

Emergency Planning Committee

Key Performance Indicators

1. Planning

1.1. Emergency Planning Committee (EPC)

- 1.1.1. EPC meetings: *4 quorate meetings held per year*
- 1.1.2. EPC membership: *100% positions filled and > 75% member attendance.*
- 1.1.3. EPC Risk Register: *Reviewed quarterly in line with CSU policy.*

1.2. Campus based Critical Incident Response Groups (CIRGs)

- 1.2.1. Campus CIRGs meetings: *4 quorate meetings per year.*
- 1.2.2. Campus CIRGs membership: *100% positions filled.*

2. Preparedness

- 2.1. Emergency Management website: *Reviewed annually. All documents, information and links reviewed and current.*
- 2.2. Building Evacuation Diagrams: *100% of buildings with a current evacuation diagram installed.*
- 2.3. Buildings with a current emergency plan: *100% of staff occupied buildings requiring an Emergency Plan.*
- 2.4. Building Trial Evacuation/ Emergency response exercise annually: *100% of buildings that are required to have annual evacuation.*
- 2.5. CSU Safe registrations: *20%, calculated per campus, of on-campus student and staff headcount.*
- 2.6. Training - 'Fire & Emergency Procedures' online module: *100% of CSU staff complete every 2 years.*
- 2.7. Training - 'Emergency warden training' face to face training: *100% of emergency wardens attend every 2 years.*
- 2.8. Training for EPC and CIRG members: *100% of members attend one training or skill retention activity conducted per annum.*

3. Response

- 3.1. Campus based Critical Incident Response Groups (CIRGs): *Reporting - Number of Critical incidents responded to AND 100% of Critical incident documented debriefs held.*
- 3.2. CSU Safe 'Urgent' Requests: *100% of 'Genuine' Urgent requests responded to.*