

# **After an Emergency Event**

## **Preservation of the Scene**

Depending upon the consequences of an emergency situation a statutory investigation or coronial inquiry may result.

The relevant line manager and/or supervisor must ensure that all evidence relating to the event including documents, computer information, personnel and materials is preserved. The line manager and/or supervisor must also ensure that there is no interference with evidence and that any cleaning up, movement of bodies, repairs and so on, apart from that necessary to bring the emergency under control, does not occur without the approval of investigating officers.

## **Report**

At the first practicable opportunity following the conclusion of an emergency but no later than 48 hours after the emergency, the responsible line manager and/or supervisor will ensure that a report regarding the emergency and organisational response is sent to the Chairperson - Emergency Planning Committee.

## **De-Brief**

Within 7 days of the conclusion of the emergency, the Emergency Planning Committee will conduct a formal review of the events and processes affecting the emergency to ensure that the Campus Emergency Plan and organisational preparedness remain appropriate and competent.

Where deficiencies or weaknesses are identified, a written strategy will be developed to rectify these together with a timeframe.

This review will involve debriefing relevant personnel and compiling an appropriate report under the authority of the Chairperson - Emergency Planning Committee.