

Health and Safety Guidelines: HSG 7.4

Emergency Response



1. Purpose

This document provide guidance for the development and implementation of emergency procedures to minimise the risk of injury and damage in the event of an emergency.

2. Scope

This document applies to all Faculties, Divisions and organisational units of the University of Newcastle across and its controlled entities.

3. Definitions

In the context of the Health and Safety Management System Framework, the following definitions apply:

- (a) **Emergency** means an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
- (b) **Emergency Control Organisation** means the principal emergency response team including Security Services, Emergency Wardens, First Aid Officers and may also include specialists for different types of emergencies including the University Health Service, Nurses, Student Counsellors etc.
- (c) **Chief Warden** means the member of Security Services who leads the Emergency Control Organisation on becoming aware of an emergency response, and takes control at the site determining the nature of the emergency and implements appropriate action. Arranges for Emergency Services to be briefed on their arrival on site.
- (d) **Emergency Warden** means a person who has volunteered to assist during an emergency by providing advice and information to the building occupants and to Security and/or Emergency Services about the building, the activities undertaken and other relevant facts.
- (e) **Critical Incident Director** means the person with the decision making authority to direct the actions taken during an emergency.
- (f) **Leader/Supervisor** means any member of the University who is responsible for supervising staff and/or for undergraduate or postgraduate students and/or for leading research projects.

- (g) **Workers** includes employees, conjoints, students on work experience, contractors, sub-contractors and their employees, and volunteers.

4. Responsibilities

4.1 The Executive Committee

The Executive Committee should:

- (a) Monitor that emergency procedures are in place and are being followed;
- (b) Ensure resources are provided to plan for and manage emergencies and that regular review of the arrangements takes place; and
- (c) Ensure that regular drills and exercises are conducted to test the effectiveness of the emergency procedures.

4.2 Leaders and Supervisors

Leaders and Supervisors should:

- (a) Communicate the requirements of the emergency procedures to Workers within their areas of responsibility;
- (b) Follow the evacuation procedures in the event of an emergency and during practice drills.

4.3 Workers

Workers should:

- (a) Follow the emergency procedures in the event of an emergency; and
- (b) Cooperate with practice drills and emergency exercises when they are arranged.

5. Guidelines

All members of the University community have a role in ensuring that emergencies are managed in the most effective way. The University has developed standard procedures that are to be used as guides to minimise the risk of injury or damage.

5.1 Emergency Management Plan

While there are a number of supporting documents on the [Emergency Procedures webpage](#), the [Emergency Management Plan](#) is the principal document.

The Organisational Resilience Officer has overall responsibility for the development of the Emergency Management Plan in consultation with other stakeholders through the Emergency Planning Committee.

The Emergency Management Plan includes the following:

- (a) In response to an emergency alarm or other warning device or communication, people in the affected location will commence taking appropriate actions e.g. evacuate to the assembly point, shelter in place or other action as directed.
- (b) The Emergency Warden for the location (recognised by wearing a red cap) will direct others to follow the required procedures. In an evacuation, the Emergency Wardens will monitor doors and provide advice at the assembly point.
- (c) Where a large or complex building has a number of Emergency Wardens, a Building Warden will be appointed (recognised by wearing yellow cap) who will provide overall direction to the other Wardens.
- (d) Security Services will be alerted in the event of an emergency and will attend the location and identify the Building or Emergency Wardens. Security Services will liaise with the wardens and take control of the emergency management as Chief Warden.
- (e) In the event that Emergency Services respond e.g. Fire and Rescue, Police or Ambulance, they will take over the management of the event in liaison with Security Services.
- (f) The Emergency Services will advise Security Services when the emergency is over and Security Services will advise the Wardens and building occupants that safety has been restored.

6. Attachments

1. Emergency Response Flowchart

7. References

[Emergency Procedures](#)

[Emergency Communication Plan](#)

[University of Newcastle Bushfire Procedures](#)

[Emergency Management Plan](#)

[Fire Safety Management Plan](#)

[Ourimbah Flood Response Plan](#)

[Emergency Procedures Guide](#)

[Emergency Procedures Module](#)

[Emergency Procedures card for Callaghan Campus](#)

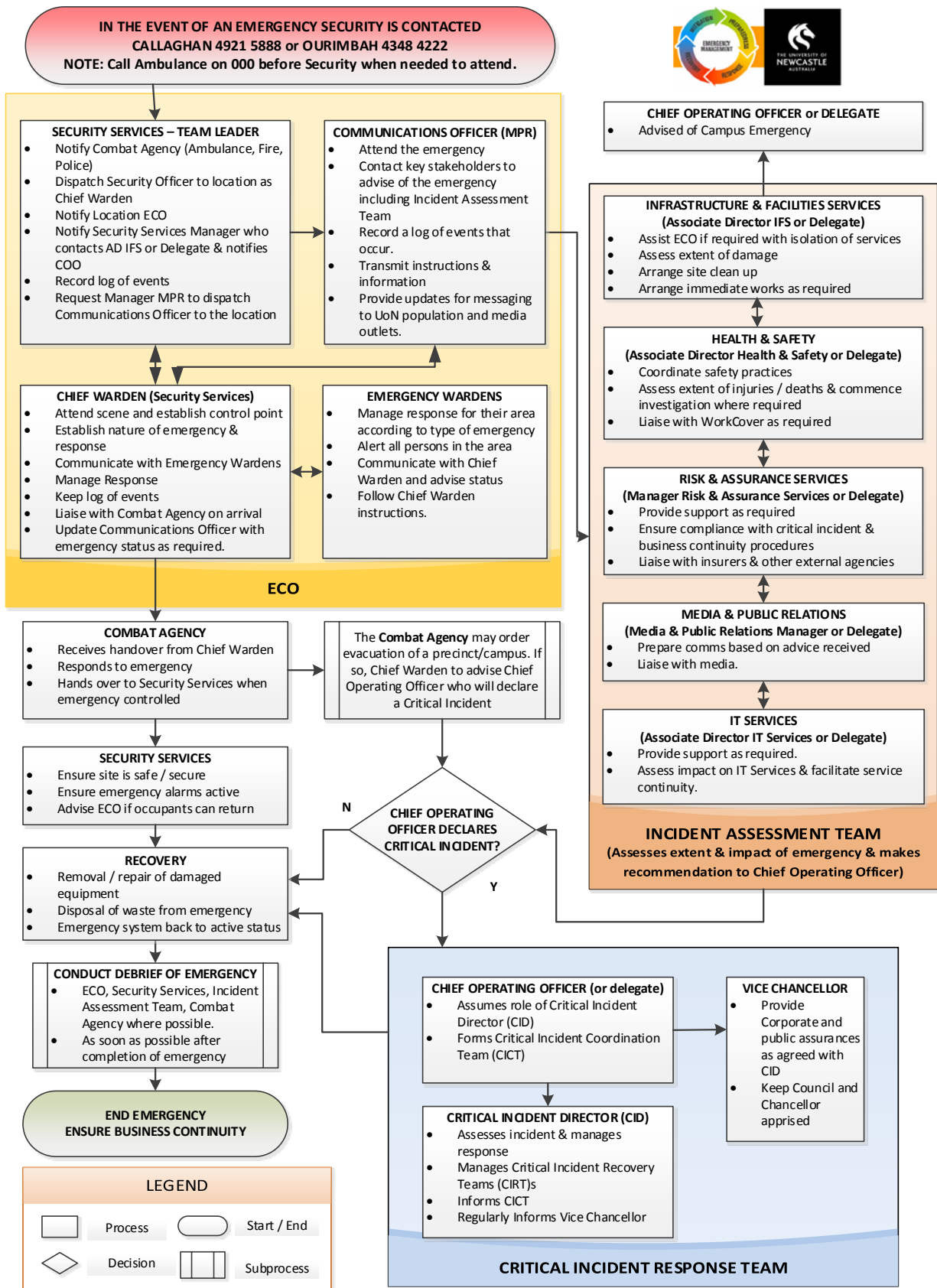
[Emergency Procedures card for City Precinct Buildings](#)

[Emergency Procedures card for Ourimbah Campus](#)

[Emergency Procedures for Sydney Campus](#)

Attachment 1. Emergency Response Flow Chart

Emergency Response Flow Chart / Role Statement Last Updated 17 January, 2014



From EMP Rev 1 February 2014.