

Organisational Structures and Responsibilities

In planning for emergency situations, two distinct organisational structures are established within the University. These are:

- the Emergency Planning Committee (EPC)
- an Emergency Control Organisation (ECO)

The Emergency Planning Committee (EPC)

The EPC consists of the following senior staff:

- The University Secretary or representative
- Security & Services Manager or representative (Chair)
- OH&S Manager or representative
- Facilities & Maintenance Manager or representative.

The primary role of EPC is to:

- Advise the Vice Chancellor on all matters relating to emergency preparedness within the University
- Co ordinate and oversee the development, implementation and monitoring of all emergency management plans developed by the University
- Oversee the development of liaison protocols for the purpose of communicating between external agencies and emergency services during times of an emergency
- Oversee and co ordinate the deployment of the University's resources in the interests of ensuring that emergency management plans can be effectively deployed in order to minimise the adverse consequences of an emergency

The EPC will meet once every six months on a day and time determined by the Committee. The Committee will also meet as soon as practicable after an emergency situation to review how effective the emergency management plan was implemented given the circumstances and where necessary make appropriate recommendations.

The Emergency Control Organisation (ECO)

The ECO is a structure consisting of the key functions necessary to effectively deploy an emergency management plan. These functions will be carried out by key people who will be delegated the necessary authority to carry out their tasks.

Emergencies can differ in terms of their relative frequency, severity and consequence. An emergency controller will be appointed having regard to magnitude and complexity of the emergency occurring at the time.

The ECO structure consists of the following:

- The EPC
- Managers & supervisors
- Emergency Controllers
- Emergency Wardens
- Staff in control of Students
- Technical & Maintenance staff
- First Aid Attendants
- Security & OH&S Staff
- Staff

Typically, an emergency could occur at any one of the following levels:

- Local workplace e.g. office
- Building e.g. library
- School
- Campus
- University

Roles and Responsibilities of Key Stakeholders

Managers & Supervisors

- ensure that emergency management plans are developed and implemented for their work areas
- assist emergency controllers and emergency wardens as required
- brief senior management &/or EPC as required
- contact emergency services as required or when requested by emergency controller
- ensure that emergency controllers and emergency wardens receive adequate training

Emergency Controllers

- obtain an accurate picture of the nature and extent of the emergency
- coordinate the development of the emergency management
- initiate the deployment of the emergency management plan
- ensure the safety of persons as an overriding priority
- notify security personnel as soon as possible
- contact OH&S personnel if assistance required
- provide information and support to external emergency services
- provide regular reports for management regarding the impact of the emergency
- coordinate the deployment of internal specialist resources
- mitigate the impact of the emergency on campus operations and services
- coordinate post-incident recovery strategies
- coordinate post emergency exercise evaluation

Emergency Wardens

- confirm that the University security staff have been informed that there is an emergency (Ext. 2300)
- liaise with relevant emergency services when directed or when an emergency arises
- explain (to the best of your understanding) to persons in your area the nature and extent of the emergency
- initiate an emergency evacuation of your area when advised to by the Emergency Controller
- direct/escort staff, students, visitors &/or contractors to nearest assembly area and ask people to remain in situ until further advised
- ascertain (as far as reasonably practicable) if all persons have been accounted for and that your area has been completely evacuated
- coordinate first aid as required
- maintain a list of any casualties transported to hospital along with the name of the hospital
- obtain a contact name for any emergency services that attend
- advise emergency controller should you not be able to continue in your role as emergency warden due to job change etc

Staff in Control of Students

- advise students that an emergency has occurred
- oversee the orderly movement of students to the nearest assembly area not effected by the emergency by the most direct and safest route
- advise all students to remain in the assembly area until advised otherwise by the emergency controller or the emergency warden
- report any missing students to an emergency warden as soon as possible
- maintain control of students