

	<h1 style="color: #800000;">Emergency Management Plan</h1>	
No: 6.4.01	Version: 1.00	Approved by: Vice-Chancellor Date Approved: May 2008
	Administered by: Governance	Next Review: May 2009

Purpose	<p>The principal function of the Emergency Management Plan is to ensure the safety of the University community. The Emergency Management Plan considers any special processes undertaken in buildings (e.g. laboratory activities, computer operations, research materials, etc.) and provides shut down processes in the event of an emergency. Managers may note that similar procedures can be set up to facilitate response to an emergency situation occurring in field operations and other University external activities.</p>
Attributes	<p>The plan establishes a framework for the effective handling of emergencies and/or disasters, and management of the return to normality. Adherence to this framework is intended to:</p> <ul style="list-style-type: none"> • avoid or minimise loss of life and property • ensure any emergency can be effectively dealt with • support a prompt response to any emergency • direct key people to act on specific tasks and provide direction • provide response mechanisms that support business continuity during/after an emergency

General Information	
Emergency response	<p>An emergency on campus can develop from a number of causes including major accident (death/serious injury), fire and/or explosion, bomb threat, release of chemical, biological or radioactive material, gas leakage, civil disorder, or structural fault.</p> <p>A prompt and organised response by occupants in such an emergency is essential for the welfare of occupants and for the preservation of University assets.</p>
Implementation of Emergency Management Plan	<p>In order for the Emergency Management Plan to be effectively implemented staff must:</p> <ul style="list-style-type: none"> • have access to the Emergency Management Plan – web-based and/or hard copy • have an emergency evacuation plan displayed in prominent positions in each floor/area of each building • be provided with emergency procedure booklets • undergo specific training (for staff with specific tasks) • undertake emergency evacuation drills at least annually • have the support of sufficient staff to fulfil emergency roles for the Emergency Management Plan <p>These minimal requirements necessitate:</p> <ul style="list-style-type: none"> • provision of sufficient financial resources to implement the Plan • maintenance of all records of emergency activities, including fire safety training, drills, incidents and investigations • provision of a register of hazardous substances used on each campus.
Legislation	<p>The Plan is guided by the following legislation:</p>

Emergency Management Plan	Version: 1.0
General Manager, People Management and Development	Page 1 of 17

Emergency Management Group (EMG)

- Workplace Health and Safety Regulations, Regulation 47 - Access and Egress
- Regulation 43 - Information, Instruction and Training.
- Australian Standard AS 3745 (2002) - Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces
- Workplace Health and Safety Act (2007), Section 55 - Employer's General Statutory Duty of Care
- Section 56 - Duties in Regard to Workplace
- Section 57 – Duties in Regard to Workplace Infrastructure, Equipment and Materials
- Section 59 - Duties of Workers

The EMG is a structured group of people employed within the University, which takes command in the declaration of an emergency in a building, area, or Campus pending the arrival of the fire brigade or other emergency service.

The role of the EMG includes:

- drafting, implementation and continual review of the University Emergency Management Plan
- develop and implement procedures for conduct of emergency evacuation exercises and review the effectiveness of the exercises
- effective and timely control of response operations
- assessment of emergencies for priority response action
- collection and dissemination of information
- effective and timely use of resources
- continual review of operations.

The Emergency Management Group is made up of:

- Emergency Controller (Senior Executive)
- Chief Wardens/Deputy Chief Wardens
- Wardens
- Emergency teams
- Maintenance Controller
- Media Officer
- Residential Managers
- Manager Health, Safety and Environment
- Manager International Students
- Director Support and Equity Services
- Manager Security

For specific occurrences the EMG may also invite input from chemical, biological, radiation and technical officers.

NB – involvement of emergency services – Fire brigade, Police and St John Ambulance

Appointment of Emergency Controller

The Emergency Controller will be appointed by the Vice-Chancellor.

General Responsibilities	
Senior Management, Deans, Directors, Managers and Supervisors	<p>Senior Executive, Deans, Directors, Managers and Supervisors have an overall collective responsibility for the implementation of the Emergency Management Plan: These responsibilities include:</p> <p>Leadership</p> <ul style="list-style-type: none"> ensuring a level of preparedness within the unit to deal with an emergency, including out of hours considerations appointing wardens and first aid officers for buildings under their control developing area action plans relevant to the risks, such as fire, cyclone, hazardous substance spill, personal threats ensuring plans include assistance for mobility impaired staff, students and visitors <p>Training and familiarisation of staff and students</p> <ul style="list-style-type: none"> ensure that staff and students have emergency training appropriate to the risks to which they are exposed ensuring that staff and students are familiar with emergency management procedures <p>Housekeeping</p> <ul style="list-style-type: none"> ensuring clear access and egress at all times ensuring emergency evacuation plans are current ensuring hazardous materials are stored appropriately and where necessary disposed of promptly and according to disposal procedures

Specific Responsibilities	
Emergency Controller (EC)	<p>The Emergency Controller will:</p> <ul style="list-style-type: none"> Assume overall management responsibility for the Emergency Declare the boundaries of the emergency zone, limit or refuse access and evacuate as required With the assistance of EMG members assess the extent of the emergency and the action to be taken Co-ordinate and control all functional services within the emergency zone Co-ordinate all media releases and internal and external communication Establish and maintain contact with other emergency organisations as appropriate to the emergency Consult with members of the EMG and plan recovery
Chief Wardens	<p>Chief Wardens will be nominated for each of the Charles Darwin University campuses.</p> <ul style="list-style-type: none"> Casuarina (Assistant Director FAS) Palmerston (Campus Administrator) Katherine Campus (former NTRC) (Campus Administrator) [this position is currently located at Katherine Town Centre] Alice Springs (Campus Administrator) <p>The role of the Chief Warden will be to assume immediate operational responsibility for the campus, report actions to the EC and coordinate activities.</p>
Maintenance Controller	<p>The Maintenance Controller will:</p> <ul style="list-style-type: none"> deal with all engineering aspects associated with emergency and has authority to evacuate dangerous structures and close off access to structures organise removal of debris and re-establishment or isolation of electrical

	<p>power, water, sewage and gas; and maintenance of essential services, etc.</p> <ul style="list-style-type: none"> • liaise with Chief Warden, Wardens and Emergency Services, e.g. Fire Brigade. • direct emergency maintenance teams in response to the emergency • direct emergency maintenance teams and contractors in recovery phase
Emergency teams	Emergency teams will be nominated to respond to requests for maintenance and repair action, clearing of obstacles, cleanup operations and to assist as required by the EMG.
Wardens	<p>Wardens will be appointed to control emergency procedures for each building, floor of a building, or area.</p> <p>Building wardens will respond to direction from the EMG as required, but have the authority to evacuate their building or area if they consider there is any immediate danger to personnel in that area.</p> <p>A detailed list of Warden responsibilities is attached at appendix "A"</p>
First Aid Officers	First Aid Officers will respond to emergencies providing support to wardens for medical assistance. For further information on first aid officers refer to First Aid Guidelines
Media Officer	To co-ordinate the media at the emergency site and provide media releases as approved by the EMG
Emergency call centre	<p>Switchboard staff are to coordinate incoming calls re the emergency and keep EMG informed. The duties will include a sub plan for:</p> <ul style="list-style-type: none"> • management of external telephone enquiries about the safety of students and staff involved in an emergency. Dependent upon the emergency these calls may arise locally, nationally and from international destinations
Welfare and counselling services	This plan should address welfare and trauma issues involving staff and students and should be addressed in consultation with the Critical Incident and Debriefing Process
Counselling	For counselling refer to refer to Critical Incident and Debriefing Process
Residential Managers	<p>Residential managers are to:</p> <ul style="list-style-type: none"> • ensure that there is a plan for transporting and accommodating displaced persons from affected University Accommodation • maintain a register of where displaced persons are transferred to • consult with the Emergency Controller and provide details to the Emergency Call Centre • maintain a register of emergency accommodation and contact details.
Individual Occupants	<p>All staff members are to be aware of the evacuation procedures for their building. In an emergency they must take appropriate action as prescribed by the procedures and follow the instructions of wardens and emergency services. Staff may be called on to assist with control of the emergency for tasks such as:</p> <ul style="list-style-type: none"> • escorting emergency services to the site, • establishing a safety cordon, maintenance of a clear emergency site • assist the EMG or emergency services with immediate correction action, depending on skills and experience
University Security Service (Security)	<ul style="list-style-type: none"> • must respond to all emergencies • must follow their instructions and procedures for responding to and managing emergencies • will ensure that Emergency Services has unimpeded access to the emergency site.
Emergency	The following locations should be utilised as an Emergency Coordination

Coordination Centre	Centre dependant upon the location of the emergency and the availability of these locations given the nature of the emergency. TBA
Post Trauma Counselling	It is important to act promptly following an incident to provide either in-house or external post traumatic stress counselling from psychiatrists who are experienced in post trauma debriefing and counselling. Post trauma counselling (refer to Critical Incident and Debriefing Process)

Emergency Evacuation	
Emergency Evacuation Procedure	<p>If you hear a continuous alarm bell or the evacuation tone (first sound: “beep..beep...”) of an Emergency Warning Intercommunication System (EWIS) or are requested, by a Warden, or a member of staff (if you are a student), to evacuate the building you must:</p> <ol style="list-style-type: none"> 1. leave the building immediately by the nearest safe exit or as directed by a Warden or Security staff 2. proceed to the assembly area or an alternative assembly area as directed by a Warden or Security staff 3. remain in the assembly area until advised the emergency is over 4. only re-enter the building when advised it is safe to do so by the Building Warden or Security staff or Emergency Services personnel. <p>In the case of fire or earth quake:</p> <ul style="list-style-type: none"> • do not use lifts <p>A list of Wardens and First Aiders can be found at: http://www.cdu.edu.au/pmd/safetyhealth.html</p>
Assembly Areas	<p>Assembly areas have been identified in evacuation procedures for each Building. These are notified in the Evacuation Procedures that are posted in each building across a campus.</p> <p>In some cases assembly areas may not be habitable due to fallout from the emergency site or may be affected by the emergency. In these cases Wardens and Security Officers may determine alone or in conjunction with the Emergency Management Group or Emergency Services personnel that evacuees be assembled in an alternative location.</p> <p>An assembly area should be a place of safety where evacuees:</p> <ul style="list-style-type: none"> • may feel safe and secure • are located a reasonable distance from the emergency • are free from any fallout from smoke or debris • are sheltered from the elements • may be easily treated for injury or any trauma by emergency services and other services • can assemble in an area of sufficient size to accommodate the maximum occupancy of the building/s or area <p>If required to evacuate buildings occupants must assemble at their building’s designated assembly area or where ever directed to assemble, until the all clear is given for occupants to return by Emergency Services personnel (e.g. the Fire Brigade Senior Fire Officer), the Building Warden or the Security Officers.</p> <p>A list of buildings and their designated assembly areas can be found at: TBA</p>
Evacuation of Mobility Impaired Persons	<p>Mobility impaired persons and persons who are confined to wheelchairs, who are in immediate danger, should be moved to a safe place.</p> <p>A safe place may be:</p> <ul style="list-style-type: none"> • inside a fire isolated fire stair

	<ul style="list-style-type: none"> • into another section of the affected building, closing doors between you and the fire, but still on an escape route • out of the affected building across a landing into another building, once again closing doors behind you <p>It may not be practical or necessary to immediately attempt to make a difficult extraction from the building. The person should be reassured during the evacuation that their well being is being looked after. A person should be nominated to stay with the mobility impaired person during the emergency</p> <p>Emergency services should be advised immediately of the situation on arrival.</p> <p>Safe Holding Areas – Non Fire emergencies</p> <p>In emergencies other than fire, consideration may be required for mobility impaired persons. Dependent upon the nature of the emergency, evacuation to the nearest fire isolated stair may not be practical. Emergency Services/EMG should be advised immediately of the presence of any mobility impaired person/s.</p>
<p>Evacuation of Injured Persons</p>	<p>Triage Post</p> <p>Where injuries arise from an emergency, movement of the injured to an area which is safe from the elements of the emergency will be crucial.</p> <p>Injured persons should be classified and provided with first aid treatment and/or treatment while awaiting ambulance services.</p> <p>A suitably qualified first aider or occupational first aider should be asked to manage a <i>Triage Post</i> until the arrival of the ambulance service.</p>

<p>Procedures for Specific Emergencies</p>	
<p>Air Supply Contamination</p>	<p>In the case of air supply contamination (smoke, chemical, fumes etc):</p> <p>Notification and Response</p> <p>The person identifying the air contamination should notify the building warden who will then notify:</p> <ul style="list-style-type: none"> • Finance and Asset Services (FAS) - facilities • Security Office • HSE <p>Wardens are to take appropriate action (i.e. warn of pending evacuation or evacuate immediately) based on assessment of risk and on advice from EMG.</p>

<p>Procedures for Specific Emergencies cont...</p>	
<p>Fire Emergency Procedure</p>	<p>On discovering a small fire:</p> <ol style="list-style-type: none"> 1. Remove anyone in danger of the fire and Contact Building or Area/Floor Warden or, if after hours, the Security Office). 2. Extinguish the fire using an appropriate fire extinguisher, fire blanket or hose reel only if safe to do so. 3. If the fire cannot be extinguished, or if it gets out of hand, close the door of the room and evacuate everyone to a safe area. 4. When the Building/Area/Floor Warden, Security officer, Emergency Controller or Fire Brigade Officer arrives, advise them of your involvement and actions. <p>On discovering a large fire:</p> <ol style="list-style-type: none"> 1. Remove anyone in danger of the fire.

<p>Activation of Fire Alarms</p>	<p>2. Close the door to the room and evacuate to a safe area.</p> <p>3 When the Building/Area/Floor Warden, Security officer, Emergency Controller or Fire Brigade Officer arrives, advise them of your involvement and actions.</p> <p>NB In the event that the alarm system has not activated or building warden has not activated the alarm the alarm should be activated manually.</p> <p>In the event of a fire alarm the following actions should be carried out immediately:</p> <p>Wardens</p> <p>Ensure all occupants are warned to evacuate and where possible ensure doors to safes and steel cabinets, drawers in filing cabinets, and doors and windows of rooms are closed.</p> <p>Occupants</p> <p>Evacuate as indicated in the building /area evacuation plans and procedures.</p> <p>No-one is to return to the building until advised by Emergency Services personnel (or Building Warden or Security staff) that it is safe to do so. Personal safety must prevail at all times.</p>
<p>Bomb Threat Procedure</p>	<p>Telephone caller</p> <p>If you receive a bomb threat over the telephone, attempt to write down the exact wording of threat. Under no circumstance are you to hang up the phone.</p> <ol style="list-style-type: none"> 1. Keep caller on the line as long as possible. Ask questions as follows (from the Bomb Threat Check List put out by the Australian Bomb Data Centre) <ol style="list-style-type: none"> a. When is the bomb going to explode? b. Where did you put the bomb? c. When did you put it there? d. What does the bomb look like? e. What kind of bomb is it? f. What will make the bomb explode? g. Did you place the bomb? h. Why did you place the bomb? i. What is your name? k Where are you? l. What is your address? 2. Do not create panic by telling other personnel. 3. Ensure the Security Office and the Building/Area/Floor Warden are notified immediately. Your warden will take any further action that is required until security arrives. <p>If an evacuation is required follow the building/area evacuation procedures as directed by your warden.</p> <p>Suspicious package/bag</p> <p>If a suspicious package/bag is found and it cannot be identified by occupants of the building call security and the building warden immediately.</p> <p>Security will assume control and initiate appropriate action, including alerting police.</p> <p>The building warden will initiate the emergency evacuation process.</p> <p>NB No-one is to touch or move the package/bag.</p>

Cyclone Emergency Procedures

Communications

The **Emergency Controller** will communicate with key staff and wardens on the Cyclone Distribution List by telephone, email and written communication as appropriate.

Cyclone Watch Stage

- University's Emergency Controller will advise all key staff and wardens on the Cyclone Distribution List of the Cyclone Watch and the current status of the cyclone.
- Deans/Directors and Cost Centre Managers should activate the first stage of their individual Cyclone Action Plans.
- Emergency Controller remains available to provide advice and assistance to faculties and cost centres should this be required.

Cyclone Warning Stage

The University's Emergency Controller will:

Stage 1

Notify all key staff and wardens on the Cyclone Distribution List and advise them that a Cyclone Warning has been issued, and advise them to implement the second stage of their Cyclone Action Plans.

Key staff and wardens on the Cyclone Distribution List will be alerted to the possibility of closure of the University, and system shutdowns.

Stage 2

If the Bureau of Meteorology forecasts the likelihood of cyclonic winds affecting the Darwin (Nhulunbuy) region immediately prior to or during or soon after University teaching hours, a decision to close the University will be made by the Vice-Chancellor at the earliest opportunity.

The Vice-Chancellor will make a decision on the closure of the University based on advice from the Emergency Controller. This Notice of Closure will be conveyed to staff and the Station Manager, Radio Station 104.1 Territory FM who will arrange for the message to be broadcast on all emergency and commercial radio stations.

The decision to close the University will be based on the following considerations: - obligations of staff and student needs in relation to closures of schools and child care centres, children at home, elderly relatives and visitors. Environmental factors such as local flooding, and issues such as public transport and the requirement to take shelter, including the need to evacuate students in residence, will be taken into consideration at this point.

Authority to advise staff to proceed home and to order any building, facility or the entire University closed rests with the Vice-Chancellor. Cost Centre Managers wishing to release staff from duty or close down all or part of any building they occupy are required to consult with their supervisor prior to taking such action.

All Clear Stage

The Emergency Controller will:

- Assess the impact of the cyclone and take all necessary action to resume operations at the University.
- Based on the assessment the Vice-Chancellor will make a decision regarding the continued operation of the University.
- This advice will be broadcast by Radio Station 104.1 Territory FM.

Individual Cyclone

Each faculty and cost centre will be required to formulate individual Cyclone

<p>Action Plans</p>	<p>Action Plans to cater for the specific needs of their areas at Cyclone Watch and Cyclone Warning stages. Advice will be provided by HSE, and will include consideration of the following:</p> <ul style="list-style-type: none"> • the relaying of messages and information to their staff • special requirements including protection of specialised equipment, experiments in progress, etc. • guidelines for staff going on leave during the cyclone season • protection of documents, files, computer equipment • provision of the names of staff to be included on the Cyclone Distribution List • individual staff needs including children at school or in child care, visiting relatives • student needs including posting of notices, evacuation procedures • identification of Faculty/Division specific needs • risk analysis including identification, assessment and control
<p>Earthquake – building collapse/structural failure</p>	<p>If necessary, evacuation for an earthquake should proceed as soon as possible after the tremor has passed. Depending on the severity of the earthquake normal evacuation procedures may not be possible, and designated assembly points may be changed. However, the role of wardens will still be to organise the evacuation, keeping calm and acting on their own initiative where necessary to minimise injury to building occupants. The Emergency Management Group will oversee all responses required in this situation.</p> <p>If buildings are evacuated no-one is to re-enter any building unless cleared by the Emergency Management Group or Emergency Services Officers.</p>
<p>Flooding</p>	<p>The Emergency Management Group will develop a plan for action required in case of general flooding possibly due to a combination of a low pressure system and spring tides. Finance and Asset Services (FAS) will provide advice to the Emergency Management Group on the status of the “potential flooding”.</p>
<p>Armed hold up</p>	<p>During the incident person/s should:</p> <ul style="list-style-type: none"> • stay calm • if not directly involved stay out of it • obey instructions – do not argue and agitate • avoid sudden movement - be deliberate in your actions • avoid direct eye contact • try to remember everything about the hold-up person, such as distinguishing features, height, mannerisms, etc. • if a vehicle is used try to get the registration number, type of vehicle, colour <p>After the hold up:</p> <ul style="list-style-type: none"> • set off duress alarm (if applicable) and notify Security (Alice Springs: ext. 5555; Casuarina: ext. 7777; Palmerston: ext. 7888) • help any injured persons • secure area • record your observations <p>Security is to:</p> <ul style="list-style-type: none"> • notify police and appropriate members of Emergency Management Group • attend area and confirm if offender/s have left and if there is any injuries • follow critical incident process as required depending on the nature and severity of the event • secure the area for Police • assist the police, keep all involved in the building, except if injuries do not permit, and gather details of the incident

	<ul style="list-style-type: none"> only allow building to open after cleared by police report to senior members of the Emergency Management Group
Threats/Assault	<p>In the event of an assault:</p> <p>If Minor, initial response from first response person on the scene or emergency/security officer is to:</p> <ul style="list-style-type: none"> assess the situation remain calm obtain assistance if required if assailant still around request separation from victim provide assistance to victim if possible – call for first aid medical attention as per first aid process call Security and wait at scene obtain details from scene such as victim’s details, witness names <p>If Major</p> <ul style="list-style-type: none"> immediately contact Security (Alice Springs: ext. 5555; Casuarina: ext. 7777; Palmerston: ext. 7888) or Emergency Services (000) gather details of offender/s, including vehicles, weapons, number of offenders, direction they were last seen heading keep witnesses at scene until police and security arrive if possible cordon off the scene of the assault if offender is still at the scene try to keep others away from offender if offender is still threatening move all persons away to safe place debrief security/police on arrival
Gas leak	<p>Individual who observes the gas leak should:</p> <ol style="list-style-type: none"> call Security and Facilities (FAS) immediately keep all personnel away from area if safe to do so, isolate gas supply alert Building Warden or Area/Floor Warden <p>Building Warden or Emergency Response person (Security/Facilities/HSE)</p> <ol style="list-style-type: none"> isolate gas supply if not already done ensure no naked flames in the area ventilate the affected area notify the Fire Brigade as required do not allow operation of electrical equipment if major leak evacuate the building/area inform Emergency Management Group as required <p>Emergency Management Group</p> <p>If a major gas leak is detected:</p> <ol style="list-style-type: none"> provide plan and resources to remove/limit risk and provide action as requested by Emergency Services ensure no re-entry into the area until cleared by Emergency Management Group/Emergency Services
Hazardous chemical spills	<p>Minor spills</p> <ol style="list-style-type: none"> Alert exposed or potentially exposed staff and students. Contain the spill with an inert substance and clean up as per the material safety data sheet (MSDS) for the chemical. Alert all building/area inhabitants (through Building Warden if possible) Evacuate building if necessary (use EWIS – if you are a trained Warden - to

	<p>announce reason for evacuation)</p> <ol style="list-style-type: none"> 4. Alert Emergency Services and Emergency Management Group 5. Ensure no re-entry into the area until cleared by Emergency Management Group/Emergency Services <p>Major spills</p> <ol style="list-style-type: none"> 1. Evacuate to an up wind assembly point (advise location in advance through EWIS if possible) 2. Appropriately qualified staff contain spillage if safe to do so, using appropriate absorbents and bunding for drains 3. Clean-up should be managed as per MSDS and local safe work procedure 4. Do not allow use of electrical equipment or allow ignition sources in the area 5. Remove all waste and dispose of in accordance with regulatory requirements and local waste disposal processes where available 6. Ensure no re-entry into the area until cleared by Emergency Management Group/Emergency Services 7. Emergency Management Group to give consideration to possible environmental concerns 8. A report should be provided by and for the Emergency Management Group
<p>Medical Emergency</p>	<p>In the event of a medical emergency the person discovering the emergency should stay with the injured person and send someone for a first aid officer (if person discovering is not a first aid officer) and inform the Building/Area/Floor warden, Security and HSE as soon as possible.</p> <p>If the person appears to need urgent medical attention (that is, the person's condition is uncertain or possibly life threatening), then Emergency Services should be called requesting an ambulance.</p> <p>The person, Security Officer or other member of the Emergency Management Group should stay with the injured/ill person until the ambulance arrives.</p> <p>Security will provide direction for the ambulance when it arrives at the campus.</p>
<p>Civil Disturbance</p>	<p>The following action should be taken as soon as the Emergency Controller or Chief Warden is aware of:</p> <ul style="list-style-type: none"> • civil disturbance occurring in or near the premises of University, or • that such an event is imminent; or that there has been unauthorised entry into the premises by a disaffected person or group. <ol style="list-style-type: none"> 1. Notify the Police and request assistance. <p>N.B. Where there is prior knowledge of possible unrest the Emergency Management Group should prepare an action plan for the protection of the University community and assets.</p> 2. Alert other members of the Emergency Management Group as required. 3. Initiate action to: <ol style="list-style-type: none"> a. restrict entrance to the building/area b. restrict contact between the demonstrators and the building occupants; and c. ensure continual surveillance of disaffected person or group. 4. Notify Building/Area/Floor Wardens and Heads of Departments. <p>Heads of Departments are to assist in the withdrawal of staff where necessary, supervising the security of records and offices, cash, and valuable property.</p> 5. Removal of disaffected person or group should be performed by police in

	consultation with the Emergency Management Group.
Death on Campus	<p>The person finding the deceased person/s to alert the Security Office immediately.</p> <p>Security will attend immediately, informing the appropriate members of the Emergency Management Group as soon as possible as well as police and ambulance.</p> <p>The responding Security Officer will :</p> <ol style="list-style-type: none"> a. Isolate the scene b. Remove all persons other than witnesses or Emergency Management Group members from the scene c. Avoid any contact with blood and other body fluids (use protective gloves) d. Cover the body if possible e. Alert the Critical Incident Response Officer (as per Critical Incident and Debriefing Process) g. If possible provide comfort to witnesses
Sexual Assault	<p>Security will provide an immediate response to a report of sexual assault.</p> <p>The responding Security Officer will:</p> <ol style="list-style-type: none"> 1. Ensure that appropriate medical treatment is provided at the scene if required 2. Call the police 3. Disperse onlookers but request witnesses (if any) to stay 4. Preserve the crime scene 5. Call the Critical Incident Response Officer who will implement the Critical Incident and Debriefing Process) 6. If an International student contact Manager of International Students 7. Wait until the Police arrive and assist as required

Appendix A

Warden Responsibilities

Chief Wardens

Chief Wardens shall be appointed to each Campus. In addition, there shall be a Chief Warden for the Residential Area at Casuarina Campus and the Residential Area at Katherine campus (formerly NTRC).

The Chief Wardens shall assume overall responsibility of Wardens on their Campus or Residential Area, and shall be notified of all emergencies. In the case of a major emergency, such as fire to more than one building, earthquake, cyclone etc, the Chief Warden will initially direct operations, acting on orders from the Emergency Controller, and the Senior Emergency Services Officer present.

On becoming aware of an emergency the Chief Warden shall take the following action:

- (a) Ascertain the nature of the emergency and determine appropriate action;
- (b) Ensure that the appropriate emergency service has been notified;
- (c) Ensure that all Building, Floor/Area Wardens are advised of the situation;
- (d) If necessary initiate evacuation procedures; and
- (e) Brief the Emergency Services Personnel upon arrival, on type, scope, and location of the emergency and thereafter act on the Senior Officer's instructions.

Building Warden

- (a) The Building Warden shall determine the appropriate emergency procedures to be implemented, which may or may not include evacuation of occupants from the building.
- (b) Until the arrival of the emergency services, the Building Warden shall have sole control over the operation of the emergency procedures.
- (c) Area management during the period of the emergency shall not countermand instructions given by the Building Warden or on the authority of the Building Warden by other members of the Emergency Management Group.
- (d) Following the arrival of the Emergency Services, the Building Warden shall act on the instructions of the Emergency Service's senior officer.
- (e) The Building Warden shall assume control of the occupants of the building:
 - from the time an alarm is given
 - through to the arrival of the Emergency Services
 - until clearance is given for building re-entry.
- (f) The Building Warden is responsible for being available or organising cover, for all times that the building is normally occupied.
- (g) The Building Warden is responsible for organising and distributing to building occupants relevant information for use in an emergency, including details of:
 - the fire alarm system
 - the emergency warning system
 - the emergency procedures
- (h) The Building Warden is responsible for organising, with advice from Health Safety and Environment if required, the prominent display of evacuation plans for each floor or zone.
- (i) The Building Warden is responsible for maintaining and distributing to all building occupants a current list of the name, phone number and location of all Wardens and First Aid Officers.
- (j) The Building Warden is responsible to alert Security (Alice Springs: ext. 5555; Casuarina: ext. 7777; Palmerston: ext. 7888) of an emergency situation.

Area Wardens / Floor Wardens

Area / Floor Wardens, on becoming aware of the emergency, should implement the emergency procedures for their floor, which should include the following actions:

Emergency Management Plan	Version: 1.0
General Manager, People Management and Development	Page 13 of 17

- (a) if the circumstances on their floor warrant it, order the evacuation of the occupants of their floor
- (b) advise the Building Warden as soon as possible of the circumstances on their floor and of the action taken
- (c) direct Assistant Wardens (if none nominated or available other staff members can be utilized to assist) to check the floor for any abnormal situation
- (d) communicate with the Building Warden and act on any instructions.

Wardens must be familiar with:

- (a) The operation of the fire alarm system, the Emergency Warning Intercommunication System (EWIS) and any other equipment used to assist in the operation of emergency procedures for the building.
- (b) The floor or area/zone they represent, including:
 - all means of egress and alternative escape routes
 - the existence and positions of rooms leading off blind passages, doors leading to dead ends and any other confined areas in which persons could be located;
 - potentially hazardous materials or operations undertaken in their area;
 - the location and operation of fire doors, smoke doors, fire blankets, portable fire extinguishers and fire hoses on their floor or in their area;
 - the number and location of mobility-impaired persons on their floor or in their area.
 - Building Wardens are responsible for ensuring that a Warden or a Deputy Warden is available during normal working hours.

Appendix B List of terms/definitions

(Emergency) Evacuation Tone		First sound (“beep ..beep ..”) of an EWIS to alert occupants that an evacuation is required
Alarm Bell (Fire Alarm Bell)		Usually located near fire alarm control panel
Area / Floor Warden		Warden(s) responsible for a specific area or floor of a building; member(s) of the EMG
Area Action Plan		Area/ building specific emergency plan (under the umbrella of EMP)
Assembly Area (Building Assembly Area or Alternative Assembly Area)		Primary and alternative assembly areas are identified in evacuation procedures and notified in standard fire orders for each building
Assistant Warden		Nominated deputy warden or, if not available, any available staff member drafted into service by area / floor wardens
Building / Area Evacuation Procedures		Procedures developed for evacuation of building/area in an emergency.
Building Warden		Appointed for an area or building; they assume responsibility for the area / floor wardens of their area or building; members of the EMG
Chief / Deputy Chief Wardens		Appointed to each campus and residential areas at Casuarina and Katherine campus; they assume overall responsibility for wardens on their campus or residential area; campus or area specific members of EMG
Critical Incident Response Officer		The staff member responding to a critical incident (refer to Critical Incident and Debriefing Process)
Cyclone Action Plan		Document formulated by each faculty or cost centre to cater for their specific needs
Cyclone Distribution List		List of key staff, including wardens to be advised when cyclone watch is issued by the Northern Territory Emergency Services
Emergency Call Centre		University switchboard staff taking on this role in an emergency
Emergency Controller	EC	Senior executive of the EMG
Emergency Coordination Centre		Building/room used in emergencies for coordinating response action for an emergency
Emergency Evacuation Procedures		University procedures for specific emergencies, e.g. fire, bomb threat, etc.
Emergency Management Group	EMG	Structured group of university employees who take command when emergency declared in a building/area or campus pending arrival of emergency services; includes EC, chief wardens, wardens, emergency teams, maintenance controller, media officer, residential managers, and manager HSE
Emergency Management Plan	EMP	Overall plan to ensure the safety of the university community (this document)
Emergency Services		Police, fire brigade or ambulance services
Emergency Teams		Nominated to respond to requests for help in the aftermath of an emergency or to assist as required by the EMG
Emergency Warning Intercommunication System	EWIS	System to alert building occupants via a series of sounds that an evacuation is required

Facilities		Repairs & maintenance division of Finance & Asset Services (FAS)
Fire door		Fire resistant door located between fire compartments of a building or used to isolate fire escape stair case from rest of building
Fire Procedure		Specific part (fire) of emergency evacuation procedures
First Aid Officer		Designated person (trained in senior first aid) to deliver first aid in a particular area / on a particular floor
First Aider		A person with first aid qualification
Hazardous Materials		Hazardous materials (usually referred to as hazardous substances) are covered by legislation; they are defined and listed in the Hazardous Substances Information System; generally they are chemicals that can cause harm to health (usually over time)
Health, Safety & Environment	HSE	Provides health, safety & environment related services to the university (please visit http://www.cdu.edu.au/pmd/safetyhealth.html)
Maintenance Controller		Deals with all engineering aspects associated with any emergency; member of EMG
Material Safety Data Sheet	MSDS	Must be available for all chemicals used (legal requirement); provides information on safe storage, use & disposal of chemical
Media Officer		Co-ordinates media at emergency site and provides media releases as approved by EMG
Mobility Impaired Person		Person who may need assistance with evacuating an area / building in the case of an emergency
Residential Managers		Supervisors of residential areas (students/staff) on a specific campus
Safe Holding Area		May need to be considered for persons with mobility impairment for emergencies other than fire
Safe Place		Temporary, safe shelter (e.g. fire stair case) for persons with mobility impairment (e.g. wheelchair bound) in case of fire emergency, prior to extraction from building
Security Office		University security service at Casuarina campus is located in the commercial building (near bookshop/student square)
Security Officers		Member of university security services (CDU staff or security contractor's staff)
Smoke Door		Self-closing doors (in case of fire alarm activation) used to compartmentalise large buildings aiding emergency evacuation by limiting spread of smoke
Triage Post		Area safe from elements of the emergency for initial assessment/treatment of injured people
University Security Service		Responsible for security on university campuses (includes CDU staff or security contractor's staff)
Wardens		Generic term, usually refers to building & area / floor wardens; area / building specific members of the EMG

Document History and Version Control

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1.00	May 2008	Vice-Chancellor	Original posted to web