



# **EMERGENCY MANAGEMENT PLAN**

**for**

**University of New England  
UNE Armidale**

**Effective date:** 30 August 2016  
**Date of next review:** 30 May 2019  
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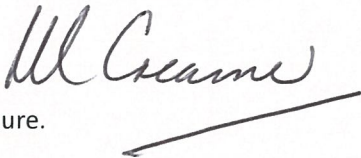
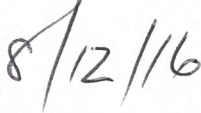
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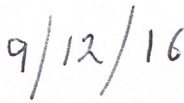
## Part A

### 1. Approval

Endorsed by: Chief Services Officer

 Signature.	 Date:
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Approved By: Vice Chancellor and CEO

 Signature.	 Date:
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### 2. Document Control and Record of Revisions

The UNE Emergency Management Plan is updated whenever circumstances or policies change or after a period of three (3) years since the last revision. The Record of Revisions provides an historical record of each revision of the Plan and shows the latest Plan version number and its corresponding effective date. Document control including date of issue or amendment date on each page of the emergency plan.

If an electronic format is used for the emergency plan, at least one printed copy shall be available on site. Upon the distribution of a revised Plan, previous hardcopies of the Plan are to be managed, retained and disposed of in accordance with UNE's Records Management Rule A16/1453.

Version Number	Description of Revision	Revision Date	Effective Date To
Version 1	New Emergency Management Plan (EMP)		30.08.2019
Version 2	Review of EMP Version 1	31.05.2019	

### 3. Distribution Plan

	ORPC Members	Chief & Deputy Warden	Media & Deputy Media Spokesperson	Emergency Coordinator & Deputy	Administrator & Deputy	Communication Officer & Deputy	HRS Officer & Deputy	Student Wellbeing Officer & Deputy	IT Specialist & Deputy	Logistics Officer & Deputy	International Officer & Deputy
Part A	✓	✓									
Part B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part E	✓	✓					✓				
Part F	✓	✓		✓							
Part G	✓	✓		✓							
Part H	✓	✓	✓	✓							
Att. 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Att. 2	✓	✓					✓				
Att. 3	✓						✓	✓			
Att. 4	✓	✓					✓	✓	✓	✓	
Att.5	✓	✓		✓			✓	✓	✓	✓	✓
Att. 6	✓	✓		✓			✓			✓	
Att. 7	✓			✓			✓				

	Environmental Officer & Deputy	UNE Life Officer & Deputy	Residence Officer & Deputy	Facilities And Infra Officer & Deputy	Site And Security Co- Coordinator & Deputy	WHS Officer & Deputy	Building Warden	Floor Wardens	First Aid Officers	Traffic Wardens	Custodian
Part A											
Part B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part E				✓		✓					
Part F					✓	✓					
Part G		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part H		✓	✓	✓							
Att. 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Att. 2						✓					
Att. 3		✓	✓	✓		✓					
Att. 4						✓					
Att.5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Att. 6				✓							
Att. 7						✓	✓	✓	✓		✓

## 4. Strategy for Communicating the Plan

The University of New England has developed an Emergency Management Plan (EMP) for all UNE controlled sites. This plan will provide for the safety of occupants and visitors, in the event of an emergency incident. An emergency incident is an event that directly and significantly threatens life or property.

The EMP covers:

- Establishment, authority and training of an Emergency Control Organisation (ECO),
- Development of emergency response procedures to possible identified emergency events that could occur on any UNE site,
- Testing and validation of Emergency Response Procedures and related training,
- Creation of Emergency Preparedness information and emergency contact information,
- Relevant Emergency Maintenance schedules,
- Procedures for communication methods in an emergency,
- Procedure for the communication of the Plan to staff, students and all occupants, at any UNE controlled site,
- Procedures on how updates of any information relevant to the Plan are disseminated.

The communication of the Plan to internal stakeholders will be via:

- (a) EMP on the UNE intranet/ and or Safety Hub without attachments,
- (b) EMP with all attachments to ORPC members,
- (c) EMP with updated attachments as per the EMP distribution list,
- (d) Through HSR safety meetings, and
- (e) Occupant procedures (Flipcharts to all occupants)

The communication of the plan to external stakeholders will be via an email to each organisation contact, with the link to the UNE website to view the EMP. Updates will be emailed to external stakeholders, when updates occur.

- i. External organisations (Armidale Regional Council, other local councils),
- ii. Neighbours of UNE,
- iii. Lessees on UNE site, and
- iv. Emergency Organisations (NSW Police, Ambulance, SES, NSW Fire and Rescue, Rural Fire)

The communication procedure is attached (**Attachment 1**), and this will outline how the communication strategy will be implemented and who has responsibilities for the implementation.



## 5. Acronyms

AS3745	Australian Standard 3745-2010 Planning for Emergencies in Facilities
CSO	Chief Services Officer
DFMS	Director Facilities Management Services
EC	Emergency Coordinator
ECO	Emergency Control Organisation
EMP	Emergency Management Plan
EWIS	Emergency Warning and Intercommunication System
FMS	Facilities Management Services
GC	Ground Controller
HRS	Human Resource Services
ITD	Information Technology Directorate
MPA	Marketing and Public Affairs
ORPC	Organisational Resilience Planning Committee
ORR	Organisational Resilience Rule
PEEP	Personal Emergency Evacuation Plan
SA&S	Student Administration and Services
UNE	University of New England
VC	Vice Chancellor and CEO
WHS	Workplace Health and Safety

## 6. Glossary

Assembly Area	The designated place or places where people assemble during the course of an evacuation.
Australian Standard AS3745-2010	AS3745-2010 Planning For Emergencies In Facilities - The objective of this Standard is to enhance the safety of people in facilities, by providing a framework for emergency planning, utilizing the built facilities as appropriate.
Bomb	A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, and animals/reptiles. May be referred to as an improvised explosive device (IED)
Bomb Threat	A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at any time, date, place, or against a specific person or organisation.
Custodian	A UNE staff member or UNE Life employee who has control of a venue/hall/lecture theatre for a prescribed event on a UNE controlled site.
Emergency	An event that is assessed by the IEC as more serious and complex than an incident and requires a coordinated response and activation of the EMC and the ECO.
Emergency Control Organisation	The Emergency Control Organisation (ECO) is the entity responsible for UNE's Incident and Emergency activities during the Reaction, Response and Recovery Phases. The ECO consists of available ORPC members.
Emergency Plan	The written documentation of the emergency arrangements for a facility generally made during the planning process. It consists of the Planning, Prevention, Preparedness, Reaction, Response and Recovery Phases. It includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
Evacuation	The orderly movement of people from a place of danger.
Hazard Risk Management	Identification and elimination/minimization of hazards in the University's operational environment to workplace health, safety and wellbeing.
Incident	An event that is assessed as greater than "business as usual" but not requiring declaration as an emergency.
Organisational Resilience	The adaptive capacity of the University to survive and thrive in a complex and changing environment.
Organisational Resilience Rule	This Rule outlines UNE's commitment to Organisational Resilience.

Organisational Resilience Planning Committee	The Organisational Resilience Planning Committee (ORPC) is the entity responsible for UNE's Incident and Emergency activities during the Planning, Prevention and Preparedness Phases.
Personal Emergency Evacuation Plans	A Personal Emergency Evacuation Plan is an individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.
Planning	Emergency planning describes the overall approach to achieving desired outcomes with available resources for a specific facility. Planning involves consideration of all aspects of emergency management.
Prevention	Emergency prevention describes the measures taken to eliminate the incidence of emergencies. This includes the regulatory and physical measures to ensure that emergencies are prevented.
Preparedness	Emergency preparedness describes the arrangements made to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects, can be efficiently mobilised and deployed.
Recovery Phase	The recovery phase primarily deals with identifying, documenting and managing through to a satisfactory resolution, all operational and strategic issues following an emergency.

## **7. Related Documents**

UNE is subject to Federal and State Legislation, Codes of Practice and Standards, as well as locally developed Policies and Procedures. Those relevant to the Plan include:

1. University of New England Act, 1993 (NSW).
2. University of New England By-law, 2005.
3. Education Services for Overseas Students Act, 2000.
4. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
5. Work Health and Safety Act, 2011 (NSW).
6. Work Health and Safety Regulation, 2011 (NSW).
7. First Aid in the Workplace Code of Practice - NSW WorkCover 2015.
8. How to Manage Work Health and Safety Risks Code of Practice - NSW WorkCover.
9. Managing the Work Environment and Facilities Code of Practice, NSW WorkCover.
10. Australian Standard 4801-2001 - OH&S Management Systems.
11. Australian Standard 3745-2010 - Planning for Emergencies in Facilities.
12. UNE Safety and Security Site Manual.
13. UNE Organisational Resilience Rule and Procedures (Basic Business Continuity).
14. UNE Corporate Risk Management Framework.
15. UNE Compliance Management Framework and Procedures.
16. UNE School and Directorate Business Continuity Plans (BCPs).
17. UNE Workplace and Safety Rule, and associated information.
18. UNE Procurement Policy.
19. UNE Financial Delegation Policy and Purchasing Procedure.
20. UNE Media Policy.
21. UNE Records Management Rule.
22. UNE International Critical Incidents Operating Procedure.
23. UNE International Critical Incidents Immediate Response Checklist.
24. Environmental Planning and Protection NSW legislation
25. Other relevant legislative and regulatory provisions.

## **8. Purpose, Objectives and Scope**

### **8.1 Purpose**

This Emergency Management Plan outlines the requirements for the establishment, validation, and implementation of the University of New England (UNE) emergency management plan through the Organisational Resilience Planning Committee (ORPC). This Plan will provide for the safety of occupants and visitors, in the event of an emergency incident. An emergency incident is an event that directly and significantly threatens life or property.

### **8.2 Objectives**

The objectives are:

- The formation, purpose, responsibility and training of (ORPC);
- Identification of emergencies;
- Development of a UNE Emergency Management Plan (EMP) for all controlled sites;
- Establishment, authority and training of an emergency control organisation (ECO);
- Development of emergency response procedures;
- Testing and validation of emergency response procedures and related training.

### **8.3 Scope**

This plan shall document the UNE organisational arrangements, systems, strategies and procedures relating to the response and management of identified emergencies at UNE controlled sites.

## **9. Identification of Campus**

### **9.1 Campuses**

UNE's main areas of operation are based in Armidale NSW on two campuses being the Academic and Bellevue campuses which are situated on a 200 Hectare site on the north-western outskirts of the City of Armidale. The site has an undulating topography. It is bisected by Dumaresq Creek, which flows in a generally west to east alignment. Dumaresq Creek separates the northernmost Academic campus from the southernmost Bellevue campus. Dumaresq Creek is the most prominent geographical feature on site.

The Academic Campus comprises 152 buildings of various sizes, styles and configurations used for education, research, general amenities and commercial activities. The campus also includes the Mary White Residential College which has capacity for 209 residents and the Vice Chancellors residence known as Trevenna. The campus also contains extensive sporting facilities and playing fields. This campus is encircled by Ring and Trevenna Roads and bisected by several other service roads. The Academic campus services approximately 4500 students on site students and 1400 staff each day.

The Bellevue Campus consists of 47 buildings that are primarily used for student accommodation and support services (meals, recreation, laundry, etc.) There are five colleges and one village on this campus with accommodation for 1,507 residents. Further to this a private college St Alberts is located within the boundaries of the Bellevue campus on a 100 year lease (Land only). UNE obligations to this site are the provision of heating of facilities.

## BELLEVUE CAMPUS



## **10. Sites Controlled or leased by the University**

### **10.1 Rural Properties**

The university owns four (4) rural properties within the New England/North West region. These are Newholme, Kirby and Laureldale farms which are used for general grazing, research and teaching; the other property known as Tullimba is a cattle feedlot used for commercial and research purposes.

### **10.2 C.B. Newling**

The university manages under trust for the New South Wales government the site known as C.B. Newling. This site is located within the city boundaries of Armidale. The site was the original Teachers College built in 1928. The site facilities comprise of the main building comprising of 7000sqm, one residential/teaching building, University and New England Archives and one disused building known as the East Block.

### **10.3 Tablelands Clinical School**

The Tablelands Clinical School building is based on the grounds of the Armidale Hospital site and is leased for 20 years. Operational responsibility for the building is with UNE. The building has three levels and is used for the education of medical students.

### **10.4 Future Campus Parramatta**

The Future Campus Parramatta consists of two leased properties located on Church Street Parramatta and is used for educational purposes.

### **10.5 Tamworth Education Centre (Peel House)**

The Tamworth Education Centre is a leased property of one building within the city of Tamworth and is used for education purposes.

### **10.6 Other leased Properties**

The university has under lease with commercial entities, or mutual agreement with government bodies, regional study centres. These centres are used by UNE students within their region for study purposes. The study centres are located in Narrabri, Gunnedah, Glenn Innes, Guyra and Taree.

### **10.7 Residential Leased Properties**

The university owns and leases eight residential housing properties to staff, students and general community. Seven of the properties are located on the rural holdings of the University with one other situated opposite the Tablelands Clinical School building which houses students.

## 11. Site Utilities

Utility Type	Description
Electricity	Grid supplied via High Voltage 11 KVa sub-station (Madgwick Drive - Essential Energy owned), delivering electricity through a ring main via transformers and smaller sub-stations, 23 in total, into Main Distribution Boards for redistribution to facilities across campuses.
Fire and Potable water	Water reservoir on site. Water is distributed via gravity feed in 150 and 100mm ring mains, with no booster pumps. West Academic campus fire and potable water on same main. Eastern Academic campus fire and potable water on separate mains.
Gas	Gas is centralised at the Madgwick Drive/Clarks Road intersection. There are two main lines feeding from this facility. One for Academic and one for Bellevue campuses. The reticulation system is trunk and branch type and is pressurized to 35kpa. There are also approximately 15 individual gas tanks ranging from 100 to 250 kilogram tanks throughout the campuses.
Waste - Sewer	The University has two main sewer lines which feed to a central pump/distribution location which feeds into the Armidale district sewer works for treatment.

## 12. Fire Equipment and Appliances

All Fire equipment and appliances are maintained in accordance with Australian standards both in performance and measures. The planned maintenance is conducted under third party contract for the University and is managed by UNE Facilities Management Services.

Equipment Type	Description
Fire Extinguishers	Extinguishers are located within all buildings. Specific types covered are Dry Chemical, Co2, Water and Wet Chemical
Hose Reel	Hose reels are placed in buildings that have been built since 1992
Sprinklers	Building sprinkler systems are located throughout the residential colleges, Booloominbah, Trevenna house and Riggs, Stokes, McClymont, Botany and Zoology buildings
Fire Hydrants	External hydrants are located strategically throughout the campuses
Co2 Gas suppression Systems	Only one location within the Riggs Building located ground floor storage area Eastern end.
Automatic Fire detection and alarm systems	All buildings within the Academic and Bellevue campuses have back to base monitored fire systems and detection. EWIS systems are in place for Riggs and C.B. Newling.
Exit and Emergency	E&EL are located within all Residential buildings, Lazenby Hall, Arts, Sciences,



Lighting (E&EL)	Education, and buildings built since 1992
Fire and Smoke Doors	E&EL are located within all Residential buildings, Lazenby Hall, Arts, Sciences, Education, and buildings built since 1992

### 13. Specific Hazards on site

Type	Examples	Description
Biological substances	Veterinary medicine, biological cultures, infection substances	Biological substances are located across the whole campus, predominantly across central and western parts. For further information consult Schools of Environmental and Rural Sciences and Science and technology.
Chemical substances	Solids, liquids, gases or vapour	Chemical substances are located across the whole campus predominantly in designated chemical storages. Chemical types and quantities are currently administered by Chemwatch. For further information consult Facilities Management Services and School of Environmental and Rural Sciences.
Asbestos & related substances	Asbestos, Lead Paint, synthetic mineral fibre (SMF), Polychlorinated Biphenyls (PCBs)	Asbestos and its related substances are located across the whole campus. Asbestos Register was created in 2008 to record the type, condition and location of all asbestos and its related substances for all premises. For more information, consult Facilities Management Services.

### 14. Relationship to other Plans

The emergency plans of other local and emergency organisations will be contained within relevant UNE Emergency Response Procedures. These plans are for the control room Chief Warden to utilise for information and provide assistance to the relevant essential Services.

## 15. Organisational Arrangements



## Part B

### 16. Organisational Resilience Planning Committee (ORPC)

The Organisational Resilience Planning Committee is established as a Vice Chancellor's Committee, and the Committee is delegated a number of functions in relation to organisational resilience and emergency planning matters at the University. The establishment of this Committee and the delegation of powers to it are actions authorised by the Vice-Chancellor.

The Committee is responsible for the planning, development, implementation and maintenance of emergency and resilience issues. This committee is responsible for all UNE controlled entities and sites.

The ORPC shall:

- Establish a Business Continuity Management Control Group to manage return to business as usual planning and monitor risks to UNE business processes.
- Establish, review and where appropriate, test Business Continuity Plans (BCP) and Emergency Management Plans (EMP) for UNE and its controlled entities and sites.
- Function as the Emergency Planning Committee for UNE, with responsibilities as per AS3745-2010 (Planning for Emergencies in Facilities).
- Establish an Emergency Control Organisation (ECO) and Emergency Response Teams and ensure their continuing operation.
- Ensure that adequate resources of time, finance, equipment and personnel have been allocated to enable the development and implementation of the BCP and EMP.
- Ensure all applicable legislative requirements are met.
- Manage the implementation of the EMP to ensure that all stakeholders with roles and responsibilities under the Plan are available, competent and have up to date training.
- Ensure that the BCP and EMP is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the EMP.

The ORPC Terms of Reference is attached see **Attachment 2**.

## 17. Emergency Control Organisation (ECO)

### 17.1 ESTABLISHMENT

The Organisational Resilience Planning Committee (ORPC) has the responsibility of forming the Emergency Control Organisation (ECO). The ECO members have control and response functions in an emergency. There are distinct roles and responsibilities during the pre-emergency, emergency and recovery phases.

The ECO has been formed according to Section 5 in AS3745-2010, and is comprised of management, professional staff, wardens and first aid officers.

The ECO response teams are composed of selected staff who have specialised training or skills, or work in certain areas of UNE, to be able to effectively form part of these teams.

### 17.2 FUNCTIONS AND MEMBERSHIP of the ECO

The ECO has functional roles in Emergency Planning, designated Emergency situations, and the Recovery stage.

- The ECO members have Pre-emergency **planning and reporting function** which include some members attending ORPC meetings to deal with emergency identification, reporting to the UNE Council, and organising the functions of the emergency response teams.
- The second function of the ECO is the **emergency control function** which is the decision making function in an emergency event. Selected ECO members will be in control when an emergency event is declared at a UNE site, in a designated emergency control centre, and will control the emergency response teams. The Emergency Response Teams are part of the ECO.
- Role of Specialists in the ECO will be asked in an emergency to give advice in the control room on their **area of expertise** if needed. E.g. Residence Officer, Chemical Specialist, International Officer.
- Selected members of the ECO will be involved in **debriefing** in the Recovery phase following an emergency event.
- The makeup, training, and development of the Emergency Response Teams are under the control of the Chief Warden. These emergency response teams are made up of specially trained staff who are on the ground when an emergency situation is called, and give information to and take directions from the ECO members in the Control Room.

The membership of the ECO is aligned to the continuation of their role at UNE, and the ECO will review its membership on an annual basis.

### 17.3 RESPONSIBILITIES AND AUTHORITY

- (a) During emergencies, instructions given by the Emergency Control Organisation (ECO) shall take precedence over the normal management structure.
- (b) Authority given to the ECO to act during an Emergency must be acknowledged by all management including, Directors, Heads of School, managers, occupiers, and visitors as part of the Emergency planning activities.
- (c) The ORPC should ensure that the appropriate people, such as senior management, have been advised of the authority of the ECO during emergencies.
- (d) The ECO authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

- (e) Training for the ECO shall be the responsibility of the HRS Officer, and organised and completed as per SECTION 6, AS3745-2010. (See **Attachment 4.**)
- (f) The Chief Warden shall direct the evacuation exercises during pre-emergency and they shall be organised and completed as per Section 7, AS3745 (see **Attachment 5).**

#### **17.4 REPORTING**

The Chief Warden will report to the ORPC quarterly, detailing evacuation reports, response exercises, training, expenses, and other activities relating to this EMP.

The Chief Warden shall receive reports on evacuation exercises, training schedules, and training completed from the Emergency Response Teams (ERT) detailing activities.

#### **17.5 ECO TRAINING**

To be undertaken in accordance with SECTION 6, AS3745-2010. See Training Section and **Attachment 4.**

#### **17.6 IDENTIFYING EMERGENCIES**

To be done using risk analysis methodology for emergency identification and hazard and risk ratings.

#### **17.7 EMERGENCY RESPONSE PROCEDURES**

To be completed based on the emergencies identified in 17.6 above.

#### **17.8 EXERCISES AND DRILLS PRE EMERGENCY**

To be developed based on the emergencies that have been identified in 17.6 above, and the procedures that have been developed in 17.7 above.

#### **17.9 EVALUATION AND REVIEW**

In order to ensure that the ECO is fulfilling its duties, it will:

- Undertake appropriate training exercises and self-assessment to rectify deficiencies and opportunities for improvement;
- Provide a report and findings to the Organisational Resilience Planning Committee (ORPC);
- Provide any information that the UNE Council may request to facilitate its review of the team's performance and its members; and
- Review its Terms of Reference every two years, or after an emergency event.

#### **17.10 ECO Financial Delegation**

Financial delegation during an emergency is as per UNE Delegation of Authority for ECO member's substantive role.

## 18. Roles in the Emergency Control Organisation

Role in Emergency Control Organisation	Position at UNE	Role in Emergency
Chief Warden	Chief Services Officer	Control Room
Deputy Chief Warden	PDVC	
Media Spokesperson	Vice Chancellor	Control Room
Deputy Media Spokesperson	PVC External Relations	
Emergency Co-ordinator	Director Facilities Management	Control Room
Deputy Emergency Co-ordinator	Deputy Director Facilities Management	
Administrator	CSO Executive Officer	Control Room
Deputy Administrator	VC Administration Assistant	
Communications officer	VC Advisor	Control Room
Deputy Communications officer	Corporate Communications Officer	
HRS Officer	Director HRS	Control Room
Deputy HRS Officer	Deputy Director	
Student Wellbeing Officer	PVCA	Control Room
Deputy Student Wellbeing Officer	Director Student Administration & Services	
Information Technology Specialist	Director Information Technology	Control Room
Deputy Information Technology Specialist	IT Associate Director Infrastructure Services	
Logistics Officer	IT Associate Director Client Services	Control Room
Deputy Logistics Officer	IT Manager Service Delivery	
International Officer	Director International	Specialist
Deputy International Officer	PVC External Relations	
Environmental Officer	Environmental Manager	Specialist
Deputy Environmental Officer	Senior Chemistry Technician	
UNE Life Officer	Director UNE Life	Specialist
Deputy UNE Life Officer	Deputy Director - UNE Life	
Residence Officer	Director Of Residential Systems	Specialist
Deputy Residence Officer	Manager Residential Systems	

Emergency Response Team Members		
Role in Emergency Control Organisation	Position at UNE	Role in Emergency
Ground Controller	Manager Operations Capital Development Manager Security and Parking Coordinator FMS OH&S Officer	Ground
Facilities and Infrastructure Officer	Manager Operations	GROUND
Deputy Site Officer	Capital Development Manager	
Ground Controller	Security and Parking Coordinator	GROUND
Deputy Ground Controller	FMS OH&S Officer	
WHS Officer	Health and Safety Manager WHS	GROUND
Deputy WHS Officer	Health and Safety Officer	
Building Wardens	Refer to Building Information	GROUND
Floor Wardens/Custodians	Refer to Building Information	GROUND
First Aid officers	Refer to Building Information	GROUND
Security	Safety and Information Manager	GROUND
Traffic Wardens	Safety and Information Officers	GROUND

## 19. Emergency Control Organisation Roles and Responsibilities

19.1 Chief Warden /Deputy Chief Warden		
Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"> <li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li> <li>• Undertake relevant training</li> <li>• Appoint and replace ECO members when needed</li> <li>• Conduct regular drills/exercises as set out in <b>Attachment 5</b></li> <li>• Attend training and emergency exercises, as required by the ORPC.</li> <li>• Attend all exercise debriefs.</li> <li>• Ensure Emergency Response Procedures are kept up-to-date</li> <li>• Attend Organisational Resilience Planning Committee (ORPC) meetings</li> <li>• Ensure personal ECO identification is available.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the emergency control room upon an emergency being declared.</li> <li>• Determine nature of emergency and take appropriate action</li> <li>• Ensure emergency services are notified</li> <li>• Ensure Building Wardens are advised</li> <li>• If necessary, initiate evacuation and controlled entry to affected areas</li> <li>• Direct Wardens to carry out other tasks as required</li> <li>• Monitor the progress of the evacuation and record any action taken in an incident log</li> <li>• Any other actions as considered to be necessary.</li> <li>• Maintain situational awareness of the emergency at all times.</li> <li>• Call in specialists as needed.</li> <li>• Ensure adequate capability and resources are available to respond to the emergency.</li> <li>• Brief and liaise with the Vice Chancellor and other senior executives during the emergency.</li> <li>• Ensure early consideration of business continuity and recovery processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a debrief of the emergency with all necessary stakeholders</li> <li>• Prepare report for Organisational Resilience Planning Committee</li> <li>• Assist with business continuity plans</li> <li>• Prepare an Emergency debrief report for the consideration of the Emergency Planning Committee.</li> </ul>



## 19.2 Media Spokesperson/ Deputy Media Spokesperson

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of the EMP</li><li>• Undertake relevant media training and development</li><li>• Attend Organisational Resilience Planning Committee (ORPC) meetings</li></ul>	<ul style="list-style-type: none"><li>• Attend the emergency control room upon an emergency being declared or as advised by the Chief warden</li><li>• Be the sole media spokesperson for the University in an emergency</li><li>• Keep informed of the emergency developments</li></ul>	<ul style="list-style-type: none"><li>• Attend the debrief of the emergency with all necessary stakeholders</li></ul>

## 19.3 Emergency Co-ordinator/ Deputy Emergency Co-ordinator

Pre Emergency •	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Undertake relevant training and development</li><li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li><li>• Attend all exercise debriefs.</li><li>• Ensure Emergency Response Procedures are kept up-to-date</li><li>• Attend Emergency Planning Committee (ORPC) meetings</li><li>• Attend all exercise debriefs.</li></ul>	<p>Assist Chief Warden to carry out the following activities as required.</p> <ul style="list-style-type: none"><li>• Attend the emergency control room upon an emergency being declared</li><li>• Open communication channels with the Site and Security Officer and maintain communications throughout the emergency.</li><li>• Determine nature of emergency and take appropriate action.</li><li>• Ensure emergency services are notified.</li><li>• Ensure Building Wardens are advised.</li><li>• If necessary, initiate Evacuation and controlled entry to affected areas.</li><li>• Maintain situational awareness of the emergency at all times through the Site and Security Officer.</li><li>• Ensure adequate capability and resources are available to respond to the emergency.</li><li>• Ensure the requested resources are at the emergency site.</li><li>• Any other actions as considered to be necessary and directed by the Chief Warden.</li></ul>	<ul style="list-style-type: none"><li>• Attend a debrief of the emergency with all necessary stakeholders</li><li>• Assist with business continuity plans where required</li></ul>

## 19.4 Administration Officer/Deputy Administration Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Prepare agendas, take minutes, circulate documents and provide other administrative support to the ORPC and Chief Warden.</li><li>• Distribute amended plans according to the distribution table</li><li>• Ensure ECO identification is available.</li><li>• Keep ECO contact lists up to date, including but not limited to building and floor wardens.</li><li>• Attend all exercise debriefs, and record findings.</li><li>• Maintain records and logbooks and make them available for emergency response.</li><li>• Ensure personal proficiency in operation of facility communication equipment.</li><li>• Ensure that ECO members are proficient in use of the facility communication equipment.</li><li>• Ensure that the latest version of each of the listed related plans are available in the Control Room. (see section 14 of this plan for the list of related plans)</li></ul>	<ul style="list-style-type: none"><li>• Attend the emergency control room upon an emergency being declared</li><li>• Provide the Chief Warden with administrative support.</li><li>• Record all communications (Information received and instructions given) utilising the ECO log sheets and voice recording devices.</li><li>• Ensure the filing and security of ECO log sheets.</li><li>• Transmit and record instructions and information</li><li>• Maintain a log of events that occurred during the emergency</li></ul>	<ul style="list-style-type: none"><li>• Attend the debriefing of the emergency with all necessary stakeholders.</li><li>• Supply as required administrative records from the emergency.</li></ul>

## 19.5 Communication Officer/Deputy Communication Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Attend training and emergency exercises, as required by the ORPC.</li><li>• Implement a communication strategy across UNE about the key features of the Plan.</li><li>• Develop an awareness strategy to inform UNE staff and students about the activities of the ORPC and the ECO.</li><li>• Facilitate the provision of media training to spokesperson during an emergency.</li></ul>	<ul style="list-style-type: none"><li>• Attend the Emergency control room upon an emergency being declared.</li><li>• Liaise with the media liaison officers from the relevant combat agencies.</li><li>• Ensure key messaging developed during the emergency is consistent with combat agency advice.</li><li>• Assist Media spokesperson to prepare for face to face media release</li><li>• Establish a communication strategy to advice friends and relatives of the victim registration process in consultation with emergency services.</li></ul>	<ul style="list-style-type: none"><li>• Communicate the outcome of emergency exercises to UNE staff and students.</li><li>• Attend the debrief of the emergency with all necessary stakeholders</li><li>• Develop key messaging during the recovery phase and distribute to UNE staff and students.</li></ul>

## 19.6 HRS Officer /Deputy HRS Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li><li>• Monitor and report on the implementation of the annual ORPC and ECO training schedule.</li><li>• Attend an exercise when requested.</li><li>• Develop PEEP plans in accordance with the AS3745, as per <b>Attachment 3</b> PEEP Template</li><li>• Identify suitable training for roles within this plan as outlined in <b>Attachment 4</b> Training</li><li>• Monitor and report on the implementation of the emergency training schedule.</li><li>• Ensure First Aid capability is maintained through active recruitment and training.</li><li>• Ensure the First Aid Officer Contact list is kept current and available to the ECO.</li><li>• Coordinate recruitment and training of Building and Floor Wardens, and keep lists up to date.</li></ul>	<ul style="list-style-type: none"><li>• Attend the Emergency control room upon an emergency being declared.</li><li>• Conduct an assessment of the likely physical and psychological requirements of UNE staff and students as information comes to hand.</li><li>• Implement the provision of volunteer and contracted counselling services as required.</li><li>• Coordinate physical welfare services as required.</li><li>• Communicate with First Aid officers to attend site if requested.</li></ul>	<ul style="list-style-type: none"><li>• Attend the debrief of the emergency with all necessary stakeholders</li><li>• Implement longer term monitoring strategies for UNE staff.</li><li>• Implement family liaison officers where UNE staff are admitted to hospital.</li><li>• Liaise with emergency services in relation to the victim registration process.</li><li>• Call in relevant Welfare officers UNE and external as needed</li></ul>

## 19.7 Student Wellbeing Officer/Deputy Student Wellbeing Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li><li>• Attend all exercise debriefs.</li></ul>	<ul style="list-style-type: none"><li>• Attend the emergency control room upon an emergency being declared</li><li>• Conduct an assessment of the likely student impact or involvement as information comes to hand.</li><li>• Act on requests and direction from Chief Warden</li><li>• Work with and assist HRS Officer in their duties</li></ul>	<ul style="list-style-type: none"><li>• Attend the debrief of the emergency with all necessary stakeholders</li><li>• Implement longer term monitoring strategies for UNE students.</li><li>• Implement family liaison officers where UNE students are admitted to hospital.</li><li>• Liaise with emergency services in relation to the victim registration process.</li></ul>

## 19.8 Information Technology Specialist / Deputy Information Technology Specialist

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li><li>• Attend all exercise debriefs.</li></ul>	<ul style="list-style-type: none"><li>• Attend the emergency control room upon an emergency being declared</li><li>• Conduct an assessment of the likely impact on UNE IT and other communication networks as information comes to hand.</li><li>• Advise Chief warden of pending issues as a result of assessments with recommendations to resolve</li><li>• Act on requests and direction from Chief Warden</li></ul>	<ul style="list-style-type: none"><li>• Attend debrief of the emergency with all necessary stakeholders.</li></ul>

## 19.9 Logistics Officer /Deputy Logistics Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Regularly audit and ensure emergency equipment inclusive of IT, AV, Comms, Food and Beverage within the Emergency Control Room is operational and ready for use</li><li>• Undertake relevant training and development.</li><li>• Participate in scheduled drills and exercises</li></ul>	<ul style="list-style-type: none"><li>• Attend the emergency control room upon an emergency being declared</li><li>• Work with the Administrative Officer to make the EMC operational as soon as possible.</li><li>• Provide material support to all ECO members as requested.</li><li>• Work with the Administrative Officer to restore the EMC to operational status after closure of the ECO. Maintain an up to date supply of refreshments and consumables for Control room.</li></ul>	<ul style="list-style-type: none"><li>• Attend debrief of the emergency with all necessary stakeholders</li></ul>

<b>19.10 Specialist Roles</b>		
Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"> <li>• Ensure familiarisation with the EMP and possess a thorough knowledge of their role in the Plan.</li> <li>• Participate in scheduled drills and exercises in accordance with the exercise schedule when requested.</li> <li>• Attend an exercise when requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the Control room in an emergency when requested by the Chief Warden, and advise on their area of expertise.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend debrief of the emergency, if they were involved in the Control room, during the emergency.</li> </ul>

<b>19.11 Ground Controller /Deputy Ground Controller</b>		
Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"> <li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li> <li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li> <li>• Attend all exercise debriefs.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend site of emergency as notified</li> <li>• Open and maintain communications with Emergency Coordinator (EC)</li> <li>• Take control at the site from Safety and Security personnel.</li> <li>• Liaise and assist with emergency services when on scene.</li> <li>• Take appropriate actions to ensure the safety of all members of the UNE community and visitors.</li> <li>• Be in attendance where possible for all emergency services site control meetings as the UNE liaison officer.</li> <li>• Brief all requests and information to the EC.</li> <li>• Regularly provide Situation Reports to the Facilities and Infrastructure officer during all declared incidents under this plan.</li> <li>• Compile a debrief report.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend debrief of the emergency with all necessary stakeholders</li> </ul>

### 19.12 Facilities and Infrastructure Officer (F&I)/Deputy F&I Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li><li>• Attend all exercise debriefs.</li><li>• Maintain extensive knowledge of Campuses Facilities and Infrastructure.</li></ul>	<ul style="list-style-type: none"><li>• Attend site of emergency as notified.</li><li>• Open and maintain communications with Ground Controller (GC).</li><li>• Advice GC on matters related to facilities and infrastructure that impact emergency.</li><li>• Act as required to remediate impacts on emergency or as directed by essential services.</li></ul>	<ul style="list-style-type: none"><li>• Attend debrief of the emergency with all necessary stakeholders.</li><li>• Commencement rectification of damage or as advised by Chief Warden</li></ul>

### 19.13 Health and Safety Officer

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan.</li><li>• Inform the ORPC, of any new identified or elevated risks or hazards and implement risk mitigation strategies</li><li>• Ensure the First Aid Officer Contact list is current and available to the ECO.</li><li>• Participate in scheduled drills and exercises in accordance with the exercise schedule.</li><li>• Attend all exercise debriefs.</li></ul>	<ul style="list-style-type: none"><li>• Attend site of emergency as notified.</li><li>• Open and maintain communications with Ground Controller (GC).</li><li>• Advice GC on matters related to WHS matters e.g. First Aid, injury, fatalities'.</li><li>• Act as required to remediate impacts on emergency or as directed by essential services.</li><li>• Take appropriate actions to ensure the safety of all members of the UNE community and visitors.</li><li>• Regularly update the GC with situation throughout the period of the emergency.</li></ul>	<ul style="list-style-type: none"><li>• Attend debrief of the emergency with all necessary stakeholders.</li></ul>



## 19.14 Building Wardens

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan and building response procedures</li><li>• Confirm sufficient floor wardens for area of responsibility.</li><li>• Coordinate the completion of PEEP documentation.</li><li>• Report on deficiencies of emergency equipment.</li><li>• Ensure that floor wardens have communicated the emergency response procedures to all occupants within their nominated areas.</li><li>• Ensure that occupants are aware of the identity of their floor and building wardens.</li><li>• Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by floor wardens throughout their area of responsibility.</li><li>• Attend training and emergency exercises, as required by the ORPC.</li><li>• Ensure building evacuation plans are correct yearly</li><li>• Ensure personal ECO identification is available.</li></ul>	<ul style="list-style-type: none"><li>• Respond to the scene if alerted by an alarm or verbal/electronic message.</li><li>• If appropriate implement an evacuation/partial evacuation or shelter in place/lock down.</li><li>• Use the most appropriate emergency response equipment if there is time (helmets, vests, WIP, two way radios, signage etc.)</li><li>• Assist in the flow of incident or emergency information.</li><li>• Notify the Ground Controller (GC) about new hazards or the escalation of existing hazards.</li><li>• Comply with the directions of GC or emergency services.</li><li>• Attend incident or emergency debrief</li></ul>	<ul style="list-style-type: none"><li>• Attend debrief of the emergency with all necessary stakeholders.</li><li>• Compile an incident report.</li></ul>

## 19.15 Floor Wardens

Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"><li>• Ensure familiarisation &amp; knowledge of their role in the Plan and building response procedures</li><li>• Ensure that all occupants are aware of the building emergency response procedures.</li><li>• Carry out safety practices (e.g., clear egress paths and disposal of rubbish).</li><li>• Attend training and emergency exercises, as required by the ORPC.</li></ul>	<ul style="list-style-type: none"><li>• Respond to the scene if alerted by an alarm or verbal/electronic message.</li><li>• If appropriate implement an evacuation/partial evacuation or shelter in place/lock down for individual building designated area.</li><li>• Use the most appropriate emergency response equipment if there is time (helmets, vests, WIP, two way radios, signage etc.)</li><li>• Assist in the flow of incident or emergency information.</li><li>• Notify the Site and Safety Coordinator (GC) of any known person trapped in building.</li><li>• Comply with the directions of GC.</li><li>• Comply with the directions of emergency services.</li></ul>	<ul style="list-style-type: none"><li>• Attend debrief of the emergency with all necessary stakeholders.</li></ul>

<b>19.16 First Aid Officers</b>		
Pre Emergency	Emergency	Recovery
Training and Accreditation.	<ul style="list-style-type: none"> <li>• Attend emergency site if requested, and ensure first aid kit is on hand.</li> <li>• Take direction from WHS Officer on site.</li> <li>• Attend to injured personnel</li> <li>• Take direction from Emergency services personnel as required.</li> <li>• Maintain communication with WHS Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Attend debrief of the emergency with all necessary stakeholders.</li> </ul>

<b>19.17 Custodian (anyone who has control of a group of more than 30 persons in a UNE hall/theatre/event)</b>		
Pre Emergency	Emergency	Recovery
<ul style="list-style-type: none"> <li>• Ensure familiarisation &amp; knowledge of their role in the Plan and building response procedures</li> <li>• Ensure that all occupants are aware of the emergency response procedures for the venue.</li> <li>• Carry out safety practices (e.g., clear egress paths and disposal of rubbish).</li> <li>• Be aware of the evacuation points in the building/venue that you are in.</li> <li>• Be aware of any disabled/mobility impaired persons in the venue</li> <li>• Attend custodian training and emergency exercises, as required by the ORPC.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to the scene if alerted by an alarm or verbal/electronic message.</li> <li>• If appropriate implement an evacuation/partial evacuation or shelter in place/lock down for individual building designated area.</li> <li>• Assist in the flow of incident or emergency information.</li> <li>• Notify the Site and Safety Coordinator (GC) of any known person trapped in building.</li> <li>• Comply with the directions of GC.</li> <li>• Comply with the directions of emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend debrief of the emergency with all necessary stakeholders.</li> </ul>

## **20. Duties of occupants (staff, students, visitors, contractors) on a UNE controlled site)**

While at a UNE site an occupant shall:

- Comply with any procedure imposed by a ECO member or Emergency Essential Service Personnel in relation to major incidents, including the taking of corrective action;
- Comply with any procedure in the emergency plan, including the taking of corrective action under the plan;
- Immediately inform UNE security about any circumstance that they believe may cause a major incident;
- Follow Occupant procedures 'Flipcharts'. These will be electronic information procedures.

## **21. Personal Emergency Evacuation Plan (PEEP)**

A record of distribution, of a personal emergency evacuation plan (PEEP), for people with disabilities are held. For example PEEPs should be held by the relevant warden. Within the AS 3745 is a PEEP template to be used when required. An example of a PEEP template is attached to the plan as **Attachment 3**.

Any completed PEEP forms will be held in the Building Folder where the occupant usually works/studies.

HRS will have the responsibility to create and update **staff** PEEP information

Student Services will have the responsibility to create and update **student** PEEP information.

## **22. Location of Emergency Coordination and Recovery Centre's**

### **22.1 Primary Centre –**

**Printery Building**, Building code N004 and Room #109. This building is located on Workshop Road, with parking at the rear.

### **22.2 Secondary Centre –**

**Safety and Information Office**, Building code B089. This building is on Elm Avenue, the last building on right leaving UNE to Queen Elizabeth Drive.

## Part C

### 23. Incidents to Emergencies

#### 23.1 What is an Incident

An incident is a situation/accident/problem/event characterised by being able to be resolved through the use of local or initial response resources only. In an incident, the major function is operations, that is, to resolve the incident. Control of the incident is limited to the immediate area and can be dealt with by onsite University personnel and may include an onsite response from either security staff, first aid officers, or by calling Police or Ambulance. If an incident becomes serious it may need to be escalated and it then becomes an Emergency.

#### 23.2 What is an emergency

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. The Escalation Matrix (*see below point 23.5*) provides guidelines for the management and escalation of emergencies on campus. All incidents requiring an emergency response must be reported to Safety and Security Services.

#### 23.3 The emergency identification outcomes

There are different types of emergency situations, including but not limited to: Fire or explosions, dangerous chemical release, medical emergency/disease outbreak, natural disaster, bomb threats, building fires, shooter on site and a riot.

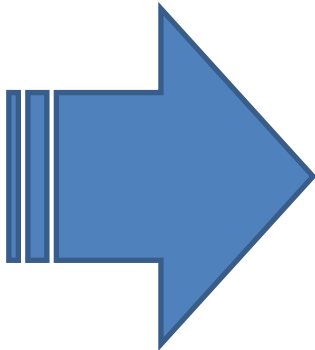


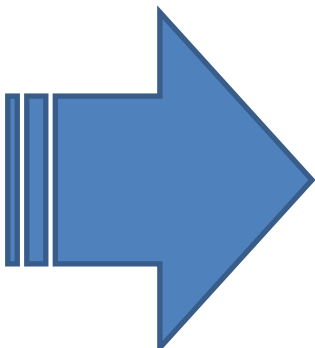
In identifying, preparing and maintaining this Emergency Management Plan, the following circumstances have been taken into account:

- The particular work that is carried out on all UNE controlled sites;
- The specific hazards at each UNE controlled workplace;
- The size and location of each UNE controlled workplace;
- The number and composition of the occupants and visitors at each UNE workplace, and
- The risks and effect of the incidents and how they may escalate.

The identification of potential emergencies at UNE has been based on an assessment of the hazards, including the possible consequences of an incident occurring as a result of those hazards. The UNE Risk Matrix is to be used to identify hazards for emergency planning. The impact of external hazards that may affect the health and safety of occupants and visitors has also been taken into account in identifying potential emergencies.

#### 23.4 Escalation from an incident to an emergency

Knowing when to activate the Emergency Response is essential to the management of the situation. Emergencies operate in a hierarchy as seen in the table below.

Escalation of events from incident to Emergency		
INCIDENT		What is to be done
Minor disruption to normal University. Temporary inconvenience to staff, students Little potential for media attention Possible minor injuries Minimum impact beyond University activities		Security / Campus staff deal with incident Clear persons from the immediate area Secure site Activate predetermined communications processes as necessary Contact First Aid officers for assistance Notify affected schools, sections as appropriate
	<b>ESCALATION</b>	
EMERGENCY		What is to be done
Danger to personal safety Potential for property damage Potential to significantly impact on normal University activities Media attention. Impact beyond campus? Possible fatalities / serious injury Large scale acts of violence demonstrations Other events that have the potential to seriously impact on the University		Contact Security services Inform Chief Warden Activate Emergency Responses Rescue and assist injured persons Evacuate area if necessary Request services to shut down Restrict and control access Establish site security Update and inform ECO Clear persons from the immediate area Secure site Activate predetermined communications processes as necessary Notify affected schools, sections as appropriate

## 23.5 Impact Activation Chart and Notification Levels

IMPACTS								
RESPONSE LEVELS			HARM TO PEOPLE	HARM TO ENVIRONMENT	ASSET DAMAGE	LOSS OF BUSINESS CONTINUITY	DAMAGE TO REPUTATION	POLITICAL INTEREST
		Level 1	Illness or injury of a minor nature  Significant near miss	Minor environmental impact able to be dealt with by SSO  Environmental nuisance (noise etc.)	Minor damage to facilities or equipment able to be dealt with by UNE personnel	Minor disruption to departmental operations	Campus community awareness of issue, little media interest	Peaceful demonstration/gathering on campus able to be managed by UNE personnel
		Level 2	Single or multiple injuries requiring immediate hospitalisation affecting daily operations	Moderate environmental harm able to be dealt with by UNE personnel  Minor hazardous spill	Accident or damage to facilities or equipment which could affect daily operations	Disruption affecting significant amount of campus operations for more than 1 day	Local or regional concerns which have the potential to escalate	Demonstrations or unrest involving political interest groups which can be managed by UNE personnel
Level 3			Life and/or property at risk  Large area affected (Armidale/New England/State)  Single or multiple serious injuries or fatalities  Mass illness requiring external help	Serious environmental harm requiring external agencies support  Hazardous chemical spill/gas release  Environmental impact affecting neighboring area	Significant damage to structures, facilities or equipment which seriously affects daily operations	Loss of whole campus operations for multiple days	Significant national or international media interest/activity	Demonstrations or unrest involving political interest groups which require external agencies support

## Level 1

### Normal Day-to-Day operations (on-going monitoring)

#### Activate

1. UNE Site and Security Officer
2. UNE Staff involved only

#### Notify

- Chief Warden as relevant
- Student Wellbeing Officer as relevant
- Health and Safety Manager as relevant
- Senior Risk and Insurance Advisor as relevant
- Any affected staff

#### Examples

- Minor accidents/incidents on campus
- Traffic disruptions
- Infrastructure Failure

## Level 2

### Partial activation of the UNE Emergency Control Organisation

#### Activate

1. Emergency Response Team Members (ERT) as relevant to Ground Control
2. Emergency Control Organisation (ECO) to Control Room as relevant

#### Notify

- Chief Warden
- Senior Risk and Insurance Advisor as relevant
- Any affected staff

#### Examples

- Marginal weather event predicted
- Minor/medium building fire
- Off campus incident (Field Stations, Parramatta Future Campus)
- Minor/Medium HAZMAT incident



## Level 3

### Full activation of the UNE Emergency Control Organisation

#### Activate

1. Emergency Response Team Members (ERT) to Ground Control
2. Emergency Control Organisation (ECO) to Control Room

#### Notify

- Chief Warden
- Affected Staff
- Senior Risk and Insurance Broker

#### Examples

- Severe weather event
- Serious MVA multiple casualties
- Major building fire
- Violent event, e.g. armed Offender on campus
- Major HAZMAT incident

#### Notes:

- a) *Activation Level decisions are made by the Ground Controller based on knowledge of the situation.*
- b) *If the Ground Controller decides a significant threat" to the safety of the University Community exists, the Ground Controller will take any necessary response actions, including evacuation of the campus if required. The Ground Controller will immediately advise the Chief Warden and if a formal declared emergency is recommended.*
- c) *The Chief Warden will then determine if closure is required and for what period. This will be communicated to the campus community as soon as practicable.*

#### Declaration allows for:

- *Formal activation of UNE's Emergency Management Plan*
- *Closure of part/all of campus*
- *Suspension of business activity*
- *Activation of the Business Continuity Plan (BCP)*

## **24. List of Emergency Response Procedures and Information**

### **24.1 Emergency Response Procedure for the Evacuation of a building in the event of:**

- Smoke in a building & Fire in a building (Evacuate)
- Biological/chemical spill/Gas Leak or fumes in a building (Evacuate)
- Explosion/building collapse (Evacuate)
- Bush fire (Evacuate)

### **24.2 Emergency Response Procedure for the Evacuation of a residential building**

### **24.3 Emergency Response Procedure Armed person or civil disturbance on site (based on National guidelines)**

### **24.4 Emergency Response Procedure Pandemic (disease outbreak)**

### **24.5 Occupant Response Procedure for:**

- A Bomb threat
- Natural disaster- Flood/Storm/Severe weather (shelter in place or evacuate)
- Warnings and Awareness

## **25. Notifying, Alerting and Reporting Emergencies**

### **25.1 Notifying emergencies**

The person (staff, student or others) who identifies the emergency **must** ensure it is notified in the first instance to the UNE Safety and Security personnel, who will then notify the Ground Controller, who will inform the Emergency Coordinator. The effective management of an emergency requires prompt communication flow through to the Chief Warden. The Chief Warden will declare an emergency, and this decision will generally be made on the scale/severity of the emergency and the estimated duration including recovery.

The overall role and responsibilities of the Emergency Control Organisation will include, but not be limited to the following:

- Declare a Campus or University wide emergency if the situation so warrants
- Advise the University Vice Chancellor and Chancellor of the situation / actions
- Undertake a strategic assessment of the situation
- Activate and control the Emergency Response Procedures to the degree necessary
- Coordinate the release of all official information to the public, through the Media Spokesperson
- Notify and inform key University personnel and relevant stakeholders of the situation
- Provide direction for the resumption of all University functions

### **25.2 Alerting the workplace to emergencies**

The Chief Warden is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. When the Chief Warden is absent from the workplace the Deputy Chief Warden is to undertake this responsibility.

### 25.3 Reporting Emergencies

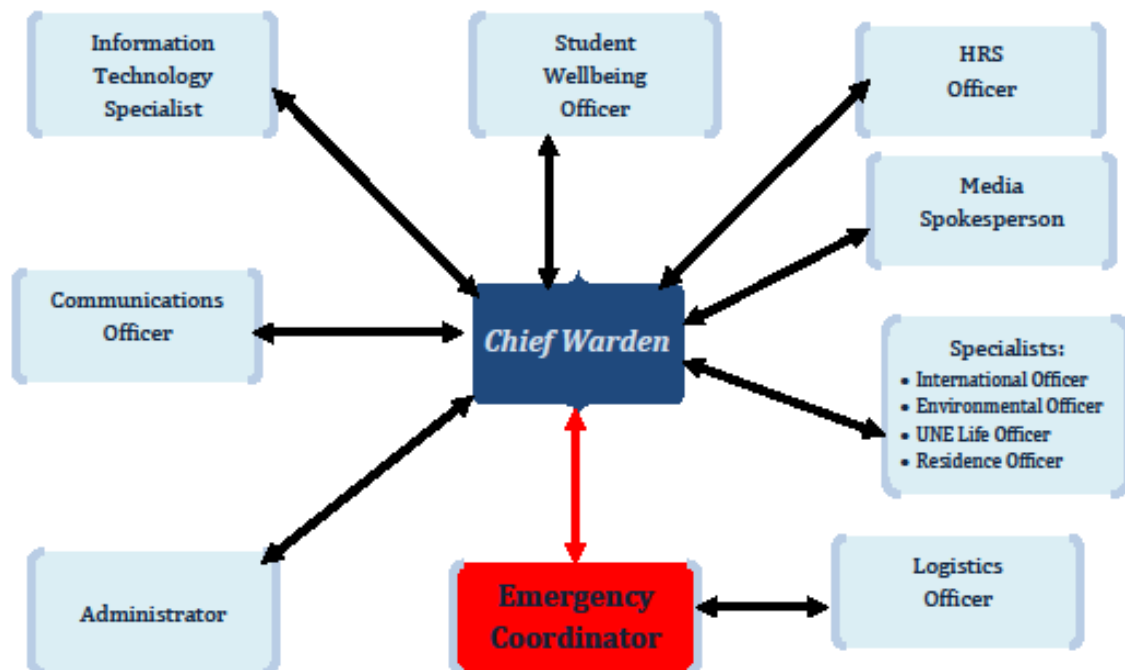
1. Contact UNE Safety and Security personnel immediately
2. Contact emergency services immediately, where required
3. Notify Building Warden if appropriate
4. Notify the Emergency Coordinator subsequent to points 1 and 2
5. Notify the Police if the incident involves violence weapons

## 26. Communicating in an Emergency

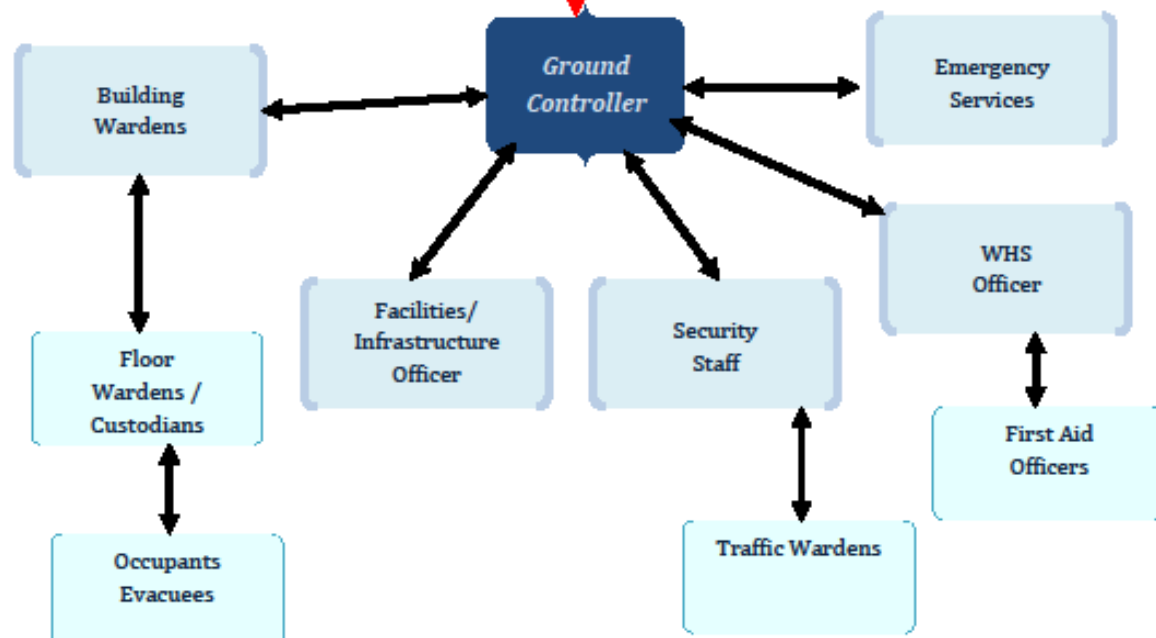
Communication during an emergency is via a direct link between the **Ground** - Ground Controller through to the **Emergency Control Centre** via the Emergency Coordinator and onto the Chief Warden for information and decision making.

Both the *On the Ground* and the *Emergency Control Centre* designated team members have been trained to respond as events unfold to mitigate against further impact to individuals and property. The diagram below demonstrates the communication links.

## Control Room



## On the Ground



## 26.1 Communication and information during an emergency

For the method of communicating and equipment used to enable communication see table below.

Requirement	List form of communication
Primary means of communication in the event of an emergency	Landline Walkie talkies
Secondary or alternate means of communication	Mobile phones

## 26.2 UNE Emergency Information

Emergency Services personnel, wardens, and others may need specific building and site information during an emergency. This information will be in the form of a Building Information Folder for each building on campus. These information folders will be in paper form, located with the building warden of each building, and an additional hard copy will be held in the Control Room. The original version of the building folders will be held electronically on the university records management system TRIM.

## 26.3 UNE Emergency Contact Information

The ECO control room personnel may also need to contact neighbours, UNE tenants, local medical and health services, and local community services in an emergency situation. Landline and mobile numbers for all of these organisations will be held by the EMP Administration Officer, as well as a copy kept in the control room.

## Part D

### 27. Emergency Response Exercises

The Chief Warden in conjunction with all ECO members has responsibility for conducting and reporting to the ORPC on emergency response exercises.

A program of site-specific emergency response exercises shall be developed in collaboration with the occupants and members of the ECO. These exercises will be done to determine the effectiveness of the emergency response procedures, ECO actions and occupants' response, both when first developed and on an ongoing basis.

Once the ORPC has established that the emergency response procedures are satisfactory and workable and the ECO has been trained, the emergency response procedures should be tested within **the first 12 months**.

The first emergency response exercise should be an **evacuation exercise**.

If the facility is large or a multi-story building, a partial evacuation may be undertaken to test the emergency response procedures and the ECO in the first instance.

- The initial Emergency Response Exercise(S) may be a simulation (desk top) or practical exercise to test all emergency procedures and the ECO members.
- Notification may be carried out by various members of the ECO facility owners, managers, occupiers and employers thus enabling the occupants to identify their warden(s) and become aware of their responsibilities.
- Realistic performance targets may be considered as a measure of the procedures' effectiveness.
- The ECO should be briefed to give extra assistance to staff during the initial evacuations.
- It should be accepted by management that the Emergency Response Procedures be properly tested and that all ECO members have sufficient practice to ensure their effectiveness in an emergency situation. In less complex facilities this may only be a matter of sounding the alarm, having people walk to the assembly area and accounting for people. With the experience gained from the first evacuation, subsequent evacuation exercises will become more realistic.
- The ORPC in collaboration with the facility owners, managers, occupiers and employers should arrange for occupants to be notified before the evacuation exercise takes place.

Adequate planning time, including the proposed date, shall be given.

All occupants and ECO members shall have participated in an evacuation exercise in the first 12 months of the implementation of the Emergency Response Procedures.

These exercises will be conducted in accordance with Section 7 of AS3745 2010, which is attached to this plan as **Attachment 5**.

The initial testing and implementation of the emergency response exercises shall be in accordance with Clause 7.2. The ongoing program of emergency response exercises shall be in accordance with Clause 7.3.

The table for frequency for Training and Emergency Response Drills is attached as **Attachment 7**.

## Part E

### 28. Training

A training schedule has been developed for UNE staff involved in emergency preparedness, emergency responses and recovery. This schedule has been developed using Section 6 of the AS 3745, and is **Attachment 7** of this Plan.

Section 6 of the AS 3745- has been attached to this plan as **Attachment 4**, for reference to all EMP training requirements.

**Human Resource Services** has the overall planning, co-ordination, and responsibility of the Emergency Preparedness Training element of the EMP.

Training shall be conducted for;

- at least one member of the ORPC, to enable the ORPC to competently execute its obligations;
- the ECO, in accordance with AS3745-2010, Clauses 6.3 and 6.5; and
- for facility occupants, in accordance with AS3745-2010 Clauses 6.4 and 6.5.

All **ECO members**, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures.

There shall be sufficient personnel trained in all positions within the ECO to allow for projected absences.

NOTE: Re-training should be conducted following a revision of the Emergency Response Procedures.

In addition to the training for all **ECO members** listed in AS 3745 Clauses 6.3.1 and 6.3.2, persons appointed to the positions of Chief Warden, Deputy Chief Warden and Communications Officer, along with the nominated deputies for each position, shall have additional training.

The **Emergency Response Team** members shall attend a skills retention activity at intervals not greater than one year. This will be carried out in accordance with AS3745- Section 7 (**Attachment 5** to this Plan).

All **occupants** working at a facility shall receive training to enable them to act in accordance with the Emergency Response Procedures. This training should be provided for all new occupants including casual occupants and employees, at the commencement of their duties in a workplace or their occupancy of a structure.

## 29. Testing of equipment

The testing, review and routine servicing of emergency equipment at UNE, is under the control of Facilities Management Services. Review and routine servicing, shall be done in accordance with Section 8 of AS3745-2010. Section 8 of AS3745 is attached as **Attachment 6** of this Plan.

The ORPC shall ensure that the Emergency Plan and associated elements developed to meet the requirements of this Standard are inspected, tested and routinely serviced.

**NOTE:** AS 1851 provides guidance on carrying out the emergency plan and the associated elements and inspection, testing and routine servicing activities.

Checking and testing of the emergency plan elements are categorized in AS 1851 into the following two categories:

(a) Critical Emergency Evacuation System Elements.

(b) Other Emergency Evacuation System Elements and Procedures.

Any deficiency in the emergency plan or associated elements shall be reported to the ORPC at the completion of the inspection or testing and shall be rectified with the minimum of delay. Records shall be kept of all inspection, testing and routine servicing activities.

Regular checks of the communication system shall be carried out, either at monthly intervals, or as determined by the ORPC. Records shall be retained.

### NOTES:

1 Communication systems include Emergency Warning and Intercommunication System (EWIS), PA systems, paging, portable occupant warning equipment, strobe lights and colour coded lights.

2 The conduct of regular checks by ECO members provides the necessary practice in the effective use of the system and the timely identification of any system faults.

Type of equipment	Frequency of testing
Firefighting equipment (including hand held fire extinguishers and fire blankets)	As per AS3745
Alarm System	As per AS3745
Communication systems include s.s.e.p. (EWIS, PA systems, paging, portable occupant warning equipment), strobe lights and colour coded lights.	As per AS3745
Communication Equipment	As per AS3745



## **Part F**

### **30. Response**

#### **30.1 Developing the Emergency Response Procedures**

The Emergency Procedure is a plan of questions and actions to be conducted in a certain order or manner, in response to an emergency event.

The specific information included in the Emergency Response Procedures shall be determined by the ECO, in collaboration with the members of the Emergency Response Teams.

An Emergency Response Procedure for each emergency identified shall be developed for UNE controlled sites addressing the following:

- (a) Responsibilities and duties of the ECO and the actions they are to take during an emergency.
- (b) The responsibilities of UNE occupants and the actions they are to take in an emergency.
- (c) The arrangements for emergency preparedness and response.
- (d) The arrangements for evacuating the facility.
- (e) The current emergency contact details for members of the ECO and emergency services.

Each UNE building and site will have a Building Information Folder which will be in paper and electronic formats. These folders will contain specific building and contact information on the building/site to be used by Wardens/Emergency Personnel/Control team and any members of the ECO during an emergency.

Emergency Response Procedures (ERP) will be developed for emergency situations that have been identified in Section 24 of this plan. These responses will be prepared in accordance with Section 4, of AS-3745.

## **Part G**

### **31. Evacuation/Shelter/Return**

#### **31.1 Decision to Evacuate**

The Chief Warden will decide on the need to evacuate part or whole of site.

The Chief Warden is to communicate with the Emergency Coordinator, to commence the process.

The Ground Controller is to sound an emergency evacuation air horn (continuous short blows of the portable air horn), to alert occupants to evacuate.

#### **31.2 Evacuation Plans**

Plans showing the identified evacuation assembly areas and evacuation routes must be posted in the workplace.

Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all firefighting equipment. Maps are to be displayed prominently throughout the workplace.

#### **31.3 Shelter and Assembly Area**

Occupants are to remain in their designated evacuation zone to allow for a comprehensive roll call.

Note: If roll call is incorrect the Chief Warden shall identify the area the missing person(s) came from and make a decision to find missing person(s) or wait for emergency services direction.

The Chief Warden is to ensure more than one person (if possible first aid certified) is sent to find and retrieve if that is deemed to be the appropriate action.

The Chief Warden shall brief workers on the emergency and await the arrival of emergency services or take other appropriate action.

### **32. Evacuation Assembly Areas and Routes**

#### **32.1 Building Evacuation Plans**

Plans are drawn in accordance with Clause 3.5 of AS3745, and are located in designated areas within a building and in the Building Information Folders located in individual buildings

#### **32.2 On Site Assembly Areas**

Further to the building evacuation plans, assembly area plans demonstrate designated primary and secondary stage assembly areas. Occupants of building, Building Wardens and Ground Controller will be trained in where to marshal themselves in an evacuation.

#### **32.3 Off-site Assembly Area**

The call to evacuate the site is made by the Chief Warden, in most cases this would be under the direction of the essential services. Staff, Students and other occupants of site will be directed where to go in such an event.

## **Part H**

### **33. Recovery Stages**

The Chief Warden is charged with the declaration of when an emergency event is over in consultation with Emergency Services. At this point the Recovery phase commences, with the Chief Warden and Vice Chancellor & CEO

taking joint control of operations to return to work.

A return to work needs to be developed in conjunction with the Organisational Resilience Rule, and also with the Business Continuity Plan, related to an emergency event that impacts on recovery to business as usual status.

### 33.1 Strategy and Description

Strategy and Description
<b>Counselling Strategy</b> – The HRS department will organize counselling for any occupants that need it as soon as possible after an emergency event.
<b>Recovery Time Line</b> – Facility routines will be resumed as quickly as possible after an event. Actual actions would be discussed at the time of the emergency as this will differ each time.

### 33.2 Managing the Media Strategies

During the recovery phase, all media involvement will be handled by the Media and Communications Officer only.

## 34. Attachments

List of attachments (Attachments together as a separated document)

Attachment No	Reference Name
Attachment 1	The <b>Communication Procedure</b>
Attachment 2	The <b>Organisational Resilience Planning Committee Terms of Reference</b>
Attachment 3	An example of a <b>Personal Emergency Evacuation Plan (PEEP)</b> template
Attachment4	Section 6 of the AS 3745- <b>Training</b>
Attachment 5	Section 7 of the AS3745 <b>Emergency Response Exercises</b>
Attachment 6	Section 8 of AS3745 <b>Review and Routine Servicing</b>
Attachment 7	Emergency Training Exercises and Response Drills