

# Emergency Control Organisation Policy

## Section 1 - Purpose

(1) This Policy outlines the structures and functions put in place for the management of emergencies and critical incidents at Charles Sturt University.

### Scope

(2) This Policy applies to staff and students of the the University. It also covers visitors to the the University and contractors working on campus.

## Section 2 - Glossary

(3) For the purpose of this Policy:

- a. Emergency is any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and require immediate response by the occupants.
- b. Emergency Control Organisation (ECO) is a structured organisation, consisting of Chief Wardens, Building Wardens, Floor Wardens, Deputies and others, which will organise an appropriate response to emergency situations in accordance with the Site Emergency Procedures Manual.
- c. Emergency Planning Committee (EPC) is a committee responsible for establishing an emergency plan and setting up an ECO.
- d. A Critical Incident may be regarded as any incident which may put the the University community, or any part of that community, under major stress.
- e. Critical Incident Response Group (CIRG) is a group which plans and organises responses to critical incidents in accordance with the Critical Incident Management Handbook.

## Section 3 - Policy

### Responsibilities

(4) The Vice-Chancellor has delegated the oversight and management of emergencies and critical incidents to the Executive Director, Division of Facilities Management.

(5) The EPC shall be responsible to the Executive Director, Division of Facilities Management for the establishment of both the ECO and CIRG, the efficient functioning of these bodies and the oversight of both emergency and critical incident management within the the University.

### Background

(6) The management of emergencies and critical incidents that can occur both on or off campus requires an understanding of the often complex issues of functional control as well as the efficient use of resources. A minimum set of standards that establishes the approach to the planning and management of emergency situations is contained

in the Australian Standard AS 3745. This standard calls for the establishment of an Emergency Planning Committee (EPC) to undertake the planning and the setting up of an Emergency Control Organisation (ECO) which will provide the appropriate responses to emergency situations. Implementation of an appropriate response to a critical incident is the responsibility of the Chief Wardens or Deputy Chief Wardens in accordance with the Critical Incident Management Handbook.

## **Emergency Planning Committee**

(7) An Emergency Planning Committee has been established by the the University in accordance with AS 3745 to:

- a. develop and implement an emergency plan;
- b. ensure that personnel are appointed to all positions in the ECO;
- c. coordinate activities with the Critical Incident Response Group (CIRG);
- d. arrange for training of ECO and CIRG personnel;
- e. arrange for the conduct of evacuation and CIRG exercises;
- f. review the effectiveness of evacuation and CIRG exercises; and
- g. arrange for procedure improvements where necessary.

(8) The EPC shall be responsible to the Executive Director, Division of Facilities Management and comprise the following membership:

- a. Manager, EHS Systems (Chairperson);
- b. Managers, Campus Services as Chief Wardens for each campus that has a Chief Warden;
- c. Director, Operations, Division of Facilities Management;
- d. Facilities OHS Manager, Division of Facilities Management;
- e. Manager, General Staff Development Albury-Wodonga;
- f. Directors, Division of Human Resources, Bathurst and Wagga; and
- g. Director, Division of Information Technology (Dir, DIT).

(9) As part of its charter, the EPC will also oversee, distribute and amend as required the Site Emergency Procedures and Site Emergency Evacuation Plan and the Critical Incident Management Handbook.

(10) The EPC may co-opt expert advice from persons within the the University as well as members of local emergency management committees and controllers. A member from the DFM will act as coordinator for the EPC to arrange meetings and to liaise with other management groups such as the Critical Incident Response Group and Faculty / School or Division / Unit Managers.

## **Authority and Indemnity**

(11) During emergency situations or exercises, pending the arrival of Police or other emergency services, ECO personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and / or areas. ECO personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a building where personnel act in good faith and in the course of their duties.

## **Breach of Discipline or Conduct**

(12) Staff or students who refuse to comply with the directions of ECO members during the conduct of their duties, including trials, shall be deemed to have committed a breach of discipline for staff, or a breach of conduct for students.

## **Section 4 - Procedures**

(13) Nil.

## **Section 5 - Guidelines**

(14) Nil.

## Status and Details

<b>Status</b>	Historic
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