

Emergency Management Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

To define responsibilities and actions to:

- a. safeguard the University's people, property and operations in the event of an emergency
- b. enable effective management of emergencies at all University sites, and
- c. set out the requirement for Emergency Plans to be in place for each site under the management and control of the University in Australia.

3. Scope

- a. These procedures apply to all staff, students, contractors, tenants, volunteers, visitors and controlled entities on sites under the management and control of Flinders University within Australia.
- b. University staff and students working or studying at a site under the management and control of another PCBU (person conducting a business or undertaking) must engage in that organisation's emergency management activities by complying with the Emergency Plan in place, providing ECO members, if requested, and participating in any required emergency management training including participation in emergency response exercises as scheduled.

c. These procedures do not apply to:

- i. community disaster management, business continuity, security, IT or environmental impacts beyond the University
- ii. the management of critical incidents, which are covered by the Critical Incident Framework (see Procedure 12 for the escalation link between emergency management and critical incident management).

4. Definitions

Critical Incident	A crisis or catastrophic event which: <ol style="list-style-type: none">i. typically occurs within a compressed periodii. has the potential to critically impact an organisation's ability to achieve its missioniii. may result in significant human, environmental, financial or reputational loss, andiv. almost always requires an immediate cross-functional and cross-organisational response.
Critical Incident Alert Matrix	Identifies and categorises example incidents according to risk as either Non-Critical or Critical, and provides an escalation protocol for each level of incident.
Emergency	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 Coordinator (ECC)	Person appointed to manage, control and coordinate the University response to an emergency.
Emergency Control Organisation (ECO)	A person or persons appointed by the Emergency Planning Committee to take timely and appropriate initial local response to any emergency situation in their site. This typically would consist of Chief Wardens, Wardens and First Aiders.
Emergency Planning Committee (EPC)	Persons responsible for ensuring the development, implementation and maintenance of University Emergency Plans.

5. Governance and oversight

The University Health and Safety Committee is responsible for:

- a. endorsing Emergency Plans on advice from the Emergency Planning Committee (EPC) and recommending their approval to the Director, Property, Facilities and Development
- b. monitoring the implementation of the Emergency Plans via information provided by the Emergency Planning Committee and reports from the Emergency Control Organisations
- c. reporting on emergency management to the Vice President (Corporate Services) who provides this information to University Council.

6. Emergency Planning Committee (EPC)

The University must have an Emergency Planning Committee, as follows:

a. Function	<ul style="list-style-type: none">i. ensure the University meets legislative requirements for emergency management across all its sitesii. ensure that an Emergency Plan is developed, maintained and implemented for each site and recommend their endorsement to the University Health and Safety Committeeiii. identify specific emergency scenarios and their potential consequences that might affect the University communityiv. plan and conduct an emergency response exercise at least once per yearv. review the Emergency Plans annually and following an emergencyvi. review emergency response training to ensure content, curriculum and delivery mode is relevant, effective and appropriate for University sites and emergency control personnelvii. provide advice, including written reports, to the University Health and Safety Committee on emergency management matters.
b. Membership	<ul style="list-style-type: none">i. Associate Director, Real Property and Facilitiesii. Associate Director, Customer and Site Servicesiii. Senior WHS and Emergency Management Advisoriv. Emergency Control Coordinatorv. Associate Director, Work Health and Safetyvi. Maintenance Managervii. Representative of Chief Wardensviii. Representative of persons with disability
c. Attendees	The Committee may invite any person, including representatives from external organisations, to attend meeting(s) to provide information and assist as required.
d. Meetings	The Committee will meet at least every three months.

7. Emergency Control Organisation (ECO)

- a. Each University building/site must have an Emergency Control Organisation (ECO) appropriate to the building/site size. In small buildings/sites this may consist of one person but will typically consist of a number of Wardens and First Aiders.
- b. The primary role of an Emergency Control Organisation is to give top priority to the safety of building occupants and visitors during an emergency.
- c. The ECO is responsible for planning, reporting and responding to emergency situations as set out in the building/site Emergency Plan.

8. Emergency Plans

- a. Emergency Plans document the arrangements for emergency preparedness, prevention and response activities, including roles, responsibilities, strategies and systems.
- b. The University must have and keep up to date an Emergency Plan for each of its sites.

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- c. Each Emergency Plan must provide for:
- i. emergency response procedures for different types of emergency situations, including:
 - evacuation response
 - notification of emergency services at the earliest opportunity
 - medical treatment and assistance, and
 - effective communication between the Emergency Control Coordinator and all persons at the site.
 - ii. testing of the emergency response procedures, including how often they should be tested
 - iii. information, instruction and training to relevant workers in relation to implementing the emergency response procedures.
- d. In preparing and maintaining an Emergency Plan, the following must be taken into account:
- i. the particular work/activities being carried out at the workplace
 - ii. the specific hazards at the workplace, including the possibility of an incident occurring as a result of those hazards
 - iii. the size and location of the workplace
 - iv. the number and composition of workers and others at the workplace.
- e. The Director, Property, Facilities and Development is the approving authority for the University's Emergency Plans on advice from the University Health and Safety Committee.
- f. Emergency Plans must be distributed to the Emergency Planning Committee members, Emergency Control Coordinator and Chief Wardens at the site where the plans apply.

9. Authority during emergency response

During an emergency, instructions given by emergency control personnel, including the ECC, ECO, University security and external emergency services, take precedence over normal management structures. This authority is intended to ensure that, during an emergency, life safety takes precedence over asset protection, environment protections and business operations.

10. Indemnity

The University will indemnify emergency control personnel for their reasonable actions, taken in good faith and in accordance with their training.

11. Consultation

11.1. Consultation with workers

The person(s) responsible for preparing Emergency Plan(s) must consult workers and their health and safety representatives when preparing, reviewing and, if necessary, revising the plans.

11.2. Consultation with other organisations who are tenants

Where the University manages and controls a site which includes tenants, the University must:

- a. prepare Emergency Plan(s) in consultation with those tenants
- b. ensure the tenants are informed of the Emergency Plan(s), and
- c. consult the tenants when reviewing and, if necessary, revising the plan(s).

11.3. Consultation where the University is a tenant on another organisation's site

Where the University is a tenant in a building/site under the management and control of another organisation, the person(s) responsible for the tenancy agreement must be satisfied that the organisation has appropriate emergency response procedures in place.

12. Link with Critical Incident Framework

- a. The ECC must assess a Level 2 emergency, as shown in Appendix A, using the University Critical Incident Alert Matrix to determine if it is non-critical or critical.
- b. Non-critical incidents must be managed in accordance with the relevant Emergency Plan.
- c. Incidents or situations assessed as Critical:
 - i. become the responsibility of the University Critical Incident Management Team led by the Critical Incident Commander, and
 - ii. must be managed in accordance with the Critical Incident Framework¹.

13. Operational roles

Operational roles for relevant staff in the event of an emergency, such as Wardens and security personnel, are set out in the Emergency Plans and must be complied with by those personnel.

14. Responsibilities

Vice-Chancellor	Ensure that: <ol style="list-style-type: none">a. an effective emergency management system is implemented at all University sites, andb. sufficient personnel and financial resources are provided for effective emergency management in the University.
Vice-Presidents and Executive Deans of College, and Portfolio Heads	Ensure that: <ol style="list-style-type: none">c. an effective emergency management system is implemented in their College/Portfolio, andd. allocate sufficient resources for emergency management in their College/Portfolio.
Managers and supervisors	<ol style="list-style-type: none">e. Ensure Wardens and any other emergency personnel including First Aiders are:<ol style="list-style-type: none">i. released to attend required training and participate in emergency evacuation exercises (when on duty)ii. provided with sufficient time to effectively carry out emergency response responsibilities when directed by the Chief Warden/ECC.f. Ensure all new workers are provided with local emergency response information during their local area induction.

¹ The Critical Incident Framework and its operational implementation is the responsibility of Governance, Legal and Risk

Workers, students and visitors

Must:

- g. be familiar with local emergency response information
 - h. comply with all emergency response procedures, including at sites where the University is a tenant on another organisation's site, and
 - i. follow instructions from emergency control personnel.
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15. Related documents

[WHS Risk Management Procedures](#)

[First Aid Procedures](#)

Code of Practice – [Managing the work environment and facilities](#)

Australian Standard AS3745-2010 Planning for Emergencies in Facilities

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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Appendix A–Flinders University Critical Incident Escalation Chart

Emergency Escalation Flowchart

