

**Policy Title: Facility Emergency Evacuation**

**Policy Owner: Manager, Campus Operations and Resources**

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**1. INTENT**

This policy is to ensure that the University complies with the requirements of Australian Standard AS3745-2010 Planning for Emergencies in Facilities (the Standard) by having processes and procedures in place that, in the event of an emergency in a facility on campus provides for the safety of occupants of that facility and its visitors leading up to, and during an evacuation.

This policy also aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its students, staff and visitors.

**2. ORGANISATIONAL SCOPE**

This policy applies to

- ECU students, staff and visitors
- All facilities on all campuses

**3. DEFINITIONS**

TERM	DEFINITION
Assembly Zones	Designated areas around campus where people are to gather in an emergency situation
Emergency	An event that arises internally, or for external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response
Emergency Plan	A Campus specific document which outlines Emergency Prevention, Preparedness and Mitigation
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan

Emergency Control Organisation (ECO)	Persons appointed by the EPC to direct and control the implementation of the facility's emergency response procedures
Evacuation	The orderly movement of people from a place of danger (to an assembly zone)
Facility	A building, structure or workplace that is, or may be, occupied by people (occupants)
Occupant	A person attending a facility on a permanent or temporary basis, such as an employee, student, contractor, but not a visitor
Person with Special Needs	A person having physical, intellectual, visual or auditory disabilities or impairments, either temporary or permanent. This may be as a result of an injury, medical condition or other impairment
Personal Emergency Evacuation Plan (PEEP)	An individualised emergency plan designed for a person with special needs who may need assistance during an emergency
Worker	Person who carries out work in any capacity for ECU, including work as: <ul style="list-style-type: none"> <li>a. an employee; or</li> <li>b. a contractor or subcontractor; or</li> <li>c. an employee of a contractor or subcontractor; or</li> <li>d. an employee of a labour hire company who has been assigned to work in the persons business or undertaking; or</li> <li>e. an apprentice or trainee; or</li> <li>f. a student gaining work experience; or a volunteer.</li> </ul>

## 4. POLICY CONTENT

### 4.1. Specific Roles and Responsibilities

#### 4.1.1. Emergency Planning Committee (EPC)

The standard obligates the University to form an EPC covering its 3 campuses. The EPC is to be made up of person or persons responsible for the facility or its occupants and visitors. Members of the University EPC;

- Manager, Campus Operations and Resources (Chair)
- Manager Quality and Service Delivery (Deputy Chair)
- Chief Warden from each Campus
- Senior manager representing each school and service centre
- Manager Security and Traffic Services
- Manager Buildings and Services
- Manager Business Risk and Resilience

The EPC is responsible for

- Developing an emergency plan and response procedures in accordance with the standard
- Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan
- Reviewing and testing the emergency plan
- Other duties as listed in The standard

#### **4.1.2. Emergency Control Organisation (ECO)**

Each campus will have an ECO consisting of the following members

- Chief Warden and deputy
- Building Warden and deputies
- Wardens and deputies

The number of floor wardens will be determined by the size of the facility, number of occupants, the installed occupant warning equipment and the fire and life safety features of the facility.

The primary roles and responsibilities for individual ECO members are contained in the Campus Emergency Manuals (*point 5. Campus Emergency Management Group*) located at <http://intranet.ecu.edu.au/staff/centres/facilities-and-services/our-services/emergency-management>.

The Chief Warden will provide ECO members with appropriate training and personal identification.

**During emergencies, instructions given by the ECO personnel take precedence over the normal management structure**

#### **4.1.3. Vice-Chancellor, Senior Leadership Team (SLT), Deans and Centre Directors.**

The duties and responsibilities of this group are defined in University Policy PL139 – Work Health and Safety.

#### **4.1.4. Managers and Supervisors (including Heads of Schools)**

Managers and supervisors are responsible for

- Ensuring their work area/s have adequate numbers of trained wardens
- Their staff participate in evacuation and related training exercises
- Staff under their control are aware of the work area emergency response procedures
- Develop a personal emergency evacuation plan (PEEP) for students and staff with disabilities under their control. The template for preparing a PEEP can be found under “downloads” at <http://intranet.ecu.edu.au/staff/centres/facilities-and-services/our-services/emergency-management>

#### **4.1.5. Facility Occupants (Staff and Students)**

- Participate in training and exercises
- Comply with their facility's emergency response procedures.

**Staff in charge of students are responsible for the safe evacuation of those students in an emergency.**

#### **4.1.6. Tenants**

- Participate in training and exercises
- Provide floor/area wardens for their leased premises if requested by the chief warden

### **4.2. People with Special Needs**

To ensure safe evacuation of a person/s with special needs a Personal Emergency Evacuation Plan (PEEP) downloaded from a personal emergency evacuation plan (PEEP) for students and staff with disabilities under their control. The template for preparing a PEEP can be found under "downloads" at <http://intranet.ecu.edu.au/staff/centres/facilities-and-services/our-services/emergency-management> and is required for each individual. Each plan should be determined in consultation with the person and the appropriate warden.

### **4.3. Emergency Plan**

The EPC will be responsible for development of a generic Emergency Plan to cover all facilities on each campus. The Emergency Plan will be developed in accordance with the standard and include;

- Emergency Prevention
- Emergency Preparedness
- Emergency Mitigation
- Training and maintenance
- Roles and responsibilities of the ECO and occupants of the facility

### **4.4. Training and Evacuation Exercise**

Training will be conducted in accordance with the requirements of the standard.

The Chief Wardens will, on behalf of the EPC;

- Organise six monthly training for the ECO members
- Organise an annual emergency response exercise for the occupants of each facility
- Maintain records of all training and exercise

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

### *Policy Owner*

The Policy Owner Manager Campus Operations and Resources has overall responsibility for the content of this policy and its operation in ECU.

### *University Schools and Service Centres*

University Schools and Service Centres are responsible for the operational implementation and management of the Policy

### *Staff/students/contractors/tenants*

Staff/students/contractors/tenants are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

## 6. RELATED DOCUMENTS:

6.1 The policy is supported by the following documents:

- Primary Roles and Responsibilities for Individual ECO Members
- Emergency Plan
- PEEP Template

6.2 Other documents which are relevant to the operation of this policy are as follows:

- Australian Standard AS3745 – 2010 Planning for Emergencies in Facilities
- University Policy PL139 – Work Health and Safety.
- University Policy PL202 – Critical Incident Management
- Occupational Safety and Health Regulations 1996

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager Campus Operations and Resources
All Enquiries Contact:	Manager Campus Operations and Resources
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**8. APPROVAL HISTORY**

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	December 2002 : Policy approved by the Vice President (Resources) and Chief Financial Officer  21 April 2010 : Policy approved by the Vice-Chancellor
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