IMPLEMENTATION

Aim
To prescribe the responsibilities and actions required for Emergency Management planning and response to ensure the University meets the requirements of the Health, Safety and Wellbeing (HSW) Policy and the relevant sections of the Work Health and Safety (WHS) Act 2012 (SA) and WHS Regulations 2012 (SA).

1 Objectives

1.1 To ensure that Emergency plans are in place which provide for the following:
- Emergency procedures, including:
  - an effective response to an emergency;
  - evacuation procedures;
  - notification of the emergency services at the earliest opportunity;
  - medical treatment and assistance;
  - effective communication between the staff with emergency responsibilities and all persons at the workplace;
- Testing of the emergency procedures, including the frequency of testing; and
- Information, instruction and training to the relevant workers required to implement the emergency procedures.

Note: The University has two Emergency Plans which outline emergency procedures/response.
  Available on the Infrastructure website for members of the Emergency Control Organisation (Wardens) at each campus.
- Emergency Management Plan (EMP).
  Distributed by the Manager Security, to the members of the Incident Response Team (IRT), Incident Management Task Group (IMTG) and other key senior staff. This is a secure document.

1.2 To ensure that emergency incidents have been:
- investigated in accordance with the Incident investigation chapter;
- control measures reviewed; and
- corrective action(s) implemented if required.

2 Scope and application

2.1 Inclusions
This process applies to all workers who are undertaking University of Adelaide related activities (including those working off campus).

<table>
<thead>
<tr>
<th>HSW Handbook</th>
<th>Emergency Management</th>
<th>Effective Date</th>
<th>Review Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30 October 2018</td>
<td>15 November 2020</td>
<td>3.1</td>
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Warning
This process is uncontrolled when printed. The current version of this document is available on the HSW Website.
2.2 Exclusion
This process does not cover:
- community disaster management; or
- specific School/Branch business continuity arrangements during/post an Emergency incident.
(Refer to the Legal and Risk website for the Business Continuity Plan which provides guidance on the University’s arrangements.)

2.3 Authority
In accordance with AS 3745 “Planning for emergencies in facilities” during an emergency, instructions given by the operational emergency personnel shall overrule normal management structure. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedence over asset protection and production matters.

2.4 Indemnity
The members of the Emergency Management framework (i.e. planning and response) shall be indemnified by the University against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or emergency evacuation of a building where the personnel act in good faith and in the course of their emergency control duties.

2.5 This Emergency Management process is divided into three parts:
- Reference 3.4.3 covers Emergency Management Planning responsibilities.
- Reference 3.4.4 – 3.4.9 covers Emergency Response responsibilities.
- Reference 3.4.10 covers Post incident responsibilities.

3 Process: Emergency Management PLANNING

<table>
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<tr>
<th>Person Responsible</th>
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</table>
| **3.1 Vice- Chancellor and President (VC&P)** | □ Appoint the appropriate executive and/or senior personnel to the positions of the Emergency Director and the Incident Management Task Group (IMTG) to ensure that during an emergency the members of the IMTG:  
□ have the authority to direct timely actions during the emergency and/or during the recovery phase;  
□ the ability to call on resources (both internal and external) as necessary;  
□ have the appropriate financial delegations to manage the emergency;  
□ have the skills and knowledge to mitigate the risk impact of a major disruption gained through knowledge of the University and participation in emergency management training and exercises.  
(Refer to Appendix A for a summary of the emergency management roles and members of the IMTG) |

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Process: Emergency Management

### PLANNING

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| **3.2 Chief Operating Officer**  
(Division of University Operations)  
as the Emergency Director               | - Oversee the University’s emergency preparedness to manage emergencies.                         |
|                                                                                  | - Appoint the appropriate senior personnel to the positions of the Incident Response Teams (Appendix A) at each Campus and the Critical Incident Team (Appendix A) at Roseworthy and Waite, to ensure that during an emergency the members of the aforementioned teams: |
|                                                                                  |   - have the authority to direct timely actions during the emergency;                             |
|                                                                                  |   - the ability to call on resources (both internal and external) as necessary;               |
|                                                                                  |   - have the appropriate financial delegations to manage the emergency within their level of control; |
|                                                                                  |   - have the skills and knowledge to mitigate the risk impact of a major disruption gained through knowledge of the University and participation in emergency management training and exercises and to commence recovery in accordance with the University’s Business Continuity Plan(s). |
|                                                                                  | - Endorse the Emergency Management Plan (EMP).                                                   |

**Continuous improvement in planned arrangements**

- Monitor the effectiveness of the EMP framework (i.e. planning and response procedures) for minor, major and critical emergencies via:
  - Incident debrief reports;
  - Internal/external audit reports; and endorse timely amendments to planned arrangements if/where required in consultation with the Associate Director, Service Delivery and Manager, Security.

| **3.3 Associate Director, Service Delivery**  
as the Emergency Management contract representative in consultation with the Manager, Security as the Emergency Management contract administrator and Senior Technical Officer Plumbing - ESPs (as applicable) | - Ensure the Emergency Planning Committee responsibilities (see definitions) outlined in AS 3745 “Planning for emergencies in facilities” sections 2.1, 2.2, 2.3, and 2.4 are met. |
|                                                                                       | - Ensure that the Emergency Management framework meets the requirements of the Work Health and Safety legislation and Australian Standard AS3745 “Planning for emergencies in facilities”. |
|                                                                                       | - Ensure that the Emergency Management framework (i.e. the University’s arrangements, systems, strategies and procedures relating to the response and management of minor, major and critical incidents) are defined in the: |
|                                                                                       |   - Warden Emergency Evacuation Plan (Warden manuals); and |
|                                                                                       |   - Emergency Management Plan (EMP). (A secure document.) |

Continued
## Process: Emergency Management

### PLANNING

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| **3.3** Associate Director, Service Delivery  
as the Emergency Management contract representative  
in consultation with the Manager, Security  
as the Emergency Management contract administrator  
and Senior Technical Officer Plumbing - ESPs  
(as applicable) | □ Ensure that the two Emergency plans are aligned to enable a co-ordinated operational and strategic response by the:  
□ Emergency Control Organisation (Warden network); and if required  
□ Incident Response Team (IRT); and if required  
□ Critical Incident Team (Roseworthy and Waite only); and  
□ Incident Management Task Group (IMTG), should an emergency escalate from a minor to a critical incident.  
(See Section 4 Emergency Response Flowchart.)  
□ Ensure that the Emergency Plans are readily identifiable and available to the appropriate persons.  
□ Review, update and maintain the Emergency Management Plan and the Emergency Evacuation Plan (if required) in consultation with the Chief Operating Officer (Division of University Operations).  
□ Co-ordinate communication with the IMTG, CIT (Waite and Roseworthy), IRT and ECO where there are changes to planned arrangements.  
□ Co-ordinate Emergency Plans with tenants of the University.  
□ Review the operation of the Emergency Control Organisation (ECO) networks (e.g. Wardens) and make recommendations where necessary to the Faculty Technical Services Manager/HR Manager/Head of Branch in regard to the number of ECO personnel required and the nature and risk of the buildings, structures and workplace.  
Where a Chief Warden position is vacant  
□ Liaise with the relevant Head(s) of School/Branch or the most senior staff member within the building to ensure the position is filled.  
□ Advise that the most senior staff member will be nominated for contact and response purposes until the position is filled.  
□ Monitor contingency/back-up arrangements are in place, to cover for absences of members of the IMTG, IRT and ECO, and that the names and contact details are specified within the Emergency Management Plan or on the Warden register (as applicable). |

### Emergency Response Exercises

(Note: Exercises are co-ordinated and conducted by the Emergency Services Contract Service Provider.)  
□ Monitor that emergency exercises for each building are conducted (e.g. 2 p.a.), review the effectiveness of the response, and arrange for improvements if required.  
(At least one exercise must be a building evacuation, the other may test the ECO on other Emergency contingency plans (e.g. Personal Threat [Code Black], Medical Emergency [Code Blue], Bomb Threat [Code Purple]).)  
Continued
### Process: Emergency Management PLANNING

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<tr>
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</table>
| **3.3** Associate Director, Service Delivery Services, as the Emergency Management contract representative in consultation with the Manager, Security as the Emergency Management contract administrator and Senior Technical Officer Plumbing - ESPs (as applicable) (Continued) | **Emergency Response Exercises (Continued)**<br>☐ Monitor that written reports of the outcomes of exercises have been provided to the Chief Warden and/or others as directed following each exercise.<br>☐ Assist the contracted Emergency Management Service Provider with the preparation of and provision of the University’s:<br>☐ annual desk top emergency exercise; and<br>☐ 3 yearly operational exercise and reports (including recommendations).<br>(Note: A desk top exercise is not required in the year of the 3 yearly operational exercise. The 3 yearly exercise is to include the State Emergency Response Agencies where possible (e.g. SA Police, Fire Service, Ambulance, State Emergency Service));<br>☐ Co-ordinate the debrief following each annual desktop exercise and 3 yearly operational exercise;<br>☐ Assess the level of preparedness against defined criteria and provide a summary of findings and recommendations for consideration by the Emergency Director (if required).<br>☐ Monitor actions until completion at the regular Contract Meetings.<br>☐ Provide summary reports on the status of Chief Warden Training, Emergency Evacuation Exercises and other key activities or actions required on the Emergency Management website, to enable monitoring and follow-up by Divisions/Faculties/Schools/Branches/HSW Team as applicable.<br>☐ Ensure emergency management training records are maintained in accordance with legislative requirements.<br>☐ Maintain the Service Delivery Emergency Management website.<br>**Emergency Management contract**<br>☐ Manage, administer and monitor the agreed services in the Emergency Management contract and take corrective action where any deficiencies are identified.<br>☐ Ensure the requirements for essential service provisions are met in accordance with the relevant sections of the Building Code of Australia and Ministers Specifications.<br>☐ Review reports provided by the Contracted Service Provider (e.g. Audit against AS 1851 table 19) and take corrective action where appropriate.<br>☐ Review the annual report provided by the University’s contracted Service Provider and identify, discuss and act on any deficiencies.
### Process: Emergency Management

#### PLANNING

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</table>
| **3.4 Incident Management Task Group (IMTG) and Roseworthy/Waite Critical Incident Team (CIT) and Incident Response Team (IRT) Members** | □ Ensure you have a working knowledge of the Emergency Management Plan (EMP) and specifically the relevant Action Card in Section 2 of the Plan (if a member of the CIT or IMTG) or colour coded emergency response as applicable to your role;  
□ Oversee the University’s emergency preparedness to manage critical emergencies by:  
   □ participating in the testing (e.g. exercises) and evaluation of the EMP;  
   □ assisting in the identification of any deficiencies in planned arrangements and opportunities for improvement by attending exercise and incident debriefs; and  
   □ participating in information/instruction/training sessions where required.  
□ Ensure appropriate deputies are appointed to cover for absent members during an emergency and advise the names and contact details to the Manager, Security for inclusion in the EMP.  
□ Provide opportunities for deputies to attend emergency evacuation exercises and debriefs to improve their knowledge and understanding of roles and responsibilities. |

| **3.5 Emergency Control Organisation (Warden network)** | □ Ensure you have a working knowledge of the [Warden Emergency Evacuation Plan](#) and participate in the testing (e.g. exercises) of the plan when on duty.  
□ Assist in the identification of any deficiencies in planned arrangements and opportunities for improvement by attending exercise and incident debriefs.  
□ Participate in information/instruction/training sessions where required. |

| **3.6 Faculty Technical Services Manager/HR Manager or Head of Branch** | □ Ensure sufficient staff are designated as Chief Wardens and/or Wardens, in any buildings occupied by personnel under the control of Heads of Faculties/Branches (including deputies to cover for absences).  
□ Ensure names of the Emergency Control Organisation and their contact details are provided to the Security Office (831) 35990 e.g. new appointments, resignations and/or name changes.  
□ Ensure [training](#) is provided to the members of the ECO (including deputies) and training needs are monitored on the School/Branch [Training Plan](#) or equivalent tracking system.  
□ Develop and implement local business contingency/recovery plans to assist facilitate prompt resumption of School/Branch operations after any foreseeable emergency and test planned arrangements to ensure they remain effective.  
□ Ensure a poster (or equivalent) is displayed, which details the names and contact details of key emergency and safety personnel e.g. Chief Warden, Wardens, First Aid Officers.  
□ Ensure [First Aiders](#) are included in Emergency Exercises. |
### Process: Emergency Management

#### PLANNING

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<tr>
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| **3.6** Faculty Technical Services Manager/HR Manager or Head of Branch | □ Ensure a sufficient number of emergency colour charts are displayed (e.g. Fire/Smoke, Bomb Threat, Personal Threat procedures) for the building.  
(See Appendix B.1 for buildings with an EWIS i.e. Fire Alert and Evacuation tones or Appendix B.2 for buildings with a single Fire Alarm signal.)  
□ Review Emergency Exercise and incident reports and ensure corrective actions which relate to the number of Wardens or additional training/information requirements, are entered into the HSW on-line incident reporting system (or equivalent) for follow up action in consultation with the relevant local Health, Safety and Wellbeing Officer(s). |

Where a Chief Warden position is vacant and no staff member is prepared to take on the role.

For the purpose of ensuring an Emergency Management contact is recorded for the building and has the level of authority to co-ordinate an appropriate response, the Head of School/Branch; or the School/Branch Manager; or the most senior staff member will be appointed by agreement to fulfil the responsibilities of the Chief Warden until the role is filled.

Note: Security staff are not the proxy for the Chief Warden role.

Where a University building is shared by more than one School/Branch/Faculty/Division/Co-location partner

All relevant Heads are collectively responsible for ensuring that Emergency Management roles/responsibilities are met.

Where a building is not occupied 100% of the time

The most senior staff member responsible for the space will be nominated for the building and added as a contact on the Warden register.

| 3.7 Supervisors | □ Ensure wardens are:  
□ released to attend required training and participate in emergency evacuation exercises (when on duty); and  
□ provided with sufficient time to effectively carry out emergency responsibilities when directed by the Chief Warden/Manager Security.  
□ Ensure all new workers are provided with local emergency information during their induction/orientation and are aware of the emergency procedures in the Emergency Colour charts (Appendix B).  
(This requires the provision of additional information to a staff member with a permanent disability, who may need assistance during an emergency. This information will ensure they are aware of procedures should they be in either their normal place of work or in another area of the University, at the time of an alarm/evacuation. Refer to 9.1 for further information.) |

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### Process: Emergency Management  **PLANNING**

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
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<tbody>
<tr>
<td><strong>3.8</strong> University staff co-located with other organisations outside of North Tce, Waite, Roseworthy and National Wine Centre</td>
<td>□ Comply with the Emergency Management arrangements of the host organisation.</td>
</tr>
<tr>
<td><strong>3.9</strong> Manager, Leasing and Retail</td>
<td>□ Ensure leasing contracts/agreements specify the requirements for Emergency Management where the tenant is located within a University owned building or on a University campus.</td>
</tr>
</tbody>
</table>
Process: EMERGENCY RESPONSE FLOWCHART

The following flowchart describes the emergency response and escalations from a minor to a critical incident.

Responsibilities for the Emergency response groups are outlined in sections 5–10.

**EMERGENCY INCIDENT**

First person(s) at the scene:
- [] Assesses situation; and
- [] Takes action to contain the emergency (if safe)

- No
- Yes

**EMERGENCY CONTAINED**

Is Emergency Life Threatening or has the potential to significantly disrupt operations (e.g. Major or Critical)?
- No
- Yes

**ASSESSMENT BY MANAGER SECURITY AND EMERGENCY DIRECTOR**

Manager Security determines the level of threat.
- Requests resources from Operations Manager Service Delivery
- Invokes the Incident Response Team and (CIT if applicable)
- Notifies and briefs the Emergency Director of the nature, location, scope and if there are injuries and/or property damage.

At the incident site or based on reliable information

**Incident assessed as MAJOR**

Existing resources (internal/external) are managing the incident IRT, CIT (if applicable), ECO and Emergency Services

Emergency Services manage the Emergency (eg. fire, spill, offender)
- ECO ensure occupants have been evacuated, sheltered in place as appropriate and maintain communication via the Chief Warden.
- IRT led by the Manager Security, co-ordinate the response on the ground, including the provision of information and instruction to the ECO network(s) involved and provision of information/assistance to the Emergency Services.
- Waite and Roseworthy led by the Facility Manager
- IRT liaise with the Critical Incident Team (CIT) to gain assistance/resources where required.

Manager Security keeps the Emergency Director informed and notifies other key personnel as required until “All clear”.

**Incident assessed as CRITICAL**

Additional resources required
- IMTG invoked by the Emergency Director

Under the direction of the Emergency Director the IMTG:
- [] identify scope of the emergency
- [] allocate resources (e.g. people, equipment) to assist the IRT including the allocation of liaison officers to meet with the Emergency Services Forward Command and provide assistance
- [] manage the media, notifications to SafeWork SA
- [] manage timely communication advice both internal and external based on updates from the IRT
- [] manage implications for teaching and research, property, staffing and infrastructure and commence the recovery effort in accordance with Business Continuity plans.

Emergency Director liaises with the VC&P on an ongoing basis.
5  **Process: RESPONSE: WARREN NETWORK (Emergency Control Organisation)**

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
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<tbody>
<tr>
<td><strong>5.1 Emergency Control Organisation (ECO) Network</strong></td>
<td>Fulfil roles and responsibilities as outlined in the Emergency Evacuation Plan (i.e. ECO Warden Manual).</td>
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<tr>
<td><strong>Members:</strong></td>
<td></td>
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<tr>
<td>• Chief Warden</td>
<td></td>
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<tr>
<td>• Deputy Chief Warden/Communication Officer (if nominated)</td>
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<tr>
<td>• Wardens</td>
<td></td>
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<tr>
<td><strong>Note</strong></td>
<td></td>
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<tr>
<td>Copies of the Emergency Evacuation Plan (ECO Warden Manual) are available on-line.</td>
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<tr>
<td>If printing this document take note that it is updated on an ongoing basis. Security will advise when changes have been made.</td>
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</table>

6  **Process: RESPONSE: INCIDENT RESPONSE TEAM (IRT)**

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
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<tbody>
<tr>
<td><strong>6.1 Incident Response Team (IRT)</strong></td>
<td>Will be invoked by the Manager, Security. The IRT will fulfil its role/responsibilities as outlined in the Emergency Management Plan and:</td>
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<tr>
<td><strong>Members:</strong></td>
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<tr>
<td>• Manager, Security (delegate)</td>
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<tr>
<td>• Operations Manager, Service Delivery (delegate)</td>
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<tr>
<td>• ECO (Chief Warden &amp; Wardens)</td>
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<tr>
<td>• Other personnel co-opted as required</td>
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<tr>
<td><strong>Note:</strong></td>
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<tr>
<td>Only the ECO in the buildings impacted by the Emergency will be part of the IRT. Instructions will be provided to the Chief Warden and ECO network by Security or the Operations Manager Service Delivery. Responses may vary depending on the nature and scope of the emergency.</td>
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<td><strong>Members: for Waite, Roseworthy and National Wine Centre</strong></td>
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<tr>
<td>• Security Supervisor</td>
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<td>• Facilities Manager or NWC Manager (delegate)</td>
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<tr>
<td>• ECO (Chief Warden &amp; Wardens)</td>
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<tr>
<td>• Other personnel co-opted as required.</td>
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<tr>
<td><strong>In consultation with the Manager, Security and Operations Manager, Service Delivery</strong></td>
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</tr>
<tr>
<td>• Assess the level of threat on an ongoing basis and notify the Emergency Director if required; and</td>
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<tr>
<td>• Liaise with the Emergency Director on an ongoing basis.</td>
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7  Process: RESPONSE: INCIDENT MANAGEMENT TASK GROUP (IMTG)

Critical incidents: Strategically managed by the Incident Management Task Group in consultation with the Incident Response Team, Security staff and Warden network.

<table>
<thead>
<tr>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>7.1 Incident Management Task Group (IMTG)</td>
<td>Will be invoked by the Emergency Director in consultation with the Manager Security for Major/Critical incidents where the emergency has, or has the potential to:</td>
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<tr>
<td></td>
<td>• significantly disrupt normal operations (including teaching); and/or</td>
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<td>• result in extensive injury(ies) or death(s); and/or</td>
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<td>• cause major financial loss; and/or</td>
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<td>• require a co-ordinated response across a number of buildings and emergency services on site/campus.</td>
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<td>Emergency Director will:</td>
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<td>• ascertain status;</td>
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<td>• declare the boundaries/scope of the emergency;</td>
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<td>• determine who from the IMTG is to be contacted based on the nature and scale of the emergency and escalate in accordance with the Emergency Management Plan; (Please note this is a restricted document).</td>
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<td>For Roseworthy Campus:</td>
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<td>The Emergency Director will ascertain if additional management resources are required to inform the IMTG. If required, the Emergency Director will nominate a Roseworthy Critical Incident Team and the relevant members who will assist in accordance with Section 3.4.7.2.</td>
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<td>IMTG will:</td>
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<td>• fulfil its role and responsibilities as outlined in the Emergency Management Plan and Action Cards.</td>
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<td>• assume strategic control of the emergency in liaison with the Incident Response Team;</td>
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<td>• co-ordinate additional University resources;</td>
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<td>• activate the Emergency Control Centre (ECC) if required;</td>
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<td>• brief the Vice-Chancellor and President as required;</td>
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<td>• co-ordinate initial and ongoing internal/external communications (including tenants);</td>
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<td>• provide ongoing liaison with external agencies including government, the media, support agencies, representatives of overseas student groups;</td>
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<td>• establish communications with the SA Police &amp; Fire Service Operations Media Unit(s) and prepare incident briefs for media release (if required);</td>
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<td>• ensure all actions are noted on an emergency log;</td>
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<td>• facilitate briefs (as necessary) and attend post incident debrief;</td>
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<td>• oversee business recovery efforts, follow-up and review; and</td>
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<td></td>
<td>• monitor post-incident response including debriefing/counselling.</td>
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Members:

- Chief Operating Officer (Emergency Director)
- Director Infrastructure
- Assoc Director, Service Delivery
- Chief Information Officer
- Deputy Director, Media and Corporate Relations
- Associate Director, HSW
- General Counsel, Legal and Risk
- Exec Director, Division of the DVC&VP(A)
- Director, Human Resources
- Prov VC, Research Operations

Other personnel co-opted as required e.g. Chief Financial Officer
Critical incidents: Strategically managed by the Incident Management Task Group in consultation with the Incident Response Team, Security staff and Warden network.

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| Roseworthy/Waite Critical Incident Team (if required by the Emergency Director, Manager Security or Facility Manager) | In consultation with the Roseworthy/Waite Incident Response Team (IRT):  
- Determine nature and scope of the emergency and the impact on business operations and report back to the Emergency Director (or delegate).  
| Members: Relevant Management representatives based at Roseworthy/Waite. May include, but not limited to:  
- Dean of Roseworthy/Waite Campus  
- Head of School (AVS/AFW)  
- School Manager AVS/AFW  
- Roseworthy/Waite, Facilities Manager and/or Campus Manager.  
- Manager Student Services (Roseworthy) | In consultation with the Emergency Director:  
- Take action as directed.  
- Provide resources to the Incident Response Team as required (e.g., people, equipment).  
- Oversee business recovery efforts and follow-up.  
- Attend incident debriefs. |
| (NB - other staff can be co-opted as required based on the nature, location and scope of the emergency.) | Note: This team provides assistance/resources to the IRT. The IRT retain control of the Emergency Response in consultation with the Emergency Services. |

8 Process: RESPONSE: FIRST AID OFFICERS

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<th>Person Responsible</th>
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| First Aid Officers (Note: the roles of the first aid personnel and wardens are separate and distinct. Wardens who are also first aiders shall not be required to carry out first aid duties during an emergency.) | On becoming aware of an emergency  
- provide first aid assistance to staff/occupants in the area as required/requested; |
| If building alarm activates:  
- report to the floor warden;  
- assess the need to collect first aid kit based on information provided by the warden/other source (if safe to do so);  
- evacuate with other occupants in accordance with emergency procedures and report to the Chief Warden at the Fire Panel for further tasking if required;  
- take direction from the Emergency Services, Warden network, Security as applicable until given the “All clear”. |
9 Process: **RESPONSE: OCCUPANTS**

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<tr>
<th>Person Responsible</th>
<th>Actions</th>
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<tbody>
<tr>
<td><strong>9.1 Occupants (Workers and students)</strong></td>
<td><strong>On becoming aware of an emergency will:</strong></td>
</tr>
<tr>
<td></td>
<td>☐ Remove anyone in immediate danger (if safe to do so);</td>
</tr>
<tr>
<td></td>
<td>☐ Alert others in the area;</td>
</tr>
<tr>
<td></td>
<td>☐ Contact and brief the Chief Warden/Floor Warden and Security (831) 35444.</td>
</tr>
<tr>
<td></td>
<td><strong>For “life-threatening” emergency</strong> requiring a rapid emergency response contact the emergency services (0) 000 then security;</td>
</tr>
<tr>
<td></td>
<td>☐ Follow the instructions on the Emergency Colour Chart displayed in your area. (Note: the response will vary depending on the nature of the emergency e.g. fire/smoke, medical emergency, bomb threat, personal threat, chemical spill etc).</td>
</tr>
<tr>
<td></td>
<td>☐ Secure classified material/equipment (if safe) and prepare to evacuate (if applicable);</td>
</tr>
<tr>
<td></td>
<td>☐ Follow the directions from the Floor Warden or Chief Warden, Security or Emergency Services as applicable.</td>
</tr>
<tr>
<td><strong>If evacuation required:</strong></td>
<td>☐ Exit via the nearest safest exit (follow the green exit signs). Do not use lifts; and</td>
</tr>
<tr>
<td></td>
<td>☐ Remain at the designated Assembly Area until given the “All clear” (or alternative instructions) by the Chief Warden, Warden, Security or Emergency Services.</td>
</tr>
<tr>
<td><strong>People with a disability in a multistorey building or buildings with difficult access/egress:</strong></td>
<td>☐ Report to the floor warden and/or ensure that someone is aware that you require assistance. The Warden (or delegate) will remain with you in a safe place until the arrival of the Emergency Services or until given the “All clear” by the Emergency Services/Chief Warden.</td>
</tr>
<tr>
<td><strong>If you are on your own:</strong></td>
<td>☐ Remain where you have communication. Do not enter the stairwell unless you are at immediate risk.</td>
</tr>
<tr>
<td></td>
<td>☐ Contact Security office (831) 35444 and advise specific details of your location and your contact number.</td>
</tr>
<tr>
<td></td>
<td>☐ Await their instruction and/or “All clear” from the Emergency Services.</td>
</tr>
<tr>
<td><strong>On hearing the fire alarm after hours</strong></td>
<td>☐ Contact Security office (831) 35444 and provide details of your location and the situation (if known);</td>
</tr>
<tr>
<td></td>
<td>☐ Evacuate the building and proceed to the front entrance of the building (or to a safe area);</td>
</tr>
</tbody>
</table>
|                     | ☐ Await the instructions of Security or the Emergency Services. Do not re-enter the building until given the “All clear”.

---

**Warning**: This process is uncontrolled when printed. The current version of this document is available on the HSW Website.
## Process: **RESPONSE: OCCUPANTS**

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
</table>
| **9.2 Lecturers**  | During normal working hours:  
|                    | - Follow the procedures for “Occupants”.
|                    | **After hours:**  
|                    | - Contact Security office (831) 35444 and brief them on your location and the situation; and  
|                    | - Follow their instructions.
|                    | **If required to evacuate:**  
|                    | - Co-ordinate the evacuation of students/occupants via the nearest safe exit and direct them to the designated assembly area (or alternative, based on the Emergency and number of students/occupants).  
|                    | - Report to the front entrance of the building (or a safe area).  
|                    | - Await the arrival of Security and/or Emergency Services and follow their instructions.  
|                    | - Do not re-enter the building until given the “All clear”. |
| **Demonstrators**  |         |
| **Tutors**         |         |

## Process: **POST INCIDENT – Minor incidents requiring a co-ordinated response by the ECO** (e.g. building evacuation)

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
</table>
| **10.1 Chief Warden** | - Co-ordinate a debrief with relevant members of the ECO as soon as possible and complete an [Emergency Incident Report form](#) which includes the details of the incident, if any issues were identified and follow-up corrective action (if required).  
|                    | - Record corrective actions in the HSW on-line Incident reporting system in consultation with the relevant local Health, Safety and Wellbeing Officer.  
|                    | - Forward a copy of the Report form to the [Manager Security](#), to enable a review of the outcome, and if required, the initiation of changes to the Warden Emergency Evacuation Plan. (Recommended changes will be considered in consultation with the Associate Director, Service Delivery and implemented where agreed.)  
| **10.2 Wardens**   | - Attend debriefs on request and provide feedback to the Chief Warden on any response issues and/or system failures in your area of responsibility. |
### Process: POST INCIDENT – Major and Critical incidents/exercises requiring a co-ordinated response by IRT, CIT (where relevant) and IMTG (where relevant).

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
</table>
| **10.3** Associate Director, Service Delivery  
as the Emergency Management contract representative  
in consultation with the  
Manager, Security  
as the Emergency Management contract administrator  
and  
Senior Technical Officer Plumbing  
- ESPs  
(as applicable) | ☐ Co-ordinate debriefs with the members of the relevant emergency response personnel as applicable (i.e. IRT, CIT (where relevant) and IMTG) following an incident or exercise.  
☐ Collate an incident report.  
The report should include as a minimum:  
☐ the nature and scope of the emergency;  
☐ apparent cause;  
☐ a summary of the impact (e.g. extensive injuries or death/major structural damage/extensive loss of business operations);  
☐ a summary of the operational and strategic response by the ECO, IRT, CIT (if applicable) and IMTG (if invoked);  
☐ issues identified, related actions/strategies implemented/planned (if applicable), responsibilities and timeframes for completion.  
☐ Forward a copy of the report to:  
☐ those who attended the debrief;  
☐ the Associate Director, HSW (if not in attendance);  
☐ the Chief Operating Officer as the Emergency Director (if not in attendance).  
☐ Enter corrective actions/recommendations identified in the debrief report(s) following:  
☐ the annual desktop exercise;  
☐ the 3 yearly “operational” exercise; and  
☐ a critical/major incident debrief,  
in the [HSW on-line incident reporting system](#) (or equivalent system), to enable actions to be monitored/retrieved for internal audit purposes, in consultation with the Infrastructure HSW Team.  
☐ Monitor actions until completion at the regular Contract Meetings (or equivalent). |
| **10.4** Chief Operating Officer (Division of University Operations)  
as the Emergency Director | Where the IMTG have been invoked:  
☐ Provide a summary report to the VC&P as soon as possible.  
☐ Provide a communication advice to the University Community (if applicable). |
## 11 Process: Emergency Management Documentation

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 11.1 Manager, Security | □ Maintain emergency management records for:  
  □ Emergency Incident Reports;  
  □ Emergency Evacuation Reports;  
  □ Emergency debrief Reports;  
  □ Emergency Management Training records  
  □ Emergency management contract minutes (and associated documents specified within the contract).  
  □ Ensure documents can be retrieved on request and keep on file.  
  □ Save on HP Records Management; or  
  □ Record and save the details of incidents, investigation and corrective action in the [HSW on-line incident reporting system](#) (or equivalent action plan which can be monitored/retrieved) in consultation with the relevant Infrastructure HSW Officer/contact. |

## 12 Definitions

**Emergency** (in accordance with Australian Standard 3745 Planning for emergencies in facilities) [AS 3745]

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

**Emergency Control Organisation** [AS3745, Planning for emergencies in facilities]

A person or persons appointment by the Emergency Planning Committee to direct and control the implementation of the facility’s emergency response procedures. (Includes the Chief Warden, Wardens and their deputies.)

**Emergency plan** [AS3745, Planning for emergencies in facilities]

The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

**Emergency Planning Committee (EPC)** [AS 3745]

Persons responsible for the documentation and maintenance of an Emergency Plan.  
(Note - For the purposes of the University, the duties of the EPC for developing, implementing and maintaining the University’s Emergency Plans, Emergency response procedures and related information/instruction and training are incorporated in the Essential Service Provisions Contract (which includes Emergency Management) and the responsibilities are shared between the Associate Director Service Delivery, Manager Security and the Senior Technical Officer (Plumbing – ESPs).)
12 Definitions (Continued)

Worker (WHS Act 2012)
A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

- an employee; or
- a contractor or subcontractor; or an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- an outworker; or
- an apprentice or trainee; or a student gaining work experience; or a volunteer; or
- a person of a prescribed class.

The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

Note: Higher Degree Research students and Academic Visitors are likely to be workers under the WHS Act (2012).

13 Performance Measures
The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

14 Useful information and resources:

14.1 University related documents, policies and processes

Emergency Management Documents
Additional documents provide emergency responses for specific emergencies:

1. The Emergency Management Plan, for the Incident Management Task Group, Critical Incident Team and Incident Response Team (this is a restricted document).

2. The Emergency Evacuation Plan, for the Emergency Control Organisation (Warden network). [i.e. Fire (Code Red), Medical emergency (Code Blue), Bomb Threat (Code Purple), Personal Threat (Code Black), Internal Emergencies (Code Yellow), Evacuation (Code Orange) and External emergency (Code Brown)].

3. A3 Emergency Colour Chart (Appendix B.1 and B.2)
   Dot point procedures for all staff for emergencies (as outlined above). Displayed in all University buildings, generally in public areas. Should you require a copy of the chart, contact Security office (831) 35990 for further information.

4. Emergency Evacuation Poster
   A floor-plan of your floor or building which indicates the designated exits from your building, the location of the Assembly Area, contact details for key personnel and brief instructions on hearing the Fire Alarm. Generally located near lifts and/or in each corridor.

Business Continuity Management – contact Legal and Risk for further information.

14.2 Related Legislation

Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA)

Australian Standards on-line (if on the Uni network)
https://www.saiglobal.com/online/autologin.asp

AS 3745 Planning for emergencies in facilities
AS 1851 Maintenance of fire protection systems and equipment (Table 19.4.2) Emergency Evacuation Procedures.

14.3 Useful Web-links

SafeWork SA http://www.safework.sa.gov.au
### SUMMARY OF EMERGENCY MANAGEMENT ROLES

**Operational (Response) Personnel (on-the-ground)**

<table>
<thead>
<tr>
<th>ECO (Wardens)</th>
<th>Security</th>
<th>Incident Response Team (IRT)</th>
<th>STRATEGIC PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warden network (in every building)</td>
<td>• Manager Security and/or</td>
<td>• Waite and Roseworthy only</td>
<td>• Chief Operating Officer (Emergency Director)</td>
</tr>
<tr>
<td>• Chief Wardens (Deputies) (Lead)</td>
<td>• Security staff on duty</td>
<td>Critical Incident Response Team (CIT)</td>
<td>• Director, Infrastructure</td>
</tr>
<tr>
<td>• Wardens</td>
<td></td>
<td>• Relevant Management</td>
<td>• Assoc Director, Service Delivery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>representatives based at</td>
<td>• Chief Information Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roseworthy/Waite</td>
<td>• Deputy Director, Media and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corporate Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May include, but not limited to:</td>
<td>• Associate Director, HSW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dean of Roseworthy/Waite Campus</td>
<td>• General Counsel, Legal &amp; Risk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Head of School (AVS/AFW)</td>
<td>• Exec Director, Division of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• School Manager (AVS/AFW)</td>
<td>DVC&amp;VP (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Manager Student Services</td>
<td>• Director, Human Resources</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Roseworthy)</td>
<td>• Pro VC, Research Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Roseworthy/Waite, Facilities</td>
<td>• Other personnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager and/or Campus Manager.</td>
<td>co-opted as required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(NB - other staff/representatives can be</td>
<td>e.g. Campus Manager (Roseworthy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>co-opted as required.)</td>
<td>&amp; Waite), Chief Financial Officer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Take timely and appropriate initial response to any emergency situation in area(s) of responsibility in accordance with the procedures outlined in the Emergency Evacuation Plan.** *(Warden Manual)*

**Assist and communicate with the Emergency Services. Ongoing assessment of the threat. Provide ongoing liaison between the Emergency Services and ECO network(s). Manage access to the campus.**

**As an incident escalates from a minor to critical – Additional resources are deployed to assist manage the response and coordinate business continuity/recovery**

**Waite and Roseworthy only**

**Critical Incident Response Team (CIT)**

- Relevant Management representatives based at Roseworthy/Waite

**May include, but not limited to:**

- Dean of Roseworthy/Waite Campus
- Head of School (AVS/AFW)
- School Manager (AVS/AFW)
- Manager Student Services (Roseworthy)
- Roseworthy/Waite, Facilities Manager and/or Campus Manager.
  (NB - other staff/representatives can be co-opted as required.)

**Chief Operating Officer (Emergency Director)**

- Director, Infrastructure
- Assoc Director, Service Delivery
- Chief Information Officer
- Deputy Director, Media and Corporate Relations
- Associate Director, HSW
- General Counsel, Legal & Risk
- Exec Director, Division of the DVC&VP (A)
- Director, Human Resources
- Pro VC, Research Operations
- Other personnel co-opted as required
  e.g. Campus Manager (Roseworthy & Waite), Chief Financial Officer.

**Communicate/liaise with SAPOL/MFS forward command and Emergency Services media operations.**

**Draft and disseminate timely University communications and updates using multimedia options.**

**Co-ordinate provision of additional resources to IRT (if required).**

**Manage media.**

**Oversee business recovery efforts and liaise with VC&P.**

---

**Appendix A**

**Take timely and appropriate initial response to any emergency situation in area(s) of responsibility in accordance with the procedures outlined in the Emergency Evacuation Plan.** *(Warden Manual)*

**Assist and communicate with the Emergency Services. Ongoing assessment of the threat. Provide ongoing liaison between the Emergency Services and ECO network(s). Manage access to the campus.**

**As an incident escalates from a minor to critical – Additional resources are deployed to assist manage the response and coordinate business continuity/recovery**

**Waite and Roseworthy only**

**Critical Incident Response Team (CIT)**

- Relevant Management representatives based at Roseworthy/Waite

**May include, but not limited to:**

- Dean of Roseworthy/Waite Campus
- Head of School (AVS/AFW)
- School Manager (AVS/AFW)
- Manager Student Services (Roseworthy)
- Roseworthy/Waite, Facilities Manager and/or Campus Manager.
  (NB - other staff/representatives can be co-opted as required.)

**Chief Operating Officer (Emergency Director)**

- Director, Infrastructure
- Assoc Director, Service Delivery
- Chief Information Officer
- Deputy Director, Media and Corporate Relations
- Associate Director, HSW
- General Counsel, Legal & Risk
- Exec Director, Division of the DVC&VP (A)
- Director, Human Resources
- Pro VC, Research Operations
- Other personnel co-opted as required
  e.g. Campus Manager (Roseworthy & Waite), Chief Financial Officer.

**Communicate/liaise with SAPOL/MFS forward command and Emergency Services media operations.**

**Draft and disseminate timely University communications and updates using multimedia options.**

**Co-ordinate provision of additional resources to IRT (if required).**

**Manage media.**

**Oversee business recovery efforts and liaise with VC&P.**
### Emergency Colour Chart

<table>
<thead>
<tr>
<th>Code Red</th>
<th>Fire/Smoke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wardens</td>
<td>Chief Warden</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code Blue</th>
<th>Medical Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Officers</td>
<td>Uni Security back-up (831) 35444</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code Black</th>
<th>Personal Threat</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Code Purple</th>
<th>Bomb Threat</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Code Orange</th>
<th>Evacuation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Code Yellow</th>
<th>Internal Emergency</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Code Brown</th>
<th>External Emergency</th>
</tr>
</thead>
</table>

#### For buildings with an EWIS

**EMERGENCY COLOUR CHART**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>On hearing the fire alarm signal (beep...beep...)</td>
<td>- Cease activities - Check immediate area for signs of fire/smoke - Prepare the area for possible evacuation and standby for further instructions.</td>
</tr>
<tr>
<td>On hearing the evacuation signal (whoop...whoop...)</td>
<td>- commence evacuation via designated exits. Do not use lifts. - commence RACE if Fire/Smoke identified in the immediate area - evacuate to the designated external assembly area (insert location) - Assist any person who requires assistance or inform the warden - Following “All clear” from the Wardens – re-enter the building.</td>
</tr>
</tbody>
</table>

#### External Emergency

- VKIS vicinity, fire in an adjacent building, an external emergency may impact on the building
- The Chief Warden/Emergency Service will advise you on the nature and proximity of the hazards relevant to the situation
- If an emergency requires an evacuation the Warden network will advise
- Follow the procedures on the available from your Floor Warden.
- The Chief Warden/Emergency Service will advise you on the course of action if an external emergency may impact on the building (e.g. offender in the vicinity of your building, chemical spill or gas leak in the vicinity, fire in an adjacent building, bushfire, threat of an explosion).

#### Fire/Smoke

- Remove people - from the vicinity of the fire/immediate danger
- Alert the Fire Service (0) 000 and University Security (831) 35444 and other staff/visitors, adjoining offices
- Contain the fire by closing the door (if possible)
- Evacuate the area using the nearest safest exit or Extinguish the fire if trained and safe to do so

#### Biological Exposure

- Report the issue to Security or contact the Emergency Services if life threatening.

#### Other Emergencies

- The Chief Warden/Emergency Service will advise you on the course of action if an external emergency may impact on the building (e.g. offender in the vicinity of your building, chemical spill or gas leak in the vicinity, fire in an adjacent building, bushfire, threat of an explosion).

#### Life Threatening Emergencies

- Always phone (0) 000
- Follow First Aid procedures for
- If the person has collapsed
- If the person/patient is conscious
- If you identify a suspect object
- If a person’s behaviour is “out of control” and you are concerned for your safety or the safety of others:
  - Do not place yourself or others at risk
  - Do not move or touch any suspect object
  - Do not photocopy evidence (e.g. fingerprints)
  - Avoid any unnecessary handling to preserve evidence
  - Speak with other staff (See Emergency Management Plan)

#### CPR

- 30 chest compressions : 2 breaths
- Continue until help arrives or person recovers.

#### Defibrillation

- North Tce/Wakefield/Roseworthy campus - Contact Security (or delegate) who will arrange for a defibrillator to be brought to the location.

#### Evacuation

- Do not re-enter the building until given the “All clear” by the Emergency Services.
## EMERGENCY COLOUR CHART (For buildings with a single fire alarm signal)  

### (Appendix B.2)

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WARDENS</td>
<td>Evacuation</td>
<td>Internal Emergency</td>
<td>Medical Emergency</td>
<td>Personal Threat</td>
<td>Bomb Threat</td>
<td>External Emergency</td>
</tr>
<tr>
<td>Chief Warden</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Chief Warden</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### On hearing the fire alarm
- Cease activities
- Check immediate area for signs of fire/smoke
- Commence RACE if Fire/Smoke identified in the immediate area
- Commence evacuation via designated exits
- Do not use lifts.
- Evacuate to the designated external assembly area
- Assist any person who requires assistance or inform the warden
- Following "All clear" from the Wardens – re-enter the building.

### On discovery of Fire/Smoke
- Remove people - from the vicinity of the fire/immediate danger
- Alert the Fire Service (0) 000 and University Security (831) 35444 and other staff/visitors, adjoining offices
- Contain the fire - by closing the door (if possible)
- Evacuate the area using the nearest safest exit or Extinguish the fire if trained and safe to do so

### On discovery of a person who requires medical assistance
#### As a guide:
- If the person/patient is conscious
  - Obtain their name and details of their condition (symptoms)
  - Assess the urgency of their problem
  - Provide assistance if required.
- If the person has collapsed
  - Follow First Aid procedures for DRSABCD
  - Contact the Designated First Aid Officer, or if unavailable
  - Contact Security Office.

### Once the offender has left -
- Request any witnesses to remain
- Complete an offender description form as soon as possible prior to speaking with other staff (See Emergency Management Plan)
- Secure the area until the Police/Security have completed their investigation, and request any witnesses to remain.

### If you receive a written threat:
- Keep the threat including any envelope or container
- Avoid any unnecessary handling to preserve evidence (e.g. fingerprints).
- Do not photocopy
- Contact the Chief Warden and Security and follow their instruction.

### If you receive a telephone threat:
- Do not disconnect the call
- Quickly record any information received and transfer to the bomb threat checklist available from your Floor Warden.
- Contact the Chief Warden and Security and follow their instruction.

### If an emergency requires an evacuation the Warden network will advise you of the nature and proximity of the hazards relevant to the situation and the safest path of egress to the assembly area.
- Follow their instruction, secure your area and provide assistance if required.

### Hazardous Substances spill
- Follow the procedures on the Material Safety Data Sheet and training
- Contact Security.

### Services failure (e.g. power, water, gas)
- Alert Security. Place signage (if applicable) to advise staff/occupants or public of the emergency.

### Biological exposure (e.g. blood, vomit, urine, needles, unknown substance/powder)
- Report any potential exposures to your Manager.

### Other emergencies
- Report the issue to Security or contact the Emergency Services if life threatening.

### The Chief Warden/Emergency Service will advise you on the course of action if an external emergency may impact on the building:
- (e.g. offender in the vicinity of your building, chemical spill or gas leak in the vicinity, fire in an adjacent building, bushfire, threat of an explosion.)
- It may involve:
  - evacuation;
  - lock-down of the building;
  - shelter-in-place. Depending on the emergency.

---

**FOR ANY EMERGENCY SITUATION WHERE ASSISTANCE IS REQUIRED CONTACT UNIVERSITY SECURITY (831) 35444**