



UNIVERSITY OF TASMANIA

EMERGENCY MANAGEMENT

Overview

The University of Tasmania's Emergency Management Program provides for the effective management of all types of emergency situations affecting the University Community. The Emergency Management Program is co-ordinated by Asset Management Services (AMS) and is overseen by the Occupational Health and Safety Committee. Members of the Emergency Control Organisation (ECO) are all specially trained in this program. Staff, students, visitors and contractors need only access the relevant emergency numbers listed below to activate an appropriate response from members of the ECO. Members of the ECO, during emergencies, have the authority to issue instructions which overrule the normal management structure.

Emergency Contact Numbers

- **7600** for Hobart sites (excluding the Clinical School which is covered by Royal Hobart Hospital procedures). External number is 03 6226 7600.
- **3336** for Launceston and Burnie. External number is 03 6324 3336.

Aim

The Emergency Management Program is designed to provide a quick and decisive initial response to actual or potential emergencies which could threaten the safety of persons or property, or significantly disrupt campus operations.

Objectives

- To facilitate a prompt, decisive and appropriate initial response to an emergency;
- To provide a framework in which key personnel can develop the competencies to effectively respond to an on-campus emergency.
- To provide a mechanism for assuring the continued accuracy and relevance of these emergency procedures, and the on-going competency of key persons to effectively implement these procedures.
- To educate University staff, students, visitors and contractors to call the emergency numbers on each campus i.e. 7600 for Hobart sites (excluding the Clinical School which operates under the Royal Hobart Hospital Emergency Management Plan) and 3336 for Launceston and Burnie.

Strategy

The Program encompasses the following elements:

Documentation

Master Reference Manual
Warden Checklists
Emergency Information Sheets
Warden Lists

Distribution

Campus Emergency Co-ordinator
Campus Emergency Control Centre
All Wardens
Staff and Students
AMS and Security

Training

	Frequency
Warden Training	Annual
Campus Emergency Co-ordinators	Annual
Emergency Response Officers	Annual
Communications Officers	Annual

Exercises

	Frequency
Building Evacuation	Annual
Night Emergency	Annual

Emergency Plan

For the purposes of the Emergency Plan, an 'Emergency' is defined as:

Any event which requires an immediate response and could:

- Jeopardise the safety of persons on or near a University site
- Result in significant damage to property or equipment contained on-site, or
- Significantly disrupt normal campus operations

* The Emergency Plan is designed for initial response to emergencies and is not a substitute for Business Contingency Planning

Types of Emergencies

Types of emergencies covered in this Emergency Plan include:

- Air conditioning Contamination
- Armed Hold-up
- Biological Hazard
- Bomb Threat
- Bush Fire
- Chemical Spill
- Civil Disorder
- Confined Spaces Emergency
- Cryogenic Emergency
- Deceased person
- Electric Shock
- Evacuation – including persons with disabilities
- Explosion
- Fire
- Flooding/Water Leakage
- Gas Leak
- Infectious Diseases
- Lift Emergency
- Mail Handling – suspicious mail & packages
- Medical Emergency
- Motor Vehicle Accident
- Power Failure
- Radiation Hazard
- Seismic Disturbance
- Storm
- Structural Damage to Buildings
- Violent/Threatening Person
- Water leak

The Emergency Management Master Reference Manual also contains a Security Procedures Supplement covering:

Assault
 Prowler
 Sexual Assault

Syringes (Found)
 Threats – Written or Taped
 Trespasser

The Emergency Control Organisation (ECO)

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 and 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 and Procedures
- Checking on the effectiveness of emergency systems and equipment

Structure

The Emergency Control Organisation is outlined below:

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

South

Rodney Teague
 Matt Smith

Security Officer
 In Control Room

Security

Campus Emergency
 Co-ordinator
 (Chief Warden)

Emergency Response Officer
 (Deputy Chief Warden)

Communication
 Officer

Building Wardens

Area Wardens

North / North West

Murray Frith / Mark Stemm
 Tony Payne / James Synnott

Security (Launceston)
 Security (Burnie)

Security

Specialist Advisor/
 Responsible Officer

Out of hours (including Public Holidays)

South

Rodney Teague
Matt Smith

Security

Security

Campus Emergency
Co-ordinator
(Chief Warden)

Emergency Response Officer
(Deputy Chief Warden)

Communication
Officer

North / North West

Murray Frith / Mark Stemm
Tony Payne / James Synnott

Security

Security

Specialist Advisor/
Responsible Officer

In relation to the out of hours structure the following applies:

- The Emergency Response Officer (Security Officer) is available 24 hours a day and responds to all initial emergency calls. (On the North-West Campus a designated staff member acts as an Emergency Response Officer between 8:45 am and 5:15 pm weekdays. Security personnel at Burnie will be called by the Control Room to support the Emergency Control Officer in an emergency situation during normal day-time operations.)
- The Emergency Response Officer assesses the type of emergency and advises the Communication Officer who then contacts a designated Campus Emergency Co-ordinator and the State Emergency Services as required.
- The 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

Campus Emergency Co-ordinator

The Campus Emergency Co-ordinator is responsible for managing the site's overall response to an emergency.

The Campus Emergency Co-ordinator's major priorities will be:

- Obtaining an accurate picture of the extent of the emergency
- Ensuring the safety of persons on site
- Providing support to emergency services
- Co-ordinating the deployment of internal specialist resources
- Mitigating the impact of the emergency on campus operations and services
- Co-ordinating post-incident recovery strategies
- Ensuring that evidence material to any post-incident investigation is not interfered with.
- Liaise with any Workplace Standards Tasmania 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 is facilitated by all University personnel.
- 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.

Emergency Response Officer

The 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 Building 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 Campus Emergency Co-ordinator informed of developments
- Assisting any Workplace Standards Tasmania Inspector by informing the Control Room and 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 Crisis 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 Asset Management Services
- Maintaining a chronological record of organisational response and key events during the emergency.
- Notify the Campus Emergency Coordinator if a Workplace Standards Tasmania Inspector is on site.

Area Wardens

Area Wardens are responsible for:

- Overseeing the initial response to an emergency occurring within their area pending the arrival of the 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, Area 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 Building Warden

Building Wardens

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

Additionally, where applicable, Building Wardens may co-ordinate emergency response actions within the building in circumstances where their specialist knowledge is appropriate to the situation.

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 Students

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 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 Critical Incident Management Team will be required to take charge.

The Critical Incident Management Team will consist of senior management personnel.

Emergency Management Review Committee

The Chair, Occupational Health and Safety Committee will convene an Emergency Management Review 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.

ECO Identification

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

Campus Emergency Co-ordinator	White
Emergency Response Officer	White
Building Wardens	Yellow
Area 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 Building Warden. In the event of any changes occurring to warden personnel, the Building 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.