



## **SECURITY & TRAFFIC MANAGEMENT**

## **EMERGENCY MANAGEMENT PLAN**

Version: 1.4  
Date: 15<sup>th</sup> January 2019



**SECURITY EMERGENCY (24 hours)**  
**SECURITY GENERAL ENQUIRIES (24 hours)**

**Ext 56666**  
**Ext 56000**

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## Version

Version	Date	Reviewed By	Summary of Changes
Draft	1 <sup>st</sup> May 2017	Karl Natschev	New Document, in line with the Major Incident Management Plan (MIMP).
1.1	28 <sup>th</sup> March 2018	Rick Minter	Updated Emergency Planning Committee and terminology
1.2	18 <sup>th</sup> April 2018	Rick Minter	Include reference to Emergency Response Team (ERT)
1.3	4 <sup>th</sup> July 2018	Rick Minter	Update EPC position, Student Life & Community
1.4	15 <sup>th</sup> January 2019	Rick Minter	Added appendix I & method of notification

## Approval

Version	Date	Title	Signature
1.4	15/01/2019	EPC	Signed by EPC

## Review and History

The content of this document is managed and controlled by the Emergency Planning Committee (EPC) who will review annually, or when any significant structural or operational changes require it.

## Acknowledgements

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.

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## 1. INTRODUCTION

### 1.1 Purpose

This Emergency Management Plan provides a guide to the management of non-major incidents at UNSW. For the purposes of this document the level of “emergency” under discussion is an incident that can be managed by routine security operations procedures (Level 1 & 2) and does not require escalation to the Major Incident Response Team (MIRT); Thus, this document works in conjunction with the Major Incident Management Plan (Version 2.4, 2017).

### 1.2 Scope

The scope of this strategic framework extends to all Faculties, Divisions, Business Units, Research Centres, Controlled Entities and Affiliated Organisations located on a UNSW Campus.

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

### 1.3 Principles

In the event of an incident at UNSW, the following principles should guide all actions:

- Ensure the safety & wellbeing of students, employees and the public (including following the cessation of an emergency). This principle overrides all others;
- Ensure assets are protected and prevent harm to the environment;
- Ensure that normal operations are maintained or resumed as quickly as possible;
- Ensure that internal and public confidence is enhanced through a visible and professional response;
- Undertake action to prevent recurrence, and to improve future responses.

Emergency management arrangements must be flexible enough to adapt to any type of incident and provide sufficient support to allow for sound and rapid decision-making, particularly during the response phase.

### 1.4 Abbreviations

UNSW	The University of New South Wales
OCDMS	On Call Duty Manager, Security
OCDM	On Call Duty Manager
ECO	Emergency Control Organisation
SOT	UNSW Security Operations Team
MIMP	Major Incident Management Plan
MIRT	Major Incident Response Team
EPC	Emergency Planning Committee
ERT	Emergency Response Team
LEMC	Local Emergency Management Committee

## 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.

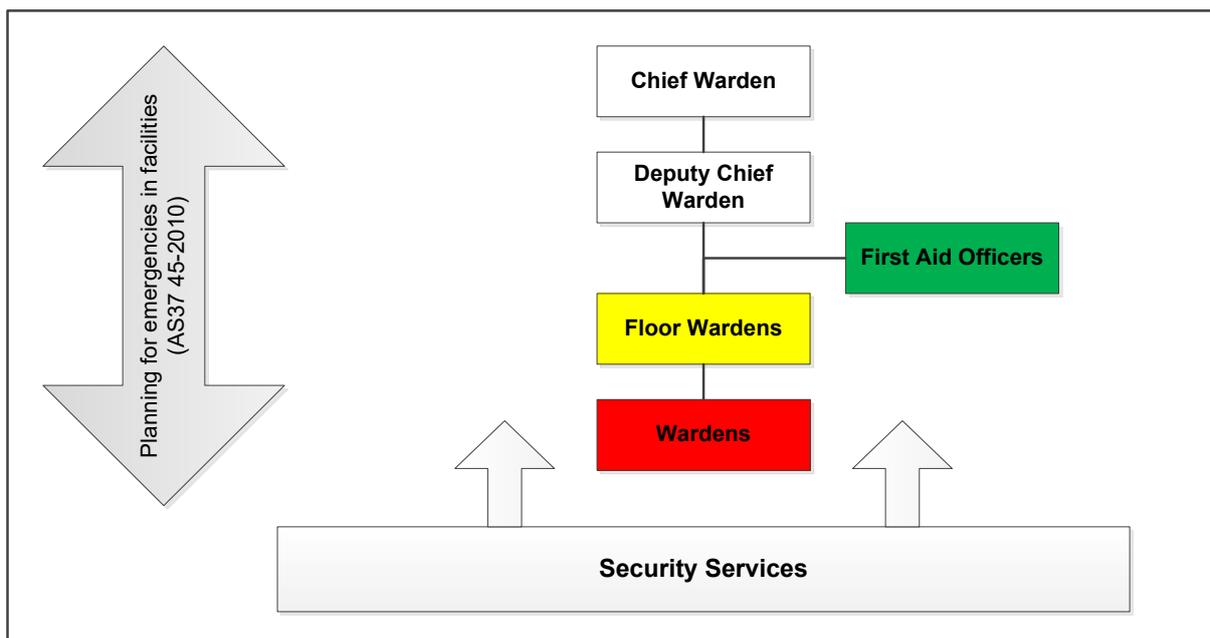
An incident becomes a major incident when the University response resources are insufficient and additional external resources are required to manage and coordinate the response. (This does not include incidents where emergency services attend as standard practice, such as attending false alarms). Major 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 and supervise the safe movement of occupants of a building or a group of buildings in an emergency.

At UNSW, an ECO is appointed for each building on campus. There are currently over 60 separate ECOs, comprising of volunteers from faculties, business units and affiliated organisations unique to each building.

Each teams' details can be found at the following site (zpass required): [Emergency Management SharePoint Site](#)



*Flow chart depicting a typical Emergency Control Organisation*

### 2.1 Minimum Requirements for a building ECO to be established

Each ECO team should include the following as a minimum per building:

- 1 x Chief Warden
- 1 x Deputy Chief Warden
- 1 x Floor Warden per floor
- 1 x First Aid Officer per floor

Upon assessment, additional Wardens/Officers may be required depending on the size and complexity of the building/facilities. For further advice, contact [emergency@unsw.edu.au](mailto:emergency@unsw.edu.au)

## 2.2 Identification

Colour coded hats and vests are worn by the ECO to identify their authority to staff, students, visitors and emergency services in times of emergency.

ECO Position	Cap Colour
Chief Warden	White
Deputy Chief Warden	White
Floor Wardens	Yellow
Wardens	Red
First Aid Officers	Green
Security Officers	Security Uniform

Each ECO is responsible for managing the initial response to an emergency. Other responsibilities include, but are not limited to, coordinating a building evacuation or the administration of first aid, until other support arrives, including Security Services and external emergency services. ECO's typically meet on a six-monthly basis to discuss relevant matters and undertake training as required.

## 2.3 Indemnity of dedicated Emergency Control Organisation

Employees are indemnified by the University for anything done or not done in the course of their designated duty as a member of the Emergency Control Organisation during times of Emergency.

During emergency situations or exercises, pending the arrival of emergency services, ECO personnel shall have absolute authority to issue instructions to evacuate persons from buildings and/or areas.

Failure to comply with a direction may place lives at greater risk and if no reasonable cause is apparent or established, a failure to comply with a reasonable direction may constitute a breach of staff or student discipline/Code of Conduct. It may also constitute an offence under WHS law.

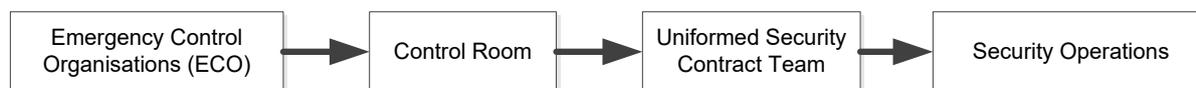
## 2.4 Equipment available to Emergency Control Organisations

- a) Cap which is colour coded and labelled with the corresponding role.
- b) High visibility vest
- b) Portable First Aid kit (cost of kit met by Faculty, School or Business Unit)

### 3. EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

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

During Normal Working Hours:



After Hours:



If an Incident becomes a 'Major Incident', Security management will escalate to the MIRT Team Incident Chair. [Appendix B](#) refers to the overarching response process for incidents at UNSW.

#### 3.1 Emergency Control Organisation (ECO)

A brief overview of each role is detailed below. A detailed table of ECO Roles and Responsibilities is also provided in [Appendix D](#).

##### 3.1.1 Chief Wardens

Chief Wardens and their deputies are appointed by the Emergency Management Team following recommendations by Faculty/School/Divisional heads or other groups who occupy the various buildings.

Chief Wardens report to the Emergency Manager with regards to the implementation of their building evacuation plan, coordination of building evacuations and the proper maintenance of building safety equipment. Amendments to the ECO teams are also sent to the Emergency Management Team for record keeping.

In the event of an emergency at UNSW, it is the role of the Chief Warden to initiate an action plan, operate EWIS system, and liaise with emergency services during an evacuation. Chief Wardens should also ensure that Floor Wardens are kept informed of the situation, monitor progress, and complete a post incident report.

##### 3.1.2 Deputy Chief Wardens

Deputy Chief Wardens work in conjunction with the Chief Wardens to assist in the duties outlined above.

##### 3.1.3 Floor Wardens / Wardens

Floor Wardens and Wardens should be selected by the Chief Warden and approval being sought from a nominees' manager to assist in building emergencies. Each have the authority to evacuate or assist with a shelter in place for their area of responsibility if they consider there is any danger to staff, students or visitors.

##### 3.1.4 First Aid Officers

First Aid Officers should attend the assembly area during evacuations and set up a triage area for incident casualties until emergency services arrive.

## 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. This is typically between the hours of 8.00am to 6.00pm, Monday to Friday. Outside of this time, or when it may be reasonably assumed that the members of the ECO are not available or on campus, the Security personnel will assume the role and responsibilities of the ECO.

A detailed table of Security roles and responsibilities is provided in [Appendix C](#).

## 3.4 Security Operations

Security Operations are the first point of management contact in the event of an emergency. During Normal working hours, the Security Operations contact will usually be the Senior Manager, Security & Traffic Management. Outside of normal working hours, this contact will vary depending on the On Call Duty Manager, Security (OCDMS) roster.

Should Campus Security (who assume the role of the ECO after hours) require additional staff or recourses to manage an emergency, they will liaise with Security management who will then assess and escalate to the Major Incident Response Team (MIRT) if required.

## 3.5 Emergency Management Team

The role of the Emergency Management Team is to support, develop and implement initiatives which provide a safe environment for the UNSW community, contractors and visitors.

Responsibilities include:

- Manage emergency & major incident management plans & procedures
- Facilitate evacuation and lockdown drills
- Maintaining and reviewing emergency evacuation plans across campuses.
- Induct new MIRT members
- Manage & test MIRT systems
- Provide advice and training for ECO members
- Review new building/refurbishments to ensure emergency compliance
- Maintaining a database of emergency contact information to ensure security response to incidents is efficient and correct.

### **3.6 Emergency Response Team (ERT)**

Local ECO's & uniformed Security make up the Emergency Response Team. They are usually the first group to respond to and manage emergencies.

### **3.7 Major Incident Response Team (MIRT)**

- RACE – Respond, Assess, Contain, Escalate
- Supporting the First Response operation with the provision of high level management direction and resources;
- Maintain safety of the overall operational response;
- Manage and monitor the event to allow for minimal disruption.

Refer to the Major Incident Management Plan for detailed responsibilities when an incident is declared a "Major Incident"

### **3.8 Emergency Services (External Agencies)**

#### **3.8.1 NSW Police**

The role of the Police is to:

- Coordinate emergency response operations,
- Conduct initial reconnaissance of the area affected by the emergency,
- Enforce traffic and crowd control, and arrange evacuation if not already underway,
- Maintain security of evacuated areas and personal property of the deceased and injured,

#### **3.8.2 NSW Fire & Rescue**

The role of Fire & Rescue is to provide fire control and hazardous materials services by:

- Dealing with outbreaks of fire and the rescue of persons in fire endangered areas,
- Taking measures as may be practicable to prevent the outbreak of fire,
- Dealing with hazardous materials or a situation which involves the imminent danger of such an escape,
- Assist in any other response or recovery operations for which the Fire Brigades training and equipment is suitable.

#### **3.8.3 NSW Ambulance Service**

The role of the Ambulance Service is to:

- Provide Ambulance transport and pre-hospital care for all injured persons,
- Transport designated medical teams and their equipment to sites of emergencies,
- Provide coordinated communications for all health services involved in emergency management response and recovery activities.

## 4. TRAINING, AWARENESS & COMPETENCY

### 4.1 For Security

#### **Competencies and Licences**

All contract security staff on UNSW site are contractually required to hold the following qualifications:

- Minimum of NSW 1AC Security licence
- Current Apply First Aid certificate

#### **Site Specific Training**

The following minimum training is provided to contract security staff starting at UNSW:

- UNSW contractor induction
- Chief Warden certification
- Mental Health Awareness certification
- EWIS and Fire Panel training
- Lab induction

#### **Scenario Training**

UNSW Security Management conduct monthly scenarios and debrief sessions with contract staff to test readiness for a range of incident types, e.g. medical emergencies, assaults.

### 4.2 For Emergency Control Organisations (ECO's)

The University provides training to all members of the Emergency Control Organisations as they assume their roles. UNSW Emergency Management Team will also conduct Emergency Evacuation Drills to assess staff and student awareness in emergencies. (see 4.3 Emergency Evacuation Drills for further details).

Courses available for UNSW staff participating in a building ECO include:

- **Chief Warden Training**  
A course designed for Chief Wardens, Deputy Chief Wardens and Security, who need to be aware of the role of the emergency control structure, as well as to operate the EWIS systems. It deals with effectively managing potential safety hazards including fire alarms, emergency situations, bomb threats and building evacuations and lockdowns. It covers competencies required to maintain the safety aspect of premises and the subsequent impact on people.
- **Warden Evacuation Training**  
This course is designed to the UNSW working environment and is suitable for all staff, post graduate students, and for Faculties/Schools who wish to train students in fire safety and the use of fire extinguisher correctly (recommended for areas of high risk using flammable/hazardous materials, cleaning staff, and security).
- **Skills retention for wardens**  
All ECO members must attend annual training as per AS:3745

- **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 is nationally recognised by VETAB. Certificate valid for three (3) years.

Refresher training is available to all staff upon request. First Aid Certificate training refreshers are required every three years. CPR training refresher is required annually. This training is arranged via [myUNSW](#) and coordinated by UNSW Health & Wellbeing.

### **4.3 Emergency Evacuation Drills**

UNSW will conduct at least one Emergency Evacuation Drill in each building per year. These drills are managed by the Emergency Management Team with coordination by the Emergency Management Officer and Chief Wardens.

Emergency Evacuation Drills should be conducted even if they only involve general staff and ECO members. This has been based on the size of the organisation, configuration of UNSW buildings, together with the type of occupancy and internal hazards, building structure and its materials, and building occupancy rate.

All occupants of the floor(s) or area(s) involved in the emergency exercise shall take part unless the Chief Warden and/or Emergency Management Officer grant an exemption no less than 24 hours prior to conducting the exercise.

It is important to note the three stages of evacuation:

1. Remove from immediate danger
2. Move to a safe area
3. Full evacuation of the building

As well as the stages of evacuation, there is also an order of evacuation (guidelines):

1. Ambulant personnel
2. Semi ambulant personnel
3. Non-ambulant personnel

Before an Emergency Evacuation Drill takes place, all staff must be briefed by the wardens on the following:

- The identity of the wardens
- Method of reporting emergencies – call Security on 9835 6666 or activating 'Break Glass Alarms' where fitted
- Actions to take in response to emergencies
- The designated assembly area for the building
- The expectations at the completion of an evacuation/shelter in place

Adequate warning, including the proposed date, shall be given in advance by the Emergency Management Officer.

### **4.3.1 Debriefing Session**

Immediately after an Emergency Evacuation Drill, the ECO and other key personnel shall attend a debriefing session to be conducted by the Chief Warden. The main purpose of this is to identify and correct any deficiencies in the procedure or its implementation. A UNSW Building Evacuation report ([Appendix G](#)) will be completed to assist in the debrief process and amendments addressed by the Emergency Management Officer.

### **4.3.2 Additional Emergency Evacuation Drills**

If corrective actions are required following the first Emergency Evacuation Drill, a second or successive drill should be conducted. These should be a full exercise as above.

The Emergency Management Officer is responsible for maintaining a record of Evacuation Drills, including any Corrective Actions that may be required because of each drill. These documents are saved on file as per requirements of AS:3745.

### **4.3.3 New Buildings or ECO Teams**

For new buildings, buildings that have undergone refurbishment, or where a new ECO Team has been put in place, an Emergency Evacuation Drill must be completed within the first 12 months.

Before the first Emergency Evacuation Drill commences, occupants of the building(s) shall be briefed on Emergency Procedures. The briefing shall be arranged by the Chief Warden in consultation with the Emergency Management Officer. It should be delivered through the warden system, thus enabling all building occupants to identify their warden(s) and become aware of their duties.

## **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**

A schedule of past and present meetings is kept on file, and agendas sent out to each committee member prior to attending.

Minutes for all meetings will be provided to the Major Incident Response Team and stored on file as per requirements of AS:3745.

### **5.2 Local Emergency Management Committee (LEMC)**

A local emergency management committee (LEMC) is a multi-agency committee that provides cooperative interaction between emergency services, functional areas, local government and the community. Each LEMC is responsible for preparing emergency plans for the local government area.

The Emergency Manager or Officer will attend quarterly meetings for Randwick & Botany Bay LEMC.

## 6. Incident Stages

### Alert Triggers

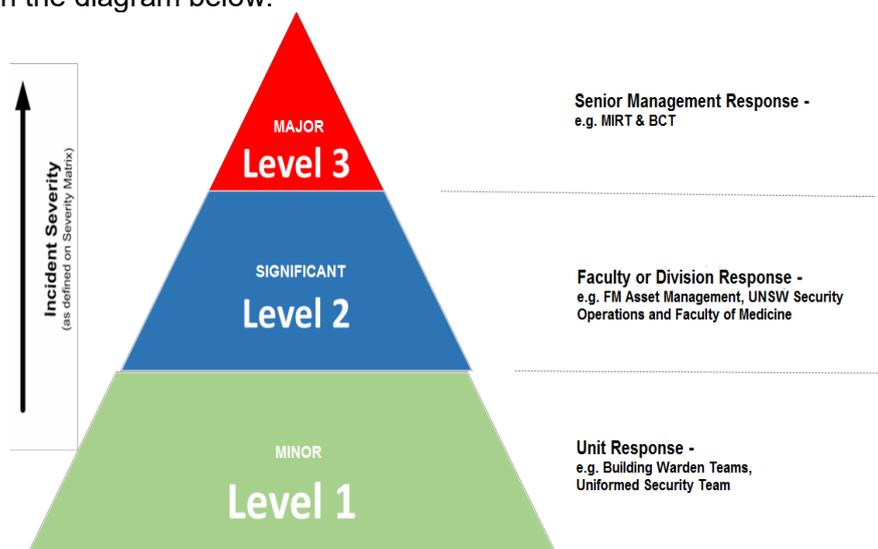
The alert phase is the time to prepare for an impending incident. If there is warning time prior to an incident/emergency, the alert phase can be a time to prepare for the required response. This stage may involve preparing equipment, placing teams on standby and protecting assets to prevent damage. The alert phase shall be activated via an assessment of specific triggers relating to a potential incident.

The table below details potential incidents and triggers for the activation of an alert phase. Some of these sources are actively monitored by security or notifications sent to security in the event of an impending incident.

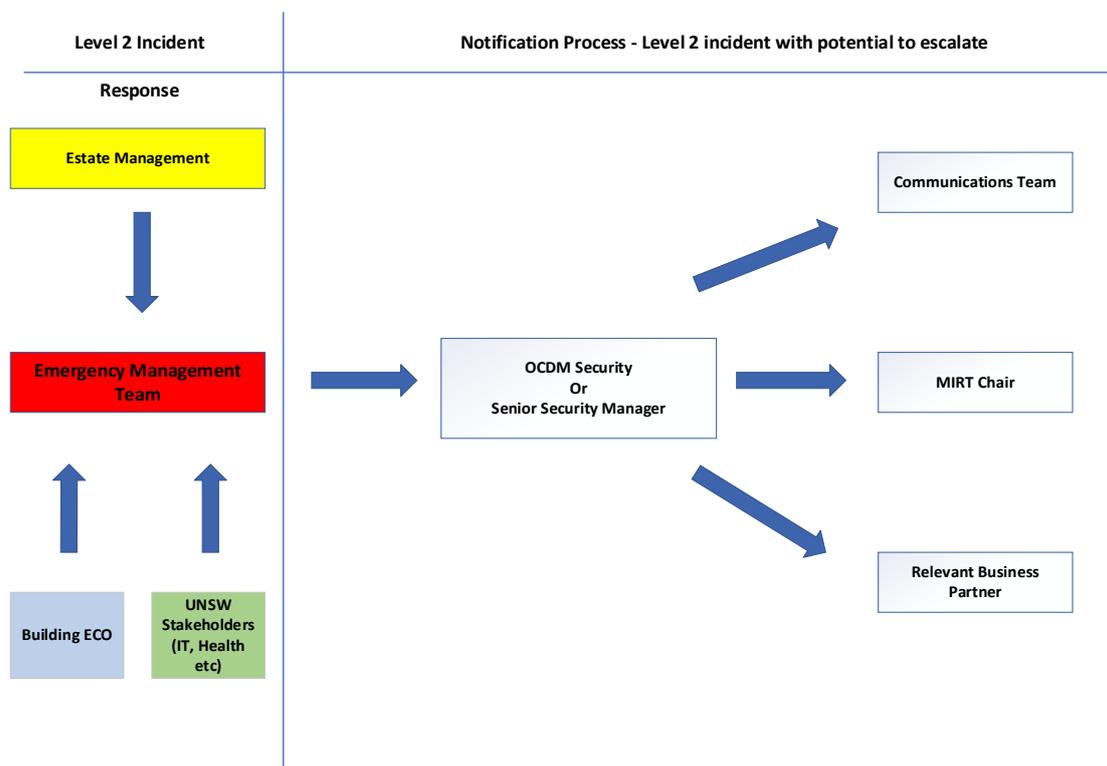
Potential Incident	Alert Triggers	Source	Method of notification
Building fire	Automatic fire alarms	Fire Indicator Panel Person	UNSW Alerts
Bushfire	Total Fire Ban Catastrophic Fire Danger	NSW Rural Fire Service Let's Get Ready Sydney	Stay Safe App
Civil Disturbance and Public Unrest	NSW Police Force Security	Person or phone Social Media	UNSW Alerts
Environmental	Warning Notice	UNSW Security receive notifications from various sources including police intel and monitoring of various websites including NSW EPA and Secure NSW	Stay Safe App
Hazardous Gasses and Materials Spill/Leak	Life Safety Systems	Located in C25 Lowy, C27 Wallace Wurth, H6 TETB, E10 MSEB, K15 OMB, F10 Chemical Sciences, J12 Newton and J18 Willis Annexe	UNSW Alerts
Severe Weather Warnings	Severe Storm Warning Lightning Tracker Heat Wave Warning	Bureau of Meteorology (BOM) NSW State Emergency Service News	Stay Safe App
Students Abroad	Travel Tracker This system alerts the International Office of any overseas related incidents for students registered abroad.	International SOS Travel Tracker.	Security Control Centre Emergency Management Unit
Terrorist Attack	ASIO Alert Counter Terrorism Unit Alert	Secure NSW NSW Police Force Australian Federal Police Business Liaison Unit (ASIO Website)	UNSW Alerts

## 7. Escalating Levels of Response

The MIMP adopts a tiered approach to managing events of escalating scale and gravity as depicted in the diagram below.



Minor incidents (Level 1) occur almost every day on campus and are managed locally by the Emergency Response Team, that is the ECO teams and Security. On occasion, these incidents escalate into more significant incidents (Level 2) that require additional management intervention (e.g. UNSW Security Operations and or Estate Management), for direction during the response, such as a flood or power outage to one location with minor disruption to operations. These incidents can also escalate from significant to major incident (Level 3) stage, which requires a dedicated senior management response to lead and co-ordinate the incident, the MIRT. Major incidents are most likely to cause major disruption to UNSW operations and will usually involve the attendance of one or more emergency services agencies, which will take control of the situation and provide expert advice.



## 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 and Procedures provide emergency management teams with information on how to respond to specific incident scenarios. An 'Emergency Procedures' poster is available to all staff on the UNSW Website here:

<http://www.estate.unsw.edu.au/node/657>

### 8.1 Emergency Procedures Poster

UNSW Security Services maintain and distribute posters and stickers to all UNSW units. These are displayed in offices, are easily accessible to all staff. The poster provides simple and succinct advice to all stakeholders on what initial steps to take from the outset of an emergency on campus. It also acts as a guide to notifying Emergency Services and accessing medical treatment and assistance where required.

**Emergency on Campus**  
**Call 9385 6666 (ext. 56666)**  
 State your name or zID and location on campus

Never Stand Still      Facilities Management

<b>Fire</b> <ul style="list-style-type: none"> <li>If you see fire or smoke, do not panic or shout</li> <li>Remember RACE:           <ul style="list-style-type: none"> <li>Rescue people</li> <li>Raise the Alarm—use white break glass button</li> <li>Contain fire and smoke—close doors and windows</li> <li>Extinguish only if trained to do so</li> </ul> </li> </ul>	<b>Medical Emergency</b> <ul style="list-style-type: none"> <li>Call for a first aid officer</li> <li>Dial UNSW Emergency and state 'AMBULANCE' if required</li> <li>Call '000' (after contacting UNSW Emergency) to obtain direct advice</li> <li>Reassure the patient</li> <li>Never leave the patient alone</li> </ul>	<b>Bomb Threat</b> <ul style="list-style-type: none"> <li>If you receive a bomb threat, do not use a mobile phone</li> <li>Alert others nearby to call UNSW Emergency</li> <li>Carefully note details of the threat (location of bomb, accent, background noises)</li> <li>Do not touch or move any suspicious package</li> </ul>
<b>Suspect Package</b> <ul style="list-style-type: none"> <li>Stop what you are doing and put the item down or do not touch it</li> <li>Alert others nearby</li> <li>Do not use mobile phones as they can trigger an explosion</li> <li>Evacuate the area</li> </ul>	<b>Power Outage</b> <ul style="list-style-type: none"> <li>Provide assistance to others if necessary</li> <li>Evacuate if advised to do so</li> <li>Make equipment safe that may auto restart</li> <li>Treat all electrical equipment as live as power may be restored at any time</li> </ul>	<b>Gas Leak</b> <ul style="list-style-type: none"> <li>Turn off gas supply if it is safe to do so</li> <li>Activate the emergency isolation if it is present</li> <li>Evacuate the area</li> </ul>
Report all emergencies on campus 9385 6666		
<b>Chemical Spill</b> <ul style="list-style-type: none"> <li>Is it Minor or Major?</li> <li>If Major, evacuate area</li> <li>If Minor, evacuate others, work in pairs and clean up spill as per Safe Work Procedure</li> </ul>	<b>Environmental</b> <ul style="list-style-type: none"> <li>An environmental emergency includes any incident, or potential for an incident of uncontrolled discharge of a substance into water, air or land that harms or threatens to harm the environment</li> <li>Alert others nearby</li> <li>Contain the emission if safe</li> </ul>	<b>Personal Threat</b> <ul style="list-style-type: none"> <li>Threats to self or others may include harassment, assault, suicide, robbery, self-harm or armed hold-ups</li> <li>Do not take risks</li> <li>Observe offender's characteristics and avoid eye contact</li> </ul>
<b>Natural Disaster</b> <ul style="list-style-type: none"> <li>Remove anyone from immediate danger if safe to do so</li> <li>Take shelter in strongest part of building (such as the basement)</li> <li>Keep clear of windows</li> </ul>	<b>Evacuation</b> <ul style="list-style-type: none"> <li>Alert the floor wardens</li> <li>Know your Evacuation Assembly Point</li> <li>Follow instructions to evacuate</li> <li>Exit in a safe and orderly manner</li> <li>Do not use lifts</li> <li>Do not re-enter building until authorised</li> <li>Follow the direction of Security, Wardens and Emergency Services</li> </ul>	<b>Shelter in Place or Lockdown</b> <ul style="list-style-type: none"> <li>Take immediate shelter where you are, such as inside a building</li> <li>Keep doors locked</li> <li>Remove yourself from the immediate threat</li> <li>Never risk your safety</li> <li>Follow the direction of Security, Wardens and Emergency Services</li> </ul>

Download StaySafe@UNSW App

• Call 9385 6666 for General Security  
 • Write to UNSW@unsw.edu.au for important information  
 • For all emergency procedures go to [www.tbc@unsw.edu.au](http://www.tbc@unsw.edu.au)

UNSW Security Services StaySafe@UNSW

Available on the iPhone App Store

ANDROID APP ON Google play

**Security Services**  
**StaySafe@UNSW**

**Campus Emergency**  
**Ext 56666**

**General Security**  
**Ext 56000**

Download StaySafe@UNSW the UNSW Security app

## 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](mailto:emergency@unsw.edu.au) noting the following specific requirements:

- *Minimum fourteen days' notice is required for existing evacuation diagrams*
- *Four weeks' notice is required for any redevelopment or development*
- *Firefighting equipment must be installed*
- *As built diagrams completed for space plans to be updated*
- *Site visit organised to identify minimum elements required by AS3745 to be visible on the diagrams (AS3745:2010, 3.5.5), the number of diagrams as determined by the size and occupant numbers and the location of 'YOU ARE HERE' on plans.*
- *Plans are created, printed and installed*

### 8.2.2 Evacuation Diagram Locations

All evacuation diagrams are approved by Emergency Management and are installed in hard plastic display holders. UNSW will generally display diagrams in entrance or lift foyer areas as this is the most prominent position in the majority of buildings. Where this is not achievable, diagrams are positioned as close as possible to the foyer areas upon entries to each floor.

### 8.2.3 Evacuation Diagram Validity Date

A validity date of not more than five years applies to evacuation diagrams. These must be reviewed within this time frame to ensure they are still accurate and relevant to the building. Diagrams are also reviewed when any changes to the building's interior could result in a change to egress from the building.

#### **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.

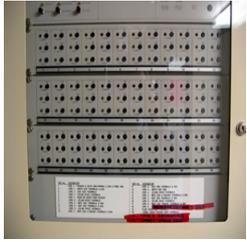
Emergency Evacuation Plans are posted in a prominent position on every floor in each building and copies saved on file as per requirements of AS:3745.

#### **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 across campus has approved fire protection systems installed in accordance with specific building codes, including, but not limited to, Emergency Warning Intercommunication Systems (EWIS), Fire Indicator Panels (FIP), Break Glass alarms, Emergency exit signs, emergency exit doors, emergency lighting, sprinklers, smoke and thermal detectors, portable fire extinguishers, fire hose reels and hydrants.

<p><b>Emergency Warning Intercommunications System</b></p> <p>EWIS stands for Emergency Warning Intercommunications System. Most of our multi-story buildings have this installed. The EWIS is used to warn the building occupants of an emergency and then advise them to evacuate. It is usually located on the ground floor near the FIP.</p> <p>(This only applies to buildings that have EWIS installed), more information regarding EWIS can be found in General Building Information Section.</p>	
<p><b>Fire Indicator Panel (F.I.P.)</b></p> <p>The F.I.P. is the hub of the fire alarm system in a building. It is usually located on the ground floor near an entrance close to the nearest road. The panel may be located in a cabinet or on a wall. On the panel are a number of lights and buttons. These lights "indicate" which fire sensor has activated in the building.</p> <p>The F.I.P. will automatically notify the fire brigade of an alarm when activated by a detector. The F.I.P. will usually talk to the E.W.I.S. (where installed) and notify the building occupants that they need to evacuate.</p>	
<p><b>Break Glass Alarms</b></p> <p>If an EWIS is fitted in your building, you may find "Emergency" break glass alarm buttons. These alarm buttons are different to the Fire BGA's because they do not contact the Fire Brigade via the FIP. The Emergency BGA activates the EWIS to initiate an evacuation of the building.</p> <p>In some situations, you may not need to contact the Fire Brigade but do need to evacuate the building. This is where the Emergency BGA can help. If you cannot find one anywhere in your building on the floors, there will be one on the EWIS itself.</p>	
<p><b>Red Break Glass Alarm (B.G.A.)</b></p> <p>Buildings fitted with a red "Break Glass Alarm" allow occupants to activate the fire alarm and alert the fire brigade easily. The red panel on the wall houses a small button that when depressed will automatically contact the Fire Brigade who will attend the building.</p> <p>The glass or Perspex material is easy to break with your finger, elbow or a pen. Breaking the glass will typically activate the button automatically.</p>	

<p><b>Emergency Door Release</b></p> <p>During an evacuation fire doors should be closed to prevent fire and smoke movement through the building. Doors that are rated fire doors, but used frequently during the day, are sometimes wedged open. This is not good because they are not closed in time during an emergency and can easily fill with smoke.</p> <p>On fire doors that need to be open during the day, an electromagnet door release mechanism is added. The doors are held back by the system until the fire alarm system activates, and then they are released automatically. Press the red button under the release mechanism to release the doors manually.</p>	
<p><b>Emergency Exit Signs</b></p> <p>In Australia all emergency EXITS must be identified by the green illuminated sign with the white word "EXIT" or a picture of a person walking quickly. These exits lead people to safety and eventually to a door that exits the building.</p> <p>In halls and corridors, an EXIT sign will have an arrow indicating which way people should head to find the emergency exit door or emergency stairs.</p> <p>Most emergency EXIT signs have a battery backup system to keep them illuminated after the power has failed that will typically last for up to 90 minutes.</p>	 
<p><b>Emergency Exit Stairs</b></p> <p>During an evacuation, building occupants need an escape route that is protected from fire and smoke. In multi-story buildings fire escapes are installed. These escape stairs are more fire and smoke free because of their solid construction and fire rated doors.</p> <p>The fire escape stairs typically lead to a ground floor exit door. The stairs should be wide with enough room for all building occupants to walk down safely. In some older buildings the fire escape stairs have been added to the building externally.</p>	
<p><b>Warden Intercom Phone (WIP)</b></p> <p>The WIP phones are red intercom phones. They are located throughout a building and designed to be used by Wardens or trapped building occupants. The WIP phones are connected to the EWIS and can be used to communicate between floors or zones. You cannot make an outgoing PABX or exchange call using these phones.</p>	

## 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.

<p><b>Sprinklers</b></p> <p>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.</p> <p>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 normally occupied areas (e.g. computer rooms), a warning alarm is sounded prior to the discharge of gas into the room. A warning notice instructing personnel what to do should also be displayed.</p>	
<p><b>Fire Doors</b></p> <p>Fire doors are installed to minimise the spread of fire, including the passage of smoke through a building. These doors typically provide a safe haven in the event of fire evacuation for a designated period of time, usually 2 or 3 hours.</p> <p>Fire doors may be automatically operated by heat activated mechanisms, smoke detectors or on activation of the F.I.P. Fire doors should be designed to allow occupants to leave an area without the use of keys at all times but prevent re-entry. Fire doors must not be wedged open.</p>	
<p><b>Smoke and Thermal Fire Detectors</b></p> <p>The detection system in buildings may sense either heat or smoke or a combination of these. Smoke detectors are increasingly being used because of their earlier warning of an emergency situation.</p>	
<p><b>Portable Fire Extinguishers</b></p> <p>Portable fire fighting equipment such as fire extinguishers are designed to provide the user with an appliance to attend a small fire during its initial stage.</p> <p>Also refer to the attached Fire Extinguisher Chart as stated in Australian standards.</p>	

## Fire Hose Reels & Fire Hydrants

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.



## 10.1 Fire Extinguishers

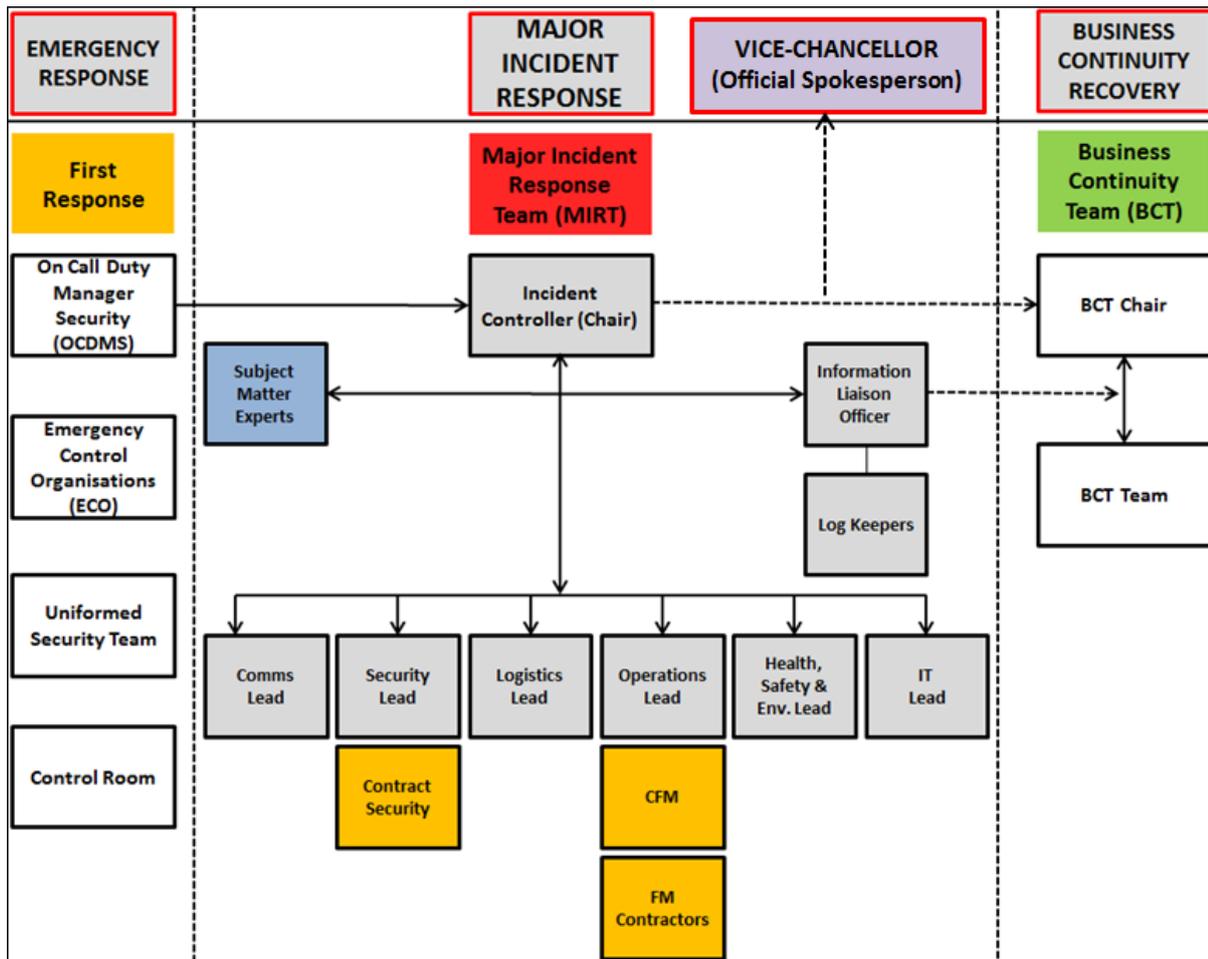
Portable fire fighting equipment is designed to provide the user with an appliance to attend a small fire during its initial stage. When deciding to attack a fire, always assess the size of the fire, ensure you have a safe exit path, designate another person to raise the alarm and obtain a back-up fire extinguisher. If a fire appears to be larger than the size of a standard office chair, an extinguisher will not work and it is safer to leave the area. Fire extinguishers are provided in all University buildings and some vehicles for use by University staff members. Training in the use of these fire extinguishers is available to all staff and members of the ECO. Registration is via [myUNSW](#) .

## 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. Only nominated cards (e.g. Security) will allow access. Lockdown can be by a pre-formatted macro or by operator selection. A lockdown will usually be enacted by the Control Room on authorisation of an OCDMS.
Control	The overall direction of the activities, agencies, organisations or individuals concerned.
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 <i>Emergency Services</i> 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.
Emergency Control Organisation (ECO)	A location-specific team of volunteer staff who will initially manage the response to emergency situations, including evacuations and first aid, until additional support arrives on the scene.
Emergency Drill	A building-specific exercise by an ECO to: <ul style="list-style-type: none"> <li>• Rehearse a building evacuation</li> <li>• Rehearse a building lockdown</li> <li>• Identify ECO team training needs</li> <li>• Identify training, equipment and planning needs</li> </ul>
Emergency Services	Emergency Services include, but are not limited to; the NSW Police, Fire & Rescue NSW, NSW Ambulance Service and State Emergency Services.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Incident	A localised event at UNSW, either accidental or deliberately caused, 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 agencies. The impact to University operations is minimal.
Major Incident	<p>An <i>incident</i> 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. A <i>major incident</i> has a crucial or decisive aspect requiring a considered, coordinated and immediate response from senior management to prevent the situation from significantly worsening and to minimise the future ramifications. <i>Major incidents</i> may be physical, such as major fires or chemical incidents, or they may be less tangible such as a political issue with potential to significantly damage the university's reputation.</p> <p>A <i>major incident</i> may cause or have potential to cause any of the following:</p> <ul style="list-style-type: none"> <li>• A fatality, serious injury or other serious harm to staff, students or visitors</li> <li>• A significant impact on business operations and continuity</li> <li>• A significant impact on the image or reputation of UNSW</li> </ul>

	<ul style="list-style-type: none"> <li>• A threat to UNSW's operations;</li> <li>• A threat to the financial viability of UNSW</li> <li>• Adverse attention by national media and government agencies; or</li> <li>• Significant litigation to be threatened or initiated against UNSW</li> </ul>
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"> <li>(a) review/test the planning process and procedures;</li> <li>(b) Identify needs and planning inadequacies;</li> <li>(c) demonstrate capabilities and communication; and</li> <li>(d) foster working together as a team.</li> </ul>

## APPENDIX B – Major Incident Response Team (MIRT) Structure



## APPENDIX C – Key Roles & Responsibilities

Position	Role	Key Responsibilities
On Call Duty Manager (OCDMS)	<ul style="list-style-type: none"> <li>Main contact for Security Services, and the first point of management contact in an emergency.</li> <li>During Normal working hours, the OCDMS contact will usually be the Manager, Security &amp; Traffic Management.</li> <li>Outside of normal working hours, this contact will vary depending on the on-call roster.</li> </ul>	<ul style="list-style-type: none"> <li>Authorise additional staff and resources.</li> <li>Escalate major incidents to the MIRT Chair.</li> <li>Liaise with Emergency Services during a major incident.</li> </ul>
Senior Manager, Security & Traffic Management	<ul style="list-style-type: none"> <li>OCDMS during normal working hours.</li> <li>MIRT Liaison.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that appropriate systems/documentation and contingency measures (including training) are in place.</li> </ul>
Operations Manager, Security & Traffic Management	<ul style="list-style-type: none"> <li>OCDMS after-hours contact.</li> <li>Act as alternate for Senior Manager, Security &amp; Traffic Management in all above responsibilities when Manager is unavailable</li> </ul>	<ul style="list-style-type: none"> <li>Support Senior Manager, Security &amp; Traffic Management as required.</li> <li>Manage security guarding contact (MSS Security).</li> </ul>
Security Operations Manager (Systems)	<ul style="list-style-type: none"> <li>OCDMS after-hours contact.</li> <li>Main contact for operational support in the use of electronic locking and intruder systems.</li> </ul>	<ul style="list-style-type: none"> <li>Authorise emergency locksmith.</li> <li>Create lockdown macros.</li> <li>Manage electronic security systems inc, Cardax, CCCTV, locksmith.</li> </ul>
Security & Safety Co-Ordinator	<ul style="list-style-type: none"> <li>OCDMS after-hours contact.</li> <li>Management contact for contract Security team.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with MSS management to ensure resources are sufficient and authorise additional resources where required.</li> <li>Provide assignment instructions for events.</li> <li>Coordinate Security &amp; Safety resources.</li> </ul>
Operations Manager (Parking and Transport)	<ul style="list-style-type: none"> <li>Main contact for Traffic management.</li> </ul>	<ul style="list-style-type: none"> <li>Plan event traffic management.</li> </ul>
Emergency & Major Incident Manager & Emergency Management Officer  (Emergency Management Team)	<ul style="list-style-type: none"> <li>Support, develop and implement initiatives which provide a safe environment for the UNSW community, contractors and visitors.</li> <li>Act as SME in MIRT</li> <li>Act as alternate for Senior Manager, Security &amp; Traffic Management in all above responsibilities when Manager is unavailable</li> </ul>	<ul style="list-style-type: none"> <li>Develop emergency procedures</li> <li>Advise on emergency contact information.</li> <li>Support Senior Manager, Security &amp; Traffic Management as required.</li> <li>MIRT training.</li> <li>ECO training.</li> <li>ECO Equipment provision.</li> </ul>

<b>Position</b>	<b>Role</b>	<b>Key Responsibilities</b>
Emergency Response Team (ERT)	<ul style="list-style-type: none"> <li>Attend to incidents</li> <li>Contain &amp; control the incident</li> <li>Use emergency response equipment</li> </ul>	<ul style="list-style-type: none"> <li>Respond to emergencies as directed by the Emergency Management Team</li> </ul>
MSS Security	<ul style="list-style-type: none"> <li>Provision of contract security staff.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up requests for extra guards as required.</li> <li>Backup Control Room as required.</li> </ul>
Chief Warden (ECO)	<ul style="list-style-type: none"> <li>Operate EWIS system during evacuation.</li> <li>Liaise with emergency services during evacuation.</li> <li>Maintain register of ECO team members.</li> <li>Attend and carry out regular evacuation drills.</li> <li>Advise EMT of any equipment or training needs.</li> </ul>	
Floor Wardens & Wardens (ECO)	<ul style="list-style-type: none"> <li>Conduct floor clear outs during evacuations.</li> <li>Marshall evacuees to safe assembly area.</li> <li>Attend evacuation drills.</li> <li>Provide feedback on training or equipment or hazards.</li> </ul>	
First Aid Officer (ECO)	<ul style="list-style-type: none"> <li>Attend assembly area during evacuations.</li> <li>Setup triage area for incident casualties until emergency services arrive.</li> <li>Attend evacuation drills.</li> <li>Provide feedback on training or equipment or hazards.</li> </ul>	
Team Leader (Contract Security)	<ul style="list-style-type: none"> <li>Guard and Control Room supervision.</li> <li>Liaise with emergency services during first response.</li> <li>Oversee guards during response phase.</li> <li>Liaise with OCDM.</li> </ul>	
Control Room Operator (CRO) (Contract Security)	<ul style="list-style-type: none"> <li>Process incoming phone, radio and email traffic.</li> <li>Monitor alarm and CCTV systems.</li> <li>Log all actions.</li> <li>Emergency "000" contact.</li> <li>Guard dispatch.</li> <li>Perform override of Cardax doors as required.</li> <li>Maintain incident log.</li> </ul>	
Security Guards (Contract Security)	<ul style="list-style-type: none"> <li>Patrol and report.</li> <li>Lock up.</li> <li>Report hazards.</li> <li>First responders to incident.</li> <li>In absence of Chief Warden assume that role.</li> <li>Crowd control.</li> <li>First aid.</li> <li>Update Control Room.</li> </ul>	
Parking Officers (Contract Security)	<ul style="list-style-type: none"> <li>Parking infringements.</li> <li>Traffic control.</li> <li>Escort emergency services to site of incident in Team Leader absence.</li> <li>Response backup as required by Team Leader.</li> </ul>	

## APPENDIX D – Roles and Responsibilities of the ECO

### Chief Warden

<b>Pre-Emergency</b>
<ul style="list-style-type: none"><li>• Maintain a current register of ECO members</li><li>• Replace ECO members when a position becomes vacant</li><li>• Participate in the running of regular exercises</li><li>• Communicate with the Emergency Management Team on any required changes to the Emergency Procedures for the building</li><li>• Attend training and emergency exercises as required by the Emergency Management Team</li><li>• Ensure personal ECO identification is available</li><li>• Co-ordinate Personal Emergency Evacuation Plan (PEEP) documentation</li></ul>
<b>Emergency</b>
<ul style="list-style-type: none"><li>• Respond and take control, as appropriate</li><li>• Ascertain the nature of the emergency and implement appropriate action</li><li>• Ensure that Security has been notified Ex 56666 (other campuses 000 and UNSW Security (02) 9385 6666)</li><li>• Ensure that floor or area wardens are advised of the situation, as appropriate</li><li>• If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the Emergency Procedures and control entry to the affected areas</li><li>• Monitor the progress of the evacuation and record any action taken in an incident log</li><li>• Brief security and emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions</li><li>• Any other actions as considered necessary or as directed by the Emergency Services</li><li>• Ensure the evacuation checklist is utilised</li></ul>
<b>Post-Emergency</b>
<ul style="list-style-type: none"><li>• When the emergency incident is rendered safe or the Emergency Services returns control, notify the ECO members to have occupants return to their facility, as appropriate</li><li>• Organise a debrief with ECO members and the Emergency Management Officer</li><li>• Compile and email an evacuation report to the Emergency Management Team, <a href="mailto:emergency@unsw.edu.au">emergency@unsw.edu.au</a></li></ul>

## **Deputy Chief Warden**

<b>Pre-Emergency</b>
<p>Work in conjunction with the Chief Warden to ensure the following:</p> <ul style="list-style-type: none"><li>• Maintain a current register of ECO members</li><li>• Replace ECO members when a position becomes vacant</li><li>• Participate in the running of regular exercises</li><li>• Communicate with the Emergency Management Team on any required changes to the Emergency Procedures for the building</li><li>• Attend training and emergency exercises as required by the Emergency Management Team</li><li>• Ensure personal ECO identification is available</li></ul>
<b>Emergency</b>
<p>The deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required. The Chief Warden's responsibilities include:</p> <ul style="list-style-type: none"><li>• Respond and take control, as appropriate</li><li>• Ascertain the nature of the emergency and implement appropriate action</li><li>• Ensure that Security has been notified Ex 56666 (other campuses 000 and UNSW Security (02) 9385 6666)</li><li>• Ensure that floor or area wardens are advised of the situation, as appropriate</li><li>• If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the Emergency Procedures and control entry to the affected areas</li><li>• Monitor the progress of the evacuation and record any action taken in an incident log</li><li>• Brief security and emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions</li><li>• Any other actions considered necessary or as directed by the Emergency Services</li></ul>
<b>Post-Emergency</b>
<p>Assist the Chief Warden with their duties of:</p> <ul style="list-style-type: none"><li>• When the emergency is rendered safe or the Emergency Services returns control, notify the ECO members to have occupants return to their facility, as appropriate.</li><li>• Organise a debrief with ECO members and the Emergency Management Officer</li><li>• Compile and email a report to the Emergency Management Team</li></ul>

## **Floor Warden**

Floor / Area 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**

- Confirm sufficient wardens for area of responsibility
- Coordinate the completion of PEEP documentation
- Report on deficiencies of emergency equipment to the Emergency Management Team
- Ensure that occupants are aware of the identity of their wardens
- Coordinate safety practices E.g. clear egress paths, access to first-attack equipment and disposal of rubbish by wardens throughout their area of responsibility
- Attend training and emergency exercises as required by the Emergency Management Team
- Ensure personal ECO identification is available

### **Emergency**

- Implement the emergency response procedures for their floor or area
- Ensure that UNSW Security have been informed Ext 56666 or other campuses 000 and then UNSW Security (02) 9385 6666
- Direct wardens to check the floor or area for any abnormal situation
- Commence evacuation if the circumstances on their floor or area warrant this
- Communicate with the Chief Warden by whatever means available and act on instructions
- Advise the Chief Warden as soon as possible of the circumstances and action taken
- Co-opt persons as required to assist a warden during an emergency
- Confirm that the activities of wardens have been completed and report this to the Chief Warden or Security or a senior officer of the attending Emergency Services if the Chief Warden is not contactable
- Follow instructions given by emergency services and/or UNSW Security Management at any time during the incident

### **Post-Emergency**

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

## **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

## **First Aid Officer**

For the First Aid Kit Checklist, please refer to Appendix E.

<b>Pre-Emergency</b>
<ul style="list-style-type: none"><li>• Ensure notices are displayed near first aid kits indicating name, location and extension number of nearest first aid officer/s</li><li>• Regularly check the contents of first aid kits against the list supplied, ensuring kits are stocked with sufficient supplies</li><li>• Notify unit manager and the Chief Warden of any changes in employment, location or other matter which may impact on first aid duties</li><li>• Attend training sessions when requested</li></ul>
<b>Emergency</b>
<ul style="list-style-type: none"><li>• Assist the injured and render appropriate First Aid in an emergency</li><li>• Remain with those injured until it is necessary to evacuate.</li></ul>
<b>Post-Emergency</b>
<ul style="list-style-type: none"><li>• Record all first aid treatments to ill and injured persons through the HS &amp; E Reporting system available via myUNSW or completing a First Aid Treatment form EM004.</li></ul>

## 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
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 min of clean running water or (if not available) hydro gel (3.5gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings)	1
Small bag, plastic, for amputated parts	1
Medium bag, plastic, for amputated parts	1
Large bag, plastic, for amputated parts	1





## APPENDIX G – EM002: Building Evacuation Report

This form is to be used by the Building Chief Warden during an emergency evacuation. As the Floor Wardens report in to you, record which areas have been cleared and anything they have to report.

This form will help you brief the Emergency Services or the Emergency Coordinator when they arrive on scene.

### Incident Details

Evacuation  Lockdown

Building Name \_\_\_\_\_ Time \_\_\_\_\_

Building Number \_\_\_\_\_ Date \_\_\_\_\_

### Emergency

Fire	<input type="checkbox"/>	Flooding	<input type="checkbox"/>
Bomb Threat	<input type="checkbox"/>	Explosion	<input type="checkbox"/>
Substance Threat	<input type="checkbox"/>	Building Damage	<input type="checkbox"/>
Chemical Spill	<input type="checkbox"/>	Armed or Aggressive Intruder	<input type="checkbox"/>
Gas Emission/Leak	<input type="checkbox"/>	Medical Emergency	<input type="checkbox"/>
Power Failure	<input type="checkbox"/>	Other	<input type="checkbox"/>

### Assistance Requested

Fire	<input type="checkbox"/>	Security Control Room (x56666)	<input type="checkbox"/>
Ambulance	<input type="checkbox"/>	Emergency Coordinator (57222)	<input type="checkbox"/>
Police	<input type="checkbox"/>	FM Assist (x55111)	<input type="checkbox"/>

### Response Actions Taken

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Additional Comments

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Debrief – What was done, what went well, what could we improve on?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## 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 <input type="checkbox"/>	Lockdown <input type="checkbox"/>	Date:
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### Building Details

Building Name:	Faculty/Division:
Chief Warden:	
Exemptions:	Approved By:
Assembly Area:	

### Briefing Details

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### Scenario Details

<b>Type of Emergency</b>				
<input type="checkbox"/> Code Red	<input type="checkbox"/> Code Blue	<input type="checkbox"/> Code Purple	<input type="checkbox"/> Code Black	<input type="checkbox"/> Code Yellow
<input type="checkbox"/> Code Brown	<input type="checkbox"/> Code Orange	<input type="checkbox"/> Other		

### Alarm activated by

<input type="checkbox"/> EWIS	<input type="checkbox"/> Loudhailer	<input type="checkbox"/> Alarm/Siren	<input type="checkbox"/> EWS	<input type="checkbox"/> Other
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### Evacuation Sequence

<input type="checkbox"/> Emergency Notification	Time:			
<input type="checkbox"/> Evacuation Commenced	Time:			
<input type="checkbox"/> Evacuation Completed	Time:			
<input type="checkbox"/> Building Reoccupied	Time:			
<input type="checkbox"/> Security Informed	Number of persons evacuated			
<input type="checkbox"/> Report via WIP	<input type="checkbox"/> Initial Alarm	<input type="checkbox"/> Report Area Clear	<input type="checkbox"/> Disabled Persons	<input type="checkbox"/> Other
Details of any extra assistance required:				
<input type="checkbox"/> Warden Identification worn	<input type="checkbox"/> Designated Assembly Area used	<input type="checkbox"/> Re-entry prevented during evacuation		

**Debrief**

What was done, what went well, what could we improve on?

**Recommendations**

Recommendations	Responsibility	Completion Date

**Comments**

Some examples of comments are:

Warden participation was satisfactory / unsatisfactory for this emergency exercise. It is important all wardens attend training and participate in emergency exercises to ensure a consistent approach in the event of a real emergency occurring on site.

It was pleasing to see all wardens actively participating in this exercise. Wardens were easily identified by the use of their vests and caps. The designated assembly point was appropriately utilized and the building secured to prevent re-entry until deemed safe.

It was disappointing to see wardens not taking a serious approach to the exercise. It is important all wardens maintain a sense of urgency throughout an emergency exercise to ensure consistency in the event of a real emergency onsite.

**Observer's Details**

Name:

Signature:

## 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](mailto: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/A
Is your second designated assistant trained in the emergency procedures?	Yes	No	N/A
<p>Egress procedure: (Give step by step details of what is to happen)</p>			
<p>Diagram of preferred route for assisted evacuation: (Please provide diagram or attach floor / building map)</p>			

Occupants Signature	Date:
PEEP Assistant 1 Signature	Date:
PEEP Assistant 2 Signature	Date:
Floor Warden Signature	Date:
Chief Warden Signature	Date:
Head of School Signature	Date: