



EMERGENCY CONTROL ORGANISATION

MISSION:

To provide guidance to the management and staff of the Campus to enable them to quickly and decisively respond to an actual or potential emergency which could threaten the safety of persons or property on-campus, or significantly disrupt campus operations.

RESPONSIBILITIES:

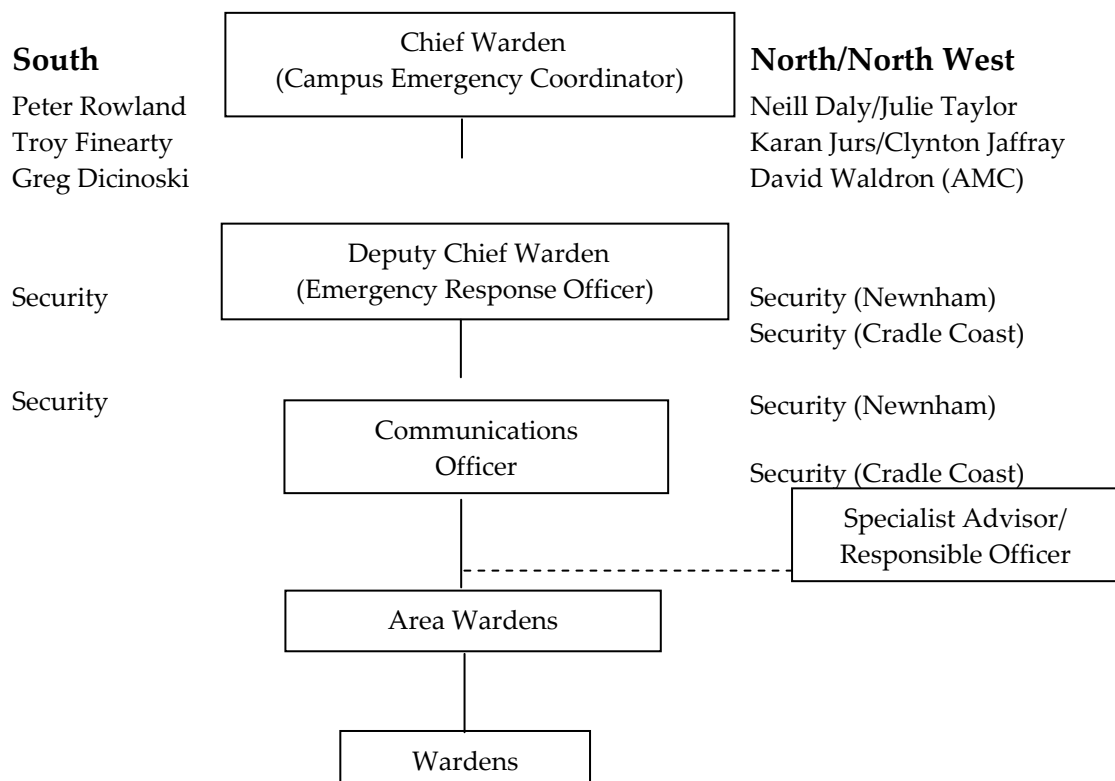
The Emergency Control Organisation is responsible for:

- * implementing emergency procedures as prescribed in the Emergency Plan & Procedures
- * ensuring that all personnel within their area of responsibility are trained for their role in an emergency
- * reporting any matters likely to affect the viability of the Emergency Plan & Procedures
- * checking on the effectiveness of emergency systems and equipment

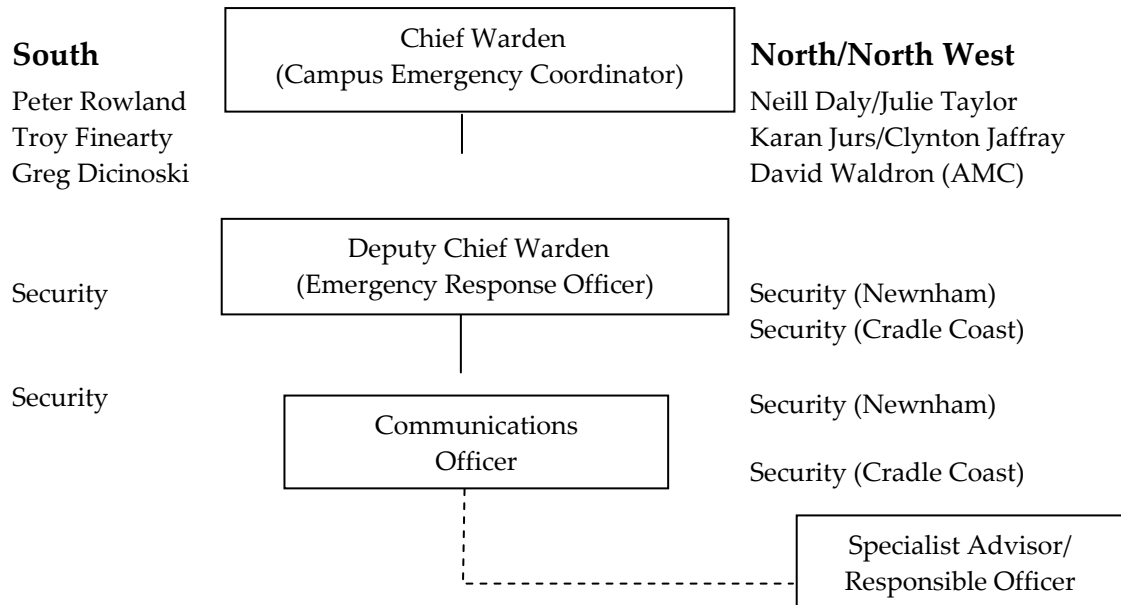
STRUCTURE :

The Emergency Control Organisation is comprised as follows:

8.45am to 5.15pm Monday - Friday (excluding Public Holidays)



Out of Hours (including Public Holidays)



The Deputy Chief Warden (Emergency Response Officer) - Security Officer) is on-site 24 hours a day and responds to all initial emergency calls. (At the NWC a staff member acts as a Deputy Chief Warden (Emergency Response Officer) during 8.45 am to 5.15 pm and during emergency situation. Security (security contractor at Burnie) must be called by the Control Room to support staff member in an emergency situation or a situation that is not determined. If the situation is most likely to be a false alarm e.g. confirming a fault light on an indicator panel, then security may not be called. Safety of employees is of a priority so if situation is unknown, place Emergency Control Organisation on standby including warning the mobile security person. This security person can provide communications to the Control Room).

- The Deputy Chief Warden (Emergency Response Officer) assesses the type of emergency and advises the Communications Officers who then contacts a designated Chief Warden (Campus Emergency Coordinator) and the State Emergency Services as necessary.
- The Deputy Chief Warden (Emergency Response Officer) may seek additional assistance from Security or staff/students available at the time of the emergency to act as Wardens, dependant on the nature of the emergency.

ROLES & RESPONSIBILITIES :

Chief Warden (Campus Emergency Coordinator)

The Chief Warden (Campus Emergency Coordinator) is responsible for managing the site's overall response to an emergency as a first response.

The Chief Warden (Campus Emergency Coordinator)'s major priorities will be :

- * Obtaining an accurate picture of the extent of the emergency
- * Assessing the need for the Critical Incident Management Team to be notified
- * Ensuring the safety of persons on site
- * Providing support to emergency services
- * Coordinating the deployment of internal specialist resources
- * Mitigating the impact of the emergency on campus operations and services
- * Coordinating post-incident recovery strategies
- * Ensuring that evidence material to any post-incident investigation is not interfered with.

- * Liase with any Workplace Standards Inspector called to the incident to ensure that the relevant personnel from the School/Section are available to assist the Inspector. Access to the site if facilitated by all University staff.
- * Ensuring the Emergency Services have access to site manifest for Dangerous Goods and chemicals by contacting the relevant School/Section personnel to provide such information.

Deputy Chief Warden (Emergency Response Officer)

The Deputy Chief Warden (Emergency Response Officer) manages the on-scene response to the emergency and is responsible for :

- * Ensuring that appropriate emergency services have been informed
- * Attending the scene of the reported emergency
- * Where applicable, acting in support of the Area Warden
- * Evacuating persons away from any hazard
- * Where safe to do so, taking steps to contain and or control the hazard
- * Where applicable (and practicable), checking to ensure that affected areas of the site have been evacuated
- * Liaising with emergency services
- * Keeping the Chief Warden (Campus Emergency Coordinator) informed of developments.
- * Assisting any Workplace Standards Tasmania Inspector by informing the Control Room and Chief Warden (Campus Emergency Coordinator) that the Inspector is on site. The Inspector is given access to the site and the normal duty of care procedures for the site apply.

Communications Officer

The Communications Officer is responsible for:

- * Notifying the appropriate emergency service/s
- * Notifying the members of the Critical Incident Management Team as directed by the Campus Emergency Co-ordinator,
- * Notifying members of the Emergency Control Organisation as required
- * Relaying information
- * Advising School/Section Responsible Officer and OH&S Unit
- * Maintaining a chronological record of organisational response and key events during the emergency
- * A Chief Warden (Campus Emergency Coordinator) must be notified when the emergency services are called to the Campus. This can be done after they have been called. If there is doubt if the Emergency Services should be called the Chief Warden (Campus Emergency Coordinator) should be contacted. In the event of an activated fire alarm that is false alarm the Control Room may delay the notification until the situation is clarified.
- * Notify the Chief Warden (Campus Emergency Coordinator) if a Workplace Standards Inspector is on site.

Area Wardens

Wardens who are also designated as Area Wardens are responsible for confirming with other Wardens from their building that all affected floors/areas have been evacuated and promptly reporting the results of the evacuation to the Deputy Chief Warden (Emergency Response Officer) if in attendance, otherwise to the Communications Officer.

Additionally, where applicable, Area Wardens may coordinate emergency response actions within the building, including initiating an evacuation, in circumstances where their local or specialist knowledge is appropriate to the situation.

Wardens

Wardens are responsible for:

- * Overseeing the initial response to an emergency occurring within their area pending the arrival of the Deputy Chief Warden (Emergency Response Officer).
- * Ensuring that the Communications Officer is quickly notified of the situation.

In the event that an evacuation of their floor or area becomes necessary, Wardens are responsible for:

- * Designating staff (where applicable) to take up positions outside building entrances to prevent persons from entering the building/s via normal thoroughfares
- * Ensuring that the evacuation proceeds smoothly
- * Checking to ensure that their respective floors have been completely vacated and
- * Promptly reporting the results to the Area Warden.

Deputies

In the absence of a particular warden, the designated deputy warden will assume the role.

Insufficient Wardens

Subject to staff availability, where necessary, wardens may request staff working within their areas of responsibility to assist them in the event of an emergency and/or evacuation role.

Staff in charge of Student

Staff in charge of students are responsible for overseeing the orderly movement of their students to a safe assembly area in the event of an evacuation, and promptly reporting any missing persons to the Deputy Chief Warden (Emergency Response Officer).

CRITICAL INCIDENT MANAGEMENT TEAM

In the case of a Serious Incident, where the implications of the incident and the attendant need for information acquisition and/or processing, decision making and resources may have exceeded the capabilities or authority of the Campus Emergency Co-ordinator, or extends beyond one campus, the Crisis Management Team will be required to take charge.

The Critical Incident Management Team will consist of senior management personnel. Their Procedures are contained in a separate manual held by team managers.

EMERGENCY MANAGEMENT REVIEW COMMITTEE

The Chair, Occupational Health and Safety Committee will convene an Emergency Management Review Committee (Emergency Planning Committee) following emergency situations which require assessment of the University's organisational response. The membership will be determined by the Chair, Occupational Health and Safety Committee based on the type of emergency situation involved and the expertise required. The OH&S Unit and AMS undertake on-going reviews.

ECO IDENTIFICATION

Campus ECO personnel will be identified by the following colour-coded safety helmets:

Chief Warden (Campus Emergency Coordinator)	White
Deputy Chief Warden (Emergency Response Officer)	White
Area Wardens	Yellow
Wardens	Red

MAINTENANCE OF WARDEN COVERAGE

Responsibility for the maintenance of sufficient warden personnel and an accurate list of all wardens rests with Asset Management Services.

Responsibility for nominating replacement wardens rests with each Area Warden. In the event of any changes occurring to warden personnel, the applicable Area Warden will, at the earliest possible opportunity, ensure that replacements are nominated and notify Asset Management Services.

The Master Warden List will be reviewed by Asset Management Services at the beginning of each semester and an updated copy will be forwarded to all Emergency Management Master Reference Manual holders no later than 4 weeks after the commencement of the semester.

AUTHORITY AND INDEMNITY

During emergency situations or exercises, pending the arrival of Police or other emergency services, ECO personnel have absolute authority to issue instructions to evacuate all persons from buildings and/or areas. ECO personnel are indemnified against civil liability resulting from practice or emergency evacuation of a building where personnel act in good faith and in the course of their duties.

COMMUNICATIONS

Internal Telephone System

An internal telephone system is installed throughout the Campus.

During Switchboard hours of operation (8.45am to 5.15pm, Mon - Fri excluding public holidays), the Switchboard operator can be contacted via internal phones by dialling **9**.

Also note that in the event of a power failure, 'Commander' phones and other types connected to a power point will not operate.

Two external communication lines, one fax and one phone have been installed at Newnham Campus Security Control room. These will allow contact in emergencies if PABX is not functioning.

Campus Emergency Number

In the event of an emergency, ring :

(03 6226) 7600	Southern Areas
(03 6324) 3336	North and North West Areas or 6326 7459 if PABX is not functioning

Communications Failure

In the event of a failure of the telephone system, messages will be relayed via a runner. This may be where a person moves to an adjacent help phone or adjacent building. For some emergencies adjacent could mean outside the emergency perimeter, which may be hundreds of metres away. The AMS/Security radio system is available on some campuses.

EMERGENCY CONTROL CENTRE (ECC)

In the event of an emergency, the Chief Warden (Campus Emergency Coordinator) will be located in the **Security Control Room**.

This location is the designated Emergency Control Centre.

ALTERNATE ECC

In the event that this location is rendered unsafe, the alternate Emergency Control Centre (ECC) will be located in Asset Management Services or as determined by the Chief Warden (Campus Emergency Coordinator).

EVACUATION ASSEMBLY AREAS

In the event of an evacuation, persons should assemble at the nearest safe Assembly Area.

WARDEN MEETING POINT

Immediately following a building evacuation, Wardens are required to report to their respective Area Warden to confirm that all areas of their building have been evacuated. The location where they meet is known as the Warden Meeting Point.

Unless otherwise stated, the Standard Warden Meeting Point for each building will be outside the entrance nearest to the Fire Indicator Panel.

In the event that the nature of the emergency renders this location unsafe, **the alternate Warden Meeting Point will be the nearest safe assembly area.**

EVACUATION SIGNAL

The sounding of the fire alarm bells will constitute the evacuation signal.

The alternate evacuation signal will be a verbal directive issued by the appropriate warden or member of staff.

AUTHORITY TO RE-ENTER A BUILDING FOLLOWING AN EVACUATION

Once a building has been evacuated, re-occupation of the building must be authorised by either the Chief Warden (Campus Emergency Coordinator), Deputy Chief Warden (Emergency Response Officer) or Senior Emergency Services Officer present.

On the authority of either of the above persons, the Area Warden (or other identified warden) will direct persons to re-enter the building.
