1. Local Emergency Management

There are three areas covered in the first part of the Standard:

- Prevention: minimising the risk of an emergency occurring in your area
- Local emergency management: measures that can be put in place to mitigate or manage an emergency if it occurs
- University Critical Incident Management Arrangements

2. Recommended Compliance Procedure

2.1 Prevention

<table>
<thead>
<tr>
<th>Methodology</th>
<th>Resources / Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Decide how the assessment process will be carried out. Assessments should be carried out in consultation with staff and HSRs.</td>
<td>Options:</td>
</tr>
<tr>
<td></td>
<td>• Assign to local managers</td>
</tr>
<tr>
<td></td>
<td>• Use an expert or consultant to carry out</td>
</tr>
<tr>
<td></td>
<td>• Put together a risk assessment team.</td>
</tr>
<tr>
<td>Step 2: Identify the activities that may lead to an emergency in your area.</td>
<td>Review your local risk register and OHS Plan</td>
</tr>
<tr>
<td></td>
<td>Discuss with local managers and team leaders</td>
</tr>
<tr>
<td></td>
<td>Consider:</td>
</tr>
<tr>
<td></td>
<td>• What has led to an emergency in the past?</td>
</tr>
<tr>
<td></td>
<td>• What new activities or processes have been introduced in the last 12 months? Do these present new emergency risks?</td>
</tr>
<tr>
<td></td>
<td>• What new research work is being done: are Research Work Safety Assessments available? Have risk assessments been carried out?</td>
</tr>
<tr>
<td></td>
<td>• Have there been recent inspections and audits: what issues were identified?</td>
</tr>
<tr>
<td></td>
<td>• Are your public and student contact staff adequately trained to deal with aggressive or threatening people?</td>
</tr>
</tbody>
</table>
### Methodology

<table>
<thead>
<tr>
<th>Step 3: Identify the potential emergency risks associated with these activities: Fire, explosion, leakage, spills, contamination, security</th>
<th>List the activities and corresponding risks. The Emergency Risk Control Plan template can be used</th>
</tr>
</thead>
</table>
| Step 4: Identify how your area may be affected by external emergencies. | Review and identify operational vulnerabilities. Your Business Continuity Plan should list these. Discuss with local managers and team leaders. Consider:  
  - What would the effects of a power loss be?  
  - Are any critical areas inaccessible or useable in a power loss? Consider stairwells and access to toilets  
  - What would be the effects of a loss of water? Are there critical processes that require water? How long could you operate without flushing toilets? |
| Step 5: Identify any major OHS risks and put into place control measures to reduce the risks to acceptable levels or to meet current practice | Seek advice from the Health, Well Being and Safety Unit as needed. See the Risk Control Hierarchy |

### Local Emergency Arrangements

<table>
<thead>
<tr>
<th>Methodology</th>
<th>Resources / Tools</th>
</tr>
</thead>
</table>
| Step 1: Identify any specific local emergency arrangements  
Ensure that these arrangements are being adequately maintained | Does the Emergency Risk Control Plan list or recommend specific local emergency arrangements. These may include:  
  - Emergency protocols to meet a particular type of incident  
  - Spill control measures or emergency facilities such as eyewashes and showers  
  - Special medical arrangements necessary in an emergency (such as antidotes with some chemicals)  
  - Is there a clear protocol to deal with minor emergencies |
| Step 2: Ensure all buildings occupied by your staff have, if practical, an emergency control organisation.  
There will be buildings where this is not practical. If so, alternative arrangements must be in place | Where practical all University buildings must have an emergency control organisation: this is a structured group of people who prepare for and manage an emergency in a building or a group of buildings. The emergency control organisation is led by the chief warden and includes other wardens (deputy chief warden, floor wardens and wardens for each area or building) and, where necessary, other people with specific roles in a particular type of emergency (for example a chemical spill in a laboratory). Advice can sought from the Health, Well Being and Safety Unit |
| Step 3: Ensure local emergency resources are adequate | Review your OHS Plan to ensure adequate numbers of first aiders and wardens  
  - Are first aid/medical emergency arrangements clear to all staff?  
  - Are contact arrangements for first aiders available on notice boards?  
  - Does reception know how to contact a first aider? |
| Step 4: Where your area is the nominated major occupier, you must nominate a building emergency coordinator and deputy building emergency coordinator. Where possible the building emergency coordinator should be a senior manager. | Every University building has a major occupier: this is the faculty, division or other area with the largest number of staff normally resident in the building. Human Resources Division maintains a list of Major Occupiers of University Buildings |
2.3 University Critical Incident Management Arrangements

<table>
<thead>
<tr>
<th>Methodology</th>
<th>Resources / Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Ensure all managers and team leaders are aware of the University’s Critical Incident Management Plan and supporting documents</td>
<td>University’s Critical Incident Management Plan Post-Traumatic Incident Management</td>
</tr>
</tbody>
</table>

3. First Aid

If you need first aid assistance, most areas have local first aiders. Security Officers are also trained first aiders and have access to defibrillators for use in heart attacks. Security can be contacted on 222 on University phones or by calling 1800 062 579.

First aiders are trained to treat minor injuries or illness and in the case of serious injury or illness, provide initial care until medical aid arrives. Medical assistance should be sought in the event of a serious injury or illness directly through 000.

Please advise Security immediately if an ambulance is called or a defibrillator is required.

See OHS Manual: First Aid for more information.
4. **Risk Controls**

The OHS Act and Regulations set out a ranking of risk controls (**Hierarchy of Controls**).

Firstly you will need to consider whether the risk can be completely eliminated. If not, then you have to consider risk reduction and administrative controls. Only after these controls are shown not to be practicable can you consider training and personal protection as a control measure. In reality a problem will be resolved by a mixture of controls that may include training.

<table>
<thead>
<tr>
<th>Safety Measure (in order of hierarchy)</th>
<th>Explanation and Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elimination</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eliminate the hazard. For example:</td>
</tr>
<tr>
<td></td>
<td>• Use non hazardous materials</td>
</tr>
<tr>
<td><strong>Reduction</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reduce the hazard by using less hazardous materials or process. For example:</td>
</tr>
<tr>
<td></td>
<td>• Using non-flammable materials</td>
</tr>
<tr>
<td><strong>Engineering Controls</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use engineering controls that reduce, suppress or isolate the hazard. For example:</td>
</tr>
<tr>
<td></td>
<td>• Carry out work with flammable materials under a nitrogen blanket in a glove box</td>
</tr>
<tr>
<td></td>
<td>• Access to equipment is controlled throughout lock outs</td>
</tr>
<tr>
<td><strong>Administrative Controls</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Procedures</strong></td>
<td>Control the work through Permit to Work and Safe Working Procedures. For example:</td>
</tr>
<tr>
<td></td>
<td>• Ensure work can only be carried out after a risk assessment</td>
</tr>
<tr>
<td><strong>Alarms</strong></td>
<td>Provide systems that warn staff of problems and remove them from harm (evacuation procedures)</td>
</tr>
<tr>
<td><strong>Signs</strong></td>
<td>Provide clear signs and labels</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>First Aid arrangements and coverage</td>
</tr>
<tr>
<td></td>
<td>Provision of antidotes or specific emergency medical procedures</td>
</tr>
<tr>
<td><strong>Ancillary or Management Controls</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>Provide Personal Protective Equipment and provide training on its proper use</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Information, training and instruction <strong>must not</strong> be used as the sole or primary means to control the risk of injury. You can only use information, training and instruction as the main way to control risk if you can show that it’s not practicable to control the risk by the means above</td>
</tr>
<tr>
<td></td>
<td>• Provide operator training</td>
</tr>
<tr>
<td></td>
<td>• Provide emergency management training</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
<td>• Set the level of supervision in light of the risk and the skills of the persons carrying out the work</td>
</tr>
<tr>
<td></td>
<td>• Carry out work only under the supervision of trained or experienced operators</td>
</tr>
</tbody>
</table>
5. **Major Occupier**

The Major Occupier is generally the faculty or division with the largest number of staff in a building. A list of Major Occupiers is on the [Emergency website](#).

6. **Building Emergency Coordinator**

The building emergency coordinator is appointed by the Major Occupier.

The building emergency coordinator is responsible for:

- monitoring on behalf of all the faculties, divisions or other areas occupying the building the implementation and management of the local emergency preparations in that building and surrounding areas
- appointing wardens and other personnel within the building’s emergency control organisation (see [Selection of Wardens](#)), and ensuring that the emergency control organisation has sufficient personnel to allow the effective operation of the building’s local emergency preparations
- ensuring the University Fire Safety Officer ([Health, Well Being and Safety Unit](#)) is advised of any changes in personnel involved in the emergency control organisation
- ensuring that fire safety recommendations made by building wardens are implemented
- ensuring that signage and emergency floor plans are kept up to date.

The building emergency coordinator has the authority to:

- where necessary, canvas and appoint personnel to the emergency control organisation from other departments in the building
- direct that all building occupants follow University and local emergency preparations
- constitute where necessary a [local emergency planning committee](#) with representatives from each faculty, division or other area occupying the building.

7. **Local Emergency Planning Committee**

Where there is no local emergency planning committee, the chief warden is responsible for the duties of the local emergency planning committee. The local emergency planning committee is chaired by the chief warden.

The local emergency planning committee is responsible for:

- assisting the building emergency coordinator in the appointment of emergency control organisation personnel (see [Selection of Wardens](#))
- working with the Fire Safety Officer ([Health, Well Being and Safety Unit](#)) to nominate times and dates for a minimum of one drill at the start of each year
- conducting or coordinating regular inspections to identify fire hazards and to take appropriate action (refer to [Emergency Management Housekeeping Checklist](#))
- providing input into local emergency plans
- submitting an annual report to the major occupier with a copy to the Fire Safety Officer ([Health, Well Being and Safety Unit](#)). The report may include the following:
  - unresolved fire hazard and evacuation safety issues
  - evacuation drill reports
  - unforeseen emergencies and incidents
  - adequacy of emergency control organisation numbers and local emergency preparations
  - choosing in consultation with the University Fire Safety Officer the locations of two assembly areas: a normal assembly area and a bomb threat assembly area (see ‘Selection of Assembly Areas’, paragraphs 22–24).
8. Emergency Control Organisation

8.1 Chief Warden

The Chief Warden (identified by a white helmet) is responsible for the coordination of the building evacuation in the event of an emergency or a planned drill.

The Chief Warden has the authority to direct that staff at all levels of the University structure comply with the emergency arrangements following the sounding of the fire bell or alert signal or during an emergency evacuation.

8.2 Floor Warden

Floor Wardens (identified by a yellow helmet) are responsible for:

- carrying out their duties in the event of an emergency as described in these procedures
- reporting to the Chief Warden any observed fire or evacuation hazards or unsafe conditions
- conducting regular fire and evacuation safety inspections as determined by the Chief Warden (refer to Emergency Management Housekeeping Checklist)
- ensuring the safe evacuation of mobility impaired persons

Floor Wardens have the authority to direct that staff at all levels of the University structure comply with the emergency arrangements following the sounding of the fire bell or alert signal or during an emergency evacuation.

8.3 Warden

Wardens (identified by a red helmet) are responsible for assisting the floor warden in their duties.

Wardens have the authority to direct that staff at all levels of the University structure comply with the emergency arrangements following the sounding of the fire bell or alert signal or during an emergency evacuation.

8.4 University Fire Safety Officer

The University Fire Safety Officer (Health, Well Being and Safety Unit) is responsible for:

- the coordination, implementation and review of this procedure
- providing advice and assistance to managers, major occupiers, building wardens and others on building evacuation matters
- providing chief wardens and wardens with assistance, training and advice in carrying out their duties
- monitoring the implementation and operation of this and associated procedures
- following up on reports received to ensure action has been taken
- providing the necessary report forms
- liaising with emergency services to maintain emergency preparedness
- maintaining a master list of chief and floor wardens and scheduled dates for evacuation drills, and advising key personnel of the scheduled dates
- ensuring Security and the campus switchboard operators have access to business and after-hours emergency contact numbers and relevant information
- maintaining a current list of assembly areas.

The University Fire Safety Officer has the authority to:

- direct building occupants during an emergency or where there is an immediate threat to safety or a planned drill
- close down any operation that in his or her opinion represents a significant fire risk.
9. **Selection of Wardens**

The persons selected as wardens should:

- be normally available in the building for most of the time
- be willing to undertake the role
- be capable of decision-making under stress, and able to communicate this air of calmness to others
- be reasonably fit
- have the ability to direct other members of staff in an emergency.

10. **Selection of Assembly Areas**

Both normal and bomb threat assembly areas should be identified and should:

- be well clear of the building
- not be in an open area allowing easy further movement (no courtyards, etc.)
- under cover where possible
- out of the way of emergency vehicles.

The normal assembly areas are listed on the [Emergency Management website](#).

In addition the bomb threat assembly areas should be:

- a minimum of 200 metres from the building, or shielded by another building
- not in a car park or other area where a bomb could easily be hidden.

11. **Evacuation Drills**

**Preparation for fire drill:** The date and time shall be chosen by the University Fire Safety Officer ([Health, Well Being and Safety Unit](#)) with consideration given to sensitive activities such as examinations. The Fire Safety may notify areas beforehand of an evacuation drill.

**Pre-drill Training:** The University Fire Safety Officer shall provide advice to wardens on various their roles and Deakin University’s policies and procedures related to emergency procedures. In particular:

- familiarisation with existing installed fire-fighting equipment such as fire extinguishers, break-glass fire alarms, fire hydrants and fire hose reels
- choice of assembly area
- advice of alarm arrangements
- distribution of helmets.

**Debriefing meeting:** This meeting should be held in consultation with Chief Warden following each emergency evacuation drill and will address the following:

- review of observers' comments
- review of any other comments
- discussion and formalising of any changes in procedure
- if appropriate, determine the choice of date and time of next fire drill
- arrange for a brief report to be forwarded to the University Fire Safety Officer ([Health, Well Being and Safety Unit](#))