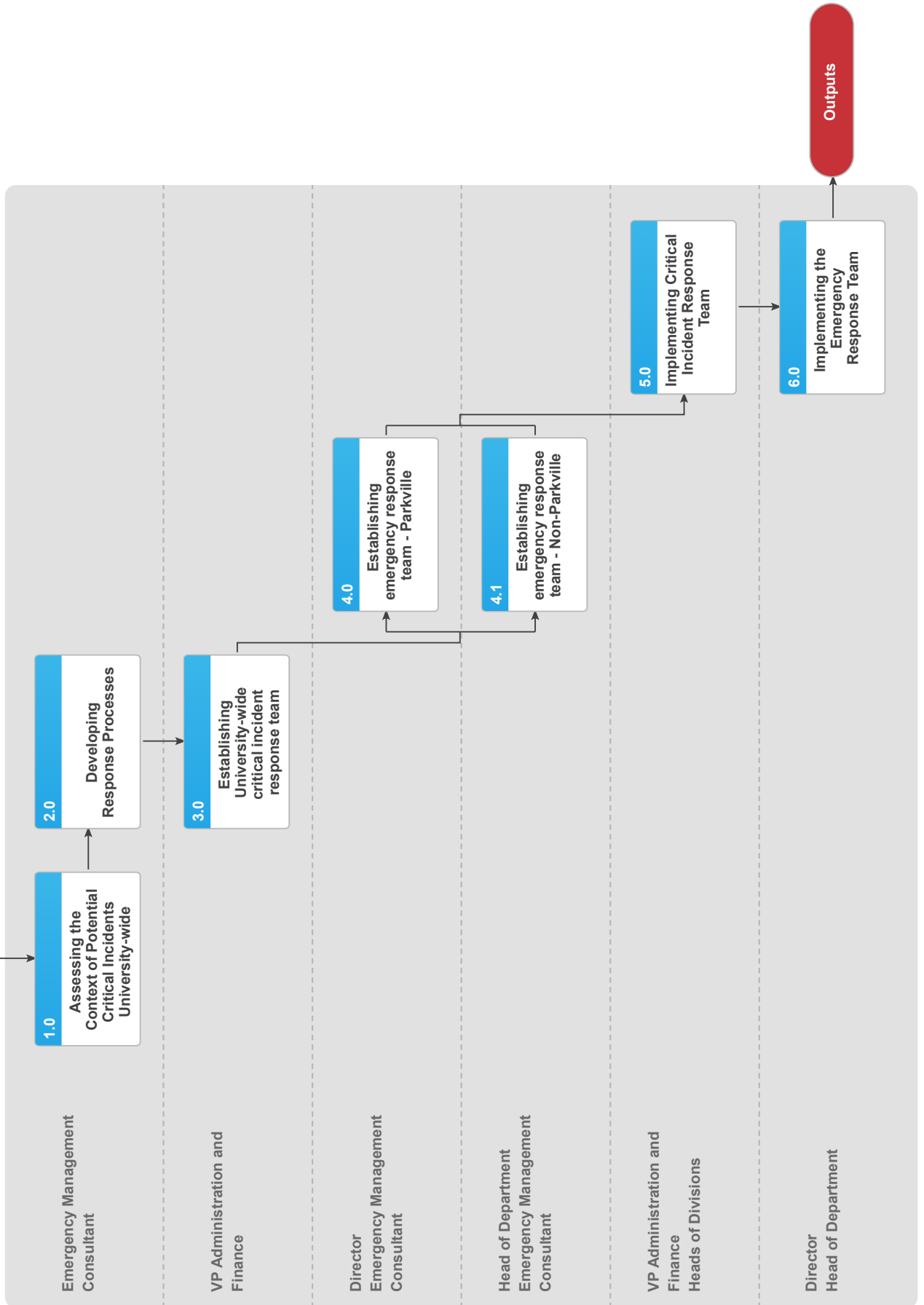


# Planning Response to Critical Incidents and University-wide Emergencies [ In Progress ] v0.17



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## 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.

- b The Emergency Management Consultant will draft and maintain the emergency response plan and operating procedures
- c The Emergency Response Team leader will be responsible to reviewing and approving the the emergency response plan and operating 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

### TRIGGERS

Starts	Frequency	Volume
Critical incident	ad hoc	Ad hoc
Emergency incident	Ad hoc	Ad hoc

### INPUTS

None Noted

## Outputs & Targets

### OUTPUTS

Output	To Process	How Used
Critical Incident Response Plan	NA	To provide guide to Critical Incident

Emergency Response Team plan NA

Response team members of objectives, role and functions.

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

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### PERFORMANCE TARGETS

None Noted

### 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

**Process Owner** Stefan Delany

**Process Expert** Stefan Delany

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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.

### Systems

None Noted

### Process Approval

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