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# Emergency Control Organisation Policy

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<b>Version</b>	3.1
<b>TRIM file number</b>	07/75
<b>Short description</b>	A policy on the control of emergencies and critical incidents
<b>Relevant to</b>	All employees and students
<b>Authority</b>	Vice-Chancellor
<b>Approval date:</b>	4 December 1998
<b>Responsible officer</b>	Facilities OHS Manager
<b>Responsible office</b>	Division of Facilities Management
<b>Date introduced</b>	4 December 1998
<b>Date(s) modified</b>	11 January 2007
<b>Next scheduled review date</b>	11 January 2010
<b>Related University documents</b>	Site Emergency Procedures Site Emergency Plan Campus Emergency Plans Critical Incident Management Handbook
<b>Related legislation</b>	Occupational Health and Safety Act, 2000 (NSW)
<b>Key words</b>	Policy, emergency, emergency control, emergency planning, critical incident, evacuation

## 1. PURPOSE

This policy outlines the structures and functions put in place for the management of emergencies and critical incidents at Charles Sturt University.

## 2. SCOPE

This policy applies to staff and students of CSU. It also covers visitors to the University and contractors working on campus.

## 3. DEFINITIONS

- 3.1 **Emergency** is any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and require immediate response by the occupants.
- 3.2 **Emergency Control Organisation (ECO)** is a structured organisation, consisting of Chief Wardens, Building Wardens, Floor Wardens, Deputies and others, which will organise an appropriate response to emergency situations in accordance with the Site Emergency Procedures Manual.
- 3.3 **Emergency Planning Committee (EPC)** is a committee responsible for establishing an emergency plan and setting up an ECO.
- 3.4 **A Critical Incident** may be regarded as any incident which may put the University community, or any part of that community, under major stress.
- 3.5 **Critical Response Group (CRG)** is a group which plans and organises responses to critical incidents in accordance with the Critical Incident Management Handbook.

## 4. RESPONSIBILITIES

- 4.1 The Vice-Chancellor has delegated the oversight and management of emergencies and critical incidents to the Executive Director, Division of Facilities Management (DFM).
- 4.2 The EPC shall be responsible to the Executive Director, Division of Facilities Management (DFM) for the establishment of both the ECO and CRG, the efficient functioning of these bodies and the oversight of both emergency and critical incident management within the University.

## 5. POLICY

### Background

- 5.1 The management of emergencies and critical incidents that can occur both on or off campus requires an understanding of the often complex issues of functional control as well as the efficient use of resources. A minimum set of standards that establishes the approach to the planning and management of emergency situations is contained in the Australian Standard AS 3745. This standard calls for the establishment of an Emergency Planning Committee (EPC) to undertake the planning and the setting up of an Emergency Control Organisation (ECO) which will provide the appropriate responses to emergency situations.

Implementation of an appropriate response to a critical incident is the responsibility of the Chief Wardens or Deputy Chief Wardens in accordance with the Critical Incident Management Handbook.

### **Emergency Planning Committee**

5.2 An Emergency Planning Committee has been established by the University in accordance with AS 3745 to:

- (a) develop and implement an emergency plan;
- (b) ensure that personnel are appointed to all positions in the ECO;
- (c) coordinate activities with the Critical Response Group (CRG);
- (d) arrange for training of ECO and CRG personnel;
- (e) arrange for the conduct of evacuation and CRG exercises;
- (f) review the effectiveness of evacuation and CRG exercises; and
- (g) arrange for procedure improvements where necessary.

The EPC shall be responsible to the Executive Director, Division of Facilities Management (DFM) and comprise the following membership:

- (a) Manager, EHS Systems (Chairperson);
- (b) Managers, Campus Services, DFM as Chief Wardens for each campus that has a Chief Warden;
- (c) Director of Operations, DFM;
- (d) Facilities OHS Manager, DFM;
- (e) Manager, General Staff Development Albury-Wodonga;
- (f) Human Resources Directors, Bathurst and Wagga; and
- (g) Director, Division of Information Technology (DIT).

As part of its charter, the EPC will also oversee, distribute and amend as required the Site Emergency Procedures and Site Emergency Evacuation Plan and the Critical Incident Management Handbook.

The EPC may co-opt expert advice from persons within the University as well as members of local emergency management committees and controllers. A member from the DFM will act as coordinator for the EPC to arrange meetings and to liaise with other management groups such as the Critical Response Group and Faculty / School or Division / Unit Managers.

### **Authority and Indemnity**

5.3 During emergency situations or exercises, pending the arrival of Police or other emergency services, ECO personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and / or areas. ECO personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a building where personnel act in good faith and in the course of their duties.

### **Breach of Discipline or Conduct**

5.4 Staff or students who refuse to comply with the directions of ECO members during the conduct of their duties, including trials, shall be deemed to have committed a breach of discipline for staff, or a breach of conduct for students.

## Table of amendments

Version Number	Version Date	Amendment Details
1.0	04/12/98	Approved by the Vice-Chancellor.
1.1	12/02/99	Manual divided up into General Procedures and Site Template sections.
1.2	09/03/99	Revision to both sections to include 'emergency response for a major radiation incident'.
1.3	03/05/99	Inclusion of 'staged production of 'fire & emergency exit plans into 'General Procedures', and example of 'Fire and Emergency Exit Plan' into template section.
2.0	03/06/99	Template section saved as separate document to enable building site plans to be easily produced. Additions, include: Complete new formatting as 2 documents New index, addition of selection criteria, Lists of first-aid officers, emergency response sheets for chemical spill and biological agent release. New building response personnel, and summary sheets
2.1	23/06/99	Change details for Deputy Chief Wardens at both Albury and Thurgoona
2.2	25/08/00	Permission to add VCs signature to Preface. Amend Building Wardens prior actions to include induction of new staff and new wardens.
2.3	12/07/01	Add new CSU logotype to cover of SEP and template document. Amend approval details for new VCs signature. Add section on appointment of traffic controllers to 5.7 on page 3. Amend appointment of traffic controllers on page 6 from CW to most senior warden. Add new section 2 to selection criteria on 'Actions to be taken by departing wardens'. Change details page 9 DCW at Albury. Amend Prior Actions dot point 8 on page 10 to amplify induction of wardens. Add new dot point 9 to cover briefings to staff. Amend contact details for radiation emergencies. Amend page 29 'Training' dot point 3 from CW to EPO, and add new dot point 4 and dot point 5.
2.4	12/02/02	Add the following: 'Functions of Lecturers and Tutors in Charge of Classes'; 'Functions of Invigilators in Charge of Examinations'; 'Standard Operating Procedure'; 'Hirer/User Template'; 'Hirer/User Example'. Update Index. Converted text to table for 'Chief and Deputy Chief Wardens Contact Numbers' and 'In the Event of Fire'. Updated and added Location column to 'List of First Aid Officers - Albury/Wodonga, Bathurst and Wagga Wagga'. Minor formatting changes.
2.5	16/04/02	Amend contact numbers for radiation emergencies in procedures and plan template.
2.6	16/04/02	Change reference from CIRU to Critical Response Group in Chief Warden Emergency Actions at dot point

		6. Amend references to switchboard numbers for Albury/ Thurgoona on pages 5 and 20 of template to those provided by Andrew Cram. Correct switchboard number for Wagga on page 22 from 32288 to 32000.
2.7	22/10/02	Amend contact details for SFAO at Bathurst Campus First Aid Officers
2.8	28/10/02	Add new 'Radiation Emergency Response Contact' details in both sections of manual.
2.9	31/10/02	Delete reference to Bomb Threat Checklist being found at rear of internal telephone directory in SEP manual. Amend SOP SEC004 to change ECIMC to Critical Response Group. Add 'Date of Issue' to bottom of campus 'summary' pages in template manual
2.10	18/12/02	Add fire extinguisher colour codes to page 6 of SEP template document "types of portable fire extinguishers" to allow easy use when printed in black and white. Also separate information into "For use on" and "Not for use on" rather than being combined.
2.11	18/2/03	Change "Functions of Switchboard Operators" to "Functions of Contact Centre Operators". Add new page titled "Notification of an Emergency received by the Contact Centre". Include new procedures in the event of a major chemical incident, and biological agent release, replacing "To be Issued" pages.
2.12	24/2/04	Amend names of new Chief Wardens, remove names of old Deputy CWs and replace with 'Vacant', on both page 7 and 15. Update names of current first-aid officers as at 24 February. Update names of emergency response team for radiation safety incident.
2.13	07/09/04	Amended 'Emergency Planning Officer' title to 'Facilities OH&S Manager'. Amended 'University Properties' to 'Facilities Management'. Updated First Aid Officer lists, and added list for the Dubbo Campus.
2.14	29/09/04	Amendments to Index. Minor formatting changes. Amended 'Notification of an Emergency Received by the Contact Centre' to include Dubbo. Separate documents; 'Campus Emergency Plans' saved as <campplan>, 'Site Emergency Plan Templates' saved as <septemp>. Removed First Aid Officer lists replaced with direct web links.
2.15	11/10/04	Minor vocabulary amendments. Guideline 2 additional dot points on 'civil disorder/invasion or armed intrusion, Act of terrorism, Transport accident' and add 'or medical emergency' to Injury. Guideline 4 dot points rearranged with additional dot point 'For the enabling of practice evacuations and other exercises to test responses', additional changes adds 'Orderly evacuation or otherwise, of a building/area under control of Building Wardens' and deletes 'Personal' from 'Safety of persons involved in the emergency'. Guideline 5 reformatted into dot points and revisions included.
2.16	16/09/05	On page 17 'List of First Aid Officers', change all

		campus first aid officer links to .pdf format to match changes made to OHS website.
3.0	23/09/05	Transfer ownership from HR to DFM. Amend content to reflect change.
3.1	11/01/07	Reformatted into new style and simplified. Small changes to the definitions of the ECO and CRG and the inclusion of 'critical incidents' to the 'management of emergencies' in the policy. Addition of a new paragraph on the responsibility for critical incident management.