

Emergency Planning - Critical Point Summary

Emergency Warden Meeting Point

Unless otherwise agreed as part of a “local” emergency management plan, the usual Emergency Controller/Warden Meeting Point will be in the vicinity of the entrance nearest to the Fire Indicator Panel or Sub-Panel.

Emergency Assembly Points

Emergency assembly points will be identified as part of developing an emergency management plan. The assembly area will:

- as far as is practicable be in an open area(s) e.g. car parks, ovals etc away from the particular building or area covered by the plan
- be clearly marked on any diagrams or maps or diagrams that form part of the plan
- be displayed in a prominent place within the area covered by the plan

Should a designated assembly area be deemed inappropriate due to the particular nature of an emergency it will be the responsibility of the Emergency Controller to designate an alternate area.

Authority to Re-Enter Building Following an Evacuation

Once a building has been evacuated, re-occupation of the building must be authorised by the emergency controller and/or the external emergency services representative.

On the authority of the above person, the emergency warden (or other delegated member of staff) will direct persons to re-enter the effected area.

Reporting Format for Notifying Emergency Services

The following format should be used to notify external emergency services:

- Name of Organisation
- Address
- Type of Emergency
- Location of Emergency
- Best Entry Point
- Casualties
- Assistance Required
- Hazards
- Telephone Contact Number
- Name of Person Making Call

Interaction with Emergency Services

In the event of an emergency necessitating the involvement of an external specialist agency or agencies (e.g. Fire Brigade, Police, State Emergency Services, EPA, Ambulance etc.) the manager and/or supervisor of the affected area will:

- remain on-site and afford every assistance to emergency service personnel in order to expeditiously contain and control the emergency
- contact facilities and maintenance staff and request the necessary assistance in providing all the necessary technical/operational advice, appropriate plans, data sheets and other reference material matters associated with any activities in their area to assist emergency service personnel to safely and expeditiously bring the emergency under control

Trauma Counseling

The relevant line manager or supervisor will make arrangements for staff to be referred to an appropriate counseling service should this be required.

Media Liaison

During or following any emergency ALL media inquiries are to be referred to the Chairperson of the EPC and/or the designated University Public Relations Office.

The EPC and/or the University Public Relations Office will then determine (where practicable in consultation with other appropriate senior staff) what statements will be made in the circumstances.

Termination of Emergency

When the emergency services have concluded their involvement, control of the affected area will be handed back to the relevant manager and/or supervisor.

In determining the suitability of the area to be re-occupied and to resume normal operations the following factors should taken into consideration:

- any residual/lingering hazards
- the ongoing safety and welfare of occupants
- advice regarding the structural integrity and/or serviceability of buildings and/or equipment
- any subsequent potential emergencies if operations are re-instituted
- the need to preserve the scene if there is to be a subsequent investigation by police and/or WorkCover NSW
- industrial relations ramifications.

Where applicable and appropriate the decision to re-occupy and/or commence operations will be taken in consultation with staff.