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Draft	1 st May 2017	Karl Natschev	New Document, in line with the Major

This document draws on material previously included in the Critical Incident Management Strategic Framework V2.5 2018, and the Emergency Control Organisation Handbook Version 1.5 May 2018.

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 PURPOSE	3
1.2 SCOPE	3
1.3 PRINCIPLES.....	3
1.4 ABBREVIATIONS	3
1.5 KEY DEFINITIONS.....	4
2. EMERGENCY CONTROL ORGANISATIONS (ECO)	5
2.1 MINIMUM REQUIREMENTS FOR A BUILDING ECO TO BE ESTABLISHED.....	5
2.2 IDENTIFICATION.....	6
2.3 INDEMNITY OF DEDICATED EMERGENCY CONTROL ORGANISATION	6
2.4 EQUIPMENT AVAILABLE TO EMERGENCY CONTROL ORGANISATIONS.....	6
3. EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES	7
3.1 EMERGENCY CONTROL ORGANISATION (ECO)	7
3.2 PERSONS IN CHARGE OF A CLASS	8
3.3 SECURITY	8
3.4 SECURITY OPERATIONS	8
3.5 EMERGENCY MANAGEMENT TEAM	8
3.6 EMERGENCY RESPONSE TEAM (ERT)	9
3.7 MAJOR INCIDENT RESPONSE TEAM (MIRT)	9
3.8 EMERGENCY SERVICES (EXTERNAL AGENCIES)	9
4. TRAINING, AWARENESS & COMPETENCY	10
4.1 FOR SECURITY.....	10
4.2 FOR EMERGENCY CONTROL ORGANISATIONS (ECO'S).....	10
4.3 EMERGENCY EVACUATION DRILLS.....	11
5. EMERGENCY PLANNING COMMITTEE (EPC)	13
5.1 TERMS OF REFERENCE	13
5.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	13
6. INCIDENT STAGES	14
8. EMERGENCY PROCEDURES	16
8.1 EMERGENCY PROCEDURES POSTER	16
8.2 EVACUATION DIAGRAMS.....	17
8.3 OFF SITE PROCEDURES	18
9. BUILDING EMERGENCY SYSTEMS	19
10. BUILDING FIRE PROTECTION EQUIPMENT	21
10.1 FIRE EXTINGUISHERS	22
APPENDIX A	

1.5 Key Definitions

Many different terms are used in emergency management. To avoid potential for confusion the key terms are clearly defined below as they are used at UNSW. (A more comprehensive list of definitions is included in the Glossary in [Appendix A](#)).

Term	Definition
Incident	A localised event at UNSW, which may result in or have potential for injury, ill health, death, damage or other loss, and for which the response resources of UNSW are sufficient to cope, with no or minimal support from external organisations. The impact to University operations is minimal.
Emergency	An unplanned event that arises internally or externally, which may adversely affect persons or the UNSW Campus generally, and which requires an immediate and highly structured response from the University and Emergency Services to prevent or mitigate injury or death to persons, harm to the environment or damage to property. The impact on University operations can range from moderate to severe.
Major Incident	An incident with sufficient impact to potentially overwhelm the usual coping skills of UNSW, and with potential to significantly harm the university during and after the immediate incident.

'Incidents' at UNSW are managed locally by the ECO teams and Security & Traffic Management Unit, with assistance from external organisations if required. Examples include theft, a minor water leak, minor fire or false alarm, minor injury, assault or power loss to a non-critical building.

An incident becomes a major incident when the University response resources are insufficient and additional external resources are required to manage and coordinate the response. (This does not include incidents where emergency services attend as standard practice, such as attending false alarms). Major incidents require a timely and coordinated response from senior management. Refer to MIMP for details.

2. EMERGENCY CONTROL ORGANISATIONS (ECO)

An Emergency Control Organisation (ECO) is a structured organisation of persons to organise

2.2 Identification

3. EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

In the event of an incident at UNSW, the First Response is as follows:

During Normal Working Hours:



3.2 Persons in Charge of a Class

Any person in charge of a class is responsible for initiating the safe evacuation of that class. The lecturer or teacher needs to be aware of the evacuation plan/locations for the building where the class is being held as well as instructing the class to leave the room immediately and follow instructions given by their floor warden, security, or emergency personnel.

3.3 Security

The security team has three primary objectives when responding to an incident:

- To manage safe evacuation or shelter in place;
- Protection of human life and the reduction of trauma; and
- Controlling access to the incident scene and facilitating emergency services access.

Security Officers are available 24/7 hours a day to assist, provide advice, and respond to an incident on campus. Security will assist the ECO to implement emergency procedures for the safe evacuation or lockdown of buildings during normal business operations and working hours.

4. TRAINING, AWARENESS & COMPETENCY

4.1 For Security

- ***Apply First Aid***

This course is designed for staff who have been nominated as the designated First Aid Officer. This is a WorkCover approved course and

5. Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) is responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training.

The committee is also responsible for the initial approval of emergency procedures and guidelines in relation to the prevention of, preparation for, response to, and recovery from emergencies that could occur at the University.

A key role of the committee is to identify and review all existing available procedures, protocols and policies related to emergencies and to recommend changes or development of new documents as required

The committee shall meet at least annually to review and make recommendations on current trends, best practices in Emergency Management and ensure UNSW meets its legislative requirements according to AS:3745 – 2010 and Work Health & Safety Act 2011.

The committee will ensure that every building has conducted at least one evacuation drill per year and an annual team meeting of each Emergency Control Organisation is conducted.

The committee consists of:

- Emergency & Major Incident Manager (Chair)
- Emergency Management Officer (Secretary)
- Security Operations Manager
- Health Safety & Environment Manager
- Estate Management Representative (Building Management)
- Student Life & Community Representative
- Student Accommodation Representative
- Chief Warden Representative

5.1 Terms of Reference

7. Escalating Levels of Response

The MIMP adopts a tiered approach to managing events of escalating scale and gravity as

8. EMERGENCY PROCEDURES

It is essential that all levels of UNSW management and staff accept and participate in the implementation and maintenance of the UNSW Emergency Procedures and Guidelines. As part of the UNSW Health and Safety Management System, we have an obligation and commitment to implementing WHS measures, which include Emergency Procedures, Emergency Planning, and Emergency Risk Management.

Response Guidelines

o

8.2 Evacuation Diagrams

Evacuation diagrams are provided for every building by Facilities Management.

Where applicable, plans will show the following information:

- Fire Extinguisher and Hose Reel locations
- Fire Blanket locations
- Location of emergency exits
- Nominated Assembly Area
- Fire Indicator Panel
- EWIS Communication Panel
- Warden Intercommunication Phones (WIP)
- First Aid Kit location
- Defibrillators

8.2.1 Requesting new or updated Evacuation Diagrams

Request evacuation diagrams by emailing emergency@unsw.edu.au noting the following specific requirements:

8.2.4 Locating your building's Emergency Control Organisation and First Aiders

An current list of ECOs and First Aiders can be found on the [Emergency Management SharePoint](#)

This list should be maintained on a quarterly basis or when changes have been identified by each building's Chief Warden.

Emergency Evacuation Plans are posted in a prominent position on every floor in each building and copies saved on file as per requirements of AS:3745.

8.3 Off Site Procedures

UNSW provides guidance and procedures for emergency situations offsite. These can be found on the UNSW Health & Safety website: <https://safety.unsw.edu.au/>

9. BUILDING EMERGENCY SYSTEMS

Each building

10. BUILDING FIRE PROTECTION EQUIPMENT

Modern buildings built under the strict design and buildings codes of today have many fire protection systems installed by default. These systems assist with detection and response to fire related emergencies.

If you have questions or maintenance issues regarding any of this equipment, please contact Estate Management or your Building Management division.

Sprinklers

Some buildings or sections of buildings are fitted with sprinkler heads that activate when heat or pressure breaks a glass bulb. On activation, the sprinklers discharge water to extinguish/contain a fire.

In other special risk locations such as flammable liquids storerooms and computer rooms (main frames), flood systems are used to extinguish fire. Where gaseous flooding systems are installed in

<p>Fire Hose Reels & Fire Hydrants</p> <p>The fire hoses are connected to the mains water supply and extend for about 30 feet. Some fire hose reels are located in cabinets whilst others are visible on the wall in a hall or corridor. They will always have appropriate signage indicating their location.</p>	
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10.1 Fire Extinguishers

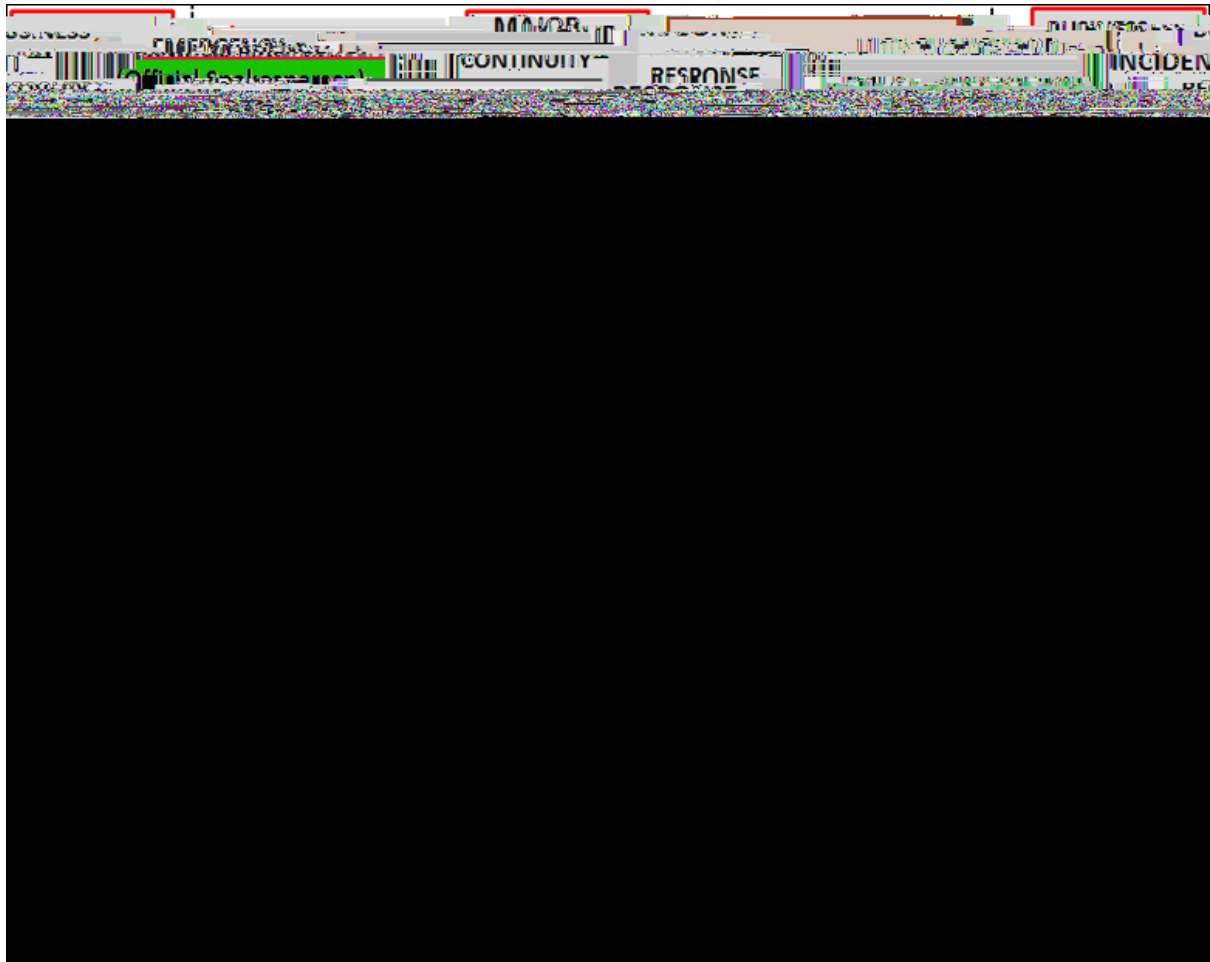
Portable fire fighting equipment is designed to provide the user with an appliance to attend a small fire during its initial stage. When deciding to attack a fire, always assess the size of the fire, ensure you have a safe exit path, designate another person to raise the alarm.

APPENDIX A – Glossary

Building Management System (BMS)	Automated monitoring & Control systems of building services and equipment.
Cardax Lockdown	The disabling of all electronic card access into a selected door, building or collection of buildings.

	<p>A threat to UNSW's operations; A threat to the financial viability of UNSW Adverse attention by national media and government agencies; or Significant litigation to be threatened or initiated against UNSW</p>
On Call Duty Manager (OCDM)	After hours contact for any BMS critical alarms and authorisation of building maintenance call outs.
On Call Duty Manager Security (OCDMS)	After hours contact for any Security & safety related incidents or emergencies.
Response	Actions taken in anticipation of, during, and immediately after an incident to ensure that its impact and consequences are minimised, and that people affected are promptly provided appropriate relief and support.
Scenario exercises	<p>An activity simulating an emergency event through activation of alarms and deployment of personnel, in order to —</p> <ul style="list-style-type: none"> (a) review/test the planning process and procedures; (b) Identify needs and planning inadequacies; (c) demonstrate capabilities and communication; and (d) foster working together as a team.

APPENDIX B – Major Incident Response Team (MIRT) Structure



APPENDIX C – Key Roles & Responsibilities

Position	Role	Key Responsibilities
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On Call Duty

APPENDIX D – Roles and Responsibilities of the ECO

Chief Warden

Pre-Emergency
<p>Maintain a current register of ECO members</p> <p>Replace ECO members when a position becomes vacant</p> <p>Participate in the running of regular exercises</p> <p>Communicate with the Emergency Management Team on any required changes to the Emergency Procedures for the building</p> <p>Attend training and emergency exercises as required by the Emergency Management Team</p> <p>Ensure personal ECO identification is available</p> <p>Co-ordinate Personal Emergency Evacuation Plan (PEEP) documentation</p>

Floor Warden

Warden

Wardens should be selected by the Faculty/School or Divisional Heads, and names given to the Chief Warden to assist in building evacuations. Wardens have the authority to evacuate their area of responsibility if they consider there is any danger to staff, students or visitors.

Pre-Emergency

- Ensure all occupants are aware of the Emergency Procedures
- Carry out safety practices e.g. clear egress paths, access to first-attack equipment and disposal of rubbish
- Ensure personal ECO identification is available
- Attend training and emergency exercises, as required by the Emergency Management Team

Emergency

- Act as floor or area wardens
- Operate the communication systems in place
- Check that any fire doors and smoke doors are properly closed
- Close or open other doors in accordance with the Emergency Procedures
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated
- Ensure orderly flow of people into protected areas, for example, stairways
- Assist occupants with disabilities
- Act as leader of groups moving to nominated assembly areas
- Report status of required activities to the floor or area warden on their completion

Post-Emergency

- Compile a report of the actions taken during the emergency for the debrief

APPENDIX E – EM031: First Aid Kit Checklist

This is a guide to restocking and maintaining your First Aid Kit. Please keep a copy of this checklist in your kit.

ITEM	Qty
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1

Evacuation Report

FLOOR/ AREA	NOTIFIED CLEAR	REFUSALS	ASSISTANCE REQUIRED	NOTES
	Clear <input type="checkbox"/> Time: _____			
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APPENDIX H – Evacuation Drill Evaluation Form

Checklist of action taken by the ECO during a building evacuation drill or exercise.
This form will be used to evaluate UNSW procedures and guideline and assess the training needs for the Building Emergency Control Organisation.

Evacuation Lockdown Date:

Building Details

Building Name: Faculty/Division:

Chief Warden:

Exemptions: Approved By:

Debrief

What was done, what went

APPENDIX I – Personal Emergency Evacuation Plan

Please provide as much information to enable appropriate assistance in the event of an emergency.

Distribution:

1. Chief Warden
2. Peep Assistant 1
3. Peep Assistant 2
4. Head of School/Department
5. Emergency Management Officer (emergency@unsw.edu.au)

Occupants Details

Occupants Name:	
Campus:	Building & Grid Ref:
Floor:	Room Number:
Chief Warden Name	
Issue Date	Review Date:

PEEP Assistants Details

PEEP Assistant 1 Name	
PEEP Assistant 1 Contact:	Location:
PEEP Assistant 2 Name	
PEEP Assistant 2 Contact:	Location:

Evacuation Requirements

Is an Assistance Animal involved?	Yes	No	
Are you trained in the emergency response procedures? (including the evacuation procedures)	Yes	No	
Preferred method of receiving updates to the emergency response procedures:	In Person	Email	Braille
Type of assistance required:			
Equipment required for evacuation: (Please list)			
Is your first designated assistant trained in using the evacuation equipment?	Yes	No	N/A
Is your second designated assistant trained in using the evacuation equipment?	Yes	No	N/A

Is your first designated assistant trained in the emergency procedures?

Yes No

N/
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