  - External Emergency
  - Bomb or Substance Threat
  - Armed or Aggressive Intruder

### 2.0 Developing Standard Emergency Response Processes

#### Emergency Management Consultant

- a** The Emergency Management Consultant will develop emergency preparedness and response procedures for each potential emergency assessed to be significant. The Emergency Management Coordinator will review emergency preparedness and response procedures:
  - following a change in the assessment level;
  - following an emergency management response exercise;or
  - at least annually.

### 3.0 Developing Standard Building Emergency Response Processes

#### Emergency Management Consultant

- a** The Emergency Management Consultant will develop and provide Building Evacuation Diagrams for each of the University of Melbourne's occupied buildings. The Emergency Management Consultant must take into consideration all likely occupants of building, including:
  - tenants (where the University is the landlord);
  - contractors to the University;
  - visitors to the University.

### NOTE Evacuation Diagrams

Evacuation Diagrams will be based on the current as built data available from Infrastructure Services.

Where a building is occupied or partially by the University of Melbourne through a local arrangement outside Infrastructure Services, then the responsibility for providing accurate and current building data will be held by those responsible for the relationship with the landlord.

### 4.0 Developing Specific Emergency Response Processes for Special Environments or Special Processes

#### Manager, Supervisor

- a** The Manager or Supervisor responsible for a specific task or process that requires emergency response outside the scope of standard emergency procedures will develop the specific emergency response procedure. These may include emergency response processes for:
  - Chemical Spill response
  - Biological Spill response
  - Event/large public gather emergency response
  - Off campus activity
  - Confined space entry
  - Working at heights
- b** The Emergency Management Consultant will provide assistance and advice to Managers and Supervisors in developing the local emergency response processes

### 5.0 Establishing Building Emergency Control Organisation in University Buildings

#### Head of Department, Emergency Management Consultant

- a** Budget Divisions with the greatest occupancy of a University Building have overall responsibility for sourcing a Chief Warden and Deputy Chief Warden.

The Head of Department(s) from the relevant Budget Division must ensure that that a Chief Warden and a Deputy Chief Warden are appointed for the building.

- b** The Head of Department with secondary occupancy of a University building must ensure that Emergency Wardens are appointed for their occupied areas within that building.
- c** The Emergency Management Consultant will facilitate the establishment and maintenance of the Building Emergency Control Organisation (ECO) in each University building. The ECO must consist of:
  - Chief Warden
  - Deputy Chief Warden
  - Emergency Wardens
  - Building Emergency Procedures
  - Communication Procedures
  - Emergency Evacuation Plans
  - Evacuation Exercises

## 5.1 Establishing Building Emergency Control Organisation in Non-University Buildings

### Emergency Management Consultant

- a Where the University is a occupant in the non-University building, the Head of Department must ensure that occupants under the University's management and control cooperate and participate in any established ECO for that building.
- b Where a building does not have an established ECO or the ECO is assessed as inadequate for the University occupants, the Head of Department must ensure that an suitable ECO is established within the area of the building that the University occupies.
- c The Emergency Management Consultant will facilitate the establishment and maintenance of the Building Emergency Control Organisation in each University-occupied building.

#### NOTE Emergency Control Organisation (ECO)

An Emergency Control Organisation consists of:

- Chief Warden
- Deputy Chief Warden
- Emergency Wardens
- Building Emergency Procedures
- Communication Procedures
- Emergency Evacuation Plans
- Evacuation Exercises

## 6.0 Informing New Occupants of Building Emergency Processes & Personnel

### Manager, Supervisor

- a The Managers and Supervisors will ensure new occupants (for whom they are responsible for supervising) are advised of the Standard Emergency Response Processes and any Specific Emergency Response Processes.

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#### NOTE How to communicate the emergency contacts for a building

Communicating local emergency contacts can be achieved via:  
local induction process.  
completing and posting the emergency contacts list on local workplace noticeboards.

## 7.0 Familiarising Occupants with Building Emergency Processes & Personnel

### Student, Staff Member, Tenant, Contractors, Visitor

- a Staff members, students and other occupants must familiarise themselves with Emergency Evacuation Plans, including allocated emergency response personnel in each building that they occupy.

## 8.0 Providing Training Emergency Response

### Staff Member, Student, Manager, Supervisor, Emergency Management Consultant

- a The Emergency Management Consultant will ensure the provision of training to Chief Wardens, Deputy Chief Wardens and Wardens.
- b Chief Wardens, Deputy Chief Wardens and Wardens will complete the training assigned for the assigned role.

- c Staff and permanent occupants of University buildings will receive training in building emergency response through local workplace induction and Evacuation Exercise Drills.
- d Managers and supervisors must ensure that contact details of local emergency response personnel are displayed in the building, such that they are visible to all occupants.

#### NOTE Training Packages

The Emergency Management Consultant will develop and maintain training packages that meet the relevant competencies prescribed by AS 3745.

#### NOTE Accessing Chief Warden and Warden training

Enrollment in this training is available via Themis Self-Service.

## 9.0 Testing Building Emergency Response Processes

### Chief Warden, Emergency Management Consultant


- a The Chief Warden for each building will ensure that the building occupants participate in a minimum of one Evacuation Training Exercise per year.

#### NOTE Testing and evaluating emergency response processes

The Chief Warden on becoming aware of an emergency (or activation of a training exercise), must:

- Ascertain the nature of the emergency and determine the appropriate action;
- Ensure emergency wardens have been notified of the emergency, usually via the building's emergency alarm system;
- Coordinate evacuation and control entry to the affected areas;
- Ensure the progress of the evacuation and any action taken is recorded in an incident log;
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the incident controller's instructions;
- Complete an evacuation report, documenting details for the purpose of identifying and correcting any deficiencies in procedure or its implementation.

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- b ECO personnel must participate in Emergency Training Exercises in order to evaluate emergency procedures.
- c The Chief Warden will conduct a review after each emergency evacuation or exercise to identify improvement to the building evacuation processes.
- d The Chief Warden will record the findings of the review on an Evacuation Report and provide a copy of the Evacuation Report to the Emergency Management Coordinator.

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- e The Emergency Management Consultant will ensure that building evacuation training exercises are monitored and recorded centrally.
- f The Emergency Management Consultant will evaluate all findings of the Evacuation Report and correct any deficiencies in process or implementation

## Triggers & Inputs

### TRIGGERS

Starts	Frequency	Volume
Evacuation Drill	Annual	1 per year
Warden Training Sessions	Monthly or as requested	1 session per month
Review of potential emergencies	Annual	1 per year or as required by ad hoc trigger
Relocation of personnel to other building	Ad hoc	Ad hoc

### INPUTS

None Noted

## Outputs & Targets

### OUTPUTS

None Noted

### PERFORMANCE TARGETS

Measure	Target
Emergency Control Organisation	Full complement of Chief Warden, Deputy Chief Warden and Wardens for each building
Evacuation Exercise	Completion of at least one evacuation exercise per calendar year for each building.

## RACI

### RESPONSIBLE

Roles that perform process activities

Chief Warden, Contractors, Emergency Management Consultant, Head of Department, Manager, Staff Member, Student, Supervisor, Tenant, Visitor

### ACCOUNTABLE

For ensuring that process is effective and improving

**Process Owner** Stefan Delany

**Process Expert** Stefan Delany

### CONSULTED

Those whose opinions are sought

### STAKEHOLDERS

None Noted

### STAKEHOLDERS FROM LINKED PROCESSES

None Noted

### INFORMED

Those notified of changes

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

## Systems

Themis

## Process Approval

Published on 13-12-2014 (GMT) by Stefan Delany