



DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	0	
	0	
	0	
NUMBER	000	Policy Database Document Reference Number 000000D

OHS EMERGENCY PREPAREDNESS PROCEDURES


Parent Policy Title	Occupational Health and Safety Policy																	
Associated Documents	Occupational Health and Safety Procedures																	
Preamble	<p>The university has identified potential emergency situations, to provide an immediate response to an emergency before the involvement or arrival of emergency services, ensuring the safety of staff students and visitors to the University.</p> <p>The elements need to be assessed periodically to ensure that a cohesive and effective response is always available. This will ensure that any deficiencies identified are dealt with in a prompt and positive manner.</p>																	
General	<p>These procedures have been developed to cover the most probable incidents that may occur within La Trobe University and aim to establish clear areas of responsibility for the control and organisation of emergency response in order to establish effective communication , minimal disruption to La Trobe operations, and a prompt and safe resumption of normal operations</p> <p>An emergency is any event, natural or man-made, which by its occurrence endangers the lives of staff, students, and visitors within the building and which requires an immediate response. Examples include medical, fire, gas leak, bomb threat, storm, flooding or civil disturbance</p>																	
Table of Contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Responsibilities</td> <td>1</td> </tr> <tr> <td>Indemnity Emergency Personnel</td> <td>2</td> </tr> <tr> <td>Communication of Emergency procedures</td> <td>3</td> </tr> <tr> <td>Emergency Evacuation Drills</td> <td>4</td> </tr> <tr> <td>Emergency Plans</td> <td>5</td> </tr> <tr> <td>Communication and Training</td> <td>6</td> </tr> <tr> <td>Record Keeping</td> <td>7</td> </tr> </tbody> </table>		Item	Section	Responsibilities	1	Indemnity Emergency Personnel	2	Communication of Emergency procedures	3	Emergency Evacuation Drills	4	Emergency Plans	5	Communication and Training	6	Record Keeping	7
Item	Section																	
Responsibilities	1																	
Indemnity Emergency Personnel	2																	
Communication of Emergency procedures	3																	
Emergency Evacuation Drills	4																	
Emergency Plans	5																	
Communication and Training	6																	
Record Keeping	7																	
1. Responsibilities	<p>1.1 The Senior Management Team is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the University crisis management procedures and crisis management planning committee are established and resourced. • That university emergency systems are maintained • That staff with emergency roles are trained in university emergency 																	

DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	0	
	0	
	0	
NUMBER	000	Policy Database Document Reference Number 000000D


	<p>systems.</p> <p>The persons responsible for the implementation and management of emergency evacuation procedures are those with appropriate management authority over a building or buildings. For these procedures the responsible persons will be Deans or Divisional Manager according to the jurisdiction over each building. For buildings occupied by more than one School or functional division, the manager from the larger of the occupying areas shall be responsible for emergency evacuations.</p> <p>1.2. The Dean or Divisional Manager is responsible for:</p> <ul style="list-style-type: none"> • The effective implementation and management of the emergency evacuation procedures in buildings and areas under his or her control. • Appointment of a building warden for each area or building. • Ensuring that resources are available to all wardens to enable them to fulfil their responsibilities. • Ensuring that fire safety recommendations made by building wardens are implemented. <p>The Dean has the authority to appoint building and floor wardens and to direct that all building occupants follow these procedures.</p> <p>1.3. The Building Warden is responsible for:</p> <ul style="list-style-type: none"> • The coordination of the building evacuation in the event of an emergency or a planned drill. • Maintaining registers of floor wardens and deputy floor wardens. • Nominating times and dates for at least two evacuation drills of building per year. • Conducting or coordinating regular inspections to identify fire hazards and to take appropriate action. • Submitting two reports per year to the Dean or Divisional Manager of building evacuations, via zone OHS committee. A copy of the report shall be forwarded to the Safety Section. • Choosing the locations of two assembly points. <p>The Building Warden has the authority to direct that staff at all levels of the University structure comply with the emergency procedures following the sounding of the fire bell or alert signal or during an emergency evacuation.</p> <p>1.4. Floor Wardens are responsible for:</p> <ul style="list-style-type: none"> • Carrying out their duties in the event of an emergency as described in these procedures. • Reporting to the Building Warden any observed fire or evacuation hazards or unsafe conditions. • Conducting regular fire and evacuation safety inspections as determined by the Building Warden. <p>Floor Wardens have the authority to, direct that staff at all levels of the University structure comply with the emergency procedures following the</p>
--	--

DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	0	
	0	
	0	
NUMBER	000	Policy Database Document Reference Number 000000D


	<p>sounding of the fire bell or alert signal or during an emergency evacuation.</p> <p>1.5. The Maintenance Division is responsible for, adjusting or isolating building ventilation and services where necessary during an emergency.</p> <p>1.6. Security staff are responsible for:</p> <ul style="list-style-type: none"> • Activating the fire alarm or equivalent to enable a drill to be conducted and assisting the Building Warden and emergency services in the event of an emergency. • Assisting in medical emergency systems • Securing areas or buildings in emergency situations. <p>1.7. Crisis Management Team, are responsible for managing community relations, contact with the media, the public, and appropriate senior members of the community</p> <p>1.8. Crisis Management Planning Committee: responsible for periodically reviewing the crisis management plan and reporting on deficiencies or non compliance to the senior management team.</p> <p>1.9. First Aiders: Personnel trained in first aid and able to provide initial care to the ill or injured.</p>
<p>2. Indemnity of Designated Emergency Personnel</p>	<p>Designated emergency personnel who work within their level of training shall not be held legally liable (including liability for personal negligence) as a result of any act or omission on their part during the course of carrying out their designated function.</p>
<p>3. Communication of Emergency Procedures</p>	<p>Each department shall have Emergency Information and evacuation plans displayed in a location accessible to all staff and students. The emergency information shall contain</p> <ul style="list-style-type: none"> • Names of building wardens • Names of First Aiders • Emergency phone numbers • Floor plans of emergency exits, emergency equipment and assembly areas. <p>The emergency information shall be regularly reviewed, to ensure that the information is current by area emergency personnel.</p>
<p>4. Emergency Drills</p>	<p>Evacuation drills shall be conducted at six (6) monthly intervals at a suitable time.</p>
<p>5. Emergency Plans</p>	<p>All University campus are required to have established emergency plans</p>
<p>6. Communication and Training</p>	<p>All employees, contractors and students are to be informed of emergency procedures through orientation and induction programs, information notice</p>

DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	0	
	0	
	0	
NUMBER	000	Policy Database Document Reference Number 000000D

	<p>boards.</p> <p>All staff with emergency response roles are required to be trained in their specific roles.</p> <p>First Aiders are required to hold current First Aid in the workplace certification (equivalent to a level 2 first aid certificates) obtained through approved providers and attend annual Cardio Pulmonary update.</p>
7. Records	Training records are to be maintained through University OHS Section
Status	New Procedure
Approval Body	
Initiating Body	
Definitions	<p>Emergency: Any abnormal or dangerous situation requiring prompt remedial action to correct and make safe. An emergency may be immediate or delayed, inside the workplace or outside and involve one or more hazardous substances. It is a situation which,</p> <ul style="list-style-type: none"> • May not be contained immediately by staff present. • Has caused or could cause injuries. • Has damaged or could cause damage to property. • Could seriously damage the environment. <p>Types of emergencies: Fire, Hazardous material Spills (liquids, solids, radio-active material), Explosion, Gas (toxic, flammable), Medical emergencies, Civil Disturbance (bomb threat, riots), Natural (flood storms, wind, earthquake)</p> <p>Alarm Systems: There are three types of alarms</p> <ul style="list-style-type: none"> • <u>Alert Mode</u>, Short repeated tone blasts. On hearing this tone, prepare to evacuate. • <u>Evacuation Mode</u>. This is a continuous repeating signal and means you must evacuate to the designated assembly areas. • <u>Fire Bell</u>: These are located externally to the building nearest entry to the Fire Indicator Panel and also located in corridors of buildings. <p>Raising the alarm: There are two types of BGA within the university. A Red Break Glass alarm, which will raise the alarm and summon the emergency services. A <u>White BGA</u>, a local alarm within the building but will not raise the alarm to emergency services.</p> <p>Emergency evacuation: Designed to ensure the safety of people in buildings during emergencies by coordinating and controlling building evacuations until the appropriate emergency services arrive.</p> <p>Emergency Response Personnel: Personnel trained to respond in an</p>

DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	0	
	0	
	0	
NUMBER	000	Policy Database Document Reference Number 000000D

	<p>emergency situation such as SCBA trained, first aiders, building and zone/floor wardens.</p> <p>Building Wardens /Emergency controller: Co-ordinate the evacuation for their Building / Zone. They are identified by a yellow bump cap or tabard.</p> <p>Floor / Zone Wardens: Co-ordinate the evacuation of personnel from their allocated floor or zone. They are identified by a red bump cap or tabard</p> <p>Crisis Management Group: Senior members of the University nominated to manage crisis situations.</p> <p>Emergency Planning Committee: A nominated group of university employees who periodically assess the crisis management plan to ensure that a cohesive and effective response is always available. This will ensure that any deficiencies identified are dealt with in a prompt and positive manner.</p> <p>First Aiders: Personnel trained in first aid and able to provide initial care to the ill or injured. Refer to the University Guide “ How to be a First Aider”</p> <p>Main Emergency Control Point (MECP) The designated location from where the evacuation is co-ordinated. The MECP is usually located near the Fire indicator Panel or the Building's foyer area.</p> <p>Emergency Warning Intercommunications System (EWIS). Separate panel located near the Fire Panel used for communication purposes.</p> <p>Assembly Areas: Are defined areas allocated away from buildings, in a safe location where personnel can assemble to be accounted for following an evacuation. Assembly Points should be, a minimum of 300 metres from the building, or shielded by another building and out of the way of MFB or emergency vehicles.</p> <p>Self Contained Breathing Apparatus (SCBA): Where there is a significant risk of the atmosphere becomes hazardous, (for example areas handling certain chemicals or compressed gases), self-contained breathing apparatus is provided for use by trained staff. The use of SCBA may be necessary to rescue persons in the immediate vicinity, to isolate or control the release of hazardous substances or to control spillage of chemicals. The decision regarding entry into hazardous areas by trained and approved personnel using SCBA will normally be made by the Emergency Incident Controller.</p>
Date Effective	
Next Review Date	
Keywords	Fire, Building Wardens, First Aiders
Owner/Sponsor	Executive Director People and Culture
Author	Manager, Workplace Environment and Wellbeing
Contact person or	Manager, Workplace Environment and Wellbeing

DOCUMENT TYPE	D	
ACADEMIC/ADMINISTRATIVE	0	
	0	
	0	
NUMBER	000	Policy Database Document Reference Number 000000D

area	
-------------	--