

 **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 actions prescribed in the Emergency Management Plan & Emergency 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 Management Plan & Emergency Procedures
* checking on the effectiveness of emergency systems and equipment

# Structure

The Emergency Control Organisation is comprised as follows:

**U**

**niversity**

**CMRT**

**Emergency**

**Services**

**Campus**

**Emergency**

**Coordinator**

**BUILDING CHIEF WARDEN**

Responsible for life safety of occupants in an

emergency

Authorized to implement general evacuation of

building/s

Able to read and interpret Fire Indicator Panel

indications

Able to operate Emergency Warning System

alarms & P.A.

Coordinates deployment of warden personnel in

evacuation

Liaises with emergency services

Provides regular updates to applicable senior

management

**U**

**niversity**

**Security**

**WARDENS**

Responsible for overseeing the safe evacuation

of persons from their assigned area/s

Deploying temporary sentries (where applicable)

to cordon-off the approach routes to the building

Confirming assigned area has been evacuated

Reporting evacuation status to Chief Warden when

area clear

Relieving temporary sentries (where applicable)

Acting in accordance with instructions issued by

Chief Warden

The Security Control Room is manned 24 hours a day and responds to all initial emergency calls. Mobile Security will be dispatched by the Control Room to support staff and students in an emergency or a situation that is undetermined. If the situation is most likely a false alarm e.g. confirming a fault light on an indicator panel, then security may not be dispatched. Safety of employees is of a priority so if situation status is unknown, the Security Control Room will place Emergency Control Organisation members on standby.

* The Campus Emergency Coordinator (or Deputy) will assesses the type of emergency and advise the Communications Officer who will then contact Emergency Services and the CMRT Duty Officer as required. Relevant emergency notifications to staff and students can also be authorised by the Campus Emergency Coordinator.
* The Campus Emergency Coordinator may seek additional assistance from Security and or specialist staff available at the time of the emergency to act as Wardens or assist with other duties, dependant on the nature of the incident.

# Roles and responsibilities

## Campus Emergency Coordinator (Emergency Response Manager)

The Campus Emergency Coordinator is responsible for managing the overall first response to an emergency from the Emergency Control Centre.

The Campus Emergency Coordinators priorities will be:

* Ensuring the safety of persons on site
* Obtaining an accurate picture of the extent of the emergency
* Assessing the need for the CMRT team to be notified
* Providing support to emergency services
* Coordinating the deployment of internal specialist resources
* Mitigating the impact of the emergency on campus operations and services
* Initiating post‐incident recovery strategies
* Ensuring that evidence material to any post‐incident investigation is not interfered with.
* Liaise with any Workplace Standards Inspector called to the incident to ensure that the relevant personnel from the School/Section are available to assist any investigation. Access to the site is 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 Campus Emergency Coordinator (Emergency Response Officer)

The Deputy Campus Emergency Coordinator (Emergency Response Officer) is responsible for managing the on‐scene response to the emergency.

The Deputy Campus Emergency Coordinators priorities will be:

* Ensuring that appropriate emergency services have been informed
* Attending the scene of the reported emergency
* Where applicable, acting in support of the Building Chief 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 Coordinator informed of developments.
* Arranging for any additional support on site via the Campus Emergency Coordinator.
* 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 (Security Control Room Officer on Duty)

The Communications Officer is responsible for:

* Ensuring the appropriate emergency services have been notified via 000
* Notifying members of the Emergency Control Organisation as required
* Relaying information
* Advising School/Section Responsible Officer and WHS Unit
* Maintaining a chronological record of organisational response and key events during the emergency
* A 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 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 Campus Emergency Coordinator if a Workplace Standards Inspector is on site*.*

## Chief Wardens (Building)

Chief 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 initially to Emergency Services, otherwise to Security (Communications Officer).

Chief 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 Campus Emergency Coordinator (Emergency Response Officer).
* Ensuring that the Chief Warden or Security (Communications Officer) is quickly notified of the situation.

In the event of that an evacuation of their floor or area becoming 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 Chief Warden.

**Deputy Wardens**

In the absence of a 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.

## Security Officers

Mobile Security Officers on duty provide the following first response assistance during an emergency:

* Attending to the primary safety of staff and students by moving people away from any danger.
* Ensuring people evacuate to a designated Assembly Area.
* Providing initial First Aid until a University First Aid Officer or Emergency Services attends.
* Directing Emergency Services to the location of any incident.
* Providing Deputy Chief Warden coverage during after hour’s incidents, or at other times if instructed by CMART, if the Building Chief Warden is absent and Wardens are occupied with other duties.
* If safe to do so, if the evacuation status of some areas of a building is unclear, assist Building Wardens in checking or verbally asking building occupants who have left the building that these areas have been fully evacuated. Any re-entry into a building in alarm should only be undertaken by two persons working together to ensure the personal safety of both.

## 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 Chief Warden.

## Crisis Management & Recovery Team (CMRT)

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 Coordinator, or extends beyond one campus, CMRT will be activated to oversee the wider University response.

CMRT consists of designated senior management personnel. Their operational procedures are contained in a separate manual held by team members.

## Emergency Planning Committee

The Emergency Planning Committee (EPC) meets regularly to review University emergency processes and recent incidents. Membership of the EPC is determined by the Chief Operating Officer in conjunction with Director, Infrastructure Services & Development.

## Emergency Control Organisation (ECO) identification

* Campus Emergency Coordinator White (Marked CEC)
* Chief Warden (Building) White
* Warden Red

## Maintenance of warden coverage

Responsibility for the maintenance of sufficient warden personnel and an accurate list of wardens rests with Infrastructure Services & Development (ISD) .

Responsibility for nominating replacement warden’s rests with the School or Section managing the workplace in question. In the event of any changes occurring to warden personnel, the applicable Chief Warden will, at the earliest possible opportunity, ensure that replacements are nominated and notify ISD. Senior Managers in the workplace should assist the Chief Warden with Warden identification and nomination.

## Authority and indemnity

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

## Communications

**Note that in the event of a power failure, PC based Skype Systems connected to a power point will not operate.**

If the power failure is for University premises only, the wider mobile phone network may still be used. If the power failure is general in nature, mobile phone networks may not operate.

In the event of a power failure, University Help points should continue to operate.

## Campus emergency number

In the event of any emergency,

(03 6226) **7600 All Areas**

## Communications failure

In the event of a failure effecting communications systems, messages will need to 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 ISD/Security radio system is available in Sandy Bay, Hobart City & Newnham Campuses.

## Emergency Control Centre (ECC)

In the event of an emergency, the Campus Emergency Coordinator will be located in:

**Security Control Room, Corporate Services Building, SANDY BAY.**

This location is the designated Emergency Control Centre.

## Alternate ECC

In the event that this location is rendered unsafe, the alternate ECC will be located in:

**Medical Sciences Precinct, Liverpool Street, HOBART,**

or as determined by the 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 Chief 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 tones or 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 Campus Emergency Coordinator), Chief Warden or Senior Emergency Services Officer present.

On the authority of either of the above persons, Wardens will direct persons to re‐enter the building.