

Emergency Response and Management Plan

Index

Part 1	Authority and Management Arrangements	Page No.
1.1	Assignment of Authority	4
1.2	Scope	5
1.3	Purpose	5
1.4	Emergency Planning Committee	5
1.5	Emergency Control Organisation	6
1.6	Emergency Control Structure	6
1.7	Responsibilities of the Emergency Control Organisation	7
1.7.1	Indemnity of Emergency Control Organisation	7
1.8	Emergency Control Centre	7
1.9	Financial Arrangements	8
1.10	Media Management	8
1.11	Step up Arrangements	8
1.12	Debriefing Arrangements	9
1.13	General Prevention Strategies	9
1.14	Emergency Risk Assessment Outcomes	9
1.15	Preparedness	10
1.15.1	Provision of Information	
1.15.2	Training	
1.15.3	Security, Fire and Life Safety Equipment	
1.15.4	Testing the Plan	
1.16	Audit Records	
1.17	References and acknowledgements	
Part 2	Emergency Contacts	
2.1	External Agencies	
Part 3	Response Procedures	
3.1	Emergency Situations	
3.2	Emergency Alert	
3.3	Emergency Communications	
3.4	Emergency Services Meeting Point	
3.5	Emergency Log	
3.6	Emergency Responses	
3.7	Terminating Emergency Response	
3.8	Specific Emergency responses detailed in this Plan	
	Evacuation	
	Evacuation procedures for people with disabilities	
	Evacuation procedures for the Student Union, Phoenix Centre or other facilities outside of normal working hours.	
	Fire	
	Medical Emergency	
	Bomb Threats	
	Suspected Explosive Device	
	Attack or threat by armed and dangerous persons	

	Issue No. 2	Revised 4 February 2005	2
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION			

Biological or Chemical Threat
 Hazardous Materials
 Interruption to Power Supply
 Civil disturbance
 Storm
 Flood
 Earthquake

Part 4 Emergency Control Organisation Responsibilities

- 4.1 Chief Warden's Emergency Responsibilities
- 4.2 Chief Warden's Normal Responsibilities
- 4.3 Deputy Chief Warden's Emergency Responsibilities
- 4.4 Deputy Chief Warden's Normal Responsibilities
- 4.5 Deputy Chief Warden's Emergency Responsibilities
- 4.6 Deputy Chief Warden's Normal Responsibilities
- 4.7 Communication Officer's Emergency Responsibilities
- 4.8 Communication Officer's Normal Responsibilities
- 4.9 Building Warden's Emergency Responsibilities
- 4.10 Building Warden's Normal Responsibilities
- 4.11 Floor/Area Warden's Emergency Responsibilities
- 4.12 Floor/Area Normal Responsibilities
- 4.13 Campus Nurse Emergency Responsibilities
- 4.14 Campus Nurse Normal Responsibilities
- 4.15 First Aider's Emergency Responsibilities
- 4.16 First Aider's Normal Responsibilities
- 4.17 Laboratory Manager Emergency Responsibilities
- 4.18 Laboratory Manager Normal Responsibilities
- 4.19 Manager Services Emergency Responsibilities
- 4.20 Manager Services Normal Responsibilities
- 4.21 Campus Development Unit Office Emergency Responsibilities
- 4.22 Campus Development Unit Office Normal Responsibilities
- 4.23 Maintenance Officer Emergency Responsibilities
- 4.24 Maintenance Officer Normal Responsibilities
- 4.25 OH&S Officer Emergency Responsibilities
- 4.26 OH&S Officer Normal Responsibilities
- 4.27 Senior Counsellor Emergency Responsibilities
- 4.28 Senior Counsellor Normal Responsibilities
- 4.29 Parking Officer Emergency Responsibilities
- 4.30 Parking Officer Normal Responsibilities
- 4.31 Telephonist Emergency Responsibilities
- 4.32 Telephonist Normal Responsibilities
- 4.33 Security Emergency Responsibilities
- 4.34 Security Normal Responsibilities
- 4.35 Cleaner's Emergency Responsibilities
- 4.36 Cleaner's Normal Responsibilities

Part 5 Emergency Reporting and Recording

Part 6 Site Plans and Assembly Areas

Schedule 1 Internal Emergency Contact List

		Issue No. 2		3
		Date:	Revised 4 February 2005	
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Schedule 2 Internal First Aid Contact List

Schedule 3 Evacuation procedures for the Student Union, Phoenix Centre or other facilities outside of normal working hours.

Schedule 4 Chemical Spill Response for Laboratories, Studios, and other high risk areas at the Bendigo Campus.

		Issue No. 2		4
		Date:	Revised 4 February 2005	
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Emergency Response and Management Plan

Part 1 Authority and Management Arrangements

1.1 Assignment of Authority

The La Trobe University, Bendigo Campus Emergency Response and Management Plan (hereinafter “the Emergency Plan”) has been produced with the authority of the Dean of the La Trobe University, Bendigo Campus on the recommendation of the La Trobe University Bendigo Zone Occupational Health and Safety Committee.

La Trobe University, Bendigo Campus understands and accepts responsibilities under Section 21 of the Occupational Health and Safety Act 1985, the La Trobe University Safety Occupational Health and Safety Policy, and the La Trobe University *Emergency Evacuation Procedures*. Specifically, the La Trobe University, Bendigo Campus Emergency Plan demonstrates general duty of care with respect to emergency situations on premises occupied or controlled by the Bendigo Campus.

The Emergency Plan is a result of the co-operative efforts of members of the La Trobe University, Bendigo Campus Emergency Planning Committee and I acknowledge the work that has gone into the development of this Plan. An Emergency Plan is the basis for well-planned action that will assist in protecting the personal safety of all members of the campus community (and visitors), and will contribute to the effective on-going operation of the Campus. As such it needs the co-operation of all staff and in particular the support of, and for, the officers delegated to particular responsibilities. The Plan is a dynamic document that will develop and evolve with experience. Staff involvement is crucial to ensure its relevance and effectiveness.

During emergencies and drills, staff at all levels, students, contractors and visitors are required to comply with instructions given by designated Emergency Control personnel in accordance with the La Trobe University, Bendigo Campus Emergency Plan. Emergency Control personnel have specific responsibilities and authorities that are documented within the Emergency Plan. Failure to co-operate with Emergency Control personnel in the discharge of these responsibilities will be dealt with as the Chief Warden sees fit at the time, and may result in subsequent disciplinary action.

Pro-Vice-Chancellor/Dean, Faculty for Regional Development, Bendigo Campus.

		Issue No. 2 Date:	Revised 4 February 2005	5
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

1.2 Scope

The La Trobe University, Bendigo Campus Emergency Plan (the Emergency Plan);

- provides for the establishment of an Emergency Planning Committee and Emergency Control Organisation
- defines responsibilities and authority of the Bendigo Campus Emergency Control Organisation personnel and other designated personnel with respect to planning for and responding to on site emergencies
- sets out emergency procedures to be followed by Emergency Control Organisation personnel, staff, students and visitors
- details an assessment of possible internal and external threats to the Bendigo Campus as a basis for emergency planning
- defines overall control and coordination for response to on site emergencies prior to the arrival of the Emergency Services
- outlines emergency prevention and preparedness activities
- outlines the resources in place, or required, to allow for effective emergency prevention, response and recovery
- acknowledges the need for post emergency recovery arrangements
- applies to the Edwards Road Campus and the Osborne Street Campus (including the Athletics facility), Robert Holmes Village, Terraces, Units, Orde House and Lister House residential facilities of the La Trobe University, Bendigo Campus (the Bendigo Campus)
- applies to all on-site activities, 24 hours each day

1.3 Purpose

The Emergency Plan:

- assists compliance with Section 21 of the Victorian Occupational Health & Safety Act 1985
- endeavours to ensure compliance with Australian Standard 3745 – 2002, *Emergency control organisation and procedures for buildings, structures and workplaces*
- supports the intent of the La Trobe University Occupational Health and Safety Policy and the *Emergency Evacuation Procedures*
- meets the first objective of the La Trobe University Crisis Management Plan to provide emergency responses
- promotes the prevention of emergencies, where possible and practicable, that impact on the safety of the Bendigo Campus staff, students, contractors and visitors to the Bendigo Campus
- maximises the safety of the Bendigo Campus staff, students, contractors and visitors during emergencies.
- assists with recovery of the Bendigo Campus following an emergency to the extent outlined in this Plan.

1.4 Emergency Planning Committee

An Emergency Planning Committee will operate at the Bendigo Campus and will:

- be comprised of the Dean (or nominee of the Dean), Chief Warden, Deputy Chief

		Issue No. 2 Date:	Revised 4 February 2005	6
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Wardens, Occupational Health and Safety Officer, Manager Services, Laboratory Manager (Biology and Chemistry Laboratories), and with the power to co-opt and to call upon specialist advisers as required;
- the Chief Warden shall act as Executive Officer and convenor of this Committee
- meet at least annually, chaired by the Dean (or nominee of the Dean), in order to establish, implement, maintain and amend the Emergency Plan and conduct post Emergency review and amend Emergency plan as required;
- forward any recommendations to the Dean for authorisation, with a copy to the Zone Occupational Health and Safety Committee for information;
- make submission for the resources required for the Emergency Plan to operate.

1.5 Emergency Control Organisation

An Emergency Control Organisation will operate at the Bendigo Campus. Positions will be designated in each building/area, and will be regularly reviewed. Vacated positions will be filled immediately. A current list of Emergency Control Organisation personnel will be maintained by the Personnel Services Office and will be published at the Bendigo Campus.

Emergency Control Organisation personnel will be;

- physically capable;
- possess leadership qualities and the ability to exercise authority in an emergency;
- demonstrate good judgement and decision making skills
- be able to handle competing demands rationally;
- generally work within one area, with infrequent absences;
- be able to communicate clearly with the majority of occupants under their supervision
- be willing to undergo relevant training.

Each member of the Emergency Control Organisation will be provided with a reflective vest for identification purposes. Each vest will indicate the role of the wearer and the following colours will apply;

Chief Warden and Deputy Wardens - White

Building Wardens and Deputies - Yellow

Floor/Area Wardens – Red

Emergency Response Group – Orange

Nurse – White with a green cross

First Aiders – Green/White badge or arm band.

1.6 Emergency Control Organisation Structure

Chief Warden

Deputy Chief Wardens

Communications Officer

Emergency Response Wardens

Building Wardens

Floor/Area Wardens

Support Personnel - Campus Nurse
 First Aiders
 Laboratory Manager (Biology and Chemistry Laboratories)
 Manager Services
 Maintenance Officer
 Security

		Issue No. 2		7
		Date:	Revised 4 February 2005	
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Occupational Health and Safety Officer
 Senior Counsellor
 Parking Officer
 Telephonist

1.7 Responsibilities of the Emergency Control Organisation

The La Trobe University Crisis management Plan requires that each Campus develop an emergency plan, appropriate emergency responses, and provide training and instruction.

The Dean of the Bendigo Campus has overall responsibility for the implementation of the Emergency Plan. To facilitate functional operation of the Emergency Plan, the Dean assigns following authorities under the Plan:

- implementation and maintenance of the Emergency Plan to the Bendigo Campus Emergency Planning Committee;
- day to day implementation and management of the Emergency Plan to the Chief Warden, and in that person's absence to a Deputy Chief Warden. This assignment includes the authority to direct staff at all levels to act in accordance with the Chief Warden's instructions in an emergency situation;
- implementation of the Emergency Plan at Building/site level to the designated Emergency Control Organisation personnel.

Bendigo Campus Senior Management are responsible for:

- taking action to correct any deficiencies that could give rise to an emergency;
- assisting the Chief Warden and Building Wardens to maintain a full complement of Emergency Control Organisation personnel;
- supporting and allowing designated Emergency Control Organisation personnel to carry out their role and fulfil their responsibilities according to the Emergency Plan
- ensuring that staff, students, visitors and contractors working within their area of responsibility receive necessary information and training in accordance with the Emergency Plan
- ensuring that staff, students and contractors are adequately supervised and provided with necessary information, instruction and training to perform work safely and in accordance with University procedures

Bendigo Campus staff, students and contractors are responsible for working safely in accordance with University procedures to the extent that they are able and following the instructions of Emergency Control Organisation personnel during an emergency or drill.

The emergency and normal functions and responsibilities of each position identified in the Emergency Control Organisation are contained in Part 4 of this Plan.

1.7.1 Indemnity of Emergency Control Organisation Personnel;

Emergency Control Organisation personnel are responsible for carrying out their emergency and non-emergency duties in accordance with the Emergency Plan, and within their level of training. Emergency Control Organisation personnel are covered under the University's liability and professional insurance policies for claims arising from negligence in carrying out duties undertaken in connection with implementation of this Plan, if that action falls within the scope and competence of their level of training and is not a deliberate or wilful act with the intent to cause any person harm or injury.

1.8 Emergency Control and Communications Centre

		Issue No. 2 Date:	Revised 4 February 2005	8
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

The Personnel Services Office will be the principal Emergency Control and Communications Centre for the Bendigo Campus. Alternative Emergency Control Centre and Communications sites will be determined and appropriately equipped. In the event that the Personnel Services Building is under threat, the alternative control point will be the Arts Building basement plant room.

The Control Centre for the Osborne Street Campus, the Villas, the Robert Holmes Village, Orde House and Lister House will be the Warden’s residence at each location.

1.9 Financial Arrangements

Funding for the implementation and maintenance of the Emergency Plan will be obtained by the Emergency Planning Committee making submission to the relevant Campus authority.

1.10 Media Management

The authorised media spokesperson for the Bendigo Campus is the Dean, or a person with an appropriate delegation of authority from the Dean to communicate with the media.

Emergency Team members must not discuss emergencies with members of the media, but should refer them to the Dean or authorised University spokesperson for comment.

The media briefing area will be the Dean’s meeting room unless under threat and then another briefing area will be allocated.

These arrangements will be made known to the local media through the Office of the Dean. Any media on site, without authorisation, other than at the designated briefing area will be asked to leave the premises. A refusal to co-operate constitutes trespass and will be notified to the Victoria Police.

1.11 Step Up Arrangements

The Emergency Management Plan details first response only by the Bendigo Campus. The relevant combating authority as detailed in the table below will assume control of any emergency:

EMERGENCY	CONTROL AGENCY
Aircraft	Victoria Police
Armed and dangerous intruder	Victoria Police
Biological Materials	Victorian Department of Human Services – Public Health Division
Boilers & Pressure Vessels	Country Fire Authority
Bomb threat or suspected explosive device	Victoria Police
Civil disturbance	Victoria Police
Earthquake	State Emergency Service
Fire and explosion	Country Fire Authority
Flood	State Emergency Service
Food/drinking water contamination	Victorian Department of Human Services- Public Health Unit
Gas leak	Country Fire Authority
Hazardous materials or Dangerous Goods	Country Fire Authority
Kidnap/hostage	Victoria Police
Lifts, cranes and scaffolding	Country Fire Authority
Medical Emergency	Ambulance Service

		Issue No. 2		9
		Date:	Revised 4 February 2005	
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Radioactive materials	Department of Human Services- Public Health Unit
Road	Victoria Police
Storm	State Emergency Service

University staff and students will render all possible assistance to emergency services personnel.

1.12 De-briefing Arrangements

De-briefing will be carried out following an emergency or any major exercise.

Response de-briefing is the responsibility of the Chief Warden.

De-briefing with affected persons will be co-ordinated by a qualified counsellor nominated by the Chief Warden.

1.13 General Prevention Strategies

It is recognised that the prevention of emergencies such as fire, hazardous materials incidents and medical emergencies is of paramount importance. Prevention methods employed by the Bendigo Campus will consist primarily of:

- compliance with the Occupational Health & Safety Act 1985, and relevant Regulations and Codes of Practice
- storage and handling of Dangerous Goods in accordance with relevant legislative requirements
- compliance with the Building Regulations 1994 and the Building Code of Australia specifically as they relate to life safety and fire safety requirements and maintenance of essential services and reports
- continual improvement in safe systems of work associated with plant, equipment and substances eg. establishment of permit to work systems for roof, hot and confined spaces work
- the conduct of building fire and life safety audits and maintenance of essential services inspections
- the conduct of annual fire safety and evacuation exercises
- implementing mitigation plans developed as a part of the emergency risk assessment process.

1.14 Emergency Risk Assessment and Outcomes

An emergency may be defined as a threat, which arises internally or from external sources that may adversely affect the safety of persons. In planning for emergencies therefore, possible threats must be identified and an assessment of risk associated with each threat carried out.

The model used to develop this Plan has been based on AS/NZS 4360 - 1999 Risk Management. The model looks at two critical factors, namely likelihood of the threat occurring and the consequences of the threat occurring.

In utilising this model for emergency planning purposes the assessment of risk relies on judgmental decisions based on a range of factors including;

- adequacy and effectiveness of existing control measures
- age, design and layout of buildings

		Issue No. 2 Date:	Revised 4 February 2005	10
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- size, design, layout and situation of the workplace as a whole
- density and attributes of the workplace population
- nature of activities performed within the workplace.

An emergency risk assessment of internal and external threats to the Bendigo Campus was carried out in November 1999. Risks were identified and assessed, and on the basis of this exercise the following risks were assessed as significant;

- Fire
- Bomb Threat
- Gas Leak
- Chemical Spill
- Civil Disturbance
- Medical emergency
- Armed and dangerous intruder
- Natural disasters such as severe storm.

Emergency response guides have been developed for these and other identified risks.

It is also recognised that the nature of activities of La Trobe University, Bendigo staff and students results in;

- staff and students participating in off site excursions, field trips etc.
- staff and some students participating in intrastate road travel
- staff participating in interstate and overseas air travel
- staff and some students working at numerous off site locations intrastate, interstate and overseas.

It is beyond the scope of this document to include emergency procedures in such circumstances. La Trobe University, Bendigo however recognises there are risks associated with the above activities and for that risk which is within the control of La Trobe University, Bendigo a variety of measures will be employed in order to reduce risk. As such:

- a Field Trip Procedure has being drafted by La Trobe University
- La Trobe University, Bendigo buses are quality assured maintenance accredited with Vic Roads
- the La Trobe University, Bendigo car fleet is maintained according to a quality system and safe driving training is offered to regular car fleet users
- the La Trobe University Insurance Office regularly publishes safe travelling tips for overseas travellers.

1.15 Preparedness

1.15.1 Provision of information:

a) Staff

All new employees will receive a copy of the general emergency procedures flip chart at induction.

b) Students

All students will receive via the Student Diary, an overview of the Emergency Plan and their responsibilities in an emergency.

c) Resident Students

		Issue No. 2 Date:	Revised 4 February 2005	11
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

All resident students will receive an overview of the Emergency Plan and their responsibilities during an emergency via:

- the Residences handbook;
- emergency procedures flip chart and *Web* site.

d) Contractors

Contractors to the University will receive via induction by the Campus Development Unit, or other Department engaging a contractor;

- an overview of the Emergency Plan and their responsibilities during an emergency
- Bendigo Campus general emergency flip chart.

e) Visitors

Visitors will receive a Visitor's pass on the back of which will be general information about the Bendigo Campus emergency procedures.

f) Emergency Planning Committee Members

All Emergency Planning Committee members can access the Emergency Management Plan at the *Web* site.

g) Emergency Control Organisation Personnel

Emergency Control Organisation personnel will receive a copy of Part 3, 4, and 6 of the Emergency Management Plan during initial training .

h) Senior staff of the Campus

All senior staff with management responsibilities can access the Emergency Management Plan at the *Web* site.

i) Campus General Emergency Procedures Wall Poster

The Campus general emergency procedure wall poster will be;

- in all teaching areas, laboratories and other work areas adjacent to entry/exits points
- near each exit in all buildings and on all floors
- adjacent to all break glass alarms and fire hose reel cabinets
- in all residential rooms, kitchens and common rooms adjacent to the main exit
- available on the Bendigo Campus web site.

j) Campus Emergency Procedures Flip Chart

The Campus general emergency procedures flip chart will be;

- displayed in each office and work area, usually adjacent to fixed telephone points
- displayed in each residential room and common room
- available on the Bendigo Campus web site

k) Emergency Web Site

An Emergency Web Site has been established and is accessed from the first page of the Bendigo Home Page.

		Issue No. 2		12
		Date:	Revised 4 February 2005	
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

l) Emergency Telephone Numbers

A full list of emergency telephone numbers will be published with the Emergency Management Plan principally for use by the Emergency Control Organisation.

The Bendigo Campus emergency telephone number will be listed prominently in the Bendigo Campus internal telephone list and printed on stickers for placement on all Bendigo Campus internal telephones as detailed below:

La Trobe University
Bendigo Campus Emergency Phone (24 Hours)...7999
Bendigo Campus Security Phone (24 Hours)...6060
Fire, Ambulance, Police.....0 - 000

k) Floor Plans

Floor plans indicating the following will be displayed near each exit point on each building level:

- location of all exit points
- location and type of all fire fighting equipment
- location of applicable assembly areas
- 'you are here' indicator
- location of all hydrant points
- location of any self contained breathing apparatus

1.15.2 Training

a) Emergency Control Organisation Personnel

All emergency control organisation personnel will receive training as approved by the Emergency Planning Committee. Refresher training will be provided at least bi-annually.

b) Staff

Staff will receive regular training in basic evacuation procedures through evacuation drills.

c) Students

Students will receive regular training in basic evacuation procedures through evacuation drills.

Resident students will participate in annual on site emergency procedures training at each of the Residences including evacuation procedures and basic fire safety.

1.15.3 Security, Fire and Life Safety Equipment

The Security Office will maintain a list of security systems installed in buildings. Security systems, particularly the operation of emergency door release functions, will be tested and maintained regularly. Records of such testing and maintenance will be kept by the Security and incorporated into Maintenance of Essential Services reports.

		Issue No. 2 Date:	Revised 4 February 2005	13
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

The Manager Services will maintain a list of all fire and life safety equipment installed in each building. Fire and life safety equipment will be tested and maintained in accordance with relevant Australian Standards. Records of such testing and maintenance will be kept by the Manager Services and incorporated into Maintenance of Essential Services reports.

1.15.4 Testing the Plan

Evacuation Drills:

For each building or area two evacuation drills will be conducted per year, at least one of which will occur without prior warning to building occupants. In teaching areas at least one drill will be carried out while students are present.

The Chief Warden will be responsible for approving the conduct of evacuation drills and will ensure that, as far as practicable, critical activities are not disrupted.

Following each drill a debriefing will be conducted by the Building Warden in order to report any problems encountered and recommendations to the Chief Warden.

The Emergency Planning Committee will endeavour to arrange a major exercise across the Campus each year, in conjunction with emergency services authorities, to test responses to given emergency situations.

1.16 Audit Records

The following audit records will be retained by the Chief Warden and maintained by the Bendigo Campus Occupational Health and Safety Officer:

- Emergency risk assessment and risk action plans
- Minutes of Emergency Planning Committee meetings
- Emergency Control Organisation list
- Training records for emergency control organisation, staff, students, resident students and contractors
- Evacuation drill reports
- Fire safety and evacuation inspection and corrective action report summaries

1.17 References and acknowledgements

The Emergency Plan is based on the;

- AS 3745-2002 Emergency Control Organisation and Procedures For Buildings
- AS 4083 – 1997 Planning for emergencies – Health care facilities
- AS/NZS 4360 - 1999 Risk Management
- Advice provided by *FireCheck*
- Advice, information and assistance provided by the Victoria Police
- Advice, information and assistance provided by the CFA
- Advice and information provided by the State Emergency Service (SES)
- “Bombs – Defusing The Threat”, Australian Bomb Data Centre
- Emergency Management Planning Guideline, CFA and MFESB, 1999
- La Trobe University Crisis Management Plan
- La Trobe University Occupational Health and Safety Policy 1999
- La Trobe University Emergency Evacuation Procedures 1992
- Nationally recognised and State Training Board approved Emergency Control Organisation training
- Relevant initial level *Safety Map* assessment criteria as administered by the Victorian

		Issue No. 2 Date:	Revised 4 February 2005	14
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

PART 2 EMERGENCY CONTACTS

The full listing of contact numbers for Emergency Control Organisation personnel is maintained as a separate document and is appended to this Plan as Schedule 1.

This list can be accessed through the Bendigo Emergency web site.

2.1 EXTERNAL EMERGENCY CONTACT TELEPHONE NUMBERS

Fire Brigade	0 000
Police	0-000
Ambulance	0-000
State Emergency Service (Storms Etc.)	0-5447 0845
Powercor	0-13 2412
Workcover (24 Hours)	0-018 312 534
Gas Leaks (24 Hours)	0-1800 676300
Coliban Water	0-1300 364300
Poisons Information Centre	0-13 1126
Interpreter Service (24 Hours)	0-13 1450
Department of Human Services	0-5434 5555
Environment Protection Authority	0-5442 4393
City of Greater Bendigo	0-5434 6000

Part 3 Response Procedures

3.1 Emergency Situations

Australian Standards AS 3745-2002 and AS 4083-1997 define an emergency as: "Any event that arises internally or from external sources, which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants".

3.2 Emergency Alert

3.2.1 Alerting Systems:

Fire:

A fire alert is given through Master Alarm Panels and by means of Emergency Warning System or Audible Bell Alarms that are located in buildings with fire detection systems. The Emergency Warning System comprises an evacuation tone interspersed with a message advising building occupants to evacuate the building by the nearest exit. In buildings where Emergency Warning System or Audible Bell Alarms are not installed the alarm may be given by smoke alarms, where these are installed, or by portable alarm.

Armed and dangerous intruder/Civil disturbance:

Alarms will not be used as alerts to emergency situations in these circumstances for fear of provoking irrational and/or violent response. In such circumstances the alert will be notified by word of mouth, telephone communication, e-mail, etc.

Other emergencies:

The alert for other emergencies, where it is appropriate to sound an alert, will be by means of:

- portable evacuation and public address alarms that generates an appropriate evacuation signal, and provides a portable public address facility;
- public address systems located in the Library and in the Student Union; the public address facility incorporated in the Emergency Warning System in buildings equipped with EWS.

3.3 Communications within the Emergency Control Organisation

The normal methods of communication between members of the Emergency Control Organisation will be:

- Chief Warden to Emergency Control Organisation, Security Staff and Emergency Services:
 - internal telephone system;
 - mobile telephone,
 - UHF radio base station,
 - portable UHF radio .

- Emergency Response Warden to Chief Warden, other Emergency Response Wardens and Deputy Chief Warden, Security Staff and Emergency Services:
 - mobile telephone;

		Issue No. 2 Date:	Revised 4 February 2005	16
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- portable UHF radio .
- Building Warden to Chief Warden:
 - Portable UHF radio via Emergency Response Wardens;;
 - internal telephone system;
 - portable UHF radio .
- Building Warden to Floor Wardens:
 - internal telephone system;
 - runners.
- Floor Wardens to Building Occupants:
 - portable evacuation/public address alarms;
 - public address systems incorporated in the Emergency Warning System (where installed).

3.4 Emergency Services Meeting Point

The Emergency Control Centre (Personnel Services Meeting Room) will be the normal meeting point for Emergency Services personnel attending emergencies at the Bendigo Campus other than fire. In the case of fire the meeting point will be the relevant Master Alarm Panel.

3.5 Emergency Incident Log

An Emergency Incident Log will be maintained in the Emergency Control Centre and it will be the responsibility of the Chief Warden to ensure that this Log is kept up to date.

3.4 Assembly Areas

Assembly points are designated and signposted and are listed at Part 6. The Chief Warden will nominate assembly points according to the circumstances of particular emergencies.

3.6 Emergency Responses

Specific responses to those emergencies that were assessed as having the highest potential level of risk are identified in the following pages. These responses should be read in conjunction with the responsibilities identified for Emergency Control Organisation personnel in Part 4.

For the purpose of the following responses the term “relevant Emergency Services” refers to:

EMERGENCY	CONTROL AGENCY
Armed and dangerous intruder	Victoria Police
Bomb threat or suspected explosive device	Victoria Police
Civil disturbance	Victoria Police
Earthquake	State Emergency Service
Fire and explosion	Country Fire Authority
Flood	State Emergency Service
Gas leak	Country Fire Authority
Hazardous materials or Dangerous Goods	Country Fire Authority
Medical Emergency	Ambulance Service
Storm	State Emergency Service

		Issue No. 2 Date:	Revised 4 February 2005	17
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

In some circumstances more than one Service will be involved.

3.7 Terminating Emergency Response

The Chief Warden is the only person who can notify the **All Clear** declaration, and then only after consultation with the relevant Emergency Services.

3.8 Specific Emergency Responses detailed in this Plan

The following are the emergency responses detailed in this Plan:

- **Evacuation**
- **Evacuation – people with disabilities**
- **Evacuation procedures for the Student Union, Phoenix Centre or other facilities outside of normal working hours.**
- **Fire**
- **Medical Emergency**
- **Gas Leakage**
- **Bomb Threats**
- **Suspected Explosive Device**
- **Attack or threat by armed and dangerous persons**
- **Civil disturbance**
- **Biological or Chemical Threat**
- **Hazardous Materials Spill (includes chemical spill)**
- **Interruption to Power Supply**
- **Storm**
- **Flood**
- **Earthquake**

		Issue No. 2 Date:	Revised 4 February 2005	18
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Evacuation

Refer also to Schedule 3 of this Plan for specific procedures for the evacuation of University premises used for after hours public functions.

The Emergency Control Centre will:

- On receipt of a call advising of an emergency situation, reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- Notify the relevant Emergency Service;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- The Chief Warden will nominate an appropriate Evacuation Assembly Area in circumstances where an alternate Evacuation Assembly Area is necessary;
- The Chief Warden will liaise with Emergency Control personnel to monitor the progress of the evacuation;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control personnel will:

- On becoming aware of an emergency situation, check to ensure that the Emergency Control Centre has been notified (contact **7999**);
- Assist any person in immediate danger (only if safe to do so);
- Commence evacuation to the nominated Evacuation Assembly Area immediately, closing all doors;
- Ensure that lifts are not used for evacuation of buildings
- Designate people to assist with the evacuation of disabled occupants;
- Control the movement of occupants to the nominated Evacuation Assembly, taking care to avoid the use of lifts, avoid evacuation routes that bring occupants into danger, act in a calm, reassuring manner to minimise panic;
- Prevent re-entry to the affected area;
- Check that all areas have been cleared and inform the Chief Warden;
- Maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;
- Follow the instructions of relevant Emergency Services personnel.

		Issue No. 2 Date:	Revised 4 February 2005	19
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Persons other than Emergency Control personnel will:

- Assist any person in immediate danger (only if safe to do so);
- On hearing an alarm, or on instruction of Emergency Control personnel, immediately cease all activity and secure personal valuables;
- Turn off mobile telephones phones and encourage others to do the same;
- If practicable, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation;
- Act in accordance with directions given by Emergency Control personnel and evacuate the building immediately;
- In a fire, do not use a lift to evacuate a building;
- Assist with the evacuation of disabled occupants;
- Assist with the general evacuation if directed to do so by Emergency Control personnel;
- Move calmly to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the **All Clear** has been given;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel.

Evacuation procedures for people with disabilities

People whose disability prevents them from being able to participate or respond in the manner that the Emergency Plan requires, will upon being identified or through self identification during an emergency be provided with the appropriate level of support as far as is practical in the prevailing circumstances.

Prior to an emergency

- The Chief Warden will liaise with the Equity and Access Officer to be aware of staff and students with disabilities. Subject to the rules of privacy and confidentiality, specific consideration will be given to the needs of people with disabilities when planning for, training and dealing with emergency situations.
- Building Wardens will, as far as practical, be aware of any staff working in, or students who come into the building under their control and who have a disability that could impact on their capacity to respond to an emergency situation. Specific consideration must be given to the needs of building occupants with disabilities in planning and preparing the building's emergency response ;
- To the extent that it is practical, the Building Warden will assign a reliable, capable person to assist and support a person with a disability that could limit their capacity to respond to an emergency situation.

During an emergency

- The person designated to provide support for a disabled colleague will assist their colleague to evacuate the building, or to move to a safe area to await assistance from members of the Emergency Response Group or Emergency Services personnel. A person designated to provide support for disabled colleague should remain with that person until the 'All Clear' is given or they are relieved of those duties;
- The Building Warden will assign a Floor Warden, or request an Emergency Response Warden, to check that assistance is being provided to the person with disabilities, or to assist with evacuation of the disabled person if this is practical and appropriate;
- The Building Warden will advise the Chief Warden of any need for assistance.
- The Chief Warden will ensure that the Emergency Control Centre and Emergency Response personnel are aware of the situation and location of the disabled person, and will also ensure that Emergency Services personnel are notified as soon as possible if their assistance is required.

		Issue No. 2 Date:	Revised 4 February 2005	21
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Fire

The Emergency Control Centre will:

- On receipt of a call advising of a fire reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- Notify the Fire Brigade by dialling "**0 000**";
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- Establish communications with Manager Services to commence the shut down of electricity and/or gas;
- Establish communications with the Campus Nurse and Security;
- In the event that the designated evacuation assembly area (refer Part 6) is unsuitable, the Chief Warden will nominate the appropriate Evacuation Assembly Area;
- The Chief Warden will liaise with Fire Brigade and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control personnel will:

- On becoming aware of a fire:
 - activate the nearest *Break Glass Alarm* (if installed) and ring the Emergency Number (**7999**);
 - if a *Break Glass Alarm* is not installed, ring **0 000**, then ring the Campus Emergency Number (**7999**);
- Assist any person in immediate danger (only if safe to do so);
- Where appropriate and safe to do so, close any doors to minimise spread of the fire;
- Attempt to extinguish the fire only if safe to do so, using available fire fighting equipment;
- Commence evacuation to the nominated Evacuation Assembly Area immediately, closing all doors;
- Control the movement of occupants to the nominated Evacuation Assembly, prevent re-entry to the affected area;
- Check that all areas have been cleared & inform the Chief Warden;
- Maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;
- Follow the instructions of relevant Emergency Services personnel.

		Issue No. 2 Date:	Revised 4 February 2005	22
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- **Persons other than Emergency Control personnel will:**
- On becoming aware of a fire:
 - activate the nearest *Break Glass Alarm* (if installed) and ring the Emergency Number **(7999)**;
 - if a *Break Glass Alarm* is not installed, ring **0 000**, then ring the Campus Emergency Number **(7999)**;
- Assist any person in immediate danger, but only if safe to do so;
- Where appropriate and safe to do so, close any doors and windows to minimise spread of the fire;
- Attempt to extinguish the fire only if safe to do so, using available fire fighting equipment;
- Turn off mobile telephones phones and encourage others to do the same;
- Act in accordance with directions given by Emergency Control personnel evacuate the building immediately, and assist with the evacuation of disabled occupants;
- Be aware of, and avoid moving into smoke filled areas;
- Move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the **All Clear** has been given;
- Follow closely the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel.

Medical Emergency

The Emergency Control Centre will:

- On receipt of a call advising of a medical emergency reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- The Emergency Control Centre will notify the Campus Nurse and First Aid personnel, identify any support and assistance that the Campus Nurse requires, and arrange for an ambulance where appropriate by dialling **0 000**;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will liaise with the Campus Nurse and may assign Emergency Control personnel to provide support;

Emergency Control Personnel will:

- Check for any threatening situation and remove or control it (if safe to do so) to avoid further risk to the casualty or others;
- Assist casualty to the extent of First Aid training;
- Not move a casualty unless they are exposed to a life threatening situation;
- Notify the Emergency Number (**7999**);
- In extreme emergency situations contact the ambulance service by dialling **0 000**, then notify the Emergency Number (**7999**) ;
- Remain with the casualty and provide appropriate support;
- Provide support and assistance to the Campus Nurse;
- Designate someone to meet the ambulance and direct it to the location of the casualty;
- Follow closely the instructions of relevant Emergency Services personnel.

Persons other than Emergency Control personnel will:

- Check for any threatening situation and remove or control it (if safe to do so) to avoid further risk to the casualty or others;
- Do not move a casualty unless they are exposed to a life-threatening situation.
- Notify the Emergency Number (**7999**) ;
- In extreme emergency situations contact the ambulance service by dialling "**0 000**" then

		Issue No. 2 Date:	Revised 4 February 2005	24
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

notify the Emergency Number **(7999)** ;

- Remain with the casualty and provide appropriate support until assistance arrives;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel.

Gas leakage

The Emergency Control Centre will:

- On receipt of a call advising of a gas leak, reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- Notify the Fire Brigade by dialling **0 000**, and any other relevant Authority;
- Ensure that the Chief Warden is notified immediately;
- The Chief Warden will designate evacuation areas, and in the event that the designated evacuation assembly area (refer Part 6) is unsuitable, the Chief Warden will nominate a more appropriate Evacuation Assembly Area;
- Establish communications with Emergency Control personnel and request commencement of evacuation procedures immediately;
- Remind Emergency Control personnel of the to impress on evacuees the importance of immediately turning off mobile telephones or any other potential ignition sources;
- Establish communications with Security and Campus Development Unit to commence the shut down of electricity, gas, air conditioning and ventilation systems;
- The Chief Warden will liaise with Fire Brigade and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

The Emergency Control personnel will:

- Notify the Emergency number (**7 999**);
- Isolate the gas supply at the source (if safe to do so);
- Commence evacuation to the nominated Evacuation Assembly Area (ensure Evacuation Assembly Area is upwind and well clear of the source)
- Be mindful of the importance of not using mobile telephones or electrical equipment that could act as a source of ignition, and convey this to evacuees;
- Control the movement of occupants to the Evacuation Assembly Area, and prevent re-entry to the affected area;
- Where appropriate and safe to do so, close doors as areas are evacuated and remove any ignition sources;
- Check that all areas have been cleared and inform the Chief Warden ;
- Maintain control of persons at the Evacuation Assembly Area until the Chief Warden

		Issue No. 2 Date:	Revised 4 February 2005	26
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

notifies the **All Clear**;

- Follow closely the instructions of relevant Emergency Services personnel.

Persons other than the Emergency Control personnel will:

- Notify the Emergency number (**7 999**) if you become aware of a gas leak;
- Turn off any ignition sources, including mobile telephones;
- Follow the instructions of relevant Emergency Services personnel and Emergency Control personnel;
- Evacuate the building, and assist with the evacuation of disabled occupants;
- Move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the **All Clear** has been given.

		Issue No. 2 Date:	Revised 4 February 2005	27
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Bomb Threats

On receipt of written (including fax or e-mail) bomb threats always treat the threat as genuine and:

- Remain calm and do not do or say anything that may encourage irrational behaviour;
- Minimise handling of the document containing the threat and the envelope it was delivered in;
- Preserve any evidence, such as the threat document and envelope, by placing them in a plastic pocket or bag for delivery to the Chief Warden.
- Notify the Emergency Control Centre (Extension 7999) as soon as possible, but not by mobile telephone.

On receipt of telephoned bomb threats:

- Keep the caller talking (do not hang up) as this may assist in tracing the call;
- Remain calm and do not do or say anything that may encourage irrational behaviour;
- Notify the Emergency Control Centre (Extension 7999); but not by mobile telephone. This may require the recipient of the call attracting the attention of someone else to contact the Emergency Number so as to avoid the recipient breaking the contact;
- Note as many details as possible on the “BOMB THREAT CHECKLIST” (see Part 5 or access from the Emergency web site) including:
 - exact wording of the threat;
 - location of the device, no matter how general;
 - time of detonation;
 - sex and other details of the caller, such as estimated age;
 - details of speech, accent, delivery, and background noises.
- Switch off all mobile telephones.

The Emergency Control Centre will:

- On receipt of a call advising of a bomb threat, reassure the caller, remind them of the need to remain calm and not do or say anything that may encourage irrational behaviour, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- Notify the Police by dialling **0 000**;

		Issue No. 2 Date:	Revised 4 February 2005	28
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Ensure that the Chief Warden is notified immediately. On receipt of advice of a bomb threat, the Chief Warden will categorise the threat as either specific or non-specific and evaluate which of the following actions to take in the circumstances:
 - take no further action;
 - search without evacuation;
 - evacuate and search;
 - evacuate (without search)
- Establish communications with Manager Services to commence the shut down of electricity and/or gas;
- Ensure that all mobile telephone, pager and other two-way radio communication is ceased;
- Establish communication with Emergency Control personnel;
- Establish communications with the Campus Nurse and Security;
- The Chief Warden will assign Emergency Control personnel to search the area where the bomb is believed to be.
- In the event that an evacuation is ordered, the Chief Warden will also assign Emergency Control personnel to search the evacuation routes.
- The designated evacuation assembly area (refer Part 6) may be unsuitable for this type of emergency so the Chief Warden will nominate an appropriate Evacuation Assembly Area. Normally the evacuation assembly area for a bomb threat emergency will be the Sports Field;
- The Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will liaise with Police and may assign Emergency Control personnel to assist in the conduct of a search based on the available information;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control personnel will:

- On becoming aware of a telephone threat being made to someone in their area:
 - encourage them to keep the caller talking and support the recipient of the call as best you can;
 - ascertain whether the Emergency Number (**7999**) has been called, if not do so immediately **but not by mobile telephone**;
 - turn off mobile telephones phones and encourage others to do the same;

		Issue No. 2 Date:	Revised 4 February 2005	29
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Follow instructions from the Chief Warden and Emergency Services personnel;
- Not touch suspected explosive devices or other suspicious objects, clear and secure the area if possible;
- Assist in searching the evacuation route in accordance with instructions from the Chief Warden.
- Commence evacuation procedure to the Evacuation Assembly Area nominated by the Chief Warden, and request occupants to leave doors and windows open;
- Control the movement of occupants to the Evacuation Assembly Area, prevent re-entry to the evacuated area;
- Check that all areas have been cleared and inform the Chief Warden;
- Maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear** ;

Persons other than Emergency Control personnel will:

- On becoming aware of a telephone threat being made to someone in their area:
 - encourage them to keep the caller talking and support the recipient of the call as best you can;
 - ascertain whether the Emergency Number (**7999**) has been called, if not do so immediately **but not by mobile telephone**;
 - turn off mobile telephones phones and encourage others to do the same;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Prior to evacuating, check their immediate work area to see if there are any packages, bags, or other forms of container that could be used to conceal a bomb, and alert Emergency Control personnel if anything unusual is detected. Do not attempt an inspection.
- Evacuate the building, leaving doors and windows open, and assist with the evacuation of disabled occupants;
- Move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the **All Clear** has been given.

Suspected Explosive Device

Explosive devices that are delivered or placed without warning may present a significant threat, and everyone should be mindful of the potential risk posed by explosive devices. If a suspicious object is received, or noticed in an area where such an object would not normally be left, you should:

- **Not touch or attempt to open or move the object;**
- **Immediately notify the Emergency Number (7999), but not by mobile telephone**
- **Immediately switch off all mobile telephones, radios, pagers, etc;**
- **Make the area as secure as you can, move away from the area and do your best to keep others away.**

The Emergency Control Centre will:

- On receipt of a call advising of a suspected explosive device, reassure the caller, remind them of the need to remain calm and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- The Emergency Control Centre will notify the Police by dialling "0 000";
- Ensure that the Chief Warden is notified immediately;
- Ensure that all mobile telephone, pagers and other two-way radio communication is ceased;
- Establish communications with Manager Services to commence the shut down of electricity and/or gas
- Establish communication with Emergency Control personnel;
- Establish communications with the Campus Nurse and Security;
- The Chief Warden will, on the basis of the information available and after assessment of the risk, determine whether to evacuate;
- The Chief Warden will assign Emergency Control personnel to isolate and secure from a safe distance, the area where the bomb is believed to be.
- In the event that an evacuation is ordered, the Chief Warden will also assign Emergency Control personnel to search the evacuation routes.
- The designated evacuation assembly area (refer Part 6) may be unsuitable for this type of emergency so the Chief Warden will nominate an appropriate Evacuation Assembly Area. Normally the evacuation assembly area for a bomb threat emergency will be the Sports Field;
- The Chief Warden will delegate responsibility for meeting Emergency Services personnel

		Issue No. 2 Date:	Revised 4 February 2005	31
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

and directing them to the scene;

- Chief Warden will liaise with Police and may assign Emergency Control personnel to support Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control personnel will:

- Ascertain whether the Emergency Number (**7999**) has been called, if not do so immediately **but not by mobile telephone**;
- Follow instructions from the Chief Warden and Emergency Services Personnel;
- Not touch suspected explosive devices or other suspicious objects, but will clear, secure and maintain surveillance of the area if possible and practical;
- Commence evacuation procedure to the Evacuation Assembly Area nominated by the Chief Warden, and request occupants to leave doors and windows open;
- Control the movement of occupants to the Evacuation Assembly Area, and prevent re-entry to the evacuated area;
- Check that all areas have been cleared and inform the Chief Warden;
- Maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**.

Persons other than Emergency Control personnel will:

- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Evacuate the building, leaving doors and windows open, and assist with the evacuation of disabled occupants;
- Move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the **All Clear** has been given;

Biological or Chemical Threat

Biological or chemical devices that are delivered or placed without warning may present a significant threat, and everyone should be mindful of the potential risk posed by such devices. If a suspicious envelope or package is received, or if a suspicious package and/or substance is noticed in an area where such an object would not normally be left, you should:

- Not touch or attempt to open or move the object;
- Immediately notify the Emergency Number (7999)
- Make the area as secure as you can, move away from the area and do your best to keep others away until assistance arrives.
- Remain calm and in the building after others not directly involved have evacuated.
- Move away from the potential bio-threat and re-establish contact with the Emergency Control Centre on (Extension 7999);
- Note as many details of the device/object as possible, including:
 - any wording or threat;;
 - details of the container/package, especially the condition of the container/package and whether or not there has been any spillage;
 - colour of any substance/material;
 - texture of the substance/material; i.e. granulated, powder, liquid;
 - quantity of material involved;
 - any other relevant details or information.

The Emergency Control Centre will:

- On receipt of a call advising of a suspected threat device:
 - reassure the caller and remind them of the need to remain calm;
 - advise the caller that Emergency Control Centre is arranging evacuation, but that any potentially affected person must remain isolated in building so as not to contaminate others, and so that they can be provided with appropriate treatment;
 - if safe to do so, request that doors and windows be closed, and the area secured;
 - advise that support from the Campus Emergency Control personnel will be with them as soon as possible, and request that they wait in the vicinity for their arrival;
- The Emergency Control Centre will notify the relevant Emergency Service by dialling "000";
- Establish communications with Manager Services to commence the shut down of air-conditioning and air circulation services;
- Establish communications with the Campus Nurse and Security;
- Ensure that the Chief Warden is notified immediately;

		Issue No. 2 Date:	Revised 4 February 2005	33
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Establish communication with Campus Emergency Control personnel;
- The Chief Warden will request the Building Warden to commence evacuation of the building, and will nominate the appropriate:
 - Quarantine Assembly Areas for persons potentially contaminated;
 - Evacuation Assembly Areas for other occupants of the building.
- To the extent that it is possible, the Chief Warden will ensure that the evacuation is undertaken without the use of alarms in order to minimise panic and the risk of occupants accidentally entering potentially contaminated areas;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will delegate the task of collecting the names and contact numbers of potentially contaminated persons to Campus Emergency Control personnel;
- Chief Warden will liaise with Emergency Services and may assign Campus Emergency Control personnel to support Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control personnel will:

- Ascertain whether the Emergency Number (**7999**) has been called, and if not do so immediately;
- Follow instructions from the Chief Warden and Emergency Services Personnel;
- Not enter the area where the potential threat has been identified;
- Clear and secure the immediate area of the potential threat, maintain surveillance, but not touch suspected devices or other suspicious objects. ;
- Commence evacuation of building occupants to the nominated Quarantine and Evacuation Assembly Areas;
- Prevent re-entry to the evacuated area;
- Control the movement of all persons at the assembly areas, and compile a list of names and contact numbers of people who were evacuated from the building;
- Check that all areas have been cleared and inform the Chief Warden;
- Maintain control of persons at the Quarantine and Evacuation Assembly Areas until the Chief Warden notifies the **All Clear**.

		Issue No. 2 Date:	Revised 4 February 2005	34
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Persons other than Emergency Control personnel will:

1) Persons who may have been exposed to the device:

- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Turn off mobile telephones phones and encourage others to do the same;
- Move to the nominated Quarantine Assembly Area, avoid contact with people who were not exposed to minimise contamination, and follow instructions of the Campus Emergency Control personnel;
- Provide Campus Emergency Control personnel with your name and a contact number when requested;
- Do not leave the Quarantine Assembly Area until you are advised by Emergency Services personnel that it is safe to do so.

2) Persons who were not at risk of exposure to the device:

- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Turn off mobile telephones phones and encourage others to do the same;
- Evacuate the building, and assist with the evacuation of disabled occupants;
- Move to the nominated evacuation assembly area, and follow instructions of the Campus Emergency Control personnel;
- Do not leave the evacuation assembly area until the **All Clear** has been given.

Hazardous Materials Spill (includes chemical spill)

Refer also to Schedule 4 of this Plan for specific procedures for responding to an incident where there is loss of control of dangerous goods and/or hazardous substances with potential exposure or other undesirable consequences.

The Emergency Control Centre will:

- On receipt of a call advising of a hazardous materials leak/spill, reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible. Try to obtain as much information as possible about the identity of the material involved and its location to pass on to the Fire Brigade;
- Notify the Fire Brigade by dialling "000", and any other relevant Authority. Be sure to make clear the nature of the incident, and if possible identify the hazardous material involved. In circumstances where the alarm system is activated, ring "54438666" to ensure that the Fire Brigade is aware that the incident is a hazardous materials leak/spill;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel.
- Establish communications with the Campus Nurse;
- Establish communications with Security to commence the shut down of air conditioning and ventilation systems;
- Establish communications with Manager Services to commence the shut down of electricity and gas;
- The Chief Warden will request the Building Warden to commence evacuation of the building, and will nominate the appropriate:
 - Quarantine Assembly Areas for persons potentially contaminated;
 - Evacuation Assembly Areas for other occupants of the building.
- To the extent that it is possible, the Chief Warden will ensure that the evacuation is undertaken without the use of alarms in order to minimise panic and the risk of occupants accidentally entering potentially contaminated areas;
- In the event that the designated evacuation assembly area (refer Part 6) is unsuitable, the Chief Warden will nominate the appropriate Evacuation Assembly Area;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will liaise with Fire Brigade and may assign Emergency Control personnel to provide support to Emergency Services personnel;

		Issue No. 2 Date:	Revised 4 February 2005	36
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control Personnel will:

- Activate the break-glass alarm;
- Notify the Emergency Number (**7999**) and if possible the source and location of the material;
- Isolate the source of the leak/spill (if safe to do so);
- Commence evacuation to the nominated Evacuation Assembly Area (ensure Evacuation Assembly Area is upwind and well clear of the source)
- Control the movement of occupants to the Evacuation Assembly Area, and prevent re-entry to the affected area;
- Where appropriate and safe to do so, close doors as areas are evacuated and remove any ignition sources;
- Check that all areas have been cleared and inform the Chief Warden;
- Maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;
- Follow closely the instructions of relevant Emergency Services personnel.

Persons other than Emergency Control personnel will:

1) On discovering a spill of hazardous materials:

- Activate the nearest *break-glass* alarm. This alarm will activate the building emergency warning system, which alerts all building occupants of the need to evacuate the building immediately. Activating a *break-glass* alarm also automatically notifies the Fire Brigade, who are the relevant combating authority for incidents of this type.
- As soon as possible after activating a *break-glass* alarm, ring “**54430444**” and advise the Fire Brigade that it is not a fire but a chemical or hazardous materials incident. Prompt advice will ensure the Fire Brigade despatches the appropriate response equipment to the scene. If possible identify the hazardous material involved in the incident and whether anyone has been injured and/or trapped, and pass this on to the Fire Brigade;
- As soon as possible after contacting the Fire Brigade, ring 7999 to ensure that the Campus Emergency response is activated, and to request Ambulance assistance if you are aware of an injury or possible contamination as a consequence of the incident.
- .
- At all times make sure that you do not expose yourself to danger

2) Persons who may have been exposed to a hazardous substance will:

- Follow the instructions of relevant Emergency Services personnel and Campus

		Issue No. 2 Date:	Revised 4 February 2005	37
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Emergency Control personnel;

- Move to the nominated Quarantine Assembly Area, avoid contact with people who were not exposed to minimise contamination, and follow instructions of the Campus

Emergency Control personnel;

- Provide Campus Emergency Control personnel with your name and a contact number when requested;
- Do not leave the Quarantine Assembly Area until you are advised by Emergency Services personnel that it is safe to do so.

3) Persons who were not at risk of exposure to the hazardous substance will:

- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Evacuate the building, and assist with the evacuation of disabled occupants;
- Move to the nominated evacuation assembly area, and follow instructions of the Campus Emergency Control personnel;
- Do not leave the evacuation assembly area until the **All Clear** has been given.

Attack or threat by armed and dangerous persons

In the event of armed and dangerous persons, Emergency Control personnel should only follow these steps with extreme caution and if safe to do so:

The Emergency Control Centre will:

- On receipt of a call advising of an armed and dangerous intruder, reassure the caller, remind them of the need to remain calm and not to do or say anything that may encourage irrational behaviour, and advise the caller to avoid contact with the intruder and that support will be with them as soon as possible;
- Notify the Police by dialling **0 000**;
- Note carefully any instructions given by the Police;
- Ensure that the Chief Warden is notified immediately and advised of any instructions from the Police;
- Establish communications with Emergency Control personnel;
- Establish communications with Security and Manager Services to stand by to commence the shut down of essential services, and/or control building security, if required;
- Establish communications with the Campus Nurse;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- The Chief Warden will, on the basis of the information available and after assessment of the risk, determine whether to evacuate or whether to instruct people to remain in safe areas within the buildings. Every effort will be made to isolate the danger area and may involve buildings where the threat is not immediate being locked down. Where possible these decisions will be taken in consultation with the Police;
- If an evacuation is deemed to be appropriate, the designated evacuation assembly area (refer Part 6) is often unsuitable for this type of emergency so the Chief Warden will nominate an appropriate Evacuation Assembly Area;
- Otherwise, the Chief Warden will Initiate action to advise all persons to stay out of sight of the intruder and to secure and remain in their work areas (if safe to do so) until advised otherwise by Emergency Services personnel, or Campus Emergency Control personnel;
- The Chief Warden will also assign Emergency Control personnel to try to control entry from the Campus car parks and onto the Campus from adjoining roads and the student

		Issue No. 2 Date:	Revised 4 February 2005	39
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

residences in an effort to prevent people moving into the danger zone;

- To the extent that it is practical and possible, maintain regular update communications to all personnel/groups who have been instructed to “remain in place”
- The Chief Warden will liaise with Police and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

Emergency Control Personnel will:

- Not do or say anything that may encourage irrational behaviour, and stay out of sight of the intruder;
- Notify the Emergency Number (**7999**);
- Encourage occupants to turn off mobile telephones;
- Alert any other Emergency Control personnel in the vicinity;
- If safe to do so, initiate action to:-
 - restrict entry to the building, or to secure areas within the building;
 - confine or isolate the building occupants from the intruder;
- Report to the Chief Warden regularly regarding the status of the occupant's safety;
- To the extent that it is practical and possible, try to identify the location and movement of the offender and communicate this to the Chief Warden;
- To the extent that it is practical and possible, maintain regular update communications to all personnel/groups who have been instructed to “remain in place”;
- Evacuate only if safe to do so, and with the approval of the Chief Warden. If an evacuation is implemented:
 - control the movement of occupants to the nominated Evacuation Assembly Area;
 - maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;
- Follow closely the instructions of relevant Emergency Services personnel;
- Note the names of anyone who has seen the offender, and at the earliest opportunity have them complete the "DESCRIPTION OF OFFENDER" form (see Part 5, or access from the Emergency web site).

Persons other than Emergency Control personnel will:

- Stay out of sight of the intruder and not do or say anything that may encourage irrational behaviour;

		Issue No. 2 Date:	Revised 4 February 2005	40
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Notify the Emergency Number (**7999**) if you see the intruder;
- Note as many details as possible on the “DESCRIPTION OF OFFENDER” (see Part 5, or access from the Emergency web site);
- Turn off your mobile telephone and encourage other occupants to turn off their mobile telephones;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Evacuate the building **only if instructed to do so by Emergency Services personnel or Campus Emergency Control personnel**, and assist with the evacuation of disabled occupants;
- If evacuation is ordered, move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until advised to do so.

		Issue No. 2 Date:	Revised 4 February 2005	41
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Civil disturbance

The Emergency Control Centre will:

- On receipt of a call advising of a civil disturbance, reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- Notify the Police by dialling "0 000";
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Establish communications with Security and Manager Services to stand by to commence the shut down of essential services, and/or control building security, if required;
- Establish communications with the Campus Nurse;
- The Chief Warden will, on the basis of the information available and after assessment of the risk, determine whether to evacuate or whether to instruct people to remain in safe areas within the buildings. Where possible this decision will be taken in consultation with the Police;
- If an evacuation is deemed to be appropriate, the designated evacuation assembly area (refer Part 6) is often unsuitable for this type of emergency so the Chief Warden will nominate an appropriate Evacuation Assembly Area;
- Otherwise, the Chief Warden will initiate action to advise all persons to stay out of sight and to secure and remain in their work areas (if safe to do so) until advised otherwise by Emergency Services personnel, or Campus Emergency Control personnel;
- To the extent that it is practical and possible, the Chief Warden will maintain regular update communications to all personnel/groups who have been instructed to "remain in place"
- The Chief Warden will liaise with Police and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

		Issue No. 2 Date:	Revised 4 February 2005	42
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Emergency Control Personnel will:

- Notify the Emergency Number **(7999)**;
- Do not do or say anything that may encourage irrational behaviour;
- Alert any other Emergency Control personnel in the vicinity;
- Initiate action to:-
 - restrict entry to the building if possible;
 - confine or isolate the presence from building occupants;
- Report to the Chief Warden regularly regarding the status of the building occupants safety;
- Evacuate only if safe to do so, and with the approval of the Chief Warden. If an evacuation is implemented:
 - control the movement of occupants to a nominated Evacuation Assembly Area that is well clear of the disturbance;
 - prevent re-entry to the affected area;
 - check that all areas have been cleared and inform the Chief Warden;
 - maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**.
- Follow closely the instructions of relevant Emergency Services personnel.

Persons other than Emergency Control personnel will:

- Keep well clear of the disturbance and not do or say anything that may encourage irrational behaviour;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Turn off mobile telephones phones and encourage others to do the same;
- Evacuate the building **only if instructed to do so by Emergency Services personnel or Campus Emergency Control personnel** , and assist with the evacuation of disabled occupants;
- If evacuation is ordered, move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until advised to do so.

		Issue No. 2 Date:	Revised 4 February 2005	43
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Interruption to Power Supply

Interruption to power supply (“Power outage”) refers to the loss of power supply to the Campus, which may place building occupants at risk through loss of lighting in areas where natural light is inadequate, through being trapped in lifts, through loss of control of a process that requires on going power supply to maintain safe controls.

The Emergency Control Centre will:

- On receipt of a call advising of a Power Outage situation, reassure the caller, remind them of the need to remain calm, and advise that support from the Emergency Control Organisation will be with them as soon as possible;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with the Manager Services to gain an assessment of the situation and to ascertain where a response may be required;
- Establish communications with Emergency Control personnel
- Evaluate the need to evacuate if there are uncontrolled hazards, persons trapped in lifts, or if it is considered that there is insufficient light to continue working;
- Establish communications with the Security to stand by, for security or to monitor the status of essential services, if required;
- Establish communications with the Campus Nurse for first aid support if required;
- Notify the relevant Emergency Services (if necessary);
- The Chief Warden will liaise with Emergency Control personnel to monitor the progress of the evacuation, if required;

Emergency Control personnel will:

- On becoming aware of a Power Outage situation, check to ensure that the Emergency Control Centre has been notified (contact **7999**);
- Ascertain from relevant building occupants of laboratories, studios, etc whether loss of power could, or has created a hazardous situation;
- Check lifts to ensure that no one is trapped;
- Report to the Chief Warden regarding the status of the building occupants’ safety;
- Assist any person in immediate danger (only if safe to do so);
- If advised by the Chief Warden to evacuate the building:
 - commence evacuation to the nominated Evacuation Assembly Area immediately, closing all doors;
 - designate people to assist with the evacuation of disabled occupants;

		Issue No. 2 Date:	Revised 4 February 2005	44
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- control the movement of occupants to the nominated Evacuation Assembly, avoid evacuation routes that bring occupants into danger, act in a calm, reassuring manner to minimise panic;
- prevent re-entry to the building;
- check that all areas have been cleared and inform the Chief Warden;
- maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**, or advises alternative work arrangements;
- follow the instructions of relevant Emergency Services personnel.

Persons other than Emergency Control personnel will:

- On instruction of Emergency Control personnel to evacuate the building, immediately cease all activity and secure personal valuables;
- If practicable, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of a Power Outage;
- Assist any person in immediate danger (only if safe to do so);
- Act in accordance with directions given by Emergency Control personnel and evacuate the building immediately;
- Turn off mobile telephones phones and encourage others to do the same;
- Assist with the evacuation of disabled occupants;
- Assist with the general evacuation if directed to do so by Emergency Control personnel;
- Move calmly to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the **All Clear** has been given, or other relevant instructions issued;
- Follow the instructions of the Campus Emergency Control personnel.

		Issue No. 2 Date:	Revised 4 February 2005	45
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Storms

The Emergency Control Centre will:

- Notify the State Emergency Service by dialling **0 000** if damage is sustained and assistance is required;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- Establish communications with Security and Manager Services to stand by to commence the shut down of essential services if required;
- Establish communications with the Campus Nurse;
- The Chief Warden will advise Emergency Control personnel of any preparatory measures to be undertaken;
- The Chief Warden will nominate the appropriate Evacuation Assembly Area, if this is appropriate and necessary;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will liaise with relevant Emergency Services and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

The Emergency Control Organisation will:

- Store or secure all loose items external to the building, such as outdoor furniture, etc.;
- Secure all windows (closing curtains / blinds) and external doors;
- Advise all persons to:
 - remain in the building, keep away from windows;
 - protect valuables, disconnect electrical equipment, and cover and/or move it away from windows;
 - in multi storey buildings, to move to the lower floors;
 - in all buildings shelter under desks or similar structures that offer protection;
 - not to leave the buildings until advised to do so by Emergency Services Personnel or Campus Emergency Control personnel;
- After the storm, evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm;
- Report to the Chief Warden regarding the status of the building occupants' safety.

		Issue No. 2 Date:	Revised 4 February 2005	46
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Evacuate only if safe to do so, and with the approval of the Chief Warden. If an evacuation is implemented:
 - control the movement of occupants to the nominated Evacuation Assembly Area;
 - maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;
- Follow the instructions of relevant Emergency Services personnel;

Persons other than Emergency Control personnel will:

- Remain in the building and keep well clear of windows;
- In multi storey buildings, to move to the lower floors;
- In all buildings shelter under desks or similar structures that offer protection;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Turn off mobile telephones phones and encourage others to do the same;
- Evacuate the building **only if instructed to do so by Emergency Services personnel or Campus Emergency Control personnel**, and assist with the evacuation of disabled occupants;
- If evacuation is ordered, move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until advised to do so.

		Issue No. 2 Date:	Revised 4 February 2005	47
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Flood

The Emergency Control Centre will:

- Notify the State Emergency Service by dialling **0 000** if damage is sustained and assistance is required;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- Establish communications with Security and Manager Services to stand by to commence the shut down of essential services if required;
- Establish communications with the Campus Nurse;
- The Chief Warden will advise Emergency Control personnel of any preparatory measures to be undertaken;
- The Chief Warden will nominate the appropriate Evacuation Assembly Area, if this is appropriate and necessary;
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will liaise with relevant Emergency Services and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- Notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

The Emergency Control Organisation will:

- Close all windows and external doors;
- advise all persons to:
 - remain in the building, keep away from windows;
 - protect valuables, disconnect electrical equipment;
 - in multi storey buildings, to move to the higher floors;
 - not to leave the buildings until advised to do so by Emergency Services Personnel or Campus Emergency Control personnel;
- After the initial flood, evaluate the need to evacuate;
- Report to the Chief Warden regarding the status of the building occupants' safety.
- Evacuate only if safe to do so, and with the approval of the Chief Warden. If an evacuation is implemented:
 - control the movement of occupants to the nominated Evacuation Assembly Area;

		Issue No. 2 Date:	Revised 4 February 2005	48
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;

- Follow the instructions of relevant Emergency Services personnel.

Persons other than Emergency Control personnel will:

- Remain in the building and keep well clear of building access points;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Turn off mobile telephones phones and encourage others to do the same;
- Evacuate the building **only if instructed to do so by Emergency Services personnel or Campus Emergency Control personnel**, and assist with the evacuation of disabled occupants;
- If evacuation is ordered, move to the nominated evacuation assembly area, and not leave the evacuation assembly area until advised to do so.

		Issue No. 2 Date:	Revised 4 February 2005	49
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Earthquake

The Emergency Control Centre will:

- Notify the State Emergency Service by dialling **0 000** if damage is sustained and assistance is required;
- Ensure that the Chief Warden is notified immediately;
- Establish communications with Emergency Control personnel;
- The Chief Warden will advise Emergency Control personnel of any preparatory measures to be undertaken;
- Establish communications with Security and Manager Services to stand by to commence the shut down of essential services if required;
- Establish communications with the Campus Nurse;
- The Chief Warden will evaluate the need to evacuate and nominate the appropriate Evacuation Assembly Area (one that is clear of trees, overhead power lines and buildings);
- Chief Warden will delegate responsibility for meeting Emergency Services personnel and directing them to the scene;
- Chief Warden will liaise with relevant Emergency Services and may assign Emergency Control personnel to provide support to Emergency Services personnel;
- The Chief Warden will notify the **All Clear** once the emergency has passed, and on advice from Emergency Services personnel.

The Emergency Control Organisation will:

- Advise all persons to keep away from windows and seek shelter under a table or desk;
- After the earthquake, evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred;
- Report to the Chief Warden regarding the status of the building occupants' safety.
- Evacuate only if safe to do so, and with the approval of the Chief Warden. If an evacuation is implemented:
 - control the movement of occupants to the nominated Evacuation Assembly Area;
 - maintain control of persons at the Evacuation Assembly Area until the Chief Warden notifies the **All Clear**;
- Follow the instructions of relevant Emergency Services personnel.

		Issue No. 2 Date:	Revised 4 February 2005	50
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Persons other than Emergency Control personnel will:

- Remain in the building, keep well clear of windows, and seek shelter under a table or desk;
- In multi storey buildings, to move to the lower floors;
- In all buildings shelter under desks or similar structures that offer protection;
- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Turn off mobile telephones phones and encourage others to do the same;
- Evacuate the building **only if instructed to do so by Emergency Services personnel or Campus Emergency Control personnel**, and assist with the evacuation of disabled occupants;
- If evacuation is ordered, move to the nominated evacuation assembly area, and not leave the evacuation assembly area until advised to do so.

Part 4 Emergency Control Organisation Responsibilities

4.1 CHIEF WARDEN'S EMERGENCY RESPONSIBILITIES

- Put on vest
- Attend the emergency control centre
- Ascertain the nature and scope of the emergency
- Ensure the appropriate response is actioned
- Ensure that the emergency services have been notified
- Establish communications with the appropriate Emergency Control personnel
- Co-ordinate and monitor the response to the emergency
- Establish communication with emergency services personnel on site, and act on senior emergency services officer's instructions
- Brief senior management
- Review staffing levels Emergency Control Centre
- Ensure that a log of all telephone calls and messages is maintained
- Notify **All Clear** after consultation with emergency services personnel on site
- Instruct the Building Warden to ensure that the inside of the Building is secure before allowing occupants to re-enter

4.2 CHIEF WARDEN'S NORMAL RESPONSIBILITIES

- Be a member and act as Executive Officer and Convener of the Emergency Planning Committee
- Be available on site during business hours and easily contacted at all times, and be prepared to be on call after hours and at weekends on a roster basis with the Deputy Chief Wardens.
- Advise Deputy Chief Wardens of any absence, and co-ordinate availability of Deputy Chief Wardens to provide back-up during absences
- Maintain a full complement of Deputy Chief Wardens and Building Wardens notifying any changes to the Occupational Health and Safety Officer.
- Liaise with the Senior Counselor and Dean to co-ordinate recovery arrangements
- Conduct post emergency response and exercise de-briefing with relevant Emergency Control Organisation personnel and provide a written report to the Dean
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position
- Maintain and update this Plan

		Issue No. 2 Date:	Revised 4 February 2005	52
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.3 DEPUTY CHIEF WARDEN'S EMERGENCY RESPONSIBILITIES

- Put on vest
- Attend the emergency control centre
- Ascertain the nature and scope of the emergency
- Confirm that the appropriate response is actioned
- Confirm that the emergency services have been notified
- Confirm that communications with the appropriate Emergency Control personnel have been established, and maintain communications as directed by the Chief Warden
- Monitor the response to the emergency
- Establish liaison with emergency services personnel on site, and maintain as directed by the Chief Warden
- Maintain a log of all telephone calls and conversations
- Carry out any other duties that may be allocated by the Chief Warden during an emergency
- In the absence of the Chief Warden the senior Deputy Chief Warden present will assume the responsibility of that position

4.4 DEPUTY CHIEF WARDEN'S NORMAL RESPONSIBILITIES

- Be a member of the Emergency Planning Committee
- Be available on site during business hours and easily contacted at all times, and be prepared to be on call after hours and at weekends on a roster basis with the Chief Warden

- Advise the Chief Warden of any intended absence
- Be familiar with, and carry out the duties of the Chief Warden in the absence of the Chief Warden
- Be a member of the Emergency Planning Committee
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan

- Act in accordance with the authorities prescribed for this position

4.5 DEPUTY CHIEF WARDEN (EMERGENCY RESPONSE) EMERGENCY RESPONSIBILITIES

- Put on vest
- Contact the Emergency Control Centre
- Provide advice and support to the Chief Warden in relation to emergencies
- Attend incident site and carry out duties as directed by the Chief Warden
- Provide support to Building Wardens in the evacuation of buildings, with particular emphasis on :
 - establishing a communication link with the Chief Warden;
 - assist with containing and controlling the emergency;
 - evacuating disabled people or others in need of assistance;
 - preventing re-entry to the building prior to the **All Clear** being notified by the appropriate emergency service
 - assist with securing the Building prior to occupant re-entry following **All Clear**
- When appropriately trained and currently qualified, use Self-Contained Breathing Apparatus.
- Carry out any other duties that may be allocated by the Chief Warden during an emergency
- Deputise for the Chief Warden when requested to do so

4.6 DEPUTY CHIEF WARDEN (EMERGENCY RESPONSE) NORMAL RESPONSIBILITIES

- Be available on site during business hours and easily contacted
- Be familiar with the duties prescribed in this Plan for Chief/Deputy Chief Warden, Building Wardens and Floor/Area Wardens
- Undertake training and maintain a level of training appropriate for the use of the Self-Contained Breathing Apparatus located in the Applied Science I Building
- Develop a good knowledge of the layout of buildings including all exits, alternative escape routes, blind passages and other obscure areas and the location of all fire fighting equipment and alarms.
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	54
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.7 COMMUNICATION OFFICER'S EMERGENCY RESPONSIBILITIES

- Attend the Emergency Control Centre
- Ascertain the nature and location of the emergency
- Notify the Chief Warden or Deputy Chief Warden as appropriate
- Notify the Emergency Response Wardens and establish radio contact with the Emergency Response Wardens
- Notify other appropriate Emergency Control personnel as directed by the Chief Warden
- Ensure that the relevant Emergency Services have been notified
- Liaise with the Campus Nurse in relation to medical emergencies, Telephonist in relation to the utilisation and maintenance of communication facilities, and with the Campus Development Unit in relation to security and the shutdown of building services, the whereabouts of contractors and for support and assistance
- Transmit and record instructions and information
- Log all telephone calls and radio messages
- Record the progress of any evacuation and any other action taken by Emergency Control Organisation personnel
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.8 COMMUNICATION OFFICER'S NORMAL RESPONSIBILITIES

- Be available on site during business hours and easily contacted
- Advise the Chief Warden of any intended absence
- Be aware of the availability of the Chief Warden and Deputy Chief Wardens at any given time
- Develop and maintain protocols for Communications responses to various emergency situations
- Ensure regular testing of the Campus Emergency Telephone and radio equipment and forward reports to the Occupational Health and Safety Officer
- Ensure relevant information recording forms are available and ready for use at the Control Point

- Carry out any other duties that may be allocated by the Chief Warden during an emergency
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Notify the Chief Warden in writing immediately if unable to continue in the role
- Act in accordance with the authorities prescribed for this position

	Issue No. 2	Revised 4 February 2005	55
	Date:		
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION			

4.9 BUILDING WARDEN'S EMERGENCY RESPONSIBILITIES

- Put on vest
- Ascertain the nature, scope and location of the emergency
- Notify the relevant emergency service by telephone or by operating a manual call point (*Break Glass Alarm*)
- Notify the Emergency Control Centre and communicate with the Chief Warden by whatever means possible, and act on any instructions received
- Contact Floor/Area Wardens and appraise them of the situation
- Implement emergency procedures for the Building/Area by:
 - where safe and practical to do so, quickly contain the emergency to the immediate area (such as in the case of Fire, by closing a door to prevent its spread);
 - instructing Floor/Area Wardens to check that evacuation routes are safe and clear before commencing evacuation procedures as circumstances require;
 - ensuring that people do not re-enter the building prior to the **All Clear** being notified by the appropriate emergency service
- Direct the Floor/Area Wardens under their control and check for any abnormal situations
- Nominate a Floor/Area Warden to take charge of the assembly area
- Remind Floor/Area Wardens to ensure that disabled people or others in need of assistance are provided with appropriate support and care during the evacuation.
- Direct evacuees to appropriate assembly areas
- Confirm that all accessible areas have been searched and cleared of personnel
- Update the Chief Warden as soon as possible of the actions taken
- Liaise with emergency services personnel as necessary
- On advice from the Chief Warden of **All Clear**, instruct Floor/Area Wardens to ensure that the inside of the Building is secure before allowing occupants to re-enter
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

		Issue No. 2 Date:	Revised 4 February 2005	56
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.10 BUILDING WARDEN'S NORMAL RESPONSIBILITIES

- Be available on site and easily contacted at all specified times
- Ensure that a Deputy Building Warden is appointed when absent and advise all relevant Emergency Control personnel
- Maintain a full complement of Emergency Control personnel in the building, notifying any changes to the Occupational Health and Safety Officer
- Meet with Building Emergency Control personnel to foster team spirit, discuss concerns and deficiencies, improve knowledge of building layout and develop a co-ordinated approach
- Have a good knowledge of the layout of the building including all exits, alternative escape routes, blind passages and other obscure areas and the location of all fire fighting equipment and alarms
- Be aware of the number and location of any mobility, hearing and sight impaired staff and students
- Co-ordinate the conduct of bi-annual fire safety and evacuation inspections via prepared checklists and ensure the implementation of recommendations
- Provide the Occupational Health and Safety Officer with reports of these inspections
- Participate in evacuation drills, prepare evacuation debriefing reports and forward reports and recommendations to the Occupational Health and Safety Officer
- Participate in Emergency Control Organisation training and meetings

- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position
- Notify the Chief Warden in writing immediately if unable to continue in the role or if other Emergency Control personnel in the building/area are unable to continue

4.11 FLOOR/AREA WARDEN'S EMERGENCY RESPONSIBILITIES

- Put on vest
- Ascertain the nature, scope and location of any locally occurring emergency
- Initiate calls to the emergency services by operating a manual call point or telephone
- Where safe and practical to do so, quickly contain the emergency to the immediate area (such as in the case of Fire, by closing a door to prevent its spread);
- Attempt to extinguish a fire only if safe and practical to do so
- Report to the Building Warden
- Be responsible for a specific floor/area
- Check that evacuation routes are safe and clear before commencing evacuation procedures, ensure orderly evacuation from the floor/area to the nominated assembly area, and ensure that there is no re-entry to the floor/area until the **All Clear** is notified
- Ensure that disabled persons, or others in need of assistance are evacuated, and delegate this task as appropriate
- Take care not to move people from safety into danger
- Search the floor or area (if safe to do so) to ensure that all persons are accounted for
- On instruction of the Building Warden, assume control of an assembly area
- Conduct checks with evacuees to ascertain whether any persons are missing
- On advice from the Building Warden of **All Clear**, ensure that the inside of the Building is secure before allowing occupants to re-enter
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.12 FLOOR/AREA WARDEN'S NORMAL RESPONSIBILITIES

- Be available on site and easily contacted at all specified times
- Notify the Building Warden and other Floor Wardens when absent
- Act as a Building Warden in the absence of the Building Warden and Deputy Building Warden
- Be familiar with the layout of the Floor/Area including all exits, alternative escape routes, blind passages and other obscure areas and the location of all fire fighting equipment and fire alarms
- Be familiar with the number and location of any mobility, hearing and sight impaired staff, students and visitors
- Carry out fire safety and evacuation inspections
- Provide the Building Warden with reports of these inspections
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position
- Notify the Building Warden immediately in writing if unable to continue in the role

4.13 **CAMPUS NURSE EMERGENCY RESPONSIBILITIES**

- Put on vest
- Contact the Emergency Control Centre
- Provide advice and support to the Chief Warden in relation to emergencies
- Carry out the role of Campus Nurse during emergencies in accordance with the level of training undertaken and University procedures
- Supervise and provide direction to First Aiders in an emergency

- Liaise with emergencies services personnel as appropriate
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.14 **CAMPUS NURSE NORMAL RESPONSIBILITIES**

- Be available on site during business hours and easily contacted
- Advise the Emergency Control Centre when not available
- Maintain a compliment of appropriately trained and accredited First Aiders in accordance with the University First Aid Procedure and the Bendigo Campus *Safe Working Practice – First Aid*

- Maintain adequate portable first aid supplies for use during an emergency
- Maintain necessary treatment records
- Identify alternative treatment areas to be used in event of an emergency
- Maintain an updated Campus and Residence first aiders register
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

4.15 FIRST AIDERS EMERGENCY RESPONSIBILITIES

- Put on vest
- Carry out the role of First Aider in emergency situations in accordance with the level of training and University procedures
- Respond to direction and instructions from the Campus Nurse and/or emergency services personnel
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.16 FIRST AIDERS NORMAL RESPONSIBILITIES

- Be available on site and easily contacted at all specified times
- Maintain fully stocked portable first aid kits in a readied state
- Maintain necessary treatment records
- Notify the Campus Nurse immediately in writing if unable to continue in the role of First Aider
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

4.17 LABORATORY MANAGER (BIOLOGICAL & CHEMICAL SCIENCE LABORATORIES) EMERGENCY RESPONSIBILITIES

- Provide specialist advice, copies of Material Safety Data Sheets, storage, quantities and location of chemicals to the Chief Warden and emergency services personnel
- Provide advice and support to the Chief Warden and emergency services personnel in relation to emergencies affecting the Biology and Chemistry Laboratories and related storage areas
- Liaise with emergency services personnel as appropriate
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.18 LABORATORY MANAGER (BIOLOGICAL & CHEMICAL SCIENCE LABORATORIES) NORMAL RESPONSIBILITIES

- Be a member of the Emergency Planning Committee
- Be available on site during business hours and easily contacted
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

4.19

SERVICES MANAGER EMERGENCY RESPONSIBILITIES

(some of these functions may also be performed by the Electrical Services Technician)

- Contact the Emergency Control Centre
- Provide advice and support to the Chief Warden and emergency services personnel in emergency situations
- Liaise with emergency services personnel as appropriate
- Co-ordinate the isolation of services
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.20

SERVICES MANAGER NORMAL RESPONSIBILITIES

(some of these functions may also be performed by the Electrical Services Technician)

- Be a member of the Emergency Planning Committee
- Be available on site and easily contacted at all specified times
- Maintain an updated list of all building fire and life safety equipment
- Ensure the regular testing and maintenance of all fire and life safety equipment and maintain records of such testing
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	62
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.21 CAMPUS DEVELOPMENT UNIT OFFICE EMERGENCY RESPONSIBILITIES

- Respond when advised by the Communications officer of an emergency situation
- Establish radio contact with the Communications Officer and Emergency Response Team
- Check information about the location of contractors on site and advise Chief Warden
- Contact contractors, advise them of the situation and ask them to evacuate and to follow the instructions of the Emergency response Team
- Ensure that the following are notified of the Emergency as soon as possible:
 - Manager Services and/or Electrical Technician
 - Security/Caretaker
 - Campus Development Manager
- Maintain radio contact with the Emergency Response Team and monitor radio traffic for requests for assistance from the Chief Warden
- Respond to requests for assistance, or to contact other Campus Development Unit staff
- Transmit and record instructions and information
- Log all telephone calls and radio messages
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.22 CAMPUS DEVELOPMENT UNIT OFFICE NORMAL RESPONSIBILITIES

- Have staff available on site during business hours and easily contacted
- Advise the Chief Warden of any intended absence that might affect the Office's ability to respond
- Develop and maintain protocols for communications responses to various emergency situations
- Ensure regular testing of the radio equipment and forward reports to the Occupational Health and Safety Officer
- Ensure relevant information recording forms are available and ready for use

- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

4.23 MAINTENANCE OFFICER EMERGENCY RESPONSIBILITIES

- Attend the Emergency Control Centre and carry out any duties that may be allocated by the Chief Warden during an emergency
- Provide advice and support to the Chief Warden in relation to emergencies
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.24 MAINTENANCE OFFICER NORMAL RESPONSIBILITIES

- Be available on site and easily contacted

		Issue No. 2 Date:	Revised 4 February 2005	64
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.25

OCCUPATIONAL HEALTH & SAFETY OFFICER EMERGENCY RESPONSIBILITIES

NOTE: THE OH&S OFFICER ALSO FULLFILLS THE ROLE OF DEPUTY CHIEF WARDEN.
CONSEQUENTLY THE DUTIES DESCRIBED BELOW SHOULD ALSO BE READ IN CONJUNCTION WITH
THOSE OF A DEPUTY CHIEF WARDEN.

- Put on vest
- Attend the emergency control centre
- Ascertain the nature and scope of the emergency
- As senior Deputy Chief Warden, in the absence of the Chief Warden assume the responsibility of that position
- Confirm that the appropriate response is actioned
- Confirm that the emergency services have been notified
- Confirm that communications with the appropriate Emergency Control personnel have been established, and maintain communications as directed by the Chief Warden
- Monitor the response to the emergency
- Establish liaison with emergency services personnel on site, and maintain as directed by the Chief Warden
- Maintain a log of all telephone calls and conversations
- Provide advice on Occupation Health and Safety issues arising from an emergency
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

		Issue No. 2 Date:	Revised 4 February 2005	65
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.26

OCCUPATIONAL HEALTH & SAFETY OFFICER NORMAL RESPONSIBILITIES

NOTE: CURRENTLY THE OH&S OFFICER ALSO FULLFILLS THE ROLE OF DEPUTY CHIEF WARDEN

- Be a member of the Emergency Planning Committee
- Be available on site during business hours and easily contacted
- Provide advice and support to the Chief Warden in relation to emergencies
- Maintain an updated Bendigo Campus Emergency Control Organisation personnel register
- Arrange initial and refresher training of all Bendigo Campus Emergency Control Organisation personnel and maintain training records
- Arrange for basic fire safety and evacuation training, including the use of fire safety equipment, for relevant staff and students and maintain training records
- Report incidents to statutory bodies as required
- Arrange for the conduct of evacuation drills and receive evacuation drill reports from Building Wardens
- Co-ordinate the conduct of bi-annual fire safety and evacuation inspections via a prepared schedule
- Ensure recommendations based on fire safety and evacuation inspections are reported to the Dean and relevant Senior Manager, and monitor implementation
- Prepare, maintain and disseminate information re the Emergency Plan to staff, students, contractors and visitors
- Disseminate Campus Emergency Procedure wall posters, relevant forms, telephone stickers and registers
- Monitor the regular testing of Campus Emergency Telephone operation
- Identify appropriate equipment for Emergency Control Organisation personnel and make submission to the Emergency Planning Committee for funding
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	66
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.27

SENIOR COUNSELLOR EMERGENCY RESPONSIBILITIES

- Contact the Emergency Control Centre
- Provide advice and support to the Chief Warden and emergency services personnel in emergency situations
- Co-ordinate debriefing and counselling for people affected by an emergency
- Liaise with external service providers to ensure that appropriate support and services are available to people as a result of an emergency

- Supervise the provision of counselling services during and following an emergency
- Prepare summary reports for the Emergency Planning Committee
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.28

SENIOR COUNSELLOR NORMAL RESPONSIBILITIES

- Be available on site during business hours and easily contacted
- Identify and develop arrangements with external counselling service providers for the provision of trauma and crisis counselling following an emergency
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	67
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.29

PARKING OFFICER EMERGENCY RESPONSIBILITIES

- Attend the Emergency Control Centre
- Ensure that priority access is available for Emergency Services vehicles and assist in moving them to the most appropriate location for the emergency conditions
- Maintain traffic flow and control, co-ordinate parking.
- Assist with maintaining site security
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.30

PARKING OFFICER NORMAL RESPONSIBILITIES

- Be available on site during business hours and easily contacted
- Participate in Emergency Control Organisation training
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	68
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.31

TELEPHONIST EMERGENCY RESPONSIBILITIES

- Contact the Emergency Control Centre and liaise with the Communications Officer
- Assist the Communications Officer with communications tasks such as Voice Mail broadcasts to Emergency Control personnel, establishing an information up-date line, and shielding the Emergency Control Centre from non-essential telephone calls
- Maintain external communication lines.
- Follow first contact procedures in the event of a bomb or other malicious threat
- Transmit and record instructions and information
- Log all telephone calls and messages
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.32

TELEPHONIST NORMAL RESPONSIBILITIES

- Be available on site business hours and easily contacted
- Make preparation for communications tasks such as Voice Mail broadcasts to Emergency Control personnel, establishing an information up-date line, etc.
- Participate in Emergency Control Organisation training
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	69
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.33

SECURITY EMERGENCY RESPONSIBILITIES

The Security Staff will perform these functions outside of normal working hours. The Senior Cleaner and will perform the duties when Security Officer is not on duty.)

These duties relate to Emergencies that occur outside of normal working hours when the designated Building and Floor Wardens are not on duty. When the times of work overlap Cleaners will be expected to assist the relevant Building Emergency personnel and should respond to the directions of the Building Warden.

1) During normal working hours (approx 9.00 am to 5.00 pm):

- Contact the Emergency Control Centre
- Provide advice and support to the Chief Warden and emergency services personnel in emergency situations
- Liaise with emergencies services personnel as appropriate
- Maintain site security
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

2) Outside of normal working hours (approx 5.00 pm to 9.00 am):

- Put on vest
- Ascertain the nature, scope and location of the emergency
- Notify the relevant emergency service by telephone or by operating a manual call point (*Break Glass Alarm*)
- Notify the Chief Warden by whatever means possible, and act on any instructions received
- Contact Cleaning Staff to act as Floor/Area Wardens and appraise them of the situation
- Implement emergency procedures for the Building/Area by:
 - where safe and practical to do so, quickly contain the emergency to the immediate area (such as in the case of Fire, by closing a door to prevent its spread);
 - instructing Cleaning Staff to check that evacuation routes are safe and clear before commencing evacuation procedures as circumstances require;
 - ensuring that people do not re-enter the building prior to the **All-Clear** being notified by the appropriate emergency service
- Direct the Cleaning Staff under their control and check for any abnormal situations
- Nominate Cleaning Staff to take charge of the assembly area
- Direct evacuees to appropriate assembly areas
- Confirm that all accessible areas have been searched and cleared of personnel
- Update the Chief Warden as soon as possible of the actions taken

	Issue No. 2	Revised 4 February 2005	70
	Date:		
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION			

- Liaise with emergency services personnel as necessary
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

4.34 SECURITY NORMAL RESPONSIBILITIES

- Be available on site and easily contacted at all specified times
- Perform the duties of a Building Warden outside of normal hours
- Provide advice and support to the Chief Warden in relation to emergencies
- Maintain an updated list of all building security systems
- Ensure the regular testing and maintenance of all security systems particularly emergency door release functions and maintain records of such testing and maintenance in the form of Maintenance of Essential Services reports
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Carry out any other duties that may be allocated by the Chief Warden during an emergency

- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	71
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

4.35

CLEANER'S EMERGENCY RESPONSIBILITIES

These duties relate to Emergencies that occur outside of normal working hours when the designated Building and Floor Wardens are not on duty. When the times of work overlap Cleaners will be expected to assist the relevant Building Emergency personnel and should respond to the directions of the Building Warden.

- Ascertain the nature, scope and location of any locally occurring emergency
- Initiate calls to the emergency services by operating a Break Glass Alarm or by telephone
- Where safe and practical to do so, quickly contain the emergency to the immediate area (such as in the case of Fire, by closing a door to prevent its spread);
- Attempt to extinguish a fire only if safe and practical to do so
- Report to the Security/Senior Cleaner
- Be responsible for a specific floor/area
- Check that evacuation routes are safe and clear before commencing evacuation procedures, ensure orderly evacuation from the floor/area to the nominated assembly area, and ensure that there is no re-entry to the floor/area until the **All Clear** is notified
- Ensure that disabled persons, or others in need of assistance are evacuated, and delegate this task as appropriate
- Take care not to move people from safety into danger
- Search the floor or area (if safe to do so) to ensure that all persons are accounted for
- On instruction of the Security/Senior Cleaner, assume control of an assembly area
- Conduct checks with evacuees to ascertain whether any persons are missing
- On advice from the Security/Senior Cleaner of **All Clear**, ensure that the inside of the Building is secure before allowing occupants to re-enter
- Carry out any other duties that may be allocated by the Chief Warden/ Security/Senior Cleaner during an emergency

4.36

CLEANER'S NORMAL RESPONSIBILITIES

- Be available on site and easily contacted at all specified times
- Be familiar with the layout of the Floor/Area including all exits, alternative escape routes, blind passages and other obscure areas and the location of all fire fighting equipment and fire alarms
- Be aware of any mobility, hearing and sight impaired staff, students and visitors who use the Building
- Participate in Emergency Control Organisation training and meetings
- Ensure security and maintenance of any equipment provided to assist this Position in the conduct of the duties related to this Plan
- Act in accordance with the authorities prescribed for this position

		Issue No. 2 Date:	Revised 4 February 2005	72
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

Part 5 Emergency Reporting and Recording

- 5.1 Bomb Threat Check List
- 5.2 Offender Description Form
- 5.3 Post Incident Report Form (Chief warden) – “Emergency Log”
- 5.4 Emergency Preparedness Check List

Part 6 Site Plans and Assembly Areas

Designated Emergency Assembly Areas		
(To be read in conjunction with Emergency Management Plan)		
BUILDING / DEPARTMENT	PRIMARY ASSEMBLY AREAS	AREA NO:
Applied Science I	Sports Field	3C,3A or 3B
Applied Science II	Sports Field or Crèche Car Park	3C or 4
Archives	Education/Visual Arts Car Park	7
Applied Science II Basement	Crèche Car Park	4
Arts Building	Education /Visual Arts Car Park	7
Bulk Store and Maintenance Workshop	Car Park 8	6
Business	Admin Car Park, Edwards Road	1
Campus Development Unit	Admin Car Park, Edwards Road	1
Canteen	Education /Visual Arts Car Park/Under-croft Loading bay	7or 2
Cleaners & Caretakers/	Under-croft Loading Bay	2
Circular Lecture Theatre	Sports Field	3A or 3C
Computer Center (DSSG & ITS)	Lawn adjacent to HHS Building	or 5
Conference and Facilities	Under-croft Loading Bay	2
Crèche	HHS Under-croft	4A
Education	Education/Visual Arts Car Park	7
Engineering Building	Sports Field	3A or 3C
Finance and Office of PVC Dean	Admin Car Park, Edwards Road	1
Graphic Design/Multi Media	Education /Visual Arts Car Park or Under-croft Loading Bay	7 or 2
Gymnasium	Sports Field	3B
Health and Human Sciences	Lawn Area adjacent to HHS Building (5)/Car Park 4 (P4) or Car Park 8 (6)	5, 6 or 6A
Heyward Library	Under-croft Loading Bay	2
Iron Bark Centre	Education /Visual Arts Car Park	7
McKay lecture Theatre	Lawn Area Adjacent to HHS Building	5
Media Services / Printery / Bistro	Education /Visual Arts Car Park	7 or 2
Multi Media/ Graphic Design	Education /Visual Arts Car Park or Under-croft Loading Bay	7 or 2
Office of Enterprise and Promotions	Education /Visual Arts Car Park	7
Personnel Building	Admin Car Park, Edwards Road	1
Photography Labs	Lawn adjacent to HHS Building	5 or
Soil & Concrete Testing Laboratory	Sports Field	3A or 3C
Student Assoc	Education /Visual Arts Car Park	7
Student Records Building	Admin Car Park, Edwards Road	1
Student Services	Sports Field	3A or 3C
Union And Adjacent Areas	Education /Visual Arts Car Park	7
Visual Arts	Education/Visual Arts Car Park/Car Park 8	6 or 7

Schedule 3

Evacuation procedures for the Student Union, Phoenix Centre or other facilities outside of normal working hours.

(This procedure has been developed to provide a framework for the evacuation of University premises that are used for after hours public functions, such as those run by the Bendigo Student Association during Orientation Week and Bruce Week. While this procedure refers specifically to the Student Union or Phoenix Centre it should also be followed when other facilities at the Bendigo Campus are used for similar purposes)

Prior to after hours function being held, the function organiser will:

- Nominate a competent person on the Facilities Hire Form to accept responsibility as the Building Warden for the safe evacuation of occupants from the function area (hereinafter referred to as the Function Building Warden).

Prior to an after hours function being held the Conference & Facilities Manager will forward to the Emergency Control Centre and Campus Security the following:

- Details of the function, including expected number of patrons.
- Name and nominated person's contact details, including (a/h mobile contact no.)

Prior to holding a function in the Student Union, Phoenix Centre or other facility the Function Building Warden will:

- Familiarise themselves with this procedure, and the location of *Break Glass Alarms*, the evacuation routes from the Student Union, Phoenix Centre area, or other facility and the evacuation assembly areas;
- Liaise with the Chief Warden to:
 - notify the date and time of the function, estimated numbers of patrons;
 - obtain after hours contact numbers of the Chief Warden or Deputy Chief Warden
 - arrange for any training required for function personnel.
- Ensure that there are an appropriate number of responsible people/staff (hereinafter referred to as Wardens) available to supervise an evacuation, and arrange with the Emergency Control Centre for their training/induction in evacuation procedures prior to the function being held.
- Contact the Campus Operations to ensure that the Security, and/or Senior Cleaner are aware of the function and the identity of the Function Building Warden, with whom they will have to liaise in the event of an emergency

		Issue No. 2 Date:	Revised 4 February 2005	76
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

- Prior to the admission of patrons to the function area and during the function, the Function Building Warden will ensure that all exits and evacuation routes are clear and not obstructed in any way.

Emergency Control Centre will:

- Ensure that someone is available to train/induct the organiser’s personnel if required in these procedures;
- Provide any other advice and assistance in relation to emergency planning and procedures required by the Building Warden.
- Ensure that the Chief Warden or Deputy Chief Warden is available to be contacted if an emergency arises during the function, and provide the organiser’s Building Warden with the relevant contact number;
- Ensure that the Library and Arts Building Wardens are aware of the function.

In the event of an emergency during a function:

The Security or Cleaner will:

- Notify the relevant Emergency Service;
- Try to establish contact with other Security or Cleaning staff to provide assistance with evacuation of the Library and Arts Buildings;
- Proceed immediately to the Library and Arts Buildings, check to ensure that evacuation of the Library and Arts Buildings has commenced and render assistance where appropriate and possible
- Go to the Student Union or Phoenix Centre and try to establish contact with the function Building Warden, but ensure that the evacuation of this area is in progress or completed;
- Establish contact with Emergency Services personnel;
- Ensure that the Chief Warden or Deputy Chief Warden is notified;
- Monitor the evacuation and assist the function Building Warden to maintain control and security of the Evacuation Assembly Areas.

The Security or Senior Cleaner will notify the **All Clear** once the emergency has passed, after advice from Emergency Services personnel.

■ The Function Building Warden will:

- At the beginning of the function, advise patrons of the evacuation protocols for the facility
- Co-ordinate the activities of Wardens to ensure safe evacuation of patrons
- Nominate an appropriate Evacuation Assembly Area in circumstances where an

		Issue No. 2 Date:	Revised 4 February 2005	77
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

alternate Evacuation Assembly Area is necessary;

- Commence evacuation to the nominated Evacuation Assembly Areas immediately,
- Ensure that lifts are not used for evacuation of buildings

		Issue No. 2 Date:	Revised 4 February 2005	78
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION				

SCHEDULE 4

CHEMICAL SPILL RESPONSE FOR LABORATORIES, STUDIOS, AND OTHER HIGH USE/RISK AREAS AT THE BENDIGO CAMPUS

PURPOSE:

Procedures for responding to an incident where there is loss of control of dangerous goods and/or hazardous substances with potential exposure or other undesirable consequences.

BACKGROUND:

The Bendigo Emergency Plan details the general response to an incident involving the potential exposure to dangerous goods and/or hazardous substances. This document is intended to provide more specific information about appropriate responses for staff and students working in areas where there is a high risk of such an incident such as teaching and research, laboratories, studios, etc.

It is not possible to predict all possible circumstances in which loss of control involving dangerous goods and/ or hazardous substances might occur, this protocol has been divided into two parts:

- Part A deals with an incident where the loss of control poses an immediate threat to health and safety in the laboratory/area where the substance was being used;
OR poses a threat to health and safety beyond the immediate area;
OR due to volume / quantity, or safety reasons cannot be controlled using the spill kit and personal protective equipment (PPE) provided.
- Part B deals with an incident where the loss of control is restricted to the laboratory/area where the substance was being used;
AND does not represent an immediate risk to health and safety;
AND is safely and easily controllable using the spill kit and PPE provided.

PROCEDURES:

Part A

**An incident where the loss of control poses an immediate threat to health and safety in the laboratory/area where the substance was being used;
OR poses a threat to health and safety beyond the immediate area;
OR due to volume / quantity, or safety reasons cannot be controlled using the Spill Kit and PPE provided:**

- Activate the nearest *break-glass* alarm. This alarm will activate the building emergency warning system, which alerts all building occupants of the need to evacuate the building immediately. Activating a *break-glass* alarm also automatically notifies the Fire Brigade, who are the relevant combating authority for incidents of this type.

	Issue No. 2	Revised 4 February 2005	79
	Date:		
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION			

- As soon as possible after activating a *break-glass* alarm, ring “**5443 8666**” and advise the Fire Brigade:
 - that you have activated a break-glass alarm, the building in which this has occurred, and that the incident is not a fire but a hazardous substance incident;
 - of the nature of the incident and the type of substance involved (to ensure that the Fire Brigade despatches the appropriate response equipment to the scene)
 - if anyone has been injured and/or trapped as a result of the incident
 - of the Composite Code if one is available from the Chemical Register.

- As soon as possible after contacting the Fire Brigade, ring **7999** to ensure that the Campus Emergency response is activated, and to request Ambulance assistance if you are aware of an injury or possible contamination as a consequence of the incident.

- At all times make sure that you do not expose yourself to danger

1) Persons who were at risk of exposure:

- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Move to a nominated Quarantine Assembly Area, to ensure you receive appropriate medical treatment. Avoid contact with people who were not exposed to minimise contamination, and follow instructions of the Campus Emergency Control personnel;
- Provide Campus Emergency Control personnel with your name and a contact number when requested;
- Do not leave the Quarantine Assembly Area until you are advised by Emergency Services personnel that it is safe to do so.
- Complete an incident report in accordance with the advice given in the *Completion of Incident Reports* section below.

2) Persons who were not at risk of exposure:

- Follow the instructions of relevant Emergency Services personnel and Campus Emergency Control personnel;
- Avoid contact with persons potentially exposed to the hazard;
- Evacuate the building, and assist with the evacuation of disabled occupants;
- Move to the nominated evacuation assembly area, and follow instructions of the Campus Emergency Control personnel;

	Issue No. 2 Date:	Revised 4 February 2005	80
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION			

- Do not leave the evacuation assembly area until the **All Clear** has been given.
- Complete an incident report in accordance with the advice given in the *Completion of Incident Reports* section below.

Part B

**An incident where the loss of control DOES NOT pose an immediate threat to health and safety in the laboratory/area where the substance was being used;
AND does not pose a threat to health and safety beyond the immediate area;
AND due to volume / quantity, or safety reasons can be safely controlled using the spill kit and PPE provided:**

- Administer first aid in accordance with the First Aider’s level of training and competence, and with the information contained in the relevant *Material Safety Data Sheet (“MSDS”)*:
- Ring **7999** and request assistance from the Campus Nurse or Ambulance. When making this call, try to provide specific details of the material. It is also important to provide clear information where the incident has occurred, and directions to the scene of the incident.
- Advise relevant staff who have been nominated for Chemical Spill Clean-up and will clean up in accordance with the relevant Chemical Spill Clean-up Safe Operating Practice
- Close the area where the incident has occurred until such time as the **All Clear** has been given
- Complete an incident report in accordance with the advice given in the *Completion of Incident Reports* section below.

Completion of Incident Reports

Completion of an Incident Report is mandatory for all persons with direct knowledge of and/or involvement with the incident and the report must be lodged with the Occupational Health & Safety Officer through the Head of School/Area within twenty four (24) hours of the incident occurring.

Information contained in these Reports may be required to be made available to any appropriate investigating authorities, such as Worksafe, EPA, Police, etc. To ensure that legislated notification requirements are met all incidents should be also initially notified by telephone to **54 447 901**.

In the event of an incident occurring on a weekend or public holiday incidents must be notified within the same time frames. In these circumstances the notification should be given to the Security Office (telephone **8999** or **1800-077-043**) who will notify the Occupational Health & Safety Officer or other appropriate campus management representative.

	Issue No. 2	81
	Date:	Revised 4 February 2005
BENDIGO CAMPUS EMERGENCY PLAN – WORKING VERSION		