



## Emergency Management

### 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.

1. Warden Emergency Evacuation Plan.  
Available on the [Infrastructure website](#) for members of the [Emergency Control Organisation](#) (Wardens) at each campus.
2. 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;
- and where required:
- 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).

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**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**

Person Responsible	Actions
<p><b>3.1 Vice-Chancellor and President (VC&amp;P)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appoint the appropriate executive and/or senior personnel to the positions of the Emergency Director and the <a href="#">Incident Management Task Group</a> (IMTG) to ensure that during an emergency the members of the IMTG:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> have the authority to direct timely actions during the emergency and/or during the recovery phase;</li> <li><input type="checkbox"/> the ability to call on resources (both internal and external) as necessary;</li> <li><input type="checkbox"/> have the appropriate financial delegations to manage the emergency;</li> <li><input type="checkbox"/> 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.</li> </ul> </li> </ul> <p>(Refer to <a href="#">Appendix A</a> for a summary of the emergency management roles and members of the IMTG)</p>

3 Process: Emergency Management **PLANNING**

Person Responsible	Actions
<p><b>3.2 Chief Operating Officer</b> (Division of University Operations)  <b>as the Emergency Director</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversee the University’s emergency preparedness to manage emergencies.</li> <li><input type="checkbox"/> Appoint the appropriate senior personnel to the positions of the <a href="#">Incident Response Teams</a> (Appendix A) at each Campus and the <a href="#">Critical Incident Team</a> (Appendix A) at Roseworthy and Waite, to ensure that during an emergency the members of the aforementioned teams:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> have the authority to direct timely actions during the emergency;</li> <li><input type="checkbox"/> the ability to call on resources (both internal and external) as necessary;</li> <li><input type="checkbox"/> have the appropriate financial delegations to manage the emergency within their level of control;</li> <li><input type="checkbox"/> 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).</li> </ul> </li> <li><input type="checkbox"/> Endorse the Emergency Management Plan (EMP).</li> </ul> <p><b>Continuous improvement in planned arrangements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor the effectiveness of the EMP framework (i.e. planning and response procedures) for minor, major and critical emergencies via:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident debrief reports;</li> <li><input type="checkbox"/> Internal/external audit reports;</li> </ul>                             and endorse timely amendments to planned arrangements if/where required in consultation with the Associate Director, Service Delivery and Manager, Security.                         </li> </ul>
<p><b>3.3 Associate Director, Service Delivery</b> as the Emergency Management contract representative in consultation with the  <b>Manager, Security</b> as the Emergency Management contract administrator and  <b>Senior Technical Officer</b> Plumbing - ESPs  (as applicable)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the <a href="#">Emergency Planning Committee</a> responsibilities (see definitions) outlined in <a href="#">AS 3745 “Planning for emergencies in facilities”</a> sections 2.1, 2.2, 2.3, and 2.4 are met.</li> <li><input type="checkbox"/> Ensure that the Emergency Management framework meets the requirements of the <a href="#">Work Health and Safety</a> legislation and <a href="#">Australian Standard AS3745 “Planning for emergencies in facilities”</a>.</li> <li><input type="checkbox"/> 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:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Warden Emergency Evacuation Plan</a> (Warden manuals); and</li> <li><input type="checkbox"/> Emergency Management Plan (EMP). (A secure document.)</li> </ul> </li> </ul>

Continued

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Person Responsible	Actions
<p><b>3.3 Associate Director, Service Delivery</b> as the Emergency Management contract representative in consultation with the <b>Manager, Security</b> as the Emergency Management contract administrator and <b>Senior Technical Officer</b> Plumbing - ESPs (as applicable)  (Continued)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the two Emergency plans are aligned to enable a co-ordinated operational and strategic response by the:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Control Organisation (Warden network); and if required</li> <li><input type="checkbox"/> Incident Response Team (IRT); and if required Critical Incident Team (Roseworthy and Waite only); and</li> <li><input type="checkbox"/> Incident Management Task Group (IMTG), should an emergency escalate from a minor to a critical incident. (See Section 4 Emergency Response Flowchart.)</li> </ul> </li> <li><input type="checkbox"/> Ensure that the Emergency Plans are readily identifiable and available to the appropriate persons.</li> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Co-ordinate communication with the IMTG, CIT (Waite and Roseworthy), IRT and ECO where there are changes to planned arrangements.</li> <li><input type="checkbox"/> Co-ordinate Emergency Plans with tenants of the University.</li> <li><input type="checkbox"/> 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.</li> </ul> <p><u>Where a Chief Warden position is vacant</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with the relevant Head(s) of School/Branch or the most senior staff member within the building to ensure the position is filled.</li> <li><input type="checkbox"/> Advise that the most senior staff member will be nominated for contact and response purposes until the position is filled.</li> <li><input type="checkbox"/> 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 <a href="#">Warden register</a> (as applicable).</li> </ul> <p><b>Emergency Response Exercises</b> (Note: Exercises are co-ordinated and conducted by the Emergency Services Contract Service Provider.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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]).</li> </ul> <p style="text-align: right;">Continued</p>

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Person Responsible	Actions
<p><b>3.3 Associate Director, Service Delivery Services,</b> as the Emergency Management contract representative in consultation with the <b>Manager, Security</b> as the Emergency Management contract administrator and <b>Senior Technical Officer</b> Plumbing - ESPs (as applicable) (Continued)</p>	<p><b>Emergency Response Exercises (Continued)</b></p> <ul style="list-style-type: none"> <li>□ Monitor that written reports of the outcomes of exercises have been provided to the Chief Warden and/or others as directed following each exercise.</li> <li>□ Assist the contracted Emergency Management Service Provider with the preparation of and provision of the University's:             <ul style="list-style-type: none"> <li>□ annual desk top emergency exercise; and</li> <li>□ 3 yearly operational exercise and reports (including recommendations).</li> </ul>                     (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);                 </li> <li>□ Co-ordinate the debrief following each annual desktop exercise and 3 yearly operational exercise;</li> <li>□ Assess the level of preparedness against defined criteria and provide a summary of findings and recommendations for consideration by the Emergency Director (if required).</li> <li>□ Monitor actions until completion at the regular Contract Meetings.</li> <li>□ Provide summary reports on the status of Chief Warden Training, Emergency Evacuation Exercises and other key activities or actions required on the <a href="#">Emergency Management website</a>, to enable monitoring and follow-up by Divisions/Faculties/Schools/Branches/HSW Team as applicable.</li> <li>□ Ensure emergency management training records are maintained in accordance with legislative requirements.</li> <li>□ Maintain the Service Delivery <a href="#">Emergency Management website</a>.</li> </ul> <p><b>Emergency Management contract</b></p> <ul style="list-style-type: none"> <li>□ Manage, administer and monitor the agreed services in the Emergency Management contract and take corrective action where any deficiencies are identified.</li> <li>□ Ensure the requirements for essential service provisions are met in accordance with the relevant sections of the Building Code of Australia and Ministers Specifications.</li> <li>□ Review reports provided by the Contracted Service Provider (e.g. Audit against AS 1851 table 19) and take corrective action where appropriate.</li> <li>□ Review the annual report provided by the University's contracted Service Provider and identify, discuss and act on any deficiencies.</li> </ul>

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Person Responsible	Actions
<p><b>3.4 Incident Management Task Group (IMTG)</b> and <b>Roseworthy/Waite Critical Incident Team (CIT)</b> and <b>Incident Response Team (IRT)</b>  <b>Members</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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;</li> <li><input type="checkbox"/> Oversee the University's emergency preparedness to manage critical emergencies by:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> participating in the testing (e.g. exercises) and evaluation of the EMP;</li> <li><input type="checkbox"/> assisting in the identification of any deficiencies in planned arrangements and opportunities for improvement by attending exercise and incident debriefs; and</li> <li><input type="checkbox"/> participating in information/instruction/training sessions where required.</li> </ul> </li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Provide opportunities for deputies to attend emergency evacuation exercises and debriefs to improve their knowledge and understanding of roles and responsibilities.</li> </ul>
<p><b>3.5 Emergency Control Organisation (Warden network)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure you have a working knowledge of the <a href="#">Warden Emergency Evacuation Plan</a> and participate in the testing (e.g. exercises) of the plan when on duty.</li> <li><input type="checkbox"/> Assist in the identification of any deficiencies in planned arrangements and opportunities for improvement by attending exercise and incident debriefs.</li> <li><input type="checkbox"/> Participate in <a href="#">information/instruction/training</a> sessions where required.</li> </ul>
<p><b>3.6 Faculty Technical Services Manager/HR Manager or Head of Branch</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Ensure <a href="#">training</a> is provided to the members of the ECO (including deputies) and training needs are monitored on the School/Branch <a href="#">Training Plan</a> or equivalent tracking system.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Ensure <a href="#">First Aiders</a> are included in Emergency Exercises.</li> </ul> <p style="text-align: right;">Continued</p>

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Person Responsible	Actions
<p><b>3.6 Faculty Technical Services Manager/HR Manager or Head of Branch</b></p> <p>(Continued)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure a sufficient number of emergency colour charts are displayed (e.g. Fire/Smoke, Bomb Threat, Personal Threat procedures) for the building. (See <a href="#">Appendix B.1</a> for buildings with an EWIS i.e. Fire Alert and Evacuation tones or <a href="#">Appendix B.2</a> for buildings with a single Fire Alarm signal.)</li> <li><input type="checkbox"/> 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 <a href="#">HSW on-line incident reporting system</a> (or equivalent) for follow up action in consultation with the relevant local <a href="#">Health, Safety and Wellbeing Officer(s)</a>.</li> </ul> <p><b>Where a Chief Warden position is vacant and no staff member is prepared to take on the role.</b> 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.</p> <p>Note: Security staff are not the proxy for the Chief Warden role.</p> <p><b>Where a University building is shared by more than one School/Branch/Faculty/Division/Co-location partner</b> All relevant Heads are collectively responsible for ensuring that Emergency Management roles/responsibilities are met.</p> <p><b>Where a building is not occupied 100% of the time</b> The most senior staff member responsible for the space will be nominated for the building and added as a contact on the Warden register.</p>
<p><b>3.7 Supervisors</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure wardens are:             <ul style="list-style-type: none"> <li><input type="checkbox"/> released to attend required training and participate in emergency evacuation exercises (when on duty); and</li> <li><input type="checkbox"/> provided with sufficient time to effectively carry out emergency responsibilities when directed by the Chief Warden/Manager Security.</li> </ul> </li> <li><input type="checkbox"/> Ensure all new workers are provided with local emergency information during their <a href="#">induction/orientation</a> and are aware of the emergency procedures in the <a href="#">Emergency Colour charts</a> (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.)</li> </ul>

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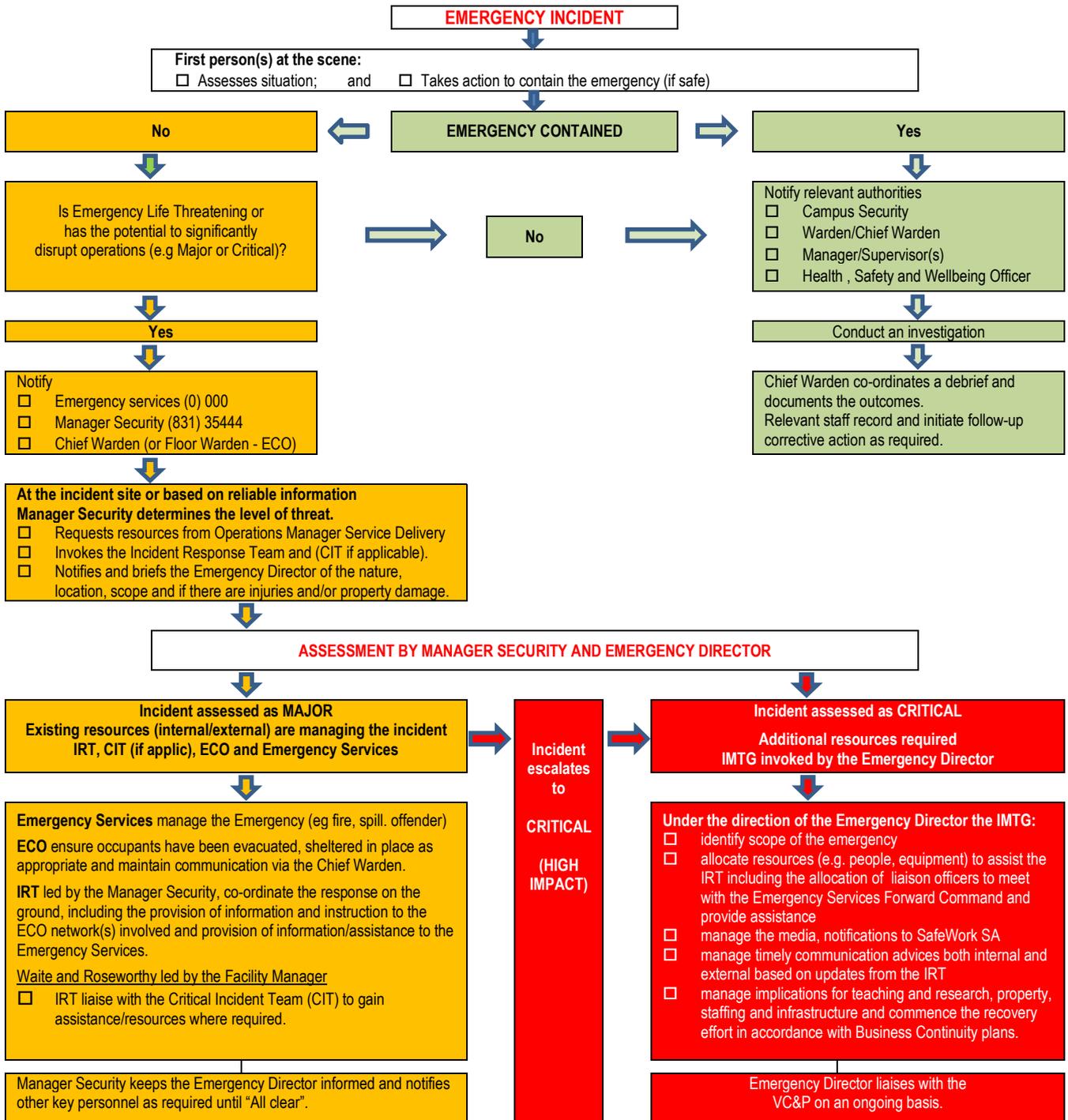
3 Process: Emergency Management **PLANNING**

Person Responsible		Actions
3.8	University staff co-located with other organisations outside of North Tce, Waite, Roseworthy and National Wine Centre	<input type="checkbox"/> Comply with the Emergency Management arrangements of the host organisation.
3.9	Manager, Leasing and Retail	<input type="checkbox"/> 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.

**4 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.

Minor	<b>Low impact:</b> managed by the Chief Warden and Warden network (ECO) using local resources. e.g. Emergency quickly contained/non-life threatening/First aid treatment/medium financial loss/short term disruption to normal operations. Security on site to assist the Emergency Services (if on site).
Major	<b>Moderate impact:</b> requires co-ordination of ECO, Security & assistance from other Emergency Services. (e.g. Life threatening medical treatment for one/more casualties, damage preventing access to one/more rooms, significant disruption to normal operations) Consider assistance of the Incident Response Team (IRT), Critical Incident Team (CIT) Roseworthy & Waite & Incident Management Task Group (IMTG).
Critical	<b>High impact:</b> requires co-ordination of ECO, IRT, CIT (Roseworthy and Waite), IMTG, Emergency Services & external agencies. Extensive injuries or death, major damage, loss/disruption of business operations for an extended period. Emergency Director (Chief Operating Officer) assumes strategic control. IRT and CIT (if applicable) co-ordinate response on the ground.



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5 Process: **RESPONSE: WARDEN NETWORK (Emergency Control Organisation)**

**Minor incidents: Managed by the Warden network and Security staff**

Person Responsible	Actions
<p><b>5.1 Emergency Control Organisation (ECO) Network</b></p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• Chief Warden</li> <li>• Deputy Chief Warden/Communication Officer (if nominated)</li> <li>• Wardens</li> </ul>	<p>Fulfil roles and responsibilities as outlined in the Emergency Evacuation Plan (i.e. ECO Warden Manual).</p> <p><b>Note</b> Copies of the Emergency Evacuation Plan (ECO Warden Manual) are available <a href="#">on-line</a>.</p> <p>If printing this document take note that it is updated on an ongoing basis. Security will advise when changes have been made.</p>

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

**Major incidents: Managed by the Incident Response Team in consultation with the Warden network**

Person Responsible	Actions
<p><b>6.1 Incident Response Team (IRT)</b></p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• Manager, Security (delegate)</li> <li>• Operations Manager, Service Delivery (delegate)</li> <li>• ECO (Chief Warden &amp; Wardens)</li> <li>• Other personnel co-opted as required</li> </ul> <p>Note: 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.</p> <p><b>Members: for Waite, Roseworthy and National Wine Centre</b></p> <ul style="list-style-type: none"> <li>• Security Supervisor</li> <li>• Facilities Manager or NWC Manager (delegate)</li> <li>• ECO (Chief Warden &amp; Wardens)</li> <li>• Other personnel co-opted as required.</li> </ul> <p>In consultation with the Manager, Security and Operations Manager, Service Delivery</p>	<p><b>Will be invoked by the Manager, Security.</b></p> <p>The IRT will fulfil its role/responsibilities as outlined in the Emergency Management Plan and:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> co-ordinate the University’s response “on the ground”, including the provision of information and instruction to the ECO network(s) involved;</li> <li><input type="checkbox"/> manage access to the campus, maintain communications and allocate resources;</li> <li><input type="checkbox"/> liaise with the Emergency Services and ECO networks on an ongoing basis;</li> <li><input type="checkbox"/> maintain an emergency log of actions taken;</li> <li><input type="checkbox"/> attend the emergency debrief following the “All clear”;</li> <li><input type="checkbox"/> summarise the issues identified (if applicable) and make recommendations to improve the response/planned arrangements.</li> </ul> <p>The Manager Security will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> assess the level of threat on an ongoing basis and notify the Emergency Director if required; and</li> <li><input type="checkbox"/> liaise with the Emergency Director on an ongoing basis.</li> </ul>

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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.**

Person Responsible	Actions
<p><b>7.1 Incident Management Task Group (IMTG)</b></p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• <b>Chief Operating Officer (Emergency Director)</b></li> <li>• Director Infrastructure</li> <li>• Assoc Director, Service Delivery</li> <li>• Chief Information Officer</li> <li>• Deputy Director, Media and Corporate Relations</li> <li>• Associate Director, HSW</li> <li>• General Counsel, Legal and Risk</li> <li>• Exec Director, Division of the DVC&amp;VP(A)</li> <li>• Director, Human Resources</li> <li>• Prov VC, Research Operations</li> </ul> <p>Other personnel co-opted as required e.g. Chief Financial Officer</p>	<p>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:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> significantly disrupt normal operations (including teaching); and/or</li> <li><input type="checkbox"/> result in extensive injury(ies) or death(s); and/or</li> <li><input type="checkbox"/> cause major financial loss; and/or</li> <li><input type="checkbox"/> require a co-ordinated response across a number of buildings and emergency services on site/campus.</li> </ul> <p><u>Emergency Director will:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ascertain status;</li> <li><input type="checkbox"/> declare the boundaries/scope of the emergency;</li> <li><input type="checkbox"/> 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).</li> </ul> <p><u>For Roseworthy Campus:</u> 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.</p> <p><u>IMTG will:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> fulfil its role and responsibilities as outlined in the Emergency Management Plan and Action Cards.</li> <li><input type="checkbox"/> assume strategic control of the emergency in liaison with the Incident Response Team;</li> <li><input type="checkbox"/> co-ordinate additional University resources;</li> <li><input type="checkbox"/> activate the Emergency Control Centre (ECC) if required;</li> <li><input type="checkbox"/> brief the Vice-Chancellor and President as required;</li> <li><input type="checkbox"/> co-ordinate initial and ongoing internal/external communications (including tenants);</li> <li><input type="checkbox"/> provide ongoing liaison with external agencies including government, the media, support agencies, representatives of overseas student groups;</li> <li><input type="checkbox"/> establish communications with the SA Police &amp; Fire Service Operations Media Unit(s) and prepare incident briefs for media release (if required);</li> <li><input type="checkbox"/> ensure all actions are noted on an emergency log;</li> <li><input type="checkbox"/> facilitate briefs (as necessary) and attend post incident debrief;</li> <li><input type="checkbox"/> oversee business recovery efforts, follow-up and review; and</li> <li><input type="checkbox"/> monitor post-incident response including debriefing/ counselling.</li> </ul>

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7 Process: **RESPONSE: INCIDENT MANAGEMENT TASK GROUP (IMTG) Continued**

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

Person Responsible	Actions
<p><b>7.2 Roseworthy/Waite Critical Incident Team</b> (if required by the Emergency Director, Manager Security or Facility Manager)</p> <p><b>Members:</b> Relevant Management representatives based at Roseworthy/Waite.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Dean of Roseworthy/Waite Campus</li> <li>• Head of School (AVS/AFW)</li> <li>• School Manager AVS/AFW</li> <li>• Roseworthy/Waite, Facilities Manager and/or Campus Manager.</li> <li>• Manager Student Services (Roseworthy)</li> </ul> <p>(NB - other staff can be co-opted as required based on the nature, location and scope of the emergency.)</p>	<p>In consultation with the Roseworthy/Waite Incident Response Team (IRT):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine nature and scope of the emergency and the impact on business operations and report back to the Emergency Director (or delegate).</li> <li><input type="checkbox"/> Follow Action cards in the Emergency Management Plan.</li> </ul> <p>In consultation with the Emergency Director:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Take action as directed.</li> <li><input type="checkbox"/> Provide resources to the Incident Response Team as required (e.g. people, equipment).</li> <li><input type="checkbox"/> Oversee business recovery efforts and follow-up.</li> <li><input type="checkbox"/> Attend incident debriefs.</li> </ul> <p>Note: This team provides assistance/resources to the IRT. The IRT retain control of the Emergency Response in consultation with the Emergency Services.</p>

8 Process : **RESPONSE: FIRST AID OFFICERS**

Person Responsible	Actions
<p><b>8.1 First Aid Officers</b></p> <p>(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.)</p>	<p>On becoming aware of an emergency</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> provide first aid assistance to staff/occupants in the area as required/requested;</li> </ul> <p>If building alarm activates:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> report to the floor warden;</li> <li><input type="checkbox"/> assess the need to collect first aid kit based on information provided by the warden/other source (if safe to do so);</li> <li><input type="checkbox"/> evacuate with other occupants in accordance with emergency procedures and report to the Chief Warden at the Fire Panel for further tasking if required;</li> <li><input type="checkbox"/> take direction from the Emergency Services, Warden network, Security as applicable until given the "All clear".</li> </ul>

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9 Process : **RESPONSE: OCCUPANTS**

Person Responsible	Actions
<p>9.1 <b>Occupants (Workers and students)</b></p>	<p><b>On becoming aware of an emergency will:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove anyone in immediate danger (if safe to do so);</li> <li><input type="checkbox"/> Alert others in the area;</li> <li><input type="checkbox"/> Contact and brief the <a href="#">Chief Warden/Floor Warden</a> and Security (831) 35444.</li> </ul> <p><b>For “life-threatening” emergency</b> requiring a rapid emergency response contact the emergency services (0) 000 then security;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Secure classified material/equipment (if safe) and prepare to evacuate (if applicable);</li> <li><input type="checkbox"/> Follow the directions from the Floor Warden or Chief Warden, Security or Emergency Services as applicable.</li> </ul> <p><b>If evacuation required:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exit via the nearest safest exit (follow the green exit signs). Do not use lifts; and</li> <li><input type="checkbox"/> Remain at the designated Assembly Area until given the “All clear” (or alternative instructions) by the Chief Warden, Warden, Security or Emergency Services.</li> </ul> <p><b>People with a disability in a multistorey building or buildings with difficult access/egress:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> </ul> <p>If you are on your own:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remain where you have communication. Do not enter the stairwell unless you are at immediate risk.</li> <li><input type="checkbox"/> Contact Security office (831) 35444 and advise specific details of your location and your contact number.</li> <li><input type="checkbox"/> Await their instruction and/or “All clear” from the Emergency Services.</li> </ul> <p><b>On hearing the fire alarm after hours</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Security office (831) 35444 and provide details of your location and the situation (if known);</li> <li><input type="checkbox"/> Evacuate the building and proceed to the front entrance of the building (or to a safe area);</li> <li><input type="checkbox"/> Await the instructions of Security or the Emergency Services. Do not re-enter the building until given the “All clear”.</li> </ul>

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9 Process : **RESPONSE: OCCUPANTS**

Person Responsible	Actions
<p>9.2 Lecturers Demonstrators Tutors</p>	<p><b>During normal working hours:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the procedures for “Occupants”.</li> </ul> <p><b>After hours:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Security office (831) 35444 and brief them on your location and the situation; and</li> <li><input type="checkbox"/> Follow their instructions.</li> </ul> <p><b>If required to evacuate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Report to the front entrance of the building (or a safe area).</li> <li><input type="checkbox"/> Await the arrival of Security and/or Emergency Services and follow their instructions.</li> <li><input type="checkbox"/> Do not re-enter the building until given the “All clear”.</li> </ul>

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

Person Responsible	Actions
<p>10.1 Chief Warden</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Co-ordinate a debrief with relevant members of the ECO as soon as possible and complete an <a href="#">Emergency Incident Report form</a> which includes the details of the incident, if any issues were identified and follow-up corrective action (if required).</li> <li><input type="checkbox"/> Record corrective actions in the HSW on-line Incident reporting system in consultation with the relevant local <a href="#">Health, Safety and Wellbeing Officer</a>.</li> <li><input type="checkbox"/> Forward a copy of the Report form to the <a href="#">Manager Security</a>, 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.)</li> </ul>
<p>10.2 Wardens</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend debriefs on request and provide feedback to the Chief Warden on any response issues and/or system failures in your area of responsibility.</li> </ul>

10 **Process : POST INCIDENT – Major and Critical incidents/exercises requiring a co-ordinated response by IRT, CIT (where relevant) and IMTG (where relevant).**

Person Responsible	Actions
<p><b>10.3 Associate Director, Service Delivery</b> as the Emergency Management contract representative</p> <p>in consultation with the</p> <p><b>Manager, Security</b> as the Emergency Management contract administrator</p> <p>and</p> <p><b>Senior Technical Officer Plumbing - ESPs</b></p> <p>(as applicable)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Collate an incident report. The report should include as a minimum:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> the nature and scope of the emergency;</li> <li><input type="checkbox"/> apparent cause;</li> <li><input type="checkbox"/> a summary of the impact (e.g. extensive injuries or death/major structural damage/extensive loss of business operations);</li> <li><input type="checkbox"/> a summary of the operational and strategic response by the ECO, IRT, CIT (if applicable) and IMTG (if invoked);</li> <li><input type="checkbox"/> issues identified, related actions/strategies implemented/planned (if applicable), responsibilities and timeframes for completion.</li> </ul> </li> <li><input type="checkbox"/> Forward a copy of the report to:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> those who attended the debrief;</li> <li><input type="checkbox"/> the Associate Director, HSW (if not in attendance);</li> <li><input type="checkbox"/> the Chief Operating Officer as the Emergency Director (if not in attendance).</li> </ul> </li> <li><input type="checkbox"/> Enter corrective actions/recommendations identified in the debrief report(s) following:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> the annual desktop exercise;</li> <li><input type="checkbox"/> the 3 yearly “operational” exercise; and</li> <li><input type="checkbox"/> a critical/major incident debrief;</li> </ul>                         in the <a href="#">HSW on-line incident reporting system</a> (or equivalent system), to enable actions to be monitored/retrieved for internal audit purposes, in consultation with the Infrastructure HSW Team.                     </li> <li><input type="checkbox"/> Monitor actions until completion at the regular Contract Meetings (or equivalent).</li> </ul>
<p><b>10.4 Chief Operating Officer (Division of University Operations)</b> as the Emergency Director</p>	<p>Where the IMTG have been invoked:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a summary report to the VC&amp;P as soon as possible.</li> <li><input type="checkbox"/> Provide a communication advice to the University Community (if applicable).</li> </ul>

11 Process: Emergency Management Documentation

Person Responsible	Actions
<p>11.1 <b>Manager, Security</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain emergency management records for:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Incident Reports;</li> <li><input type="checkbox"/> Emergency Evacuation Reports;</li> <li><input type="checkbox"/> Emergency debrief Reports;</li> <li><input type="checkbox"/> Emergency Management Training records</li> <li><input type="checkbox"/> Emergency management contract minutes (and associated documents specified within the contract).</li> </ul> </li> <li><input type="checkbox"/> Ensure documents can be retrieved on request and keep on file.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Save on HP Records Management; or</li> <li><input type="checkbox"/> Record and save the details of incidents, investigation and corrective action in the <a href="#">HSW on-line incident reporting system</a> (or equivalent action plan which can be monitored/retrieved) in consultation with the relevant Infrastructure <a href="#">HSW Officer/contact</a>.</li> </ul> </li> </ul>

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).

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**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.

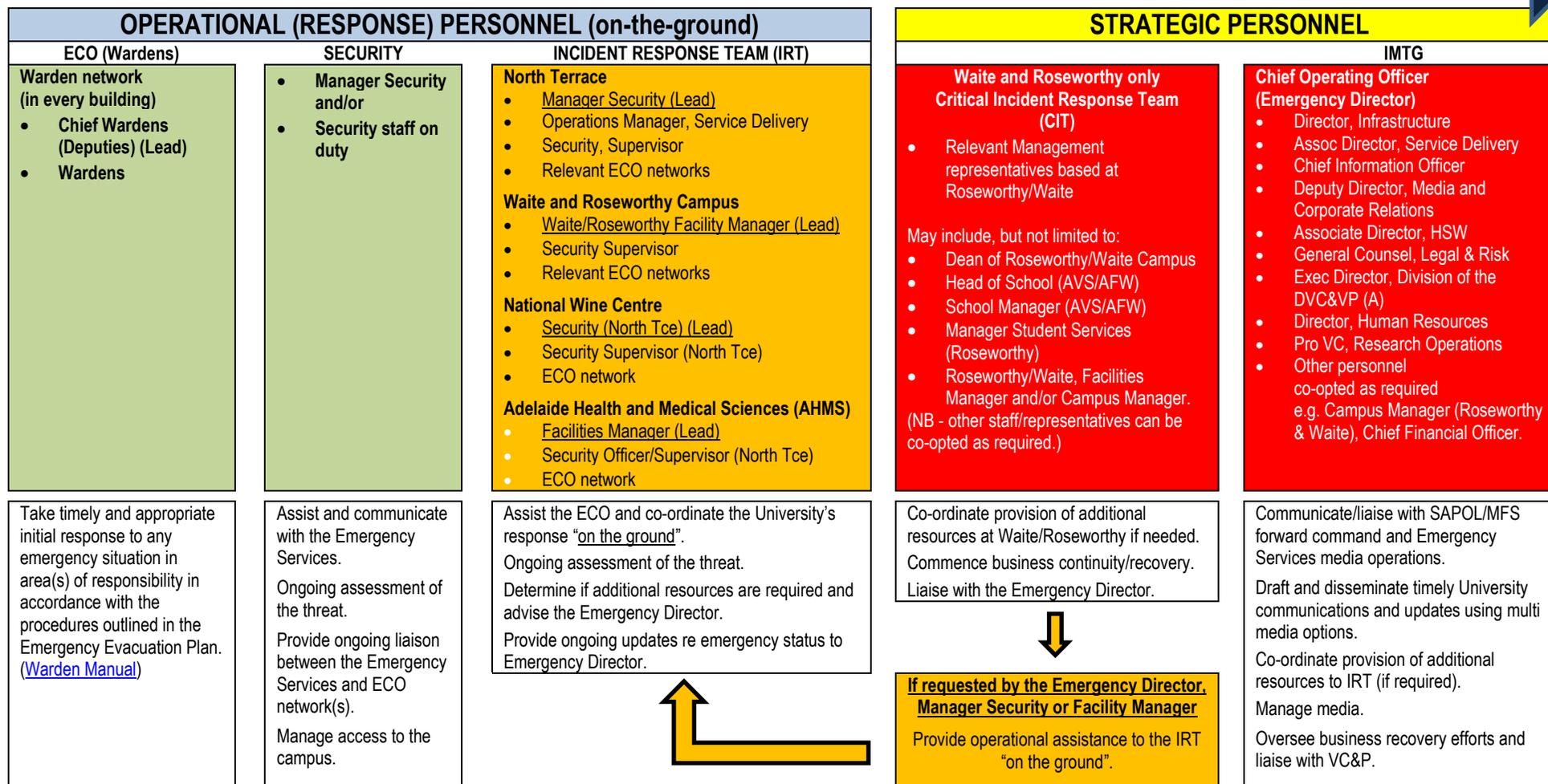
The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

**14 Useful information and resources:**

<b>14.1</b>	<p><b>University related documents, policies and processes</b></p> <p><b>Emergency Management Documents</b>                  Additional documents provide emergency responses for specific emergencies:</p> <ol style="list-style-type: none"> <li>(1) <a href="#">The Emergency Management Plan</a>, for the Incident Management Task Group, Critical Incident Team and Incident Response Team (this is a restricted document).</li> <li>(2) <a href="#">The Emergency Evacuation Plan</a>, 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)].</li> <li>(3) A3 Emergency Colour Chart (<a href="#">Appendix B.1</a> and <a href="#">Appendix B.2</a>)                  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.</li> <li>(4) <a href="#">Emergency Evacuation Poster</a>                  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.</li> </ol> <p><a href="#">Business Continuity Management</a> – contact Legal and Risk for further information.</p> <p><a href="#">HSW Policy Statement</a>  <a href="#">HSW Handbook: Hazard Management</a>  <a href="#">HSW Handbook: Report a Safety issue or incident. Incident investigation</a>  <a href="#">HSW Handbook: Corrective Actions</a></p>
<b>14.2</b>	<p><b>Related Legislation</b>  <a href="#">Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA)</a>  <b>Australian Standards on-line (if on the Uni network)</b>  <a href="#">AS 3745 Planning for emergencies in facilities</a>  <a href="#">AS 1851 Maintenance of fire protection systems and equipment (Table 19.4.2) Emergency Evacuation Procedures.</a></p>
<b>14.3</b>	<p><b>Useful Web-links</b>  <a href="#">SafeWork SA</a></p>

## SUMMARY OF EMERGENCY MANAGEMENT ROLES

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



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For buildings with an EWIS EMERGENCY COLOUR CHART

(Appendix B.1)

**Code Red**  
**Fire/Smoke**

**WARDENS**

Chief Warden  
[Name and ext no]

Deputy Chief Warden  
[Name and ext no]

- On hearing the fire alarm alert signal (beep...beep...)**
- Cease activities
  - Check immediate area for signs of fire/smoke
  - Prepare the area for possible evacuation and standby for further instructions.
- On hearing the evacuation signal (whoop....whoop...)**
- 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.

- On discovery of Fire/Smoke**
- R**emove people -  
from the vicinity of the fire/immediate danger
- A**lert the Fire Service (0) 000 and University Security (831) 35444 and other staff/visitors, adjoining offices
- C**ontain the fire  
by closing the door (if possible)
- E**vacuate the area using the nearest safest exit or  
Extinguish the fire if trained and safe to do so

**Code Blue**  
**Medical Emergency**

**FIRST AID OFFICERS**

[Insert name and ext no]

Uni Security back-up  
(831) 35444)

- 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**
- FOR LIFE THREATENING EMERGENCIES ALWAYS PHONE (0) 000**
- ← For First Aid treatment**
- Contact the Designated First Aid Officer, or if unavailable
  - Contact Security Office

- |          |  |
|----------|--|
| <b>D</b> | <b>Danger</b><br>Ensure the area is safe for yourself, others and the patient.   |
| <b>R</b> | <b>Response</b><br>Check for response i.e. ask their name, to open their eyes.   |
| <b>S</b> | <b>Send for help</b> – Gain local First Aider assistance. Call triple zero (0) 000 or delegate. Provide details of exact location. Ensure someone is at the building/nominated entrance to direct the ambulance officers. Advise Security who will provide assistance. |
| <b>A</b> | <b>Airway</b> – Open their mouth. If foreign material present, place them in the recovery position and clear their airway with your fingers.   |
| <b>B</b> | <b>Breathing</b> – Check for breathing (i.e. by look, listen or feel). If breathing, place in recovery position or if not, start CPR.  |
| <b>C</b> | <b>CPR</b> – 30 chest compressions : 2 breaths<br>Continue until help arrives or person recovers.  |
| <b>D</b> | <b>Defibrillation</b><br><b>North Tce/Waite/Roseworthy campus</b> - Contact Security (or delegate) who will arrange for a defibrillator to be brought to the location.   |

**Code Black**  
**Personal Threat**

- 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
  - Obey the offender's instructions
  - Remain calm and attempt to de-escalate the situation
  - Alert other staff and/or raise the alarm with the Police when safe to do so.

- 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.

**Code Purple**  
**Bomb Threat**

- 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 you identify a suspect object**  
(i.e. the object is unidentified, unusual or foreign to the environment, an obvious bomb – visible wiring, explosives)
- inform the Chief Warden who will assess the need to alert the Police
  - evacuate and cordon off the immediate area
  - do not move or touch any suspect object
  - avoid using any mobile phones or wireless technology devices until given the clearance by the Police.
- NOTE – Search procedures**  
It should be noted that the Police do not conduct the search. The most appropriate personnel to carry out the search are the staff as they have the knowledge of "what belongs" and "what doesn't". The search is co-ordinated by the Chief Warden.

**Code Orange**  
**Evacuation**

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.

Do not re-enter the building until given the  
"All clear"  
by the Emergency Services.

**Code Yellow**  
**Internal Emergency**

- Hazardous Substances spill**
- Follow the procedures on the 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, needlestick, unknown substance/powder)**
- report any potential exposures to your Manager/Supervisor.
- Other emergencies**
- Report the issue to Security or contact the Emergency Services if life threatening.

**Code Brown**  
**External Emergency**

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 an:
- evacuation;
  - lock-down of the building; or
  - shelter-in-place. Depending on the emergency.

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

