



Emergency Management Plan

Parkville Campus

230 Grattan ST

(Grattan ST, Swanston ST, Tin Alley, Royal PDE)

**Site details**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Site** | Parkville |
| **Building** | Not applicable – this plan includes all buildings owned and/or operated by the University of Melbourne on the Parkville campus. |
| **Author** | Chemical Safety Consultant |
| **Plan Approver** | Emergency & Critical Incident Specialist  Assistant Director, Health & Safety |
| **Version** | 1.0 |
| **Date Approved** | September 2021 |
| **Next Review Date** | September 2026 |

**Authorisation list**

|  |  |
| --- | --- |
| **Position Title** | **Name** |
| **Chief Warden** | Not applicable – Emergency Control Organisations (ECOs) inclusive of chief, deputy and floor/area wardens are in place for individual buildings as required across the Parkville campus. |
| **Deputy Chief** | Not applicable – as above. |
| **Emergency & Critical Incident Specialist** | Nicky Haslinghouse |
| **Health & Safety Business Partner(s)** | Not applicable – a team of Health & Safety Business Partners service individual buildings across the Parkville campus. |

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# Purpose

[Health & Safety – Emergency preparedness and response requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/1826364/health-and-safety-emergency-preparedness-and-response-requirements.docx)

The purpose of this Emergency Management Plan (EMP) is to provide the Parkville campus with a framework that outlines the resources, procedures and processes required to safely and effectively respond to emergencies.

# Scope

This plan includes the structure and duties of the Emergency Planning Committee (EPC) and the Emergency Control Organisation (ECO). The plan also details emergency preparedness information specific to the Parkville campus including detail regarding the personnel, resources, equipment, training and documentation (including as Personal Emergency Evacuation Plans (PEEP).

# Location occupancy and functions

## Location and occupancy details

|  |  |
| --- | --- |
| **Occupancy** | **Detail** |
| **Building layout/characteristics** | Parkville campus is the main campus of the University of Melbourne (UoM). It consists of more than 50 buildings of various sizes, heights, designs and ages which host a wide range of business functions including learning and teaching, administration and research. |
| **Location and surrounding buildings/structures etc** | The campus is situated between Swanston Street and Royal Parade in Parkville immediately north of the Melbourne CBD. There are UoM owned and operated buildings on the north, south and east side of this campus, three major hospitals (The Women’s Hospital, the Peter MacCallum Comprehensive Cancer Centre, The Royal Children’s Hospital and the Royal Melbourne Hospital, ten residential colleges, several affiliated student accommodation buildings, multiple major research institutes including the Peter Doherty Institute for Infection and Immunity and the Walter and Eliza Hall Research Institute, a significant number of private residences and multiple privately-owned retail outlets situated on and around the main campus. |
| **Access/egress** | Main entry points:   * Gate 4 (Monash RD) * Gate 1 (Tin Alley) * Gate 11 (On Royal PDE)Gate 10 (Grattan ST)   Please note: this entrance is currently closed to the public and inaccessible by vehicles without a special entry permit granted by the Metro Tunnel Project. Access may be facilitated in an emergency. |
| **Assembly point(s)** | When the whole Parkville Campus is evacuated, assembly points will be determined by the critical incident management team in close consultation with emergency services and according to the University of Melbourne Incident Management System (UMIMS). The evacuation of individual buildings and precincts is informed by individual EMPs for those areas as required. |
| **Work area(s) description** | While some buildings are used purely for administrative purposes, , as most are used by multiple Faculties, departments and external lease-holders for learning and teaching, administration, public engagement and research activities. Several libraries, museums and performance venues are also located on this campus. |
| **Delivery points** | There are numerous delivery points across the campus and within buildings which are articulated within the EMPs of individual buildings and precincts. |
| **Occupancy details (general)** | Staff, contractors, students, researchers tenants and members of the public are able to access the main campus at any time due to it being a public institution – in many cases access to buildings is more limited after-hours, and some areas are restricted 24/7 to select users  While the campus is impacted by pandemic restrictions, we expect on any given day there are between 4000 to 8000 people attending the site. This number can vary widely due to the ongoing restrictions and the time of day, but visitation is much lower on weekends and public holidays  When the activities on campus are operating as normal with no restrictions, it is approximated that around 200,000 people attend on-site during the teaching period. This number is reduced by around 20% during non-teaching period (December to March). |
| **Occupancy details (specialist)** | Melbourne Brain Centre Imaging Unit provides services to public and is located in the Kenneth Myer Building, Building 144. |

## Site Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| **Infrastructure** | **Type** | **Y/N/NA** | Detail |
| **Utilities** | Gas/propane | Y | Shut-off location: See attachment 1 |
| Water | Y | Shut-off location: See attachment 2 |
| Electricity |  | Shut-off location: Each building has its own shut off |
| Solar panel |  | Shut-off location/electrical inverter: N/A |
| **Emergency Power System** |  |  | Refer to each building |
|  |  |  |
| **Boiler Room** |  | Y | Refer to each building |
| **Substation** |  | Y | See attachment 3 |

## Specialist area(s)

|  |  |
| --- | --- |
| **Description** | **Location** |
| Locations of specialist areas are available online | *Link to* [Parkville maps](https://maps.unimelb.edu.au/download-maps) |

## Dangerous Goods (DG)

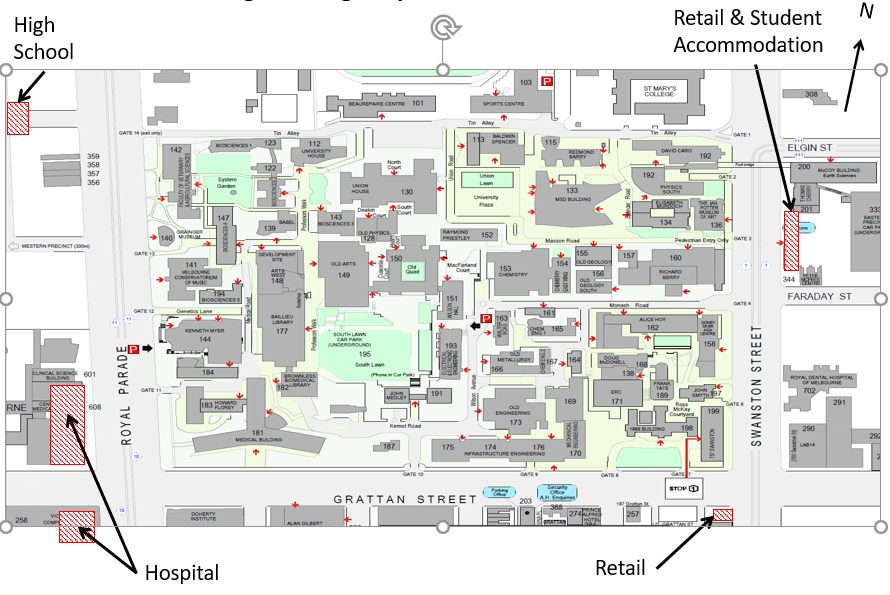
|  |  |
| --- | --- |
| **Placard(s)** | **Location of Emergency Information Book** |
| Several DG are stored in different buildings in Parkville Campus. Detailed information is available in the Emergency Information Books | Gate 11 – On Royal PDE, between the Medical Building and Old Microbiology building  Gate 4 – Monash RD  Gate 1 – Tin Alley |

## Emergency Assistance

|  |  |
| --- | --- |
| **Assistance** | **Contact** |
| **University of Melbourne Security** | 03 8344 6666 |
| **Emergency Services** | 0 000 |
| **Poison Information Centre** | 13 11 26 |

## Neighbouring Properties/Buildings

* Critical facilities close to proximity of the Parkville campus are:
  + Hospitals:
    - West side: Royal Melbourne Hospital (RMH), Royal Women Hospital (RWH) and Victorian Comprehensive Cancer Centre (VCCC)
    - East side: Royal Dental Hospital of Melbourne (RDHM)
  + The Doherty Institute – south side of Grattan Street
* The Metro Tunnel Project
* UoM buildings on the south side of Grattan Street
* Student accommodations on the east side of the campus
* Few retailers around the campus



# Management Arrangements

As stipulated by the  [Health & Safety – Emergency preparedness and response requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/1826364/health-and-safety-emergency-preparedness-and-response-requirements.docx), a site may require having an Emergency Planning Committee (EPC). When a site does not have an EPC, the Emergency Control Organisation (ECO) will assume the responsibilities of the EPC of that site.

The Emergency and Critical Incident Specialist will review the EMP to ensure the sufficiency of the EMP for the site.

## Emergency Planning Committee (EPC)[[1]](#footnote-2)

The Parkville site does not have an EPC. Each building may have their individual EPC, otherwise the ECO will assume the responsibility of the EPC. The Emergency and Critical Incident Specialist oversees the efficacy of this plan. They will liaise with the EPC or ECO of the individual building and respective departments when necessary.

## Emergency Control Organisation (ECO)[[2]](#footnote-3)

ECO is not relevant to the Parkville campus. In an event that full campus is require, this type of incident is managed by Critical Incident Management Team.

# EMERGENCY Resources

## Emergency infrastructure

[Building emergency fittings visual guide](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/2327742/Building-emergency-fittings-visual-guide.docx)

|  |  |  |
| --- | --- | --- |
| **Building infrastructure** | **Y/N/NA** | **Remark** |
| **Duress Alarm** | N/A | Locations: Each building may have duress alarm. Refer to each building EMP. |
| **Emergency Break Glass Alarm** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Emergency Warning Intercommunication System (EWIS)** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Exit Break Glass Door Release** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Fire Break Glass Alarm** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Fire hose reel** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Fire hydrant** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Fire Indicator Panel** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Grey box** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Smoke and Thermal Fire Detectors** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Sprinkler and Suppression System** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Warden Intercom Phones (WIP)** | N/A | Refer to each building’s evacuation diagram/EMP |

## Emergency equipment

[Building emergency fittings visual guide](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/2327742/Building-emergency-fittings-visual-guide.docx)

[Fire extinguisher types and their uses](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/2327824/Fire-extinguishers.docx)

Emergency equipment are included in the Evacuation Diagrams displayed across the building.

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Y/N/NA** | **Remark** |
| **Automated External Defibrillator (AED)** | Y | Locations: Click [here](https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1824308/Automated-external-defibrillators-campus-locations.pdf) |
| **Fire Blankets** | N/A | Refer to each building’s evacuation diagram/EMP |
| **Fire Extinguishers** | N/A | Refer to each building’s evacuation diagram/EMP |
| **First Aid Kits** | N/A | Refer to each building’s evacuation diagram/EMP |

## Emergency personnel

[Emergency personnel posters](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/1826362/emergency-contacts-poster.docx) are displayed across the building, including at exit points.

|  |  |
| --- | --- |
| **Description** | **Remark** |
| **Critical Incident Management Team** | This team will manage the emergency involving the whole campus |
| **Security Team** | This team is a liaison team between buildings’ Chief Wardens and their Deputies. |
| **Building Chief Wardens and Deputy Chief Warden** | List of Chief Wardens are available on [Building chief warden list](https://unimelbcloud.sharepoint.com/:x:/t/EmergencyManagementCommunity/ETmDV8VZaK1GrUqRQp4V8MIBzubhTFqH1egLGpj6IEZ_cw?e=kS4iqp) |
| **Floor Wardens** | Each building has developed their floor warden structure |
| **First Aiders** | [First aid assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/1832465/First-aid-assessment-form.docx)  Based on the First aid risk assessment conducted for this building, the number of First aiders have been appointed and trained. |

## Personal emergency evacuation plan (PEEP)

[Personal emergency evacuation plan](https://safety.unimelb.edu.au/__data/assets/pdf_file/0014/2011703/Personal-emergency-evacuation-plan.pdf)

Chief Wardens are to report if there are PEEP in their building.

## Training

|  |  |  |
| --- | --- | --- |
| **Personnel** | **Training required** | **Resources** |
| **Visitors** | None | Visitor Emergency Guide |
| **Staff, contractors, relevant students** | Health and Safety – Roles and responsibilities | TrainME |
| Local induction | Direct Supervisor |
| Participate in yearly evacuation drill | Chief Warden |
| **Customer facing (e.g. reception, library staff, Health Services)** | Suspicious packages | Enrol in TrainME |
| Handling unhappy and angry customers | Enrol in TrainME |
| **Chief Warden, Deputy Chief Warden, Warden** | Conduct yearly evacuation drill |  |
| Fire extinguisher training (elective) | Enrol in TrainME |
| Suspicious packages (elective) | Enrol in TrainME |
| **First Aiders** | Provide first aid (Level 2) - HLTAID003 | Enrol in TrainME |
| Provide cardiopulmonary resuscitation (CPR) – HLTAID001 (elective) | Enrol in TrainME |

## Posters, diagrams and checklist

The [[Emergency response procedure (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/3198817/Flipchart-emergency-response-procedures.pdf)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/3198817/Flipchart-emergency-response-procedures.pdf) is installed across key locations across Parkville campus site.

Evacuation diagram, First Aiders and Warden list posters are also displayed at key common areas.

Forms and Checklists are available on the [Emergency preparedness and response](https://safety.unimelb.edu.au/emergency/emergency-response-and-preparedness) web site.

## Other Resources

The University [Counselling Service](http://services.unimelb.edu.au/counsel) and the [Employee Assistance Program](https://staff.unimelb.edu.au/health-safety-wellbeing) are available to assist staff who have experienced psychological trauma.

# EMERGENCY procedures

## Emergency response procedure (flipchart)

The University of Melbourne has considered the emergency code system as per AS 3745. Detailed information on the emergency codes is available on [Emergency response procedure (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/3198817/Flipchart-emergency-response-procedures.pdf) distributed widely across the University.

## Escalation process

[Health & Safety – Initiate critical incident response](https://au.promapp.com/unimelb/Process/Minimode/Permalink/7VrJPSMIGP6BXPX7NAEPV)

When an emergency cannot be managed by the Chief Warden, the incident may be escalated to the Critical Incident Management Team. Contact University of Melbourne Security for assistance on 8344 6666.

## After hours procedure

As a general procedure, when an emergency occurs after hours, a person must contact Security directly and follow any instructions from Security. Individual building may have their own after hours emergency procedure, depending on the nature of their business.

# Associated Documents and references

## Templates and forms

[Bomb/substance and phone threat checklist](https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/1836026/AFPbombchecklist-New.pdf)

[Building emergency procedures poster](https://safety.unimelb.edu.au/__data/assets/powerpoint_doc/0006/1826331/building-emergency-procedures-poster.ppt)

[Building evacuation checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/1836037/building-evacuation-checklist.docx)

[Emergency contacts poster](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/1826362/emergency-contacts-poster.docx)

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

[First aid assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/1832465/First-aid-assessment-form.docx)

[Personal emergency evacuation plan (PEEP)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0014/2011703/Personal-emergency-evacuation-plan.pdf)

## Guidance

[Emergency and first aid](https://safety.unimelb.edu.au/emergency/emergency-and-first-aid)website

[Emergency preparedness and response](https://safety.unimelb.edu.au/emergency/emergency-response-and-preparedness) web site

[Building chief warden list](https://unimelbcloud.sharepoint.com/:x:/t/EmergencyManagementCommunity/ETmDV8VZaK1GrUqRQp4V8MIBzubhTFqH1egLGpj6IEZ_cw?e=kS4iqp)

[Building emergency fittings visual guide](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/2327742/Building-emergency-fittings-visual-guide.docx)

[Building emergency resources database (Chief warden list)](https://unimelbcloud.sharepoint.com/:x:/t/EmergencyManagementCommunity/ETmDV8VZaK1GrUqRQp4V8MIBzubhTFqH1egLGpj6IEZ_cw?e=kS4iqp)

[Fire extinguisher types and their uses](https://safety.unimelb.edu.au/__data/assets/word_doc/0010/2327824/Fire-extinguishers.docx)

[First aid assessment samples](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/1826403/First-aid-assessment-samples.docx)

[Warden handbook](https://safety.unimelb.edu.au/__data/assets/pdf_file/0005/2209685/warden-handbook.pdf)

## Processes and requirements

[Health & Safety – Establish first aid needs](https://au.promapp.com/unimelb/Process/Minimode/Permalink/Dz8q9XTwedYiq2wTXclvnM)

[Health & Safety – Emergency preparedness and response requirement](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/1826364/health-and-safety-emergency-preparedness-and-response-requirements.docx)

[Health & Safety – Initiate critical incident response](https://au.promapp.com/unimelb/Process/Minimode/Permalink/7VrJPSMIGP6BXPX7NAEPV)

[Health & Safety – Responding to an emergency](https://au.promapp.com/unimelb/Process/Minimode/Permalink/BHDoRkVplgm9CWomWxfGqO)

[Emergency response procedure (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/3198817/Flipchart-emergency-response-procedures.pdf)

## References

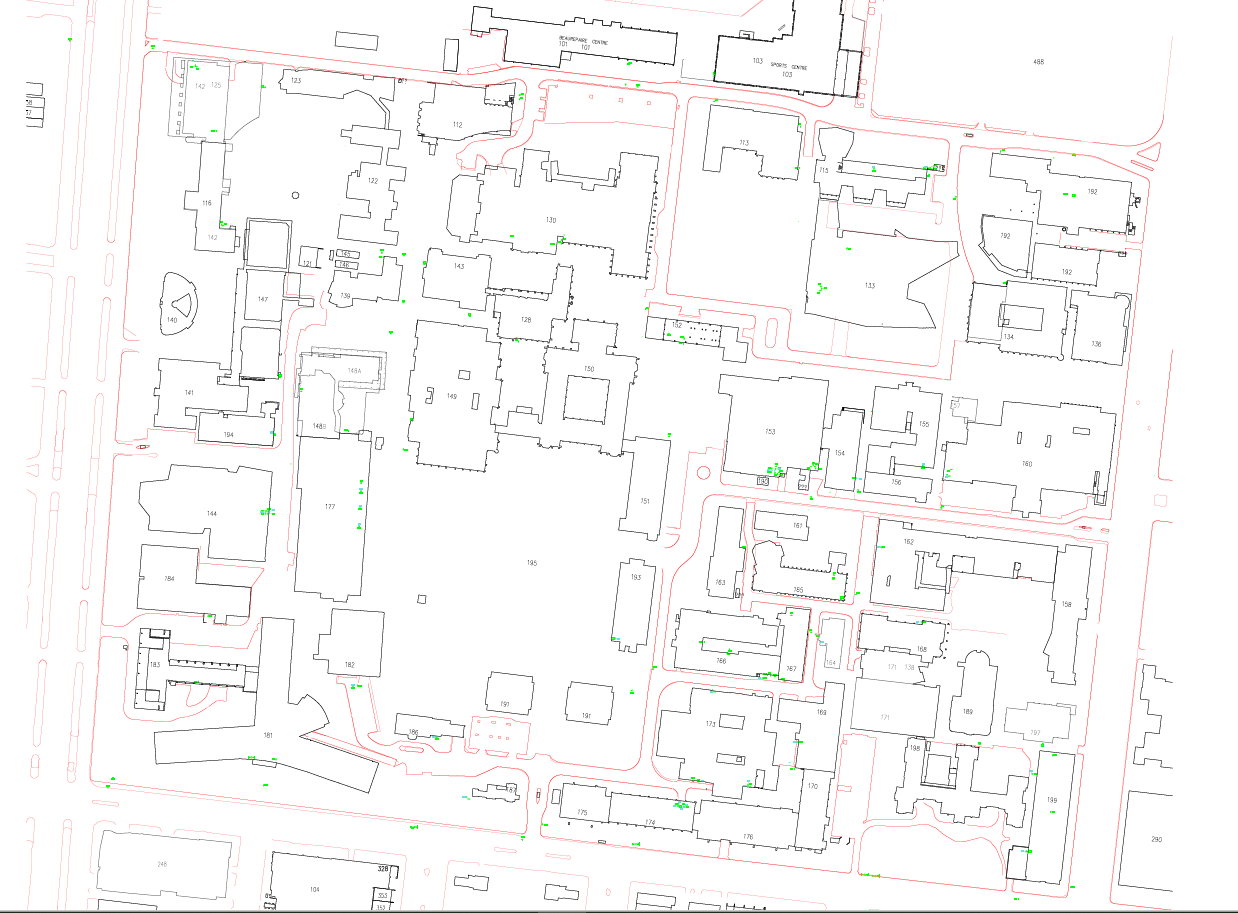
*Occupational Health and Safety Act 2004* (Vic)

AS 3745: Planning for emergencies in facilities

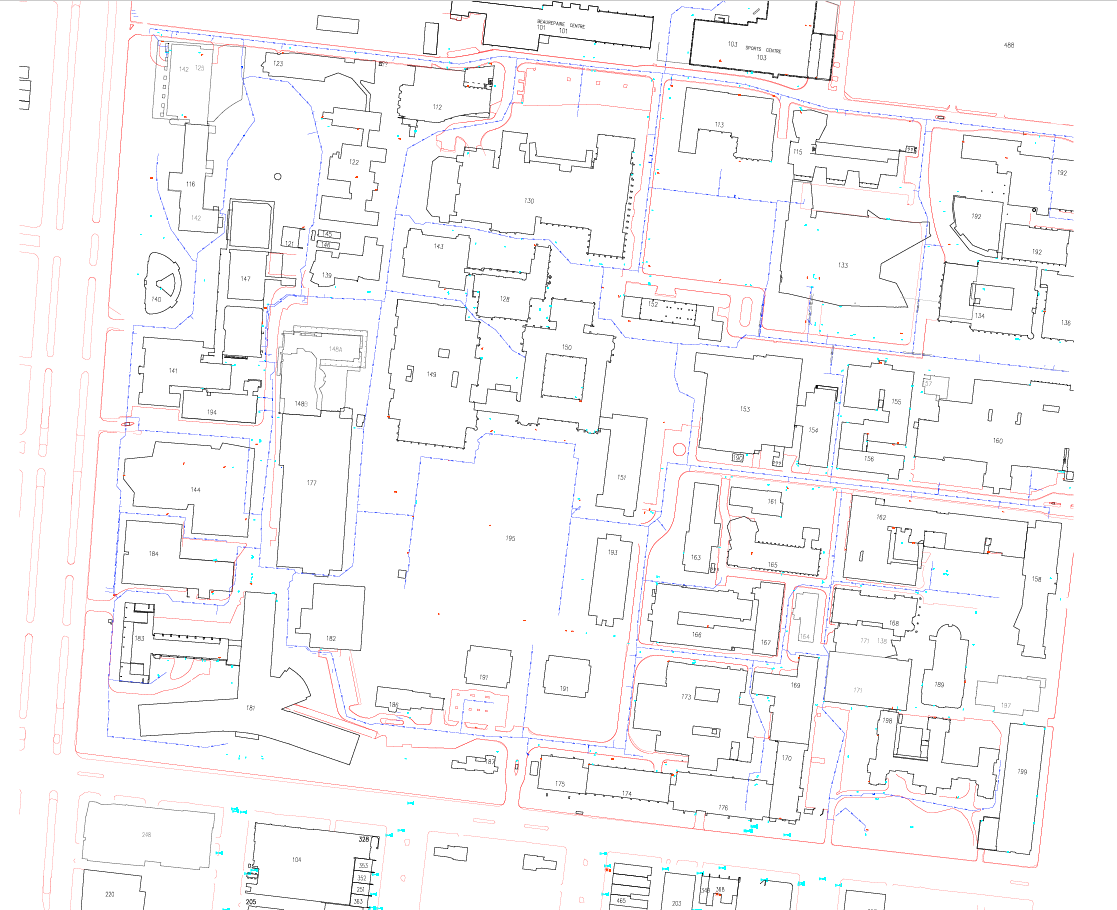
Compliance Code: First aid in the workplace (Vic)

# Attachment

## Attachment 1 Gas Isolation Points

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## Attachment 2 Water Isolation Points

****

## Attachment 3 Substation locations

|  |  |  |  |
| --- | --- | --- | --- |
| Building number | Building name | Room number | Remark |
| 101 | Beaurepaire Centre | B03 |  |
| 115 | Redmond Barry building | B11 |  |
| 125 | Building 125 | B129 |  |
| 130 | Union House | B12B |  |
| 144 | Kenneth Myer building | G16 |  |
| 148B | Art West building (West wing) | B203B |  |
| 152 | Raymond Priestley Building | B32 |  |
| 153 | Chemistry building (West) | B18 |  |
| 158 | Sidney Myer Asia Centre | BM3 |  |
| 162 | Alice Hoy | 131 |  |
| 163 | Walter Boas building | B05 |  |
| 168 | Doug McDonell building | 103 |  |
| 169 | Engineering Workshops | G09 |  |
| 177 | Baillieu library | S01 |  |
| 181 | Medical building | N110 |  |
| 181 | Medical building | N110A |  |
| 181 | Medical building | N110B | Spare switch room and for 144 |
| 189 | Frank Tate building | 117 |  |
| 191 | John Medley building | B07 |  |
| 192 | David Caro building | 66 |  |
| 193 | Electrical & Electronic building | 105 |  |

1. An EPC is responsible for the documentation and maintenance of an emergency plan (this document and associated activities). 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. [↑](#footnote-ref-2)
2. An ECO is responsible for directing and controlling the implementation of the emergency response procedures. [↑](#footnote-ref-3)