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[INSERT BUILDING(S) PHOTO]

Emergency Management Plan

[Address/building name]

Building No: [#]

**Building details**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Site/Campus** |  |
| **Building #, Name** |  |
| **Author(s)** |  |
| **Plan Approver** |  |
| **Version** |  |
| **Date Approved**  |  |
| **Next Review Date\******\*usually every 12 months*** |  |

**Authorisation list**

|  |  |
| --- | --- |
| **Position Title** | **Name** |
| **Chief Warden** |  |
| **Deputy Chief Warden** |  |
| **Emergency Management Contact** |  |
| **Health & Safety Business Partner(s)** |  |
|  |  |
|  |  |

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# Purpose

[Health & Safety – Emergency preparedness and response requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4682832/health-and-safety-emergency-preparedness-and-response-requirements.docx)

The purpose of this Emergency management plan (EMP) is to provide [location name, suburb] with a framework that outlines the resources and processes required to 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 contains an emergency plan specific for [location/building name/number] including the emergency personnel, emergency resources, equipment, emergency related training and where applicable, a Personal emergency evacuation plan (PEEP).

# Location occupancy and functions

## Location and occupancy details

|  |  |
| --- | --- |
| **Occupancy** | **Detail** |
| **Building layout/characteristics** | [Describe the building/site] |
| **Location and surrounding buildings/structures etc** | [Describe the surrounding of the location, e.g. the streets connecting to the building/site] |
| **Access/egress** | [List all access and egress for the building/site]  |
| **Assembly point(s)** | [List all assembly points, including alternative points] |
| **Work area(s) description** | [List the general activities in the building/site, e.g. office base, lecture theatres, libraries, laboratories, workshop] |
| **Delivery points** | [Provide details of main delivery points for mail, packages and goods, e.g. reception area for internal and external mail and courier parcels, loading bay for goods.] |
| **Occupancy details (general)** | [Describe most occupants at a time, with the approximate number of people. If a site, consider put in the number of people during teaching and non-teaching time] |
| **Occupancy details (specialist)** | [Describe any specialist areas, e.g. library, laboratory, workshop, clinic, etc]  |

## Site Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| **Infrastructure** | **Type** | **Y/N/NA** | Detail |
| **Utilities** | Gas/propane |  | Shut-off location:  |
| Water |  | Shut-off location: |
| Electricity |  | Shut-off location: |
| Solar panel |  | Shut-off location/electrical inverter: |
| **Emergency Power System** |  |  | Provides power to: |
|  |  | Shut-off location:  |
| **Boiler Room** |  |  |  |
| **Substation** |  |  |  |

[When applicable, include map, photos, etc]

## Specialist area(s)

|  |  |
| --- | --- |
| **Description** | **Location** |
| **[Describe (if any) the specialist area(s) and their locations, including labs/workshop, specialist teaching/research spaces, data centre, etc]** |  |
|  |  |
|  |  |

## Dangerous Goods (DG)

|  |  |
| --- | --- |
| **Placard(s)\*** | **Location of Emergency Information Book** |
|  | [If the building is not DG placarded, put N/A] |
| \* The placard(s) here refers to the placard for the entire building, which is displayed at the building entrances. |

## Emergency Assistance

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

## Neighbouring Properties/Buildings

[Describe the neighbouring properties/building surrounding this building/site. Identify any critical facilities, e.g. clinic, hospital, student accommodation, etc.

Identify how these surrounding building/sites would affect this building in case of emergency.

Include a simple map (like Google map) for better orientation and visualisation]

# Management Arrangements

As stipulated by the [Health & Safety – Emergency preparedness and response requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4682832/health-and-safety-emergency-preparedness-and-response-requirements.docx), a building may require having an Emergency Planning Committee (EPC). When a building does not have an EPC, the Emergency Control Organisation (ECO) will assume the responsibilities of the EPC of that building/site.

The Emergency & Business Resilience Team will review the EMP to ensure the sufficiency of the EMP for the building/site.

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

The Chief Warden and the respective Health and Safety Business Partner(s) are responsible to establish the EPC that consist of staff representing all departments, floors, and wings (where applicable).

The EPC is responsible in the development and maintaining the currency of the:

* EMP of the building including the sufficiency of emergency personnel
* Evacuation procedures
* PEEP to accommodate a person with a disability

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

The ECO is led by the Chief Warden and consists of members that are responsible for actioning the emergency response procedure for building/site.

The ECO consists of:

* Chief Warden
* Deputy Chief Warden(s)
* Floor Warden
* First aider

The Chief Warden role is responsible for managing the emergency procedure for building/site. This includes:

* In an event of emergency:
	+ Take leadership in managing the emergency evacuation process including delegating tasks
	+ Liaising with University Security and Emergency Services
* After an emergency:
	+ Complete the **Building Emergency Event Report** via UoM Riskware Platform – “*Health and Safety Checklists*” <https://go.unimelb.edu.au/qxe8>
	+ For individuals who do not have a UoM profile and want to report an emergency, complete the **Building Emergency Drill Report** via Qualtrics: <https://go.unimelb.edu.au/7nhs>

The Chief Warden or other nominated person (e.g. Health & Safety Business Partner, Facilities Manager) undertakes emergency preparedness functions including:

* Planning a yearly evacuation drill for the building
* Organising a yearly EPC meeting and ensure the EMP is current

Detailed duties of Chief Warden, Deputy Chief Warden and wardens can be requested via email
e-br@unimelb.edu.au

# EMERGENCY Resources

## Emergency infrastructure

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

|  |  |  |
| --- | --- | --- |
| **Building infrastructure** | **Y/N/NA** | **Remark** |
| **Duress Alarm** |  | Locations:  |
| **Emergency Break Glass Alarm** |  |  |
| **Emergency Warning Intercommunication System (EWIS)** |  | Locations: System: [Identify if the building has 1 or 2 tone evacuation system] |
| **Exit Break Glass Door Release** |  |  |
| **Fire Break Glass Alarm** |  |  |
| **Fire hose reel** |  |  |
| **Fire hydrant** |  |  |
| **Fire Indicator Panel** |  | Location: |
| **Grey box** |  |  |
| **Smoke and Thermal Fire Detectors** |  |  |
| **Sprinkler and Suppression System**  |  |  |
| **Warden Intercom Phones (WIP)** |  | Common locations:  |
|  |  |  |

## Emergency equipment

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

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

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

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Y/N/NA** | **Remark** |
| **Automated External Defibrillator (AED)** |  | Location:  |
| **Fire Blankets** |  |  |
| **Fire Extinguishers** |  |  |
| **First Aid Kits** |  |  |
|  |  |  |

## Emergency personnel

[Emergency contacts posters](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4708537/emergency-contacts-poster.docx) are displayed across the building, including at exit points.

|  |  |
| --- | --- |
| **Description** | **Remark** |
| **Building Chief Warden and Deputy Chief Warden**  | [List how many Chief Wardens and Deputy Chief Wardens for this building/site]  |
| **Floor Wardens** | [Describe how wardens are assigned for this building, e.g. 3 wardens for each wing]  |
| **First Aiders** | [First aid assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4587152/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. [Remember to conduct a First Aid Risk Assessment for the building/site] |

## Personal emergency evacuation plan (PEEP)

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

[State the current situation – the EMP does or does not have a PEEP or not. When the situation changes, this EMP must be updated]

## Training

|  |  |  |
| --- | --- | --- |
| **Personnel**  | **Training required** | **Resources** |
| **Visitors** | None | Visitor Information Guide; Emergency Response Procedures |
| **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) - HLTAID011 | Enrol in TrainME |
| Provide cardiopulmonary resuscitation (CPR) – HLTAID009 (elective) | Enrol in TrainME |
|  |  |

## Posters, diagrams and checklist

The [Emergency response procedures (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf) is installed across key locations across [building].

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-and-business-resilience/emergency-management) website.

## 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 procedures (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 procedures (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf) distributed widely across the University.

## Escalation process

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

## After hours procedure

[Explain building access arrangements and requirements].

When an emergency occurs after hours, a person must contact Security directly and follow any instructions from Security.

# Associated Documents and references

## Templates and forms

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

[Building Emergency Event checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/4722069/building-emergency-event-checklist.docx)

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

[First aid assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4587152/First-aid-assessment-form.docx)

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

## Guidance

[Emergency and Business Resilience](https://safety.unimelb.edu.au/emergency-and-business-resilience)website

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

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

[First aid assessment samples](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4587152/First-aid-assessment-form.docx)

**7.3 Processes and requirements**

[Health & Safety – Emergency preparedness and response requirement](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4682832/health-and-safety-emergency-preparedness-and-response-requirements.docx)

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

## 7.4 References

*Occupational Health and Safety Act 2004* (Vic)

AS 3745: Planning for emergencies in facilities

Compliance Code: First aid in the workplace (Vic)

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-1)
2. An ECO is responsible for directing and controlling the implementation of the emergency response procedures. [↑](#footnote-ref-2)