



Emergency Management Plan

11 Barry Street, Carlton

Building No: 266

|  |  |
| --- | --- |
| Site | Parkville |
| Building | 11 Barry Street, Carlton |
| Author | Ira Tedja |
| Plan Approver | Manager Health & Safety Specialist Services |
| Version | Draft 0.2 |
| Date Approved |  |
| Next Review Date |  |

**Distribution list**

|  |  |
| --- | --- |
| **Position Title** | **Name** |
| Chief Warden |  |
| Emergency Management Contact | Susan Butler |
| Health & Safety Business Partner(s) | Manni Sidhu, Lisa Lovell, John Antunes & Janine Tickle |
| Plan Approver | Manager Health & Safety Specialist Services |
| Plan Reviewer | All of the above |

Table of Contents

[1. Purpose 1](#_Toc42767619)

[2. Scope 1](#_Toc42767620)

[3. Location occupancy and functions 1](#_Toc42767621)

[3.1 Location and occupancy details 1](#_Toc42767622)

[3.2 Site Infrastructure 2](#_Toc42767623)

[3.3 Specialist area(s) 2](#_Toc42767624)

[3.4 Dangerous Goods (DG) 2](#_Toc42767625)

[3.5 Emergency Assistance 3](#_Toc42767626)

[3.6 Neighbouring Properties/Buildings 3](#_Toc42767627)

[4. Management Arrangements 3](#_Toc42767628)

[4.1 Emergency Planning Committee (EPC) 3](#_Toc42767629)

[4.2 Emergency Control Organisation (ECO) 3](#_Toc42767630)

[5. EMERGENCY Resources 4](#_Toc42767631)

[5.1 Emergency building infrastructure 4](#_Toc42767632)

[5.2 Emergency equipment 5](#_Toc42767633)

[5.3 Emergency personnel 5](#_Toc42767634)

[5.4 Personal emergency evacuation plan (PEEP) 5](#_Toc42767635)

[5.5 Training 5](#_Toc42767636)

[5.6 Posters, diagrams and checklist 6](#_Toc42767637)

[5.7 Other Resources 6](#_Toc42767638)

[6. EMERGENCY procedures 6](#_Toc42767639)

[6.1 Emergency codes 6](#_Toc42767640)

[6.2 Escalation process 6](#_Toc42767641)

[6.3 After hours procedure 7](#_Toc42767642)

[7. Associated Documents and references 7](#_Toc42767643)

[7.1 Templates and forms 7](#_Toc42767644)

[7.2 Guidance 7](#_Toc42767645)

[7.3 Processes and requirements 7](#_Toc42767646)

[7.4 References 7](#_Toc42767647)

# Purpose

[Health & Safety – Emergency Preparedness and Response Requirement](https://safety.unimelb.edu.au/emergency-and-business-resilience/?a=4587855)

The purpose of this Emergency Management Plan (EMP) is to provide 11 Barry Street, Carlton 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 Emergency Control Organisation (ECO). The plan also contains an emergency plan specific for 11 Barry Street, Carlton including the emergency resources, equipment, any emergency related training and Personal Emergency Evacuation Plan (PEEP).

# Location occupancy and functions

## Location and occupancy details

|  |  |
| --- | --- |
| **Building layout/characteristics** | 11 Barry Street is a heritage red brick building consisting of four levels and a roof space. |
| **Location and surrounding buildings/structures etc** | The building is located on the corner of Barry Street and Queensberry Street, with Berkley Street to the rear of the building. |
| **Access/egress** | Evacuation stairs are located:   * Barry Street north end * Barry Street south end   Berkeley Street north end |
| **Assembly point/s** | University Square |
| **Work area(s) description** | This building is an office-based activity building.  Levels one, two and three are used as open plan office areas.  A data centre is located on the ground level.  The roof space is only accessible by Campus Services and contractors. |
| **Delivery points** | Reception is located on level 1 and attended by a receptionist. All mails and deliveries are sent to this point. |
| **Occupancy details (general)** | The majority of building occupants are office workers employed directly by the university. There are also some contract office employees and a small number of visitors. There are approximately 360 people occupying this building. |
| **Occupancy details (specialist)** | Maintenance contractors and cleaning contractors also access the building. |

## Site Infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type** | **Y/N** | **Remarks** |
| **Utilities** | Gas/propane | N | Shut-off location: |
|  | Water | Y | Shut-off location: Corner Queensberry St and Barry St |
|  | Electricity | Y | Shut-off location: See Figure 1 |
|  | Solar panel | N | Shut-off location: |
| **Emergency Power System** |  |  | Provides power to: |
| Shut-off location: |
| **Boiler Room** |  |  |  |
| **Substation** |  | Y | See Figure 1 |
| **Other Services** |  | N |  |

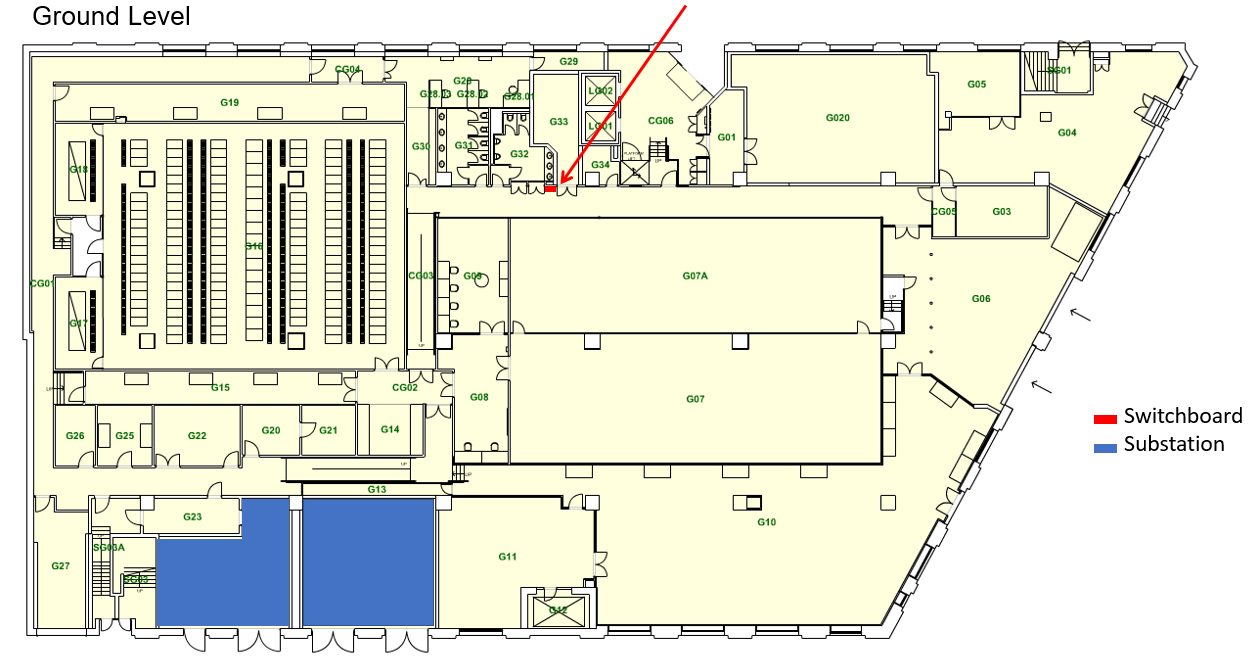


Figure 1. Electrical Switchboard and Substation Location

## Specialist area(s)

|  |  |
| --- | --- |
| **Description** | **Location** |
| Data centre unit | Ground floor, roof |
| 3 x Uninterruptable Power Supplies | Ground floor |

## Dangerous Goods (DG)

|  |  |
| --- | --- |
| **Placard(s)** | **Location of Emergency Information Book** |
| DG 2.2 and C1 | Entrance, ground floor |

## Emergency Assistance

|  |  |
| --- | --- |
| **Parkville Campus Security** | 03 8344 6666 |
| **Emergency services** | 0 000 |
| **Poison Information Centre** | 13 11 26 |

## Neighbouring Properties/Buildings

11 Barry Street is surrounded by student accommodation apartments, offices, convenience stores, cafes and the Melbourne Graduate School of Education building. Next door building (45 Barry St), is owned and occupied by Telstra, some spaces are tenanted to UoM. Their activities are low risk activities.



Figure 2 Neighbouring Properties

# Management Arrangements

As stipulated by the  [Health & Safety – Emergency preparedness and response requirements](https://safety.unimelb.edu.au/emergency-and-business-resilience/?a=4587855), 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.

## Emergency Planning Committee (EPC)

This building does not have an EPC. Duties of the EPC are undertaken by the ECO.

## Emergency Control Organisation (ECO)

The ECO is led by the Chief Warden. The Chief Warden, assisted by the respective Health and Safety Business Partner, is responsible for the development and maintaining the currency of the:

* EMP of the building including the sufficiency of emergency personnel for the building.
* Evacuation procedure for the building.
* Personal Emergency Evacuation Procedure (PEEP) to accommodate disabled persons if they are in the building.

The ECO consists of:

* Chief Warden
* Deputy Chief Warden(s)
* Floor Warden
* First aider
* Health and safety Business Partner

The Chief Warden role is responsible for managing the emergency procedure for this building.

In an event of emergency:

* Take leadership in managing the emergency evacuation process including delegating tasks
* Liaising with Campus Security and Emergency Services

After an emergency:

* Complete the [Building Evacuation Checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4719679/building-evacuation-checklist.docx) and submit to [emergency-management@unimelb.edu.au](mailto:emergency-management@unimelb.edu.au)

Non-emergency function:

* Plan a yearly evacuation drill for the building
* Organise a yearly EPC meeting and ensure the EMP is current

# EMERGENCY Resources

## Emergency building 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/NA** | **Remark** |
| Duress Alarm | Y | **Location:** Adjacent to the service desk on Level 1 |
| Emergency Break Glass Alarm | Y | Ground floor main entrance and fire escape exits on each level. |
| Emergency Warning Intercommunication System (EWIS) | Y | Two tone evacuation system with voice evacuation notification – “Evacuate now” |
| Warden Intercom Phones (WIP) | N |  |
| Exit Break Glass Door Release | Y | At all fire escape exit doors leading to the outside the building |
| Fire Indicator Panel | Y | Ground floor main entrance |
| Smoke and Thermal Fire Detectors | Y | Maintained and tested by campus Services |
| Sprinkler and Suppression System | Y | Maintained and tested by campus Services |

## 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 is included in the Evacuation Diagrams displayed across the building

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Y/NA** | **Remark** |
| Automated External Defibrillator (AED) | Y | **Location:** At the reception desk on level 1 |
| Fire Blankets | Y | Located in kitchens and kitchenettes |
| Fire Extinguishers | Y | Located throughout building and indicated on evacuation diagrams |
| First Aid Kits | Y | At least one per level as determined by first aid risk assessment |

## Emergency personnel

[Emergency personnel 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 | One Chief Warden and One Deputy Chief Warden |
| Floor Wardens | Wardens are assigned for each level ground and 1 to 3 (each wing – north and south). |
| First Aiders | [First aid assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4587152/First-aid-assessment-form.docx)  As determined by first aid risk assessment for this building, including the number of first aiders (at least two per floor) and training requirements – Provide First Aid (Level 2) - HLTAID003. |

## 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)

Currently no one requires PEEP. In the future, if required, a PEEP will be included in this plan and made available to relevant personnel, including members of the ECO and line manager.

## Training

|  |  |  |
| --- | --- | --- |
| **Personnel** | **Training required** | **Resources** |
| Visitor | None | Visitor Emergency Guide |
| Employees, contractors, relevant students | Health and Safety – Roles and Responsibilities | TrainME |
| Local Induction | Direct Supervisor |
| Participate in yearly evacuation drill | Chief Warden |
| Front liners, e.g. Reception, library employees, Health Services, Stop One | Suspicious Package training | Enrol in TrainME |
| Aggressive behaviours/customers | Local area responsibility |
| Warden training and refresher every 3 years | TrainME |
| Chief Warden, Deputy Chief Warden, Warden | Conduct yearly evacuation drill |  |
| Fire extinguisher training (elective) | Enrol in TrainME |
| Suspicious Packages training (elective) | Enrol in TrainME |
| First Aiders | Provide First Aid (Level 2) - HLTAID003 | Enrol in TrainME |
| Provide Cardiopulmonary Resuscitation (CPR) – HLTAID001 | Enrol in TrainME |

## Posters, diagrams and checklist

The [Emergency Response Procedure (Flipchart)](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf) is installed across key locations near Evacuation diagrams, Emergency contacts posters and common areas. Members of the ECO are provided with a copy of the flipchart. Forms and Checklists are available on the [Emergency Preparedness and Response](https://safety.unimelb.edu.au/emergency-and-business-resilience/preparedness)

## 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 employees who have experienced psychological trauma.

# EMERGENCY procedures

## Emergency codes

The University of Melbourne has considered the emergency code system outlined in AS 3745. Detailed information on these emergency codes is available on [Flipcharts](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4682839/Emergency-response-procedures.pdf) available widely across the University.

|  |  |  |
| --- | --- | --- |
| **Colour** | **Emergency** | **Note** |
| Orange | Evacuation | Two tone evacuation system with voice evacuation notification – “Evacuate now” |
| Red | Fire/smoke |  |
| Purple | Bomb thread | [Bomb/substance and phone threat checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/4708539/bomb-substance-and-phone-threat-checklist.docx) |
| Blue | Medical emergency |  |
| Black | Personal threat | Duress alarms at reception |
| Yellow | Internal emergency |  |
| Brown | External emergency |  |

## Escalation process

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

## After hours procedure

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

[Building evacuation checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4719679/building-evacuation-checklist.docx)

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

## Guidance

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

[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

## Requirements

[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)

References

Occupational Health and Safety Act 2004

AS 3745 – 2010: Planning for emergencies in facilities

Compliance Code: First aid in the workplace (Vic)