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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety  EMERGENCY PREPARDNESS AND RESPONSE REQUIREMENTS |

# 1 Purpose

To create an emergency management framework to ensure that staff, students, contractors and visitors are prepared for various emergency types and can effectively respond.

# 2 Scope

This requirement applies to all staff, students, contractors and visitors at University of Melbourne's campuses and each of the University's occupied buildings.

These requirements set out the framework for Emergency management plans and associated resourcing for all University of Melbourne's campuses and each of the University's occupied buildings.

For additional details regarding first aid management refer to [Health & Safety: First aid requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf).

Critical incident management is not within the scope of this requirement.

# 3 Definitions

**Area of refuge**

An area of refuge is a location in a [building](https://en.wikipedia.org/wiki/Building) designed to hold occupants during a [fire](https://en.wikipedia.org/wiki/Fire) or other [emergency](https://en.wikipedia.org/wiki/Emergency), when [evacuation](https://en.wikipedia.org/wiki/Emergency_evacuation) may not be safe or possible.

**Building emergency fittings**

Physical elements of a facility which include installed fire suppression, fire detection, emergency communication, alert tones, emergency signage and other emergency equipment. See [Health & Safety: Building emergency fittings visual guide](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4708540/Building-emergency-fittings-visual-guide.docx).

**Critical incident**

A critical incident is an event that may adversely affect the University and requires an immediate response. It is likely to cause significant personal illness or injury, substantial impact to operations and commercial prospects, a degradation of reputation, or lead to an impact on the wider community.

**Emergency**

An event which arises internally, or from external sources, which may adversely affect the occupants or visitors in a building or location, and which requires an immediate response.

**Emergency Control Organisation (ECO)**

The structured organisation within each occupied building that initiate and control a building’s emergency response procedures.

**Emergency management plan (EMP)**

Documentation of emergency arrangements for a campus, precinct or building which includes preparedness, prevention and response activities. It includes agreed emergency roles, responsibilities, plans and localised emergency response procedures that are additional to the University’s emergency response procedures**.**

**Emergency Planning Committee (EPC)**

Persons responsible for the documentation and maintenance of an Emergency management plan.

**Emergency response procedures**

A documented University wide scheme of actions and procedures designed to respond to and manage emergencies.

**Precinct**

Two or more buildings that share a common benefit falling within the scope of one plan. For example, buildings that are co-joined or share emergency systems.

**University occupied building**

A building that The University of Melbourne owns or leases from another party, in which the University has staff, students or contractors within.

**University owned building**

A building that The University of Melbourne owns.

# 4 Requirements

## 4.1 Emergency response procedures and plans

The Associate Director, Health and Safety or delegate will conduct regular university-wide risk assessments for emergency types and author an Emergency management plan for the University.

The Associate Director, Health and Safety will publish [Emergency response and preparedness](https://safety.unimelb.edu.au/emergency-and-business-resilience) information including:

* processes and procedures;
* information, including training and responsibilities;
* guidance, including an [Emergency response procedures (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf); and
* forms and templates, including the [Emergency management plan.](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4682837/building-emergency-plan.docx)

Chief Wardens, Health and Safety Business Partners and/or other delegated personnel will establish and maintain Emergency management plans (EMP) for each of their occupied buildings, precincts and campuses.

The Emergency Planning Specialist shall review the EMPs.

Staff, students and other occupants shall familiarise themselves with:

* emergency response procedures;
* Emergency management plans;
* building evacuation diagrams;
* emergency alert tones and visual warnings;
* emergency assembly areas;
* the location of emergency equipment; and
* the location of members of the Emergency Control Organisation (ECO).

Staff, students and other occupants shall comply with the University of Melbourne's emergency response procedures including instructions or directions given by Wardens.

Where a local area response is insufficient to contain an emergency, staff, students or building occupants shall Initiate critical incident response.

## 4.2 Building emergency control organisation

### 4.2.1 Emergency Planning Committee (EPC)

The EPC is responsible for developing and monitoring the implementation of Emergency management plans.

The Head of School/Division or their delegate is responsible for determining:

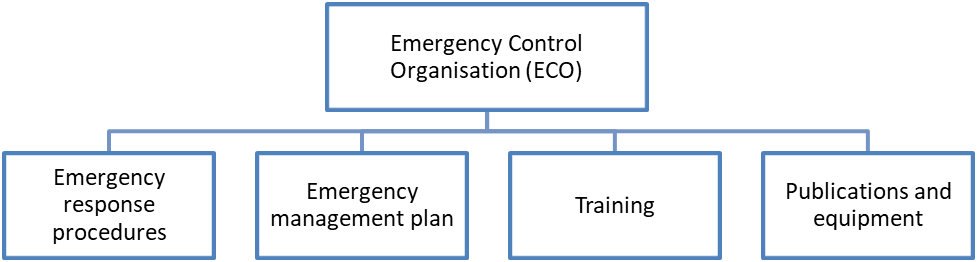
* whether an EPC is required for a location; and
* where applicable, personnel responsible for establishing and maintaining Emergency management plans.

Creation of an EPC should be considered where locations:

* are multi-tenanted;
* have complicated architecture;
* contain high risk activities;
* are large, complicated, multistorey buildings; or
* when there is a natural grouping of multiple buildings which are in proximity.

An EPC is not required for every building location. For buildings where there is not an EPC, the ECO will assume the responsibilities of the EPC.

Members of the EPC should be comprised of representatives from tenants or departments from the building. An EPC should meet once a year at minimum.



Emergency planning committee (EPC)

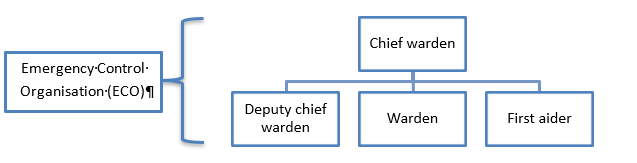
### 4.2.2 Emergency Control Organisation (ECO)

Head of School/Division or their delegate is responsible for ensuring university occupied buildings have an ECO in place.

Head of School/Division or delegate is responsible for ensuring members of the ECO are adequately trained and that there are enough selected to implement the emergency response plan.

The ECO is comprised of the Chief Warden, Deputy Chief Warden, Wardens and First Aiders.

The ECO is responsible for all operational aspects of planning for emergencies and is responsible for initiating an appropriate response to an emergency.

The Chief Warden for each building is responsible for ensuring the ECO meets once a year. An Informal meeting following an evacuation drill is considered a meeting.

## 4.3 Training, testing and communication

### 4.3.1 Training

The Associate Director, Health and Safety shall develop, publish and maintain:

* warden and fire extinguisher [training](https://safety.unimelb.edu.au/emergency-and-business-resilience/warden-training); and

Chief Wardens and Wardens shall complete training as identified in [Health & Safety: Training requirements matrix](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4698808/Training_Matrix.pdf).

Managers/supervisors shall ensure that where appropriate staff are competent in using firefighting equipment.

### 4.3.2 Building evacuation and shelter in place drills

The Associate Director, Health and Safety shall ensure and that there is a system for booking [evacuation drills](https://safety.unimelb.edu.au/emergency-and-business-resilience/emergency-drills).

The Chief Warden shall ensure that the building includes one evacuation or a shelter in place drill per year.

The Chief Warden shall complete a [Health & Safety: Emergency event report](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4682840/Emergency-event-report.docx) following a building emergency or emergency drill.

The Emergency Planning Specialist shall ensure that Health & Safety: Emergency event reports are reviewed and recorded.

Unless there are other agreements in place (eg leasing arrangements) the Director, Campus Services shall ensure that a technician is available to support emergency drills in University occupied buildings.

### 4.3.3 Communication, contacts and induction

The Associate Director, Health and Safety will publish and supply Visitor information cards and [Emergency response procedures (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf).

Managers/supervisors are responsible for displaying and providing Visitor information cards, Flipchart - Emergency response procedures and [Building emergency procedures posters](https://safety.unimelb.edu.au/__data/assets/powerpoint_doc/0008/4708538/building-emergency-procedures-poster.ppt) for building occupants.

The Associate Director, Health and Safety shall publish a template [Health & Safety: Emergency contacts poster](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4708537/emergency-contacts-poster.docx).

Managers/supervisors are responsible for updating and displaying Health and safety contacts posters.

The Associate Director, Health and Safety shall publish and maintain the [Building emergency information database](https://unimelbcloud.sharepoint.com/:x:/r/teams/EmergencyManagementCommunity/Shared%20Documents/Building%20Emergency%20Information%20Database.xlsx?d=wc5578339685946adad4a91429e15f0c2&csf=1&e=YkpZYe).

Managers/supervisors shall provide direct reports with a local building induction including:

* emergency assembly area;
* building emergency exits;
* first aid kits and if applicable, automated external defibrillator;
* nearest trained first aider and warden;
* building evacuation diagrams;
* other emergency resources, such as emergency eye wash/showers, spill kits.

## 4.4 Building evacuation diagrams

Executive Director, Project Services is responsible for updating building evacuation diagrams when building works change existing infrastructure/floorplans and where new buildings are constructed.

Unless there are other agreements in place (eg leasing arrangements), Associate Director, Health and Safety is responsible for updating out-of-date building evacuation diagrams not related to building works in University owned buildings. Unless otherwise stated, landlords of buildings which the University leases shall provide and maintain building evacuation diagrams.

Associate Director, Health and Safety is responsible for storing and sharing building evacuation diagrams with building occupants.

Managers/supervisors are responsible for ensuring building evacuation diagrams are displayed in occupied buildings. A [Fire order A5 poster](https://safety.unimelb.edu.au/__data/assets/pdf_file/0003/4708542/fire-order-A5-poster.pdf) should be displayed as close to a building evacuation diagram as reasonably practicable.

Managers/supervisors and Chief Wardens can access or request updated building evacuation diagrams.

Associate Director, Health and Safety will approve a template for building evacuation diagrams considering AS 3745.

## 4.5 Emergency prevention and response equipment

For projects and works under their control, the Executive Director, Project Services is responsible for ensuring that all installed building emergency fittings and infrastructure comply with legal requirements, the National Construction Code, Australian Standards and local government regulations.

Unless there are other agreements in place (eg leasing arrangements), Director, Campus Services is responsible for the maintenance and repair of installed building emergency fittings, firefighting equipment and infrastructure.

In environments under the control of Project Services, Executive Director, Project Services is responsible the installation of building emergency fittings, firefighting equipment and infrastructure.

Refer to [Health & Safety: First aid requirements](https://safety.unimelb.edu.au/safety-topics/first-aid-equipment) for first aid equipment.

Managers will ensure that firefighting equipment be made available to their work environments.

Associate Director, Health and Safety will provide equipment which identifies Chief Wardens and Wardens.

# 5 Responsibilities

Associate Director, Health & Safety

Executive Director, Project Services

Director, Campus Services

Emergency Planning Specialist

Manager/supervisor

Chief Warden

Warden

First aider

# 6 References

*Occupational Health and Safety Act 2004* (Vic)

National Construction Code (NCC)

AS 3745: Planning for emergencies in facilities

# 7 Document Control

## 7.1 Requirements

[Health & Safety: First aid requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1832561/health-and-safety-first-aid-requirements.pdf)

## 7.2 Forms

[Building emergency procedures poster](https://safety.unimelb.edu.au/__data/assets/powerpoint_doc/0008/4708538/building-emergency-procedures-poster.ppt)

[Emergency management plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4682837/building-emergency-plan.docx)

[Fire order A5 poster](https://safety.unimelb.edu.au/__data/assets/pdf_file/0003/4708542/fire-order-A5-poster.pdf)

[Health & Safety: Bomb/substance and phone threat checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/4708539/bomb-substance-and-phone-threat-checklist.docx)

[Health & Safety: Emergency contacts poster](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4708537/emergency-contacts-poster.docx)

[Health & Safety: Emergency event report](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/1836033/Emergency-event-report.docx)

[Health & Safety: Personal emergency evacuation plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4708541/Health-and-safety-personal-emergency-evacuation-plan-PEEP.docx)

## 7.3 Guidance

[Building emergency information database](https://unimelbcloud.sharepoint.com/:x:/r/teams/EmergencyManagementCommunity/Shared%20Documents/Building%20Emergency%20Information%20Database.xlsx?d=wc5578339685946adad4a91429e15f0c2&csf=1&e=VEAKqh)

[Emergency response procedures (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf)

[Health & Safety: Training requirements matrix](https://safety.unimelb.edu.au/__data/assets/pdf_file/0007/4698808/Training_Matrix.pdf)

[Health & Safety: Building emergency fittings visual guide](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/4708540/Building-emergency-fittings-visual-guide.docx)

[Health & Safety: Fire extinguisher types and their uses](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4721945/Fire-extinguishers-types-and-their-uses.docx)

[SharePoint: Emergency management community](https://unimelbcloud.sharepoint.com/teams/EmergencyManagementCommunity)