

# Emergency Management Plan 2024

**une**  
University of  
New England

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## Glossary and Abbreviations

<b>AAR</b>	<b>After Action Review</b>
<b>Assembly Point</b>	The designated place or places where people assemble during the course of an evacuation
<b>BCP</b>	Business Continuity Plan – a plan which assists in the restoration of business activities following a disruption by specifying the priority of tasks for recovery.
<b>BU</b>	Business Unit
<b>Crisis</b>	Abnormal or unstable situation that threatens the University’s strategic objective, reputation or viability (BS11200:2014)
<b>EBE</b>	Estate and Built Environment
<b>ECO</b>	Emergency Control Organisation – The entity responsible for UNE’s incident and emergency activities throughout the four stages of the emergency management cycle (PPRR)
<b>Emergency</b>	An incident which is more serious and requires management coordination to address the broader implications
<b>EMP</b>	Emergency Management Plan
<b>EMPLAN</b>	NSW Emergency Management Plan – The State Emergency and Rescue Management Act provides the basis for emergency management in NSW. In particular, it specifies the establishment of Emergency Management Committees and the production of Emergency Management Plans.
<b>EOC</b>	Emergency Operations Centre
<b>ERT</b>	Emergency Response Team – those primarily responsible for the provision of support services for emergencies on campus
<b>FCP</b>	Forward Command Point
<b>Incident</b>	An event which can be managed using local resources, possibly with some assistance from the Emergency Services (e.g. quickly contained/completed single agency response) where there is no significant safety risk.
<b>ORPC</b>	Organisational Resilience Planning Committee – The entity responsible for UNE’s incident and emergency activities during the Prevention, Preparedness, Response and Recovery (PPRR) phases.
<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>Preparedness</b>	To build the capacity of the University to respond and manage emergencies.
<b>Prevention</b>	To eliminate or reduce the level of the risk and severity of emergencies. This includes identifying hazards, assessing threats to life and property and taking action to reduce the potential injury/loss of life and damage to property
<b>PPRR</b>	Prevention, Preparedness, Response and Recovery. The four stages of the emergency management cycle.
<b>Response</b>	The action taken to manage the emergency
<b>UNE</b>	The University of New England

## Overview

The University of New England (UNE) must be prepared to respond to any emergency that may affect our people, property and/or environment. This Emergency Management Plan (EMP) supports the health, safety and security of our University community and aims to minimise disruption to those impacted by an emergency. This plan has been developed following considerable consultation at all levels of UNE, Universities within Australia and New Zealand, along with representatives of various Emergency Service Organisations within New South Wales.

This plan aligns with the University’s Risk Matrix and the incident control system aligns with the Australasian Inter-Service Incident Management System (AIIMS) not only in its function but also its scalability. This plan is a working document and as such is reviewed and adjusted to keep pace with the evolving face of natural/non-natural disasters and counter-terrorism within the tertiary sector. A successful response to a critical incident relies on this plan to provide adequate infrastructure to accommodate leadership and protection within the UNE community whilst providing latitude to cope with the unforeseen. It addresses the four phases of emergency management in Prevention, Preparedness, Response and Recovery (PPRR) in its procedures as well as within the roles and responsibilities of those that execute it.

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## Purpose

This document outlines the requirements for the establishment, validation, and implementation of UNE's EMP through the Organisational Resilience Planning Committee (ORPC) and provides for the safety of occupants and visitors in the event of an emergency incident.

## Objective

The objectives of this document are to:

- a) Identify emergencies;
- b) Develop a UNE Emergency Management Plan (EMP) for all controlled sites;
- c) Establish, authorise and train the emergency control organisation (ECO);
- d) Develop of emergency response procedures;
- e) Test and validate emergency response procedures and related training.

## Scope

This plan shall document the UNE organisational arrangement, systems, strategies and procedures related to the response and management of identified emergencies at UNE controlled sites. This Emergency Management Plan is a result of considerable consultation at all levels of the University of New England, Universities within Australia and New Zealand, along with representatives of various land-based Emergency Service Organisations within NSW.

This plan alone is not sufficient in ensuring an effective response. Training and exercises will consolidate its content and is integral to the development of the University's capability during an emergency. Business units within UNE will also use the EMP as a reference to build supporting plans that will address their own unique diversity in alignment with the overall direction of the University. Within the context of the University's organisational resilience the EMP gives direction to a range of activities including emergency responses, incident management and disaster recovery.

## Strategy for Communicating the Plan

The EMP is an associated document under the UNE Organisational Resilience Rule. This allows for revisions to be approved at a local level and published swiftly; clarifies the position of the EMP as an instrument that is fundamental to the application of UNE's organisational resilience activities; and recognises the difference between the document's layout and content, to those of other UNE policy documents conforming to standard sectional layouts.

Communication of the Plan to stakeholders will be via:

- a) Locating the most recent version of the EMP on the UNE intranet policies register and on Safety Hub;
- b) Notifications of changes through the WH&S Annual Plan, WH&S Committee Meetings, WH&S Management Group, Warden Induction and Safety & Security staff inductions, Safety Notices;
- c) Emergency Response Procedures (Flipcharts, SAFE UNE App, Safety Hub, Safety Notices);
- d) Correspondence and meetings with external organisations (Armidale and surrounding Regional Councils & lessees on UNE site);
- e) Emergency Service Organisations (NSW Police, Ambulance, SES, Fire and Rescue, Rural Fire Service, Volunteer Rescue Association) and Functional Areas (Agriculture & Animal Services, Health Services, Welfare Services, Energy & Utilities, Engineering Services, Environmental Services, Public Information Services), LEMO and REMO through both the LEMC and the REMC meetings.

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## UNE Campuses

UNE's main areas of operation are based in Armidale NSW on two campuses: being the Academic and Bellevue campuses. This site is lightly timbered with extensive open space and has an undulating topography. The Academic Campus comprises approximately 152 buildings of various sizes, styles and configurations used for education, research, general amenities, and commercial activities. This campus also includes Mary White Residential College which has the capacity for 209 residents and the Vice-Chancellor's residence known as 'Trevenna'. The campus also contains extensive sporting facilities and playing fields.

The Bellevue campus consists of approximately 47 buildings that are primarily used for student accommodation and support services (meals, recreation, laundry etc.). There are five colleges and one village on this campus with accommodation for 1500 residents. Further to this a private college, St. Alberts College, is located within the boundaries of the Bellevue Campus.

## Rural Properties

UNE owns four rural properties (8500 acres) within the New England/North West region. Newholme, Kirby and Laureldale farms are used for general grazing, research and teaching; the other property, Tullimba, is a cattle feedlot used for commercial and research purposes.

## Tablelands Clinical School

The Tablelands Clinical School building is located on the grounds of the Armidale Hospital site and is leased for 20 years. UNE holds operational responsibility of the building. The building has three levels and is used for education and medical purposes.

## UNE Regional Study Centres

UNE Coonabarabran Study Centre is located on Robertson Street, Coonabarabran (TAFE Campus)

UNE Glen Innes Study Centre is located at the Glen Innes Severn Learning Centre Grey Street, Glen Innes.

UNE Gunnedah Study Centre is located on Hunter Street, Gunnedah (TAFE Campus).

UNE Guyra Study Centre is located on the cnr of Bradley & Moredun Streets, Guyra.

UNE Inverell Study Centre is located on Evans St, Inverell (TAFE Campus).

UNE Tenterfield Study Centre is located on High St, Tenterfield (TAFE Campus).

UNE Moree Study Centre is located on Frome St, Moree (TAFE Campus).

UNE Narrabri Study Centre is located on Barwon St, Narrabri (TAFE Campus).

## UNE Tamworth

UNE Tamworth is located Peel House, Fitzroy St, Tamworth.

## UNE Sydney Study Centre

UNE Sydney has 4 sites, located at:

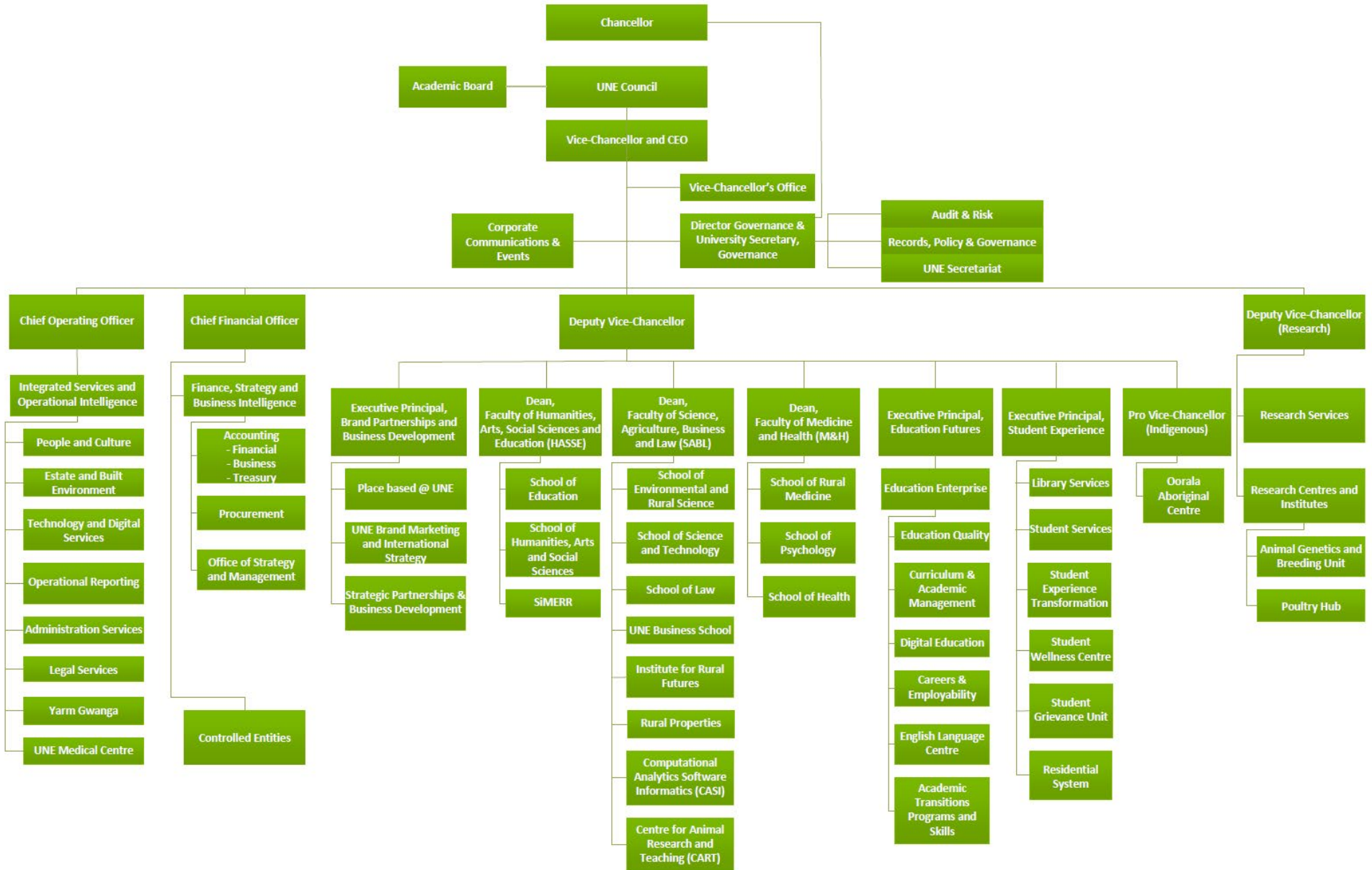
Queensford College, 3/1 Fitzwilliam Street,

100 George Street,

211 Church Street and,

28 George St, Parramatta.

# Organisational Structure



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## Organisational Resilience Planning Committee

The Organisational Resilience Planning Committee (ORPC) is delegated a number of functions in relation to organisational resilience and emergency planning matters at the University. The establishment of this Committee and the delegation of powers to it are actions authorised by the Vice-Chancellor.

The Committee is responsible for the planning, development, implementation and maintenance of emergency and resilience issues. This committee is responsible for all UNE controlled entities and sites.

The ORPC shall:

- a) Manage the implementation and maintenance of the EMP to ensure that all stakeholders with roles and responsibilities under the Plan are available, competent and have up to date training.
- b) Establish a Business Continuity Management Control Group to manage return to business-as-usual planning and monitor risks to UNE business processes.
- c) Establish, review and where appropriate, test Business Continuity Plans (BCP) and Emergency Response Plans (ERP) for UNE and its controlled entities and sites.
- d) Function as the Emergency Planning Committee (EPC) for UNE, with responsibilities as per AS3745-2010 (Planning for Emergencies in Facilities).
- e) Maintain an Emergency Control Organisation (ECO) and Emergency Response Team (ERT).
- f) Ensure that adequate resources of time, finance, equipment and personnel have been allocated.
- g) Ensure that the BCP and EMP is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the EMP.

## Reporting

The Emergency Coordinator will report to the ORPC quarterly, detailing evacuation reports, response exercises, training, expenses, and other activities relating to this EMP.

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## Emergency Control Organisation

### Establishment

The Organisational Resilience Planning Committee (ORPC) has the responsibility of forming the Emergency Control Organisation (ECO). The ECO members have control and response functions in an emergency. There are distinct roles and responsibilities during the PPRR phases.

The ECO is composed of selected staff who have specialised training or skills, or work in certain areas of UNE, to be able to effectively form part of this organisation.

### Functions & Membership of the ECO

The ECO has functional roles in Emergency Planning, designated Emergency situations, and the Recovery stage.

- a) The ECO members have Pre-emergency planning and reporting functions which include some members attending ORPC meetings to deal with emergency identification, reporting to the UNE Council, and organising the functions of the emergency response teams.
- b) The second function of the ECO is the emergency control function which is the decision-making function in an emergency event. Selected ECO members will be in control when an emergency event is declared at a UNE site, in a designated emergency operations centre, and will control the emergency response teams.
- c) Role of Specialists in the ECO will be asked in an emergency to give advice in the control room on their area of expertise if needed. E.g. Residence Officer, Chemical Specialist, International Officer. These specialist roles do not have to be ICS trained.
- d) Selected members of the ECO will be involved in debriefing in the Recovery phase following an emergency event.
- e) The makeup, training, and development of the ERT are under the control of the ECO. They are made up of specially trained staff as a tactical response when an emergency situation is called and give information to and take directions from the ECO members in the EOC.

The membership of the ECO is aligned to the continuation of their role at UNE, and the ECO will review its membership on an as needs basis.

### Responsibilities & Authority

- (a) During emergencies, instructions given by the ECO shall take precedence over the normal management structure.
- (b) Authority given to the ECO to act during an Emergency must be acknowledged by all management including, Directors, Deans, Heads of School, managers, occupiers, and visitors as part of the Emergency planning activities.
- (c) The ORPC should ensure that the appropriate people, such as senior management, have been advised of the authority of the ECO during emergencies.
- (d) The ECO authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.
- (e) Training for the ECO shall be the responsibility of the HRS Officer, and organised and completed as per the Training Table.



## Evaluation & Review

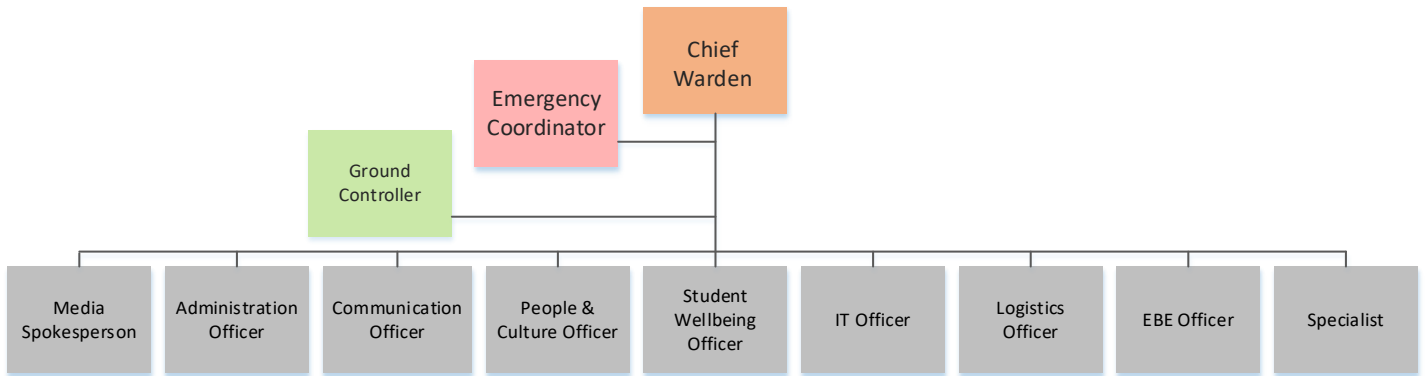
In order to ensure that the ECO is fulfilling its duties, it will:

- Undertake appropriate training exercises and self-assessment to rectify deficiencies and opportunities for improvement;
- Provide a report and findings to the Organisational Resilience Planning Committee (ORPC);
- Provide any information that the UNE Council may request to facilitate its review of the team’s performance and its members; and

## ECO Financial Delegation

Financial delegation during an emergency is as per UNE Delegation of Authority for ECO member’s substantive role.

## ECO Organisational Chart



Role in ECO	Position at UNE
<b>Chief Warden</b>	Chief Operating Officer
<b>Emergency Coordinator/Ground Controller</b>	Emergency Management Coordinator Manager Safety & Security Vice-Chancellor Executive Principal, Brand Partnerships and Business Development or Director Corporate Communications and Events
<b>Media Officer</b>	COO Executive Officer VC Administration Assistant VC Senior Manager Corporate Communications Officer
<b>Administration Officer</b>	Director People & Culture Associate Director People & Culture of Shared Services
<b>Communication Officer</b>	Deputy Vice Chancellor Executive Principal Student Experience
<b>People &amp; Culture Officer</b>	Chief Information Officer Deputy Chief Information Officer
<b>Student Wellbeing Officer</b>	Associate Director Client Services Manager TDS Support Service
<b>Technology &amp; Digital Services (TDS) Officer</b>	Director EBE Associate Director, Operational Services, EBE
<b>Logistics Officer</b>	
<b>Estate &amp; Build Environment (EBE) Officer</b>	

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## Emergency Response Team

The Emergency Response Team (ERT) is a tactical response group that will respond to the scene of an incident. In day to day operations this will be carried out by Safety & Security personnel. In larger events the ERT is scalable in terms of resources that can be assigned through the ECO once an emergency is declared by the Chief Warden. The ERT shall contain suitable personnel that can value add to the situation and be a point of contact for emergency service personnel if required.

## Forward Command Point (FCP)

During an emergency the ERT will assign a Ground Controller that will be positioned at the Forward Command Point (FCP). The Ground Controller will be the contact for all ground personnel and the link in communications to the EOC and subsequently the ECO.

Requirements of the FCP are;

The location of the FCP will be at a safe distance uphill and upwind from the scene and separate to the emergency assembly area

Allows for radio and mobile communications with the ECO

Easy access for ESO's to contact ERT members if required

It should be a location that is large enough to be up scaled if required.

## Media

ERT members are not to give media interviews unless directed specifically by the ECO. The Media Officer within the ECO is the only designated person to conduct interviews. Any requests should be communicated immediately to the EOC by the Ground Controller.

## Establishment

The Organisational Resilience Planning Committee (ORPC) has the responsibility of forming the ERT. The ERT members have response functions in an emergency. There are distinct roles and responsibilities during the PPRR phases. The ERT is composed of selected staff who have specialised training or skills, or work in certain areas of UNE, to be able to effectively form part of this team.

## Membership of the ERT

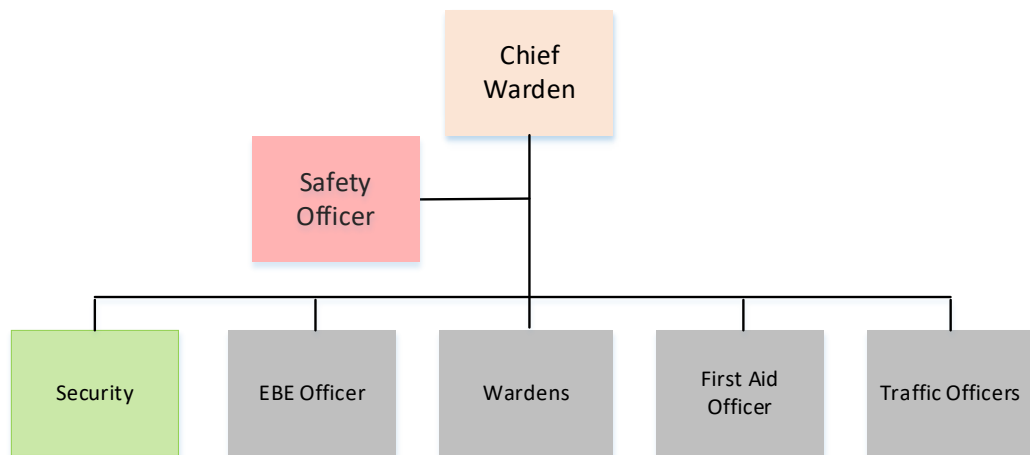
The ERT has functional roles in Emergency situations, and the Recovery stage.

- The makeup, training, and development of the ERT are under the control of the ECO. They are made up of specially trained staff as a tactical response when an emergency situation is called, and give information to and take directions from the ECO members in the EOC.
- The membership of the ERT is aligned to the continuation of their role at UNE, and the ECO will review its membership on an as needs basis.

## Evaluation & Review

- In order to ensure that the ECO is fulfilling its duties, it will:
- Undertake appropriate training exercises and self-assessment to rectify deficiencies and opportunities for improvement;
- Provide a report and findings to the Organisational Resilience Planning Committee (ORPC);
- Provide any information that the UNE Council may request to facilitate its review of the team's performance and its members.

## ERT Organisational Chart



Role in ECO	Position at UNE
<b>Ground Controller</b>	Safety & Security Manager Safety & Security Supervisor
<b>Security</b>	Safety & Security Supervisor Safety & Security Officer/s
<b>Infrastructure Officer</b>	Associate Director, Operational Services Associate Director, Capital Asset Management
<b>Safety Officer</b>	Senior Manager Health Safety and Wellbeing WHS Advisor
<b>Wardens</b>	Wardens of impacted locations
<b>First Aid Officer</b>	First Aid Officers of impacted locations
<b>Traffic Officer</b>	EBE Grounds Safety & Security Officer

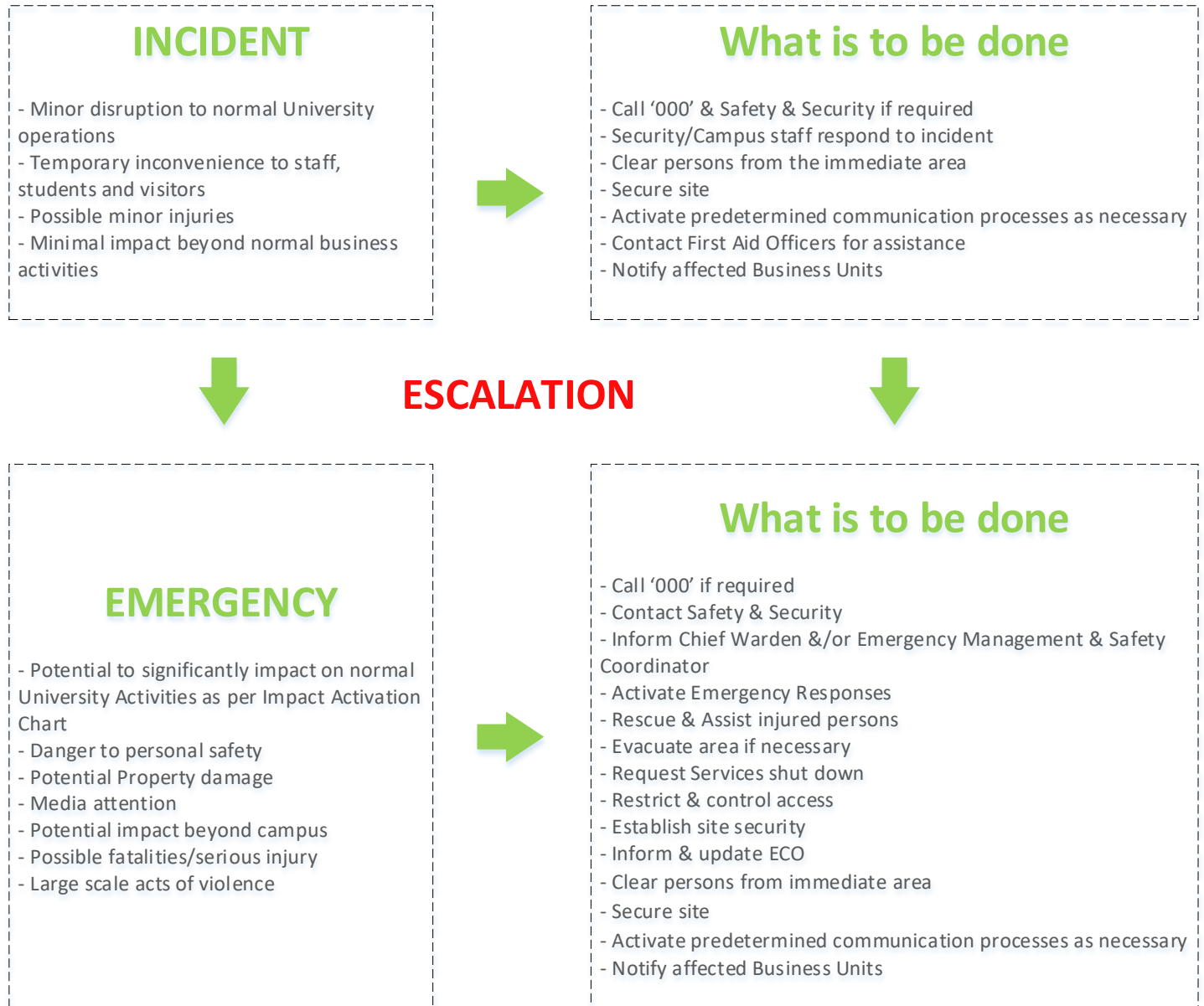
## Incidents to Emergencies

### What is an incident?

An incident is a situation/accident/problem/event characterised by being able to be resolved through the use of local or initial response resources only. Control of the incident is limited to the immediate area and can be dealt with by onsite University personnel and may include an onsite response from either security staff, first aid officers, or Emergency Services. If an incident becomes serious it may need to be escalated and it then becomes an Emergency.

## What is an emergency?

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation. The Escalation Matrix (below) provides guidelines for the management and escalation of emergencies on campus. All incidents requiring an emergency response must be reported to Safety and Security Services.



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## Emergency Response Procedures

The identification of potential emergencies at UNE has been based on an assessment of the hazards, including the possible consequences of an incident occurring as a result of those hazards. The UNE Risk Matrix is to be used to identify hazards for emergency planning. The impact of external hazards that may affect the health and safety of occupants and visitors has also been taken into account in identifying potential emergencies.

The following emergencies have been identified and subsequent Emergency Response Procedures (ERPs) have been developed and are located on Safety Hub at <https://www.une.edu.au/safety/emergency-management/emergency-response-plans2>

- a) Armed Offender
- b) Bomb/Explosion
- c) Bushfire
- d) Flood, including flash flooding from high intensity rain events
- e) Gas Explosion
- f) HAZMAT
- g) Mental Health
- h) Motor Vehicle Accident (MVA)
- i) Office/Teaching Evacuation
- j) Fieldwork evacuation
- k) Pandemic
- l) Place of Entertainment Evacuation
- m) Residential Evacuation
- n) Sexual Assault and Harassment
- o) Severe Weather Event (hail, tornado, severe storm, heat wave)
- p) Cyber-attack
- q) Building failure/collapse

## Emergency Management Framework and Response Levels

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<b>Level 1</b>	<b>Incidents which can be managed using local resources</b>
<b>Level 2</b>	Emergency events which become more serious and require management coordination to address wider implications
<b>Level 3</b>	Crisis situations which are abnormal or unstable situations that threaten lives, UNE's strategic objectives, reputation or viability

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## Assessment and Escalation Criteria

The following table indicates the type of incidents that are likely to stimulate notification, activation and escalation from a Level 1 (incident) to a Level 2.

	<b>Level 1 Incident</b> <b>Normal Day-to-Day Operations</b> <b>(on-going monitoring)</b>	<b>Level 2 Incident</b> <b>Partial Activation of ECO</b>	<b>Level 3 Incident</b> <b>Full Activation of UNE ECO</b>
<b>Safety</b>	Isolated minor injury, medical attention may or may not be required.	Multiple injuries, or significant ongoing threat.	Serious public safety issue likely to attract significant media or political attention.
<b>University Business / Staffing</b>	Local disruption which can be dealt with locally: <ul style="list-style-type: none"> <li>Office/building evacuation</li> <li>Temporary system disruption</li> <li>Break-in requiring Police investigation</li> </ul>	Disruption requiring corporate/external resources to address: <ul style="list-style-type: none"> <li>Telephony failure</li> <li>Significant power failure</li> <li>Significant IT system outage</li> <li>Fire sprinklers activated</li> <li>Business failure by/of key supplier or service provider.</li> </ul>	Long-term disruption to business systems: <ul style="list-style-type: none"> <li>Pandemic</li> <li>Cyber attack</li> <li>Fire/Smoke damage involving major clean up/repairs.</li> </ul>
<b>Violence against Staff / Students / Visitor</b>	Student demonstration. Isolated threat or attack where medical attention may or may not be required	Trend of a large number of criminal attacks with similarities <ul style="list-style-type: none"> <li>Civil disorder</li> <li>Multiple attacks in the same locality</li> <li>Multiple attacks on specific groups</li> </ul>	Mob violence leading to or threatening injury. Attack on staff/students using weapons or firearm.
<b>Environment</b>	Hazardous material or other pollution. Minor spill/emission which can be dealt with internally.	Hazardous material or other pollution. Spill/emission which requires external resources to mitigate.	Hazardous material or other pollution. Serious spill/emission which attracts public outrage
<b>Public Health and Consumer Issues</b>	Local short-term disruption to facilities: <ul style="list-style-type: none"> <li>Temporary loss of essential services.</li> <li>Pest infestation, inadequate insect control</li> </ul>	Significant or widespread impact on consumers: <ul style="list-style-type: none"> <li>Gas or chemical release from laboratories</li> <li>Food poisoning at food outlets</li> <li>Short-term localised health issues</li> </ul>	Serious long-term impact on operations: <ul style="list-style-type: none"> <li>Malicious release of poison in buildings</li> <li>Deliberate contamination of foodstuffs</li> <li>Endemic safety/health issues attributed to university operations</li> </ul>
<b>Infrastructure Issues</b>	Local short-term disruption to University activities.	Significant or wide-spread impact on university activities	Serious long-term impact on university operations
<b>Student / Staff Experience</b>	Local on-site management issue.	Medium term disruption to facilities/services	Long-term disruption to facilities and services.
<b>Media Attention</b>	Local on-site issue.	Short term interest as a news item with on-site media presence.	Intense or long-term media scrutiny.
<b>Determine the response based on the type of incident</b> Consider if this should be managed through the ECO or locally on site			
<b>Response</b>	Managed through Standard Operating Procedures and Business as Usual	Manage through Emergency Response and Safety & Security	Managed by the ECO in conjunction with the ERT
<b>ECO Involvement</b>	No ECO involvement required	Some ECO involvement	Full activation of ECO
<b>Notify</b>	<ul style="list-style-type: none"> <li>Chief Warden (if relevant)</li> <li>Student Wellbeing (if relevant)</li> <li>WHS Manager (if relevant)</li> <li>Senior Risk and Insurance Advisor (if relevant)</li> <li>Any affected staff</li> </ul>	<ul style="list-style-type: none"> <li>Chief Warden</li> <li>Senior Risk and Insurance Advisor (if relevant)</li> <li>Any affected staff</li> </ul>	<ul style="list-style-type: none"> <li>Chief Warden</li> <li>Affected staff</li> <li>Senior Risk &amp; Insurance Broker</li> </ul>

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## Notifying, Alerting and Reporting Emergencies

The person (staff, student or others) who identifies the emergency must ensure '000' is called and that it is notified to the UNE Safety and Security personnel, who will then notify the Ground Controller, who will inform the Emergency Coordinator. The effective management of an emergency requires prompt communication flow through to the Chief Warden. The Chief Warden will declare an emergency, and this decision will generally be made on the scale/severity of the emergency and the estimated duration including recovery.

The overall role and responsibilities of the Emergency Control Organisation will include, but not be limited to the following:

- a) Declare a Campus or University wide emergency if the situation so warrants
- b) Advise the University Vice Chancellor and Chancellor of the situation/actions
- c) Undertake a strategic assessment of the situation
- d) Activate and control the Emergency Response Procedures to the degree necessary
- e) Coordinate the release of all official information to the public, through the Media Spokesperson
- f) Notify and inform key University personnel and relevant stakeholders of the situation
- g) Provide direction for the resumption of all University functions

### Alerting the workplace to emergencies

The Chief Warden is to undertake appropriate action to alert the workplace of the emergency including commencement of evacuation procedures, where required. When the Chief Warden is absent from the workplace the Deputy Chief Warden is to undertake this responsibility.

A Communications Plan has been developed by the UNE Corporate Communications Unit and will be overseen and executed in an emergency within the ECO by the Communications Officer pending approval from the Chief Warden or their delegate. The Communications Plan is a closed document that sits with the ECO members and the EOC.

### Reporting Emergencies

- a. Contact emergency services immediately, where required
- b. Contact UNE Safety and Security personnel immediately
- c. Notify Building Warden if appropriate
- d. Notify the Emergency Coordinator subsequent to points 1 and 2
- e. Notify the Police if the incident involves violence/weapons

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## Communicating in an Emergency

Communication during an emergency is via a direct link between the Ground Controller through to the Emergency Control Centre via the Emergency Coordinator and onto the Chief Warden for information and decision making.

Both at the Forward Command Point and the Emergency Operations Centre designated team members have been trained to respond as events unfold to mitigate against further impact to individuals and property. The diagram on the next page demonstrates the communication links.

## Communication & Information during an Emergency

For the method of communicating and equipment used to enable communication see table below

<b>Requirement</b>	<b>Communication</b>
<b>Primary means of communication during an emergency</b>	Mobile
<b>Secondary means of communication during an emergency</b>	Landline

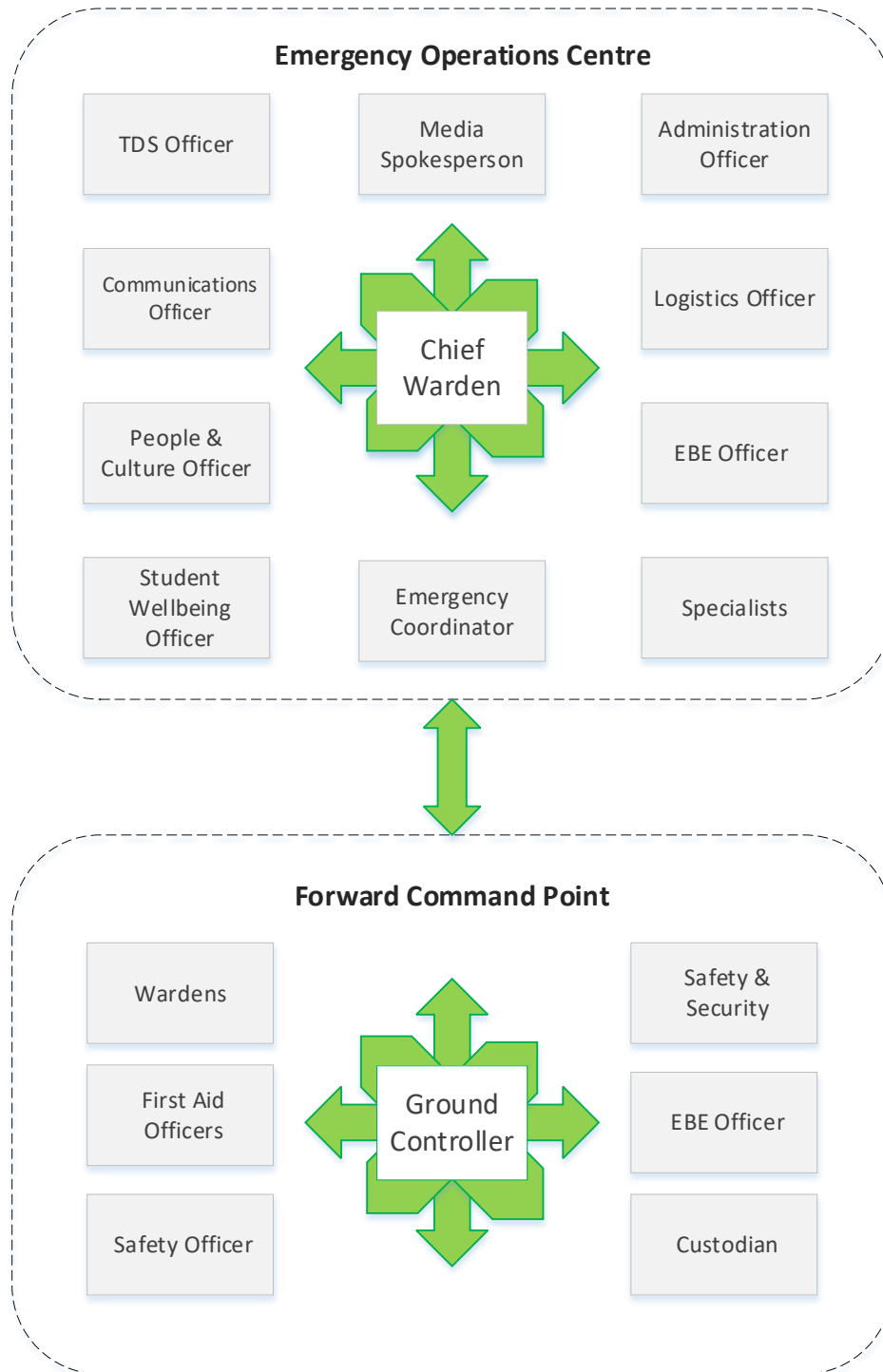
## UNE Emergency Information

Emergency Services personnel, wardens, and others may need specific building and site information during an emergency. This information will be in the form of a Building Information Folder for each building on campus. These information folders will be in paper form, located with the building warden of each building, and an additional hard copy will be held in the EOC. The original version of the building folders will be held electronically on the university records management system TRIM. It is the responsibility of the Building Warden to ensure these folders remain up to date.



## UNE Emergency Contact Information

The ECO personnel may also need to contact neighbours, UNE tenants, local medical and health services, and local community services in an emergency situation. Landline and mobile numbers for all of these organisations will be held by the Emergency Coordinator, as well as a copy kept in the EOC.



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## Duties of occupants (staff, students, visitors and contractors) on a UNE controlled site

While at a UNE site an occupant shall:

- a) Comply with any procedure imposed by a ECO member or ESO in relation to major incidents, including the taking of corrective action;
- b) Comply with any procedure in the EMP, including the taking of corrective action under the plan;
- c) Immediately inform UNE Safety & Security about any circumstance that they believe may cause a major incident;
- d) Follow the emergency response procedures that are located electronically on Safety Hub.

### Personal Emergency Evacuation Plan

The electronic Personal Emergency Evacuation Plan (PEEP) template is located on Safety Hub at <https://www.une.edu.au/safety/emergency-management> . This form should be filled out by those that will be inhibited to evacuate during a critical incident. This could be through physical or mental reasons. It should be noted that this form is not compulsory and the decision to fill out the form lies with the individual. The form would then be held by the relevant Warden within the BU, lecturer, Custodian or RF (in the Residential System) and stored electronically in the relevant TRIM container.

### Emergency Operations Centre

The Emergency Operations Centre (EOC) is the location for coordination of operations and support during an emergency. The EOC is where the designated staff of gather during an emergency to coordinate both the operational and strategic response, and to manage the subsequent recovery process. It is a facility in which the Chief Warden through the ECO can ensure the timely provision of support to the affected UNE community by either;

- a) Planning for an impending event,
- b) Monitoring an operation, or
- c) Coordinating support to an ESO when required.

There are two EOC's at UNE.

- a) Primary Centre
- b) Secondary Centre.

### Emergency Response Exercises

The Chief Warden in conjunction with all ECO members has responsibility for conducting and reporting to the ORPC on emergency response exercises.

A program of site-specific emergency response exercises shall be developed in collaboration with the occupants and members of the ECO. These exercises will be done to determine the effectiveness of the emergency response procedures, ECO actions and occupants' response, both when first developed and on an ongoing basis.

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## Types of Exercises

When deciding on an exercise style, the designer should consider the existing level of capability. It may be appropriate to conduct a series of exercises to build capability; starting with simple, discussion style exercises and building up to more complex, deployment style exercises.

The following are different forms of exercises

- a) Seminars
- b) Workshops
- c) Syndicate progressive
- d) Hypothetical
- e) Drills
- f) Functional exercises
- g) Field exercises.

NB: There are no unplanned exercises at UNE. All participants will be alerted to any exercise that will take place.

## Fire Equipment and Appliances

All fire equipment and appliances are maintained in accordance with Australian Standards. The planned maintenance is conducted under a third party contract for the University and is managed by UNE Estate and Built Environment.

<b>Equipment Type</b>	<b>Description</b>
<b>Fire Extinguishers</b>	Extinguishers are located within all buildings. Specific types covered are Dry Chemical, Co2, Water and Wet Chemical
<b>Hose Reel</b>	Hose reels are placed in buildings that have been built since 1992
<b>Sprinkler Systems</b>	Building sprinkler systems are located throughout the residential colleges, Booloominbah, Trevenna house and Riggs, Stokes, McClymont, Botany and Zoology buildings.
<b>Fire Hydrants</b>	External hydrants are located strategically throughout the campuses
<b>Gas Suppression Systems</b>	Only one location within the Riggs Building located ground floor storage area Eastern end.
<b>Automatic Fire Detection and Alarm Systems</b>	All buildings within the Academic and Bellevue campuses have back to base monitored fire systems and detection. EWIS systems are in place for Riggs and C.B. Newling.
<b>Exit and Emergency Lighting (E &amp; EL)</b>	E&EL are located within all Residential buildings, Lazenby Hall, Arts, Sciences, Education, and buildings built since 1992
<b>Lighting (E &amp; EL)</b>	Education, and buildings built since 1992
<b>Fire and Smoke Doors</b>	E&EL are located within all Residential buildings, Lazenby Hall, Arts, Sciences, Education, and buildings built since 1992

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## Testing of Equipment

The testing, review and routine servicing of emergency response equipment is managed by Estate & Built Environment. The review and routine servicing shall be done in accordance with Section 8 of AS37545-2010. The ORPC is responsible for ensuring that the EMP and associated elements developed meet the requirements of this Standard and are inspected, tested and routinely serviced.

Inspection and testing of the EMP elements are categorized in Australian Standard 1851 into two categories:

- 1) Critical Emergency Evacuation System Elements.
- 2) Other Emergency Evacuation System Elements and Procedures.

Any deficiency in the EMP or associated elements shall be reported to the ORPC at the completion of the inspection/testing and shall be rectified with the minimum of delay. Records shall be kept of all inspections, testing and routine service activities.

Regular testing of the communication system shall be carried out, the frequency of which shall be determined by the ORPC and all records shall be retained.

### NOTES:

- a) *Communication systems include Emergency Warning and Intercommunication System (EWIS), PA systems, paging, portable occupant warning equipment, strobe lights and colour coded lights.*
- b) *The regular checks by ECO members provides the necessary practice in the effective use of the system and the timely identification of any system faults.*

## Training

A training schedule (Table 1) has been developed for UNE staff involved in emergency PRR. This schedule has been developed using Section 6 of the AS 3745.

People & Culture has the overall planning, co-ordination, and responsibility of the Emergency Preparedness Training element of the EMP. All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures. There shall be sufficient personnel trained in all positions within the ECO to allow for projected absences.

*NOTE: Re-training should be conducted following a revision of the Emergency Response Procedures.*

## Training Table

Who	What	When	Training by whom	Section of AS3745
UNE Staff	Flip charts- information on PC	Information seen daily on opening of desktop	Self-awareness	6.4.1 & 6.5
UNE Staff	Drills	Activity at least every 12 months	Emergency trainer & Building Wardens	6.4.1& 6.5
UNE Students	Training and building awareness & Flipcharts & Drills	Activity at least every 12 months	Emergency trainer & Building Wardens	6.4.2
UNE Staff, Students & residents	Training and building awareness & Flipcharts & Drills	Activity at least every 12 months	Emergency trainer & Building Wardens	6.4.2
Two members of ORPC	Specialised ICS Training	To keep qualifications current	External organisation	6.2
ECO	Based on Response procedures	An activity every 6 months	External Organisation	6.3.1.2 & 6.3.4&6.5.1.1
ERT	Based on Response procedures	An activity every 6 months	External Organisation	6.3.1.2& 6.3.4&6.5.1.1
Visitors	Awareness	Induction	HRS	6.4.3
Custodians	Custodian training	Before taking role	Internal training	6.3.1.2& 6.3.4& 6.5.1.1& 7.2
Wardens	Warden training	An activity every 6 months	Internal training	6.3.1.2& 6.3.4& 6.5.1.1& 7.2
Custodians	Custodian training	Ongoing	Internal training	6.3.1.2& 6.3.4& 6.5.1.1& 7.2
First Aid Officers	First Aid Training & CPR Refreshers	First Aid – every 3yrs CPR Refresher - annually	External Organisation	
All members of ECO & ERT	Communication training	Annually or as per ORPC	Internal training	6.6
Training materials	To be site specific	For each training session	Training provider	6.7
Testing	Evacuations and drills to test responses and occupant awareness			7.2 & 7.3

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## Related Documents

UNE is subject to Federal and State Legislation, Codes of Practice and Standards, as well as locally developed Policies and Procedures. Those relevant to the Plan include:

1. Australian Standard 3745-2010 - Planning for Emergencies in Facilities.
2. Australian Standard 4801-2001 - OH&S Management Systems.
3. Australian Standard 45001:2018 – Occupational health and safety management systems, Requirements with guidance for use.
4. Education Services for Overseas Students Act, 2000.
5. Environmental Planning and Protection NSW legislation
6. First Aid in the Workplace Code of Practice - NSW WorkCover 2015.
7. How to Manage Work Health and Safety Risks Code of Practice - NSW WorkCover.
8. Managing the Work Environment and Facilities Code of Practice, NSW WorkCover.
9. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
10. Rural Fires Act 1997.
11. SERM Act 1989.
12. UNE Compliance Management Framework and Procedures.
13. UNE Corporate Risk Management Framework.
14. UNE Financial Delegation Policy and Purchasing Procedure.
15. UNE International Critical Incidents Immediate Response Checklist.
16. UNE International Critical Incidents Operating Procedure.
17. UNE Media Policy.
18. UNE Organisational Resilience Rule and Procedures (Basic Business Continuity).
19. UNE Procurement Policy.
20. UNE Records Management Rule.
21. UNE Safety and Security Site Manual.
22. UNE School and Directorate Business Continuity Plans (BCPs).
23. UNE Workplace and Safety Rule, and associated information.
24. University of New England Act, 1993 (NSW).
25. University of New England By-law, 2005.
26. Work Health and Safety Act, 2011 (NSW).
27. Work Health and Safety Regulation, 2011 (NSW).

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## Authorisation

### Approval

Approved by: Chief Operations Officer (on behalf of the ORPC)

### Document Control and Record of Revisions.

The EMP is an associated document under the UNE Organisational Resilience Rule. This does not detract from the document's importance, rather, it allows for revisions to be approved at a local level and published more swiftly; it clarifies the position of the EMP as an instrument that is fundamental to the application of UNE's organisational resilience activities; and, recognises the difference between the documents layout and content, to those of other UNE policy documents conforming to standard sectional layouts.

The UNE Emergency Management Plan is updated whenever circumstances or policies change or after a period of three (3) years since the last revision. The Record of Revisions provides a historical record of each revision of the Plan and shows the latest Plan version number and its corresponding effective date. Document control including date of issue or amendment date on each page of the emergency plan.

If an electronic format is used for the emergency plan, at least one printed copy shall be available on site. Upon the distribution of a revised Plan, previous hardcopies of the Plan are to be managed, retained and disposed of in accordance with UNE's Records Management Rule A16/1453.

Version Number	Description of Revision	Author	Revision Date
1	New Emergency Management Plan (EMP)	Debbie Anderson	Initial
2	Review of EMP Version 1	Theron King	31.05.2017
3	Review of EMP Version 2 Overhaul of ECO membership, Attachments, Roles & Responsibilities, Introduction, ERT, EOC	Theron King	19/02/2018
4	Updated Organisational Structure	Theron King	11/10/2018
5	Review of EMP Version 4 Redesign and development of two separate documents: EMP & EMP Sub Plan - Restricted Operational Information Updated Organisational Structure	Katie O'Brien	1/05/2021
6	Review of EMP Version 5 Update of role names	Patrick Crick	2/04/2023

