

Emergency Management

WARDEN Handbook

The University of Melbourne

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Introduction

Emergencies and Emergency Management

An emergency is an actual or imminent event that requires an immediate response from either internal or external resources.

The University of Melbourne is committed to providing a safe work place for employees and occupiers of University owned buildings and recognises the importance of effective planning and preparedness for effective response and recovery. Emergency Management plans and procedures are the result of identification and analysis of potential emergencies to respond to the following priorities in the event of an emergency:

- To save lives
- To protect property and prevent harm to the Environment
- To help restore essential infrastructure
- To help restore Academic and Administrative functions to business as usual

Systems and procedures for emergency preparedness and response, are reviewed by regular evacuation exercises and servicing and testing of emergency facilities and equipment. Responsibilities are allocated and emergency related training is provided by the University of Melbourne.

All staff are required to complete health and safety training roles and responsibilities as requirement of employment, and all contractors are required to complete health and safety inductions, making participation in emergency protocols and drills mandatory.

This Handbook has been prepared as a resource and training support to assist in performing your roles and responsibilities for emergency evacuations and planned “drill” exercises as:

Chief Wardens and Deputy Chief Wardens
General wardens

THANK YOU

for accepting this role, participating and contributing in support of the emergency management function, to help maintain safety in our workplace. This is our critical “frontline” response capability and a vital role for personal and collective safety of all.

Emergency planning and preparedness requires collaborative team effort and systematic approach, designed to deliver best possible leadership and support in an emergency situation. The University of Melbourne offers the following training which is available:

- Warden Training – includes Chief and General floor wardens. Complete On-line accessing TrainME
- First Attack Fire Fighting hands on training (offered approximately monthly). Enrol via Themis
- Emergency First Aid– See Staff News for training dates, and enrolment details

Emergency event quick reference guide - **On the sound of the building emergency fire alarm:**

Chief Warden and Deputy Warden	General floor warden
Don a white "Chief Warden" helmet	Don a yellow "Warden" helmet
Proceed to the building Fire Indicator Panel to ascertain the cause of the alarm by reading the zone / circuit activated (flashing indicator)	Knock on doors and enter all accessible rooms including toilets and direct occupants to leave the building. Do not open doors that have hot handles or smoke coming from under door. Direct others to assist you as required. Ensure occupants only take minimal personal items. No bicycles!
Undertake control of all emergency situations until relieved by other emergency professionals e.g. MFB.	Take direction from the Chief Warden as required.
Record check in times from all floor wardens for their allocated areas	Report to the Chief Warden on the state of evacuation, for your delegated area on the WIP phone (if applicable) or in person at the Fire Panel where the Chief is stationed. Move on all by-standers to ensure building occupants go to the designated Assembly Area.
When the emergency evacuation is terminated: Give the All Clear to Wardens to advise occupiers to return to the building	Prevent re-entry to building until the "All Clear" is given by Chief Warden
After completing the Evacuation	
Convene a warden debrief immediately, and collaborate to complete the Building Evacuation Report. Send to: emergency-management@unimelb.edu.au Implement any Actions in the Report, and indicate proposed dates to close-out.	Immediately attend, the debrief with Chief Warden, to provide input to the Building Evacuation Report, and assist as required.
Establish and maintain contact with the Campus Services in attendance who have responsibility for the control of services (gas, water, and electricity) as required	
For anything other than fire alarm, ensure "Security/Control Room" has been contacted on x46666 or Your local campus Security	
See APPENDIX 1 for "In the event of an emergency" Checklist	

Chief Warden

The Chief Warden takes on the leadership role and is responsible for managing the emergency evacuation process.

Upon completion of Warden training,

put training into practice!

- Determine a suitable date and book in your drill, communicating with emergency-management@unimelb.edu.au
- Establish Emergency Planning Committee (EPC) with representatives from all departments, tenants and local Health & Safety professional. A collaborative approach with all is required to develop procedures and resolving issues for your building.
- Establish and organise the Emergency Control Organisation (ECO):
 - Chief, Deputy, floor wardens, and other vacancies are filled
 - Emergency Contacts posters reflect current information
 - Develop an Evacuation Procedure suitable for Your building
 - Construct a plan of action to deter persons from re entering the building
 - Prepare “Personal Emergency Evacuation Procedure “(PEEP) to accommodate disabled persons if they occupy your building, and **review them regularly!**
- Make yourself known to your local Health & Safety professional and all wardens
- Report obstructions in aisles, passageways, stairways and fire exits as urgent, and action as appropriate informing your local administrator and Fire Services, Campus Services respectively
- Ensure Evacuation diagrams reflect current egress pathways. Negotiate alternative Assembly areas with wardens, and Emergency Procedures in the event of construction works, managed by Project Services, or external contractors (e.g. Melbourne Metro Rail Project)
- Ensure all wardens have hats – available from the Health & Safety Unit.
- If you resign from this role, ensure steps are taken for replacement by communicating to most senior manager of the occupied building, Health and Safety professional and please inform emergency-management@unimelb.edu.au See Appendix 1 Further Information



Requirements

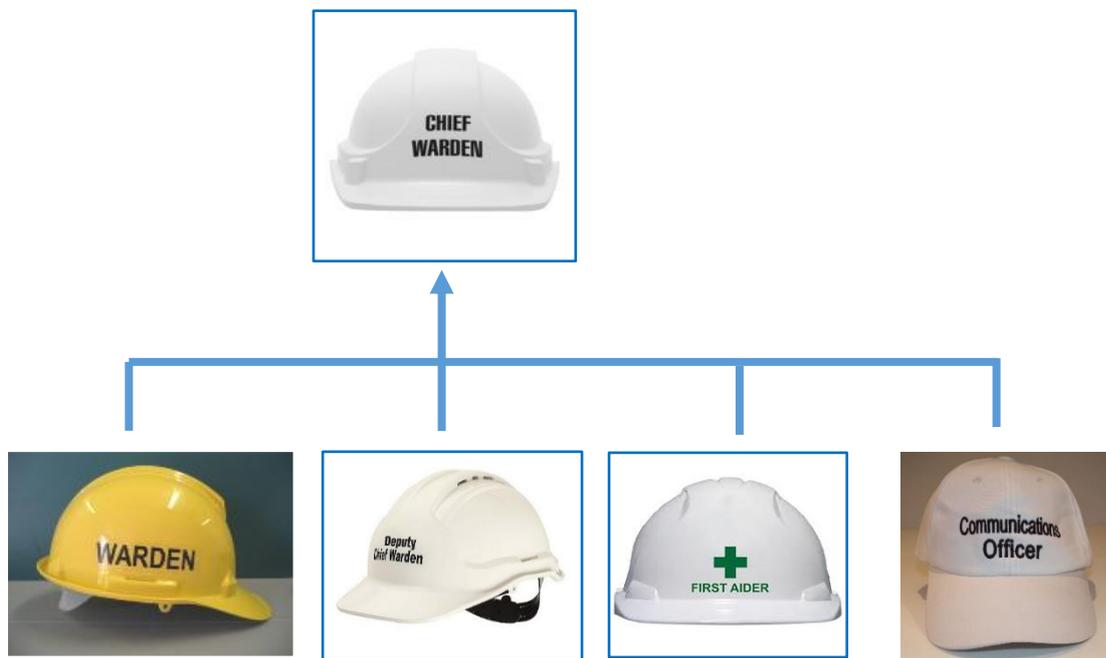
- Warden Training on-line accessible via TrainME “Certificate of Completion”
- Knowledge in use of the Warden Intercommunication Phone (WIP), if applicable (however, not all buildings have these), as included in the Warden Training module.
- Effective communications to management and instructing general Floor Wardens

Recommended

- Trained in the use Fire Extinguishers
- Possess 003 key to Fire Indicator Panel (FIP) to access the WIP phone if inside

The following skills and knowledge are desirable:

- Training in emergency procedures and drills
- Exacting emergency procedures
- Clear communications to staff
- Building layout & exits
- Location of assembly areas
- Awareness of changing environment internally and externally that could alter response strategies to an emergency or evacuation



The **Deputy Chief Warden** steps into the role in the absence of the Chief Warden and assumes the same responsibilities OR assists the Chief Warden accordingly.



General Floor Warden

Floor wardens are appointed for each floor, or zone. The number of wardens depends on the area to cover, to efficiently evacuate the building. Consult your Chief Warden.

Notify the Chief Warden prior to the event of an emergency regarding:

- Fire or Smoke isolating doors which don't close unaided
- Faulty or missing fire extinguishers
- Alarm audibility issues
- Obstructions to egress routes within your building
- Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease.
- Staff volunteering for these duties may be required to receive vaccination through the University's Occupational Health Services.



After completing warden training

- Make yourself known to your building Chief Warden.
- Seek advice from Chief Warden, regarding using Warden Intercom Phones (WIP) if applicable to your building and "runners" during evacuations
- Notify Chief Warden regarding changes in use of building, hazardous goods, or changed Warden members. See Appendix 1 Checklist

First aid officer

Qualified first aiders should report to the Chief Warden for direction. First aiders who are part of the Emergency Control Organisation (ECO), can be identified by a sticker that has the first aid symbol of a white cross on a green background, or vice versa.

Responsibilities following an incident:

1. Assess the situation.
2. Identify any life-threatening condition and establish priorities of treatment.
3. Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, and that some casualties will require more urgent attention than others.
4. Arrange without delay for the casualty to be transferred to a doctor, hospital or their home, according to the severity of the injury or condition.
5. Report all incidents and treatment to your Chief Warden.



Training opportunities for First Aid:

- Training – enrolment details and dates are published regularly in "Staff News."

Communications officer

The communications officer, usually an occupant of a large complex building or regional campuses, performs following administrative tasks on becoming aware of an emergency situation:

- Ascertains the nature of the emergency
- Acts as directed by the Chief Warden
- Transmits instructions and information as directed
- Records the events occurred during the emergency
- Notifies the Emergency Control Organisation (ECO) members



Frequently Asked Questions

- *How do I arrange an evacuation drill?*

Planned evacuation exercises or “drills” are arranged as “Calendar Invites” between the building’s Chief Warden and local Health & Safety professional (optional), emergency-management@unimelb.edu.au , Security and the Fire Services technician, who actions the alarm system on the day.

- *How do I find Chief Wardens in other buildings for information?*

The Building Emergency Resources data base is published on the Safety web site /documents Emergency Management. This lists all buildings’ Chief and Deputy Warden contact details. [Building emergency resources database](#)

- *We have a new warden not yet completed the training, what information can I provide them in the interim, to prepare them for an Emergency evacuation?*

Upon taking on the role of general warden, advise they make themselves known to the Chief Warden in your building, and ask if he/she has prepared a Building Evacuation Procedure unique to your building.

- *What is the WIP (Warden Intercommunication Phone) and how do I use it?*

Some multi-level buildings have WIP phones (these are red and attached to the wall area, e.g near the fire door stair). Floor wardens can call the Chief Warden, positioned at the Fire Indicator Panel (FIP), ground floor.



During the evacuation process, just pick up the handset from your allocated floor to call Chief Warden to report progress and any issues.

- *We are in a shared building with tenants. How does the impact on Evacuation?*

The Chief Warden is responsible for taking leadership of emergency situations and evacuations of all occupiers in the building, independent of shared tenancy. Regular meetings are required to be attended by wardens representing each tenanted area.

Check for Emergency Contacts Posters required to be displayed on each level. This is a list of contacts names and details, including the Chief Warden to seek out.

- *Some “tenants” choose not to participate in building evacuations. What can I do?*

Forming of an Emergency Planning Committee (EPC) is essential for your building, so that all the different representatives and tenants are informed and collaborate in preparing for emergency situations. Tenancy Agreements include landlord supplying a safe workplace, as per OHS Act 2004. The EPC representing all occupiers of the building need to develop a comprehensive building emergency plan with the Emergency Control Organisation (ECO)

- *I have recently become a warden but I do not have a hat. Where do get one from?*

Firstly check if the previous warden has left the hat. Then ask Chief Warden or your Health & Safety professional to obtain one through the Health & Safety Unit, and Emergency Management.

- *As Chief Warden, am I required to have 003 key for the Fire Indicator Panel (FIP)?*

If the Red WIP phone is inside the FIP, you will need 003 key to access the panel to answer the phone. The key can be arranged contacting Campus Services. Not all FIP's include the red WIP phone. As the FIP door panel is glass, all the alarm light indicators are visible through it.

If there is no Red WIP phone then all Wardens are to report to the Chief Warden at the Fire Indicator Panel, when arriving at Ground floor. The Chief Warden will then record your report and “time” etc.



- *What happens “after hours” when wardens are not available?*
 - **In an emergency, contact Security 8344 6666 OR your local campus Security Number**
 - **In a life threatening emergency, dial 000 first or from switchboard dial 0 000**

What to do in an Emergency

Listed are **some** critical emergency situations and guidance of what to do for:

- Fire
- Evacuation of lecture theatres, class rooms and research labs
- Bomb threat
- Suspicious mail and packages.
- Threat of aggressive or violent behaviour, civil disturbance
- Chemical spill
- Biological incidents
- Gas leak
- Injury
- Flood
- Power failures
- Motor Vehicle incidents
- Critical incidents and After Hours (Appendix 3)



Fire

It the event of a fire:

1. Assist any person in immediate danger if safe to do so.
2. Close the door to isolate fire
3. Raise the alarm by contacting Security (Ext. 46666 if Parkville campus) or your campus Security number
4. Fight the fire with appropriate equipment if trained, only if safe to do so.
5. Activate Fire Break Glass Alarm (if installed) or use other means to raise the alarm within the building, if necessary
6. Follow the building emergency evacuation procedures. Evacuation diagrams displayed near exits include egress pathways and designated assembly area.
7. Remain at the assembly area, ensure all is accounted for and await the "All Clear" communicated by the Fire Brigade officer or Chief Warden and await further instructions.



Evacuation of Lecture Theatres, Class Rooms and Laboratories

These areas require good organisation due to the potential for large numbers of people to be evacuated and assembled in a relatively small area. It is the responsibility of the lecturer/tutor/facilitator to ensure that their class is evacuated to the designated assembly area (Wardens can assist if required), and to maintain control of the students during the

emergency until the “All clear” has been announced by the Emergency service officer or Chief Warden.

AFTER HOURS - HEARING AN ALARM or WHEN NOTIFIED OF AN EMERGENCY

It is the person in charge of the class who should direct students to:

- Stand fast and push chairs, large bags, etc. under desks or benches.
- Turn off all electrical devices and any laboratory operations that are not safe to be left unattended including any naked flames.
- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

These procedures are essential after hours (e.g. outside 8.45am to 5.00pm Monday to Friday) when the normal support of the building emergency team will not be available. In an after-hours situation, the person in charge should ensure that on leaving the building, the evacuated persons stay together as a group until further instructions by either the emergency services - Fire Brigade - Police or by the University Security service. This is necessary to account for all persons in the building at the time. When directed to do so, by emergency respondents, recover any personal property that was left in the building.



Bomb threat

Although most bomb threats are hoaxes, aimed at causing disruption to the normal day-to-day routine of an organisation, they must be taken seriously. The most common form of threat is by telephone, warning that a bomb has been placed in a building.

Recording the call

The more information you obtain from the caller, the better the threat can be assessed. As an aid to recording the necessary information, a bomb threat checklist can be found on the Emergency Management website

https://safety.unimelb.edu.au/_data/assets/pdf_file/0008/1836026/AFPbombchecklist-New.pdf

If a bomb threat call is received, it is important that the person receiving the call try to remain calm and **does not hang** up even if the caller hangs up. This 'open' line may assist in tracing the origin of the call.

Reporting the call

Immediately report the call to your area supervisor and using another telephone to the University Security Office on 8344 6666 (if Parkville) or your local campus Security number, as they contact the relevant emergency service e.g. Victoria Police.

The Victoria Police will advise whether a building evacuation is necessary. However, if there is any difficulty contacting the Security Office, or the bomb threat caller indicated that the bomb will go off in the immediate future, the affected area (or building) should be evacuated using the normal building evacuation procedures.



Unidentified packages

If what appears to be a bomb is found e.g. an unidentified package. Under no circumstances should it be touched;

- Clear the immediate area;
- Report the incident to the area supervisor
- Ensure that the University Security Officers are alerted on extension: 46666 (if Parkville) or your campus Security number.



Threat of aggressive or violent behaviour

In the event of being confronted by an aggressive or potentially violent person:

1. Try to remain calm.
2. Alert supervisor.
3. Be firm but polite with the person and let them know that their behaviour is not acceptable.
4. If the behaviour of the person is such that outside intervention is required, contact or arrange to have contacted Security on 8344 6666 (Parkville) or your campus Security
5. You should not feel obliged to rectify the situation on your own. The Security staff are trained to handle these situations.
6. Abusive phone calls: hang up the phone and notify your supervisor. If calls persist, contact Security on 8344 6666 (if Parkville) or your campus Security.
7. Security telephones, placed at strategic points on campus (Parkville), are identified by a blue light and connect direct to security at central control 24 hours a day.



Chemical spill / leak

If safe, ensure the immediate safety of everyone in the vicinity.

If safe to do so:

1. Evacuate the immediate area – Ventilate if safe.
2. Report the spill to a Laboratory Manager – Notify Security on 46666 or use the BLUE PHONE.
3. Isolate the area. Prevent ignition sources or electrical equipment from operation in the vicinity
4. Notify the Chief Warden and be prepared to evacuate, await instructions.
5. Evacuation of the floor or building may be required.
6. Call the Fire Brigade 000



Biological incidents

1. Evacuate and restrict access to the area for approximately 30 minutes
2. Remove contaminated clothing

3. Isolate the hazard – Restrict access to contaminated area
4. Notify Laboratory Manager
5. Notify Security on ext. 46666 (if Parkville)
6. Call the Fire Brigade if required on 000



Gas leak

1. WARNING - CONFIRM AREA IS SAFE TO APPROACH.
2. Do not enter any confined area where there is the slightest risk of being overcome by gas.
3. Where applicable, evacuate persons from the affected area and assemble them in a well-ventilated area where they are not exposed to further risk.
4. If safe to do so, isolate the area if hazardous volatiles are released, by closing door and windows. If flammable vapours are released do not operate any electrical switches.
 - Where fitted, activate emergency shut-off or isolate possible ignition sources at switchboard
5. Notify Laboratory Manager for response advice
6. Ensure that there are no ignition sources in the affected area. Ventilate the affected area.
7. The Material Safety Data Sheets MSDS's will provide information on toxicity and flammability of the gas, and provision of first aid

Call Security on 8344 6666 and Campus Services, maintenance 8344 6000 (if Parkville), or your Campus Services relevant phone number(s).



Injury

The following information will assist you in the event of a travel related emergency, e.g. car accident:

1. Attend to injured person.
2. Call for assistance and call '000' for emergency services.
3. Apply first aid and do not move seriously injured person/s (avoid contact with blood and other body fluids by using protective gloves).
4. Ensure the injured person/s is/are as comfortable as possible.
5. Ensure the safety of other persons you may have been travelling with.
6. Isolate the site at which the accident occurred (do not disturb any evidence the police might find useful)
7. Remove from the site all people who are not directly involved.
8. Inform Security Ext 46666 (if Parkville) or your local campus Security number the earliest opportunity

All injuries (and hazards) on campus need to be reported using Enterprise Risk Management System (ERMS) using your login details.

20/06/2018

For some serious injuries notifications to Work Safe is required. These include:

A person requiring medical treatment within 48 hours of exposure to a substance

A person required IMMEDIATE treatment as an IN-PATIENT in a hospital

A person requiring IMMEDIATE treatment for or an injury that results in:

- Amputation
- Spinal injury
- Electric shock
- Loss of bodily function
- Head injury
- Eye injury
- De-gloving/ scalping
- Serious laceration



Flood

1. Turn off water at source if possible
2. If possible, isolate electrical sources at the switch board or call your Campus Services 8344 6000 (if Parkville)
3. If available, consider local spill kits to restrict the flow of water.
4. Isolate area by closing doors
5. Call Security 8344 6666 (for Parkville) or your local campus Security number and Campus Services
6. Consider Evacuation:
 - Partial evacuation of floor no alarm sounded, by word of mouth
 - OR complete building evacuation, initiated by pressing a break glass alarm (BGA). This will sound the Emergency Warning System internal alarm and in most buildings alerts the fire brigade, Campus Services and Security



Power failure

1. Contact your Campus Services Number. (if Parkville ext. 46000) to determine cause of failure if able to.
2. Call your campus Security (if Parkville ext. 46666), or your campus Security number
3. Consider evacuation:
 - Partial evacuation of floor
 - Whole building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Control Organisation, and in most buildings, alerts the fire brigade, as well as Campus Services and Security)



Motor Vehicle Incident

The following information will assist you in the event of a travel related emergency, e.g. car accident:

1. Attend to injured person.
2. Call for assistance and call '000' for emergency services.
3. Apply first aid and do not move seriously injured person/s (avoid contact with blood and other body fluids by using protective gloves).
4. Ensure the injured person/s is/are as comfortable as possible.
5. Ensure the safety of other persons you may have been travelling with.
6. Isolate the site at which the accident occurred (do not disturb any evidence the police might find useful)
7. Remove from the site all people who are not directly involved.
8. Inform your campus Security at the earliest opportunity
9. Report all vehicle damage immediately to:

The University of Melbourne's Insurance Manager (03) 8344 6111.

Emergency service organisations (ESO's)

This table includes a list of possible emergencies we may encounter at the University of Melbourne in "Parkville".

The top three emergency service organisations which would respond to any given emergency have been listed. This guide should give you a good idea of who in Your campus area will turn up to Your emergency.

SES

MFB

Vic. Police

Ambulance

Australian Army

St John Ambulance

Melbourne City Council

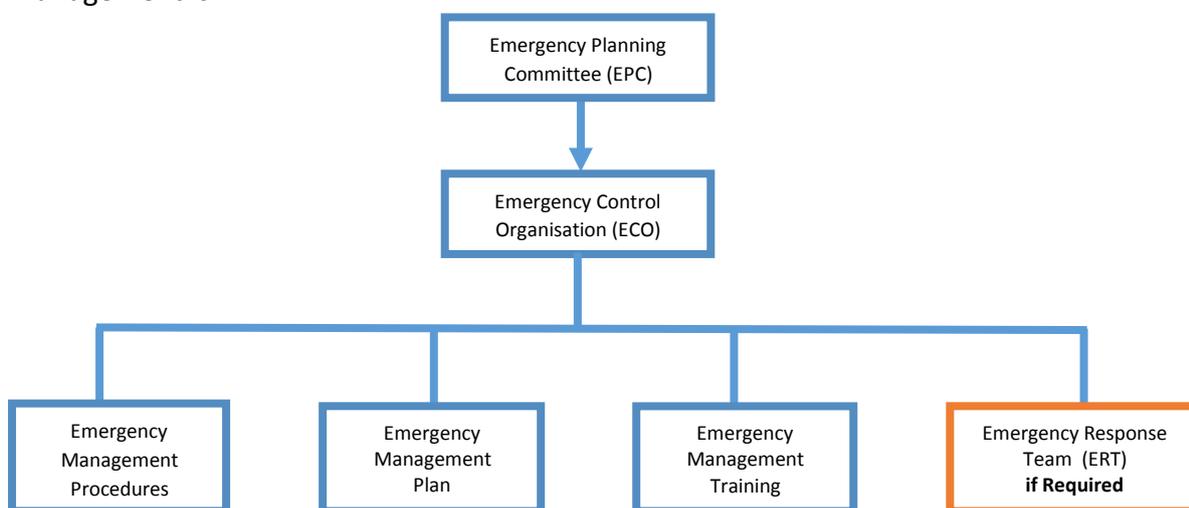
Emergency	Top 3 Responding ESO's
Fire	  
Hazardous Materials	  
Medical Emergency	  
Vehicle/Train Crash	  
Aggressive Behaviour	 
Bomb Threat	  
Armed Intruder	 
Hostage Situation	 
Storm Damage	  
Severe Flooding	  
Earthquake	  
Building Collapse	  
Lost Persons	 
Body Recovery	  
Trapped by Location	  

Emergency Management Structure

The University's Emergency Management is implemented across more than 150 buildings, CBD and regional. The cooperation and active participation of senior officers in buildings is essential to ensure a collaborative and wholehearted support of staff. It is essential that the evacuation plan and procedures are properly tested and all wardens have sufficient practice to ensure effectiveness in an emergency situation.

The Head of the Department / School with primary occupancy of a university occupied building must ensure that Chief and Deputy wardens are appointed for your building.

The Head of Department / School with secondary minor occupancy of a University occupied building must ensure that emergency wardens are appointed for their occupied areas within that building. For each building the structure to implement effective emergency management is:



Emergency Planning Committee (EPC)

A collaborative approach is essential, in particular where buildings are multi-tenanted. The EPC is required to ensure emergency procedures are most effective, resourced and workable. Each tenant or department is represented on the Committee to develop and monitor the implementation of emergency management and establish and delegate actions to the Emergency Control Organisation. The committee is required to meet at least annually.

Emergency Control Organisation (ECO)

This is the structured organisation within each occupied building to initiate an appropriate response to an emergency. The ECO is responsible for actioning all emergency procedures for planned exercise drills or actual emergency events.

The ECO must consist of:

- Chief Warden
- Deputy Chief Warden
- Floor Warden
- Communications officer
- Building emergency evacuation procedures, (refer to Chief Warden “Duties”)
- Communications procedures
- Emergency evacuation Diagrams
- Planned Evacuation exercises or “drills” at least annually.

The ECO is comprised of “wardens” drawn from occupants of the building. The number of wardens is subject to warden cover requirements and may vary due to types of environments and multilevel buildings. This can be determined by the ECO and guidance from your local Health & Safety professional and OR Emergency Management representative.

All buildings require an emergency management plan that includes emergency evacuation procedures (see Page 4, a good reference from which to develop an Evacuation Procedure for your building.) This is also helpful to hand to new wardens, yet to complete Warden training.

Communications between wardens is critical to exchange information, identify hot spots and maintain these procedures.

Options for an Emergency Response Team (ERT)

An Emergency Response Team is a group of managers and support staff who respond during an emergency incident of specialised emergency needs. These staff collectively have specialist knowledge and experience to deal with such incidents. The ECO should determine if such a team is required. There may be significant resources and qualified training required to ensure such teams are competent and activated.

Building publications

- Evacuation Diagrams, each floor - highlight the egress pathways to follow out of the building and the Assembly area to go to.
- A4 poster “Emergency in case of emergency ...” Evacuation –see Safety web page
- Emergency contacts for your building A4, listing contact details of all wardens and First Aid officers for your building
- Visitor Information Guides, displayed reception areas, lists emergency phone numbers and local campus security number.

Emergency Management support

For the following, please communicate with emergency-management@unimelb.edu.au for assistance if required.

- Arrange your evacuation exercise “Drill”:
 - The Chief Warden and Health & Safety professional (if possible), determine a date (consulting with senior management if required) and calendar invites are to include Emergency Management, Chief Warden, Health & Safety professional (optional), and Fire Services technician, to set up the alarm on the Fire Indicator Panel (FIP)
- Warden hats, megaphones, training support publications
- Training – Fire Extinguisher enrol via Themis.
- Warden Training is available on-line only via TrainME.
- Your recorded building details including Chief and Deputy Wardens and drill dates
[Building emergency resources database](#)

Please notify emergency management if there are changes to update this database spreadsheet

Liability and Insurance

The University of Melbourne has in place various insurance policies to cover the potential liability arising from the various activities the University undertakes. The intent of these policies is to cover the 'insured's' legal liability for third party personal injury or third party property damage caused by an occurrence in connection with the business of the University. Within the definition of 'Insured' under this insurance, employees of the University are included within this definition 'whilst undertaking activities at the request of the University'.

Therefore, employees undertaking defined special duty roles such as those encompassed by the Emergency Control Organisation are afforded coverage under the University's insurance policies, subject of course to the terms, conditions and exclusions of this insurance policy. Please contact the Insurance Office for more information on insurance issues.

Compliance

The development and implementation of emergency plans and procedures are essential for the effective and efficient management of any emergency facilitation. The University of Melbourne has a duty of care to provide a safe workplace for occupants and visitors.

Ref: OH&S Act 2004
University of Melbourne OHS Policy and guidelines
AS 3745:2010 Planning for emergencies in facilities, guidelines

For further information

Please familiarise yourself with the Safety website, where you will find supportive information including templates and publications: <http://safety.unimelb.edu.au/>

Contact emergency management for documentation relating to “Suspicious package and threat response”. emergency-management@unimelb.edu.au

Security Contact details

Parkville Main Security control room: email securitymain-pb@unimelb.edu.au

Phone	+61 3 8344 4674
Emergencies	+61 3 8344 6666 - 24 hours a day

Burnley	(03) 8344 6666
Creswick	BH: (03) 5321 4333 / AH: 0425 700 042
Dookie	(03) 5833 9200
VCA & MCM Southbank	(03) 9035 9311
Werribee:	(03) 9731 2000

Glossary of Terms

CW	Chief Warden
ECO	Emergency Control Organisation
EPC	Emergency Planning Committee
EMP	Emergency Management Plan
EWIS	Emergency Warning Information Service
MAS	Metropolitan Ambulance Service
MFB	Metropolitan Fire Brigade
FIP	Fire Indicator Panel
H&S	Health & Safety
PPE	Personal Protective Equipment
SES	State Emergency Service
VICPOL	Victoria Police
WIP	Warden Intercommunication Phone

APPENDIX 1

Chief Warden

In the event of an emergency

Duties	v
Report dysfunction of any of the following to Campus Services <ul style="list-style-type: none">- Fire Indicator Panel (FIP)- Smoke and fire doors, which do not close or dysfunction e.g. sticking- Break glass button replacement- Alarm audibility	
003 key is required for accessing the FIP, ensure you have this, to answer the red WIP phone check ins by wardens from their floor(s)	
Record Check In times against each warden's name	
Instruct Wardens to guard against anyone re entering the building until you are satisfied and give All- Clear and / or the emergency service indicates All Clear	
If required and If safe to do so , send "Runner" (delegate warden) to the required location to investigate	
If you need to evacuate other than for Fire, you can do this by activating break glass alarm button, and phone security 46666 (Parkville) OR your local campus Number.	
Immediately after an evacuation conduct a debrief with all wardens	
Fill in the Building Evacuation Report and email to emergency-mangement@unimelb.edu.au	

APPENDIX 2

Floor Warden Checklist

In the event of an emergency **Report** the following to your Chief Warden:

Duties	v
Fire or smoke isolating doors which don't close unaided	
Faulty or missing fire extinguishers	
Alarm audibility issues	
Occupiers who are reluctant to participate	
Occupiers who attempt to / or take their bicycles	
Locked doors	
Toilets have been checked	
Your check in time to Chief Warden when completed checking your area	
Assisted to prevent anyone re-entering the building before the All Clear has been given.	

APPENDIX 3

Critical incidents and After Hours procedures

The attendance of the Chief Warden may not be possible and the University has certain procedures in place. It is critical that a current list of all Emergency Contacts be maintained

Name	Position	Phone	
	Your local Health & Safety professional	BH	
		AH	
	Your Facilities & Operations Mgr.	BH	
	Duty Officer		
	Campus Security, your campus		8344 6666 (if Parkville)
	General Enquiry local area		

- VCA & MCM Southbank: (03) 9035 9311
- Burnley: (03) 834 46666
- Dookie: (03) 5833 9200
- Werribee: (03) 9731 2000
- Creswick: BH: (03) 5321 4333 / AH: 0425 700 042

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APPENDIX 4

Emergency Control Organisation Summary

Building Information	
Building Name	
Building Address	
Building Number (BN)	
Number of Floors	
Number of Basements	
Passenger Lifts	
Goods Lifts	
Number of External EXIT's	
Wardens	
Chief Warden Name	
Deputy Chief Warden Name(s)	
Number of Wardens	
Number of First Aid Staff	
Warden Meeting Point	
Fire Safety Systems	
Fire Indicator Panel (FIP) location/ type?	
Fire Sprinklers	
Fire Break Glass Alarms	
Fire Emergency Data Box	
MFB Grey Box	
Fire Extinguishers	
Fire Hose Reels	
Evacuation Systems	
Emergency Warning Intercommunication System (EWIS)	
EWIS Evacuation Configuration	
EWIS Alarm Buttons	
Warden Intercom Phones (WIP)	
Emergency EXIT Stairs	
Emergency Lighting in Work Areas	

Assembly Areas	
Primary Assembly Area	
Secondary Assembly Area	
NB Evacuation diagrams are accessible on Meridian, and prepared by Project Services	
Specific Hazards	
Dangerous Goods	
Hazardous Materials	
Dangerous Machinery	
Vehicle Traffic within Building	
Mass Gatherings	
Other	

APPENDIX 5

Personal Emergency Evacuation Plan (PEEP)

If "occupant" of your building requires assistance in the event of evacuation please use this

Occupants Name
Location:
Building / Facility
Floor
Room Number
Is there an assistance animal involved? Y/N
Are you trained in the emergency response procedures? Y/N
Preferred method of receiving updates to the emergency procedures e.g. (text, email, Braille etc.)
Preferred method for Notification of Emergency e.g. Visual alarm/ personal vibrating device, SMS
Type of assistance required, please list:
Equipment required for evacuation:
Egress procedure:
1
2
3
4

Designated assistants and contact details:	
Name:	
Phone:	
Mobile:	
Designated assistants trained in the evacuation equipment	Y/N
Are your designated assistants trained in the emergency response procedures (including the evacuation procedures)?	Y/N
Are your designated assistants trained in the use of evacuation equipment	Y/N
<i>Insert diagrams of preferred routes for assisted evacuation if required:</i>	
Issue date :/...../.....	Review date :/...../.....
Occupant approved Signature	Date
Chief Warden Signature	Date

Notes: