ESTATE MANAGEMENT

EMERGENCY RESPONSE PLAN

Version: 1.0

Date: 4 March 2023

Table of Contents

Version Control

The following outlines the document versions, including initial release, amendments, and their source. At least one copy of the Emergency Response Plan (Building Specific template) should be printed and kept at the Emergency Control Point. This plan is valid for a period of five years and should be reviewed annually, following an incident or when changes are made to the site or organisation.

Version	Date	Reviewed by	Summary of changes
Draft	1st May 2017	Karl Natschev	New Document, in line with the Critical Incident Management Plan (CIMP).
1.1	28th March 2018	Rick Minter	Updated Emergency Planning Committee and terminology
1.2	18th April 2018	Rick Minter	Include reference to Emergency Response Team (ERT)
1.3	4th July 2018	Rick Minter	Update EPC position, Student Life & Community
1.4	15thJanuary 2019	Rick Minter	Added appendix I & method of notification
2.0	23rd March 2023	Tara Murphy	Updated for AS3745 compliance, and updated for zoned evacuation approach. Changed document title from Emergency Management Manual to Emergency Response Plan.

Document Control

The following outlines the location of documents and their owner. These documents should be replaced when a new version is issued. These documents should not be removed without the permission of the Emergency Manager.

Document No.	Document Location	Owner
1.	Fire Indicator Panel	Building Chief Warden
2.	Evacuation Kits	Emergency Coordinator
3.	ECO Teams Site	Emergency Planning Committee
4.	Archibus	Emergency Planning Committee

Introduction

Introduction

This plan has been produced by Bounce Readiness Pty Ltd at the request of UNSW, for the use of UNSW employees at the site location listed below in the site information. This document is a cut down version of the full Emergency Response Plan, with the full version being available for UNSW staff to utilise. For privacy reasons, this version has been redacted of private information.

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The aim of this plan is to provide UNSW personnel the information they require to respond to any emergency. The objectives of the plan are to:

- Equip UNSW staff with the knowledge and skills to control and coordinate an emergency until the arrival of emergency services.
- Protect the safety and wellbeing of staff, students and visitors during an emergency.
- Protect the property, assets and records from theft or further damage during and after the incident.
- Aid in UNSW getting back to normal operations as quickly as possible.
- Ensure that internal and public confidence is enhanced through a visible and professional response.

This plan has been developed in accordance with AS3745-2010 "Planning for emergencies in facilities". This plan is not a substitute for training, experience and sound judgement.

For the purposes of this plan, an emergency is a situation that requires a team to control and coordinate activities to protect people and property.

Purpose and Scope

This emergency response plan sets out guidelines to enable UNSW campuses to plan for and respond to internal and external emergencies at an incident level 1 or 2. It applies to:

- The campus boundaries.
- All Faculties, Divisions, Business Units, Research Centres, controlled Entities and affiliated organisations located on a UNSW campus.
- The building(s) and ancillary structures.
- The common areas within the property boundary.

UNSW ADFA (Canberra) has site specific plans and procedures for Emergency Management. It is therefore outside the scope of this document.
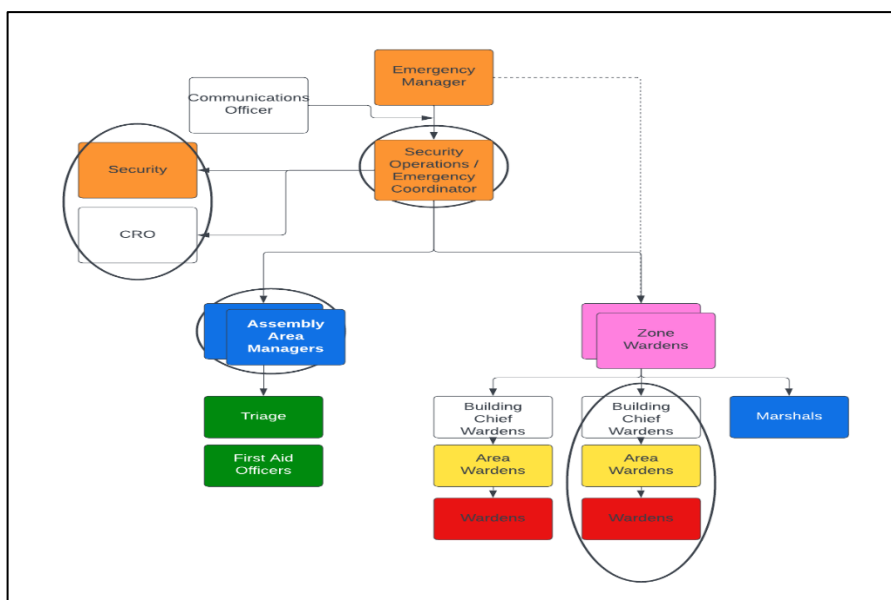
Incident Levels are defined as:

- Level 0 – Business as usual
- Level 1 – Emergency (tactical)
- Level 2 – Emergency (tactical)
- Level 3 – Critical Incident (Operational)
- Level 4 – Crisis (Strategic)

An emergency can develop from several events, including fire, bomb threat, armed offenders etc. To ensure the plan addresses likely emergencies that will occur on site, an emergency management hazard assessment has been conducted.

Emergency Control Organisation (Structure)

The role of the Emergency Control Organisation (ECO) is to ensure that life safety takes precedence over asset protection and to initiate the initial response to emergencies. The following diagram provides an outline of the ECO structure for a Level 1 and 2 emergency. Level 1 are circled, while Level 2 may include all of the below roles.

The ECO structure is based on having a 'pool' of ECO members who will be responsible for firstly evacuating their own zone, and then proceeding to alternate zones as required for the larger evacuations.

The members of the Emergency Control Organisation will be identifiable using either helmets / caps / hats / vests / tabards.

ECO Position	Colour
Emergency Manager	Orange tabard
Emergency Coordinator	Orange tabard
Security Operations	Orange tabard
Communications Officer	White
Assembly Area Managers	Blue
Zone Warden	Pink

ECO Position	Colour
Marshals	Blue
Building Chief Warden	White
Area Warden	Yellow
Warden	Red
Triage Manager	Green (with a white cross)
First Aid Officer	Green (with a white cross)

Detailed role cards are in the full emergency response plan.

Emergency Planning Committee

Use the following checklist to ensure your Emergency Planning Committee requirements are being met.

✓	Responsibility. The Emergency Planning Committee has…
❑	At least two members.
❑	At least one management representative.
❑	Meets at least annually to discuss the program and minute the meeting.
❑	Identified events that could reasonably produce emergency situations.
❑	Ensured an Emergency Response Plan has been developed.
❑	Nominated a review period of the Emergency Response Plan (not exceeding 12 months).
❑	Nominated a validity period of the Evacuation Diagrams (not exceeding 5 years).
❑	Ensured the Emergency Response Plan is identifiable and available to the appropriate persons.
❑	Established an ECO to operate in accordance with Emergency Procedures.
❑	Ensured the register of ECO members is current and readily available.
❑	Established arrangements to ensure the continuing membership and operation of the ECO.
❑	Established strategies to ensure that visitors are aware of emergency response procedures.
❑	Ensured training and exercises are being conducted, with the following as a minimum: • Emergency Planning Committee – 1 session per year. • Chief Warden – 2 sessions per year. • Warden – 2 sessions per year. • Staff/occupant awareness – 1 session per year. • Evacuation and/or Lockdown drill – 1 per year.
❑	Ensured that emergency response procedures are tested at least annually.
❑	Ensured that the Emergency Response Plan is reviewed at the end of the validity period, after an emergency, an exercise or any changes that affect the Emergency Response Plan.
❑	Ensured that a permanent record of events for each emergency is compiled and retained.
❑	Ensured that a permanent record of training and exercising events is compiled and retained.

Response Processes

These procedures will assist the ECO with responding to specific emergency procedures. **Note:** most emergencies will require an **evacuation or lockdown** to keep it simple. The below may provide a reference to additional actions for specific emergencies.

Most of the emergency response coordination for these will be completed by the Emergency Manager or Emergency Coordinator.

Individual response procedures are located in the full Emergency Response Plan.

Emergency Management Policy

The following information provides supporting information around the emergency response plan implementation and management. This information outlines the actions UNSW should be undertaking to manage their emergency management program.

- UNSW has developed an **Emergency Response Plan**, per requirements of AS3745-2010, to address management of internal and external emergencies as and when they arise, and shall update this plan at least annually, following an incident or where there are site changes. The plan has considered such factors as the appropriateness and adequacy of physical facilities, organisational structures, human resources and communication systems for internal emergencies and, where appropriate, for external emergencies.
- UNSW has developed and displayed **evacuation diagrams** showing the building layout, emergency equipment location, assembly area location and emergency equipment.
- UNSW has established an **Emergency Control Organisation** to manage any emergency that may occur on site. Alternate team members have been identified.
- UNSW has established an **Emergency Planning Committee** to assist with emergency prevention, preparedness, response, and recovery. This committee shall meet at least annually.
- UNSW will utilise **multi-modal communication** in emergency responses, including such devices as mobile phones, land lines, Emergency Warning Intercommunication System panels, and PA systems. Multi-modal communication systems will enhance the site's response capacity, and will ensure continuity of communication in the event of failure of the primary communication systems. Note: care should be exercised with cellular phones, radio sets and other equipment producing radio waves in situations such as bomb threats
- UNSW shall ensure **training** is conducted for key ECO members and other staff members to ensure they are able to effectively respond to an emergency. To ensure a uniform approach to fire safety advice and training, attendance at the appropriate level of training, documenting the name of participants, name of facilitator, date of training, and overview of the instructions provided.
    - Emergency Manager, Emergency Coordinators, Security Operations management – six monthly
    - Building Chief Warden, Assembly Area Wardens, Zone Wardens – six-monthly
    - Wardens and Area Wardens – six-monthly
    - First attack fire-fighting – every two years
    - Occupants – twelve-monthly
    - Emergency Planning Committee – annual
- UNSW shall conduct evacuation and/or lockdown **drills** at least annually in each building, and keep a record of date of drill, times when the evacuation or lockdown started and ended, and actions required as a result of the drills.
- UNSW has conducted an emergency hazard / **threat assessment** to identify the emergencies that may occur on site. Procedures in this plan address these identified threats.
- This plan has been developed based on limitations that may impede response, as advised by UNSW in the initial development of this plan.
- UNSW shall ensure that regular, routine maintenance for emergency equipment shall be undertaken through a licensed, competent provider. Maintenance activities shall be in accordance with EPC requirements and relevant industry standards.
- UNSW shall ensure that regular checks of emergency communications equipment shall be carried out on a monthly basis, or as determined by the EPC. The system should also be subject to an annual inspection, as part of the UNSW Annual Fire Safety Statement.