AUTHORITY

The University of Queensland Disaster Management Plan is issued under the authority of the Vice-Chancellor. It has been developed to provide effective management of disaster situations affecting the University and to offer compatible support to external Emergency Service providers within the general provisions of the State Counter Disaster Organisation Act 1975 and the State Counter Disaster Organisation Regulations 1998.

Professor John Hay
Vice-Chancellor & President
The University of Queensland

DATE
Executive Summary

The University of Queensland is committed to providing a framework for emergency management in order to respond to the following priorities in the event of a disaster or emergency:

- To Save Lives
- To Protect Property
- To Restore Core University Functions
- To Restore Academic, Research & Administrative Functions

It is for this reason that the University has developed the Disaster Management Plan (DMP). The structure of the DMP is as an overall master management tool supported by Subordinate Emergency Plans that will cover all areas of the University.

The University recognises that effective emergency planning may occur on a local level (affecting one or two Schools), a major level (affecting several Schools and involving a number of external agencies) or catastrophic level (affecting the entire community).

The University also recognises that effective planning must be flexible, designed to meet all types of emergencies and must include the key planning issues of preparedness, response and recovery. It is also vital that all staff and students must have access to and be familiar with the emergency plans for their area of work or study.

The Disaster Management Plan is accompanied by “A Guide to Emergency Planning” to assist all areas within the University to develop their own Subordinate Emergency Plans that will become an annexure of the DMP.

Professor John Hay
Vice-Chancellor & President
The University of Queensland
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The Secretary & Registrar  
The University of Queensland  
Brisbane, Queensland.      4072  

Telephone:  3365 1310  
Facsimile:  3365 2680  
e-mail: d.porter@mailbox.uq.edu.au

2.0 Amendments to this Plan must be inserted into the Plan as distributed, with the responsible officer certifying the amendment’s inclusion.

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DISTRIBUTION

An authorised copy of the Disaster Management Plan is on the University Website for general distribution and information.

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1.0 AIM

The aim of this plan is to detail the arrangements relating to The University of Queensland designed to optimise the safety and well being of persons and the protection of property on University sites in the event of a disaster. This plan is the Executive Management Tool for the coordination of all activities in the event of a disaster.

2.0 OBJECTIVE

The objective of the DMP is to provide a framework that adopts an overall approach to responses during and post-disaster activity and recovery. The DMP authorises the total use of resources available to the University and is integrated with subordinate emergency plans in other areas of the University. (See Attachment 1). The DMP incorporates the Disaster Response Group (DRG) who is responsible for the executive coordination of any disaster affecting the University.

The DMP is designed to provide:

- Overall coordination of response and recovery activities.
- Financial commitment as required.
- Control and provision of resources to effect recovery and allow University business to continue.
- Medical assistance to affected staff and students.

3.0 SCOPE

3.1 Jurisdiction

The initial response to a disaster or emergency situation is the responsibility of the University Security Section under the terms of this Plan. Disasters occurring on any University site in Queensland will be coordinated from the St Lucia Campus Executive offices unless otherwise directed by the Coordinator, DRG.

3.2 Planning Assumptions

It is assumed that this Plan is one of a number of functional supporting plans developed by other areas within the University. All disaster plans are functional supporting plans under the Queensland Government State Disaster Plan in conjunction with Emergency Services Planning.

3.3 Geographical Area

This plan has been developed to cover all University sites throughout Queensland. The plan is primarily designed to be centrally controlled from the St Lucia Campus however the DRG can be moved to any site as required.

3.4 Types of Hazards

Queensland’s diverse climate conditions give rise to a number of hazards. The nature and environment of the University also gives rise to unnatural hazards that can be directly
related to teaching and research infrastructure. These may be classified under the headings of Emergency Situations and Disasters.

**Emergency Situations** can be classified as:

- Fire
- Infrastructure/Technological failure (Minor event)
- Chemical spillage
- Services failure: power, water, air-conditioning plant
- Vehicle accident
- Student demonstrations
- Hostage or Siege situations
- Environmental (Minor events)
- Hazards: electrical, chemical, infrastructure (Minor events)

**Disaster Situations** can be classified, in order of likelihood, as:

- Cyclone
- Flooding
- Severe Storms
- Storm surges
- Infrastructure/Technological failure (Major event)
- Earthquakes
- Environmental (Major events)
- Mine Shaft collapse

**Note:** This information has been obtained through the State Emergency Services (Queensland) statistics as disaster ratings in Queensland.

### 3.5 Support & Interface with Subordinate Plans

This plan is the Executive management plan for disasters involving the University. It is the coordinating tool for all other subordinate emergency response plans throughout the University. It is also a support plan to the State Disaster Plan of Queensland via the Brisbane City Council Disaster Plan. This plan is important to the response and recovery phases and as such, should always be used in the event of a disaster situation.

### 4.0 GEOGRAPHICAL DESCRIPTION

The University has three major campuses and a number of minor sites throughout Queensland.

The three major campuses are:

**St Lucia Campus**

Comprising about 116 hectares 7 kilometres from Brisbane City. It is surrounded on three sides by the Brisbane River. The outlying land fronting the river is flat with a steady rise to higher land on which most of the major buildings are located. The campus has a sealed road network. The campus is subjected to intense tropical storms during summer and dry spells during the winter months. The campus is serviced by public transport including buses and river ferries.
Ipswich Campus

Comprising about 25 hectares, located 40 kilometres from Brisbane City and about half an hour driving time from Brisbane. It is situated on high land with a sloping escarpment into a valley. The campus has a sealed road system. The campus is dry most of the year and is subjected to severe tropical storms in the summer. The campus is serviced by public transport in the forms of buses.

Gatton Campus

Comprising about 790 hectares of land, approximately 100 kilometres from Brisbane City and about 1 hours driving time by road. It is situated in the Lockyer Valley and comprises mostly cultivated farm areas and paddocks. The central core of buildings is situated on a higher part of the site. Some buildings age from early 1900’s, but most are post-war construction. The area has good rainfall in the summer and is subjected to heavy falls of rain. The campus is serviced by a sealed network of roads. Transport is by private vehicle or bus lines travelling past the site.

Other Campuses

The University has a number of minor sites through out Brisbane and the State of Queensland. These include, but are not limited to:

- Medical School, Herston
- Dental School, Turbot Street, Brisbane
- The Customs House, Queen Street, Brisbane
- Julius Kruttschnitt Mineral Research Centre, Indooroopilly, Brisbane.
- Other Installations throughout Queensland.

5.0 ACTIVATION

The activation of the plan is twofold:

5.1 Immediate Response

In the event of an emergency situation or disaster the immediate response is from the Duty Security Supervisor. When it is safe to do so:

- An initial assessment of the event will take place by the Duty Security Supervisor.
- Emergency Services will be notified in accordance with Security Operating Procedures.
- The Operations Manager, Property & Facilities Division will be notified and coordinate immediate response to contain and manage the situation.

5.2 Post-immediate response by Security

- The Manager Security will inform the DRG Coordinator of the situation.
- A decision will then be made on further action under the provisions of the DMP.
5.3 Disaster & Emergency Management

Disaster and emergency management utilises four phases of response:

5.3.1 Alert

The phase where notification of an impending emergency situation is received or where initial advice leaves it unclear as to whether a response is appropriate. This phase involves consideration of the likelihood of a response being required and the nature of that response.

5.3.2 Standby

Standby occurs when advice received in the alert phase is sufficient to warrant preparatory activities in readiness for a response. This involves the requirement for staff, the location of stores and equipment and the need to evacuate persons from the site and the relocation of large portable equipment to safer locations.

5.3.3 Respond

This is the phase where resources are to be dispatched and personnel and services are adjusted according to the DMP in preparation for the impending consequences of impact.

5.3.4 Stand Down

The phase where response is no longer required and action plans are wound back and personnel stood down.

NOTE: In many instances there may not be time for Alert or Standby Phases.

5.4 Disaster Response Centre (DRC)

The Disaster Response Centre will be the Central Security Monitoring Station located in the Security Annex (Building 87A). The CSMS is equipped with the facilities required to manage and coordinate an effective response. Further, the Security Annex is fitted with sufficient space for the DRG, kitchen, toilet and bathroom facilities.

If the Security Annex is inoperable for any reason Room 567 on Level 5 of the Brian Wilson Chancellery will be used as the command centre. This room is equipped with power, data and communication points necessary to operate a communications centre. These services also have the ability to be linked to a generated emergency power unit. Toilets, bathrooms and kitchen facilities are also available. Further, this location is on high ground, accessible by vehicular transport and is on the highest point of land on the St Lucia campus.
6.0 MANAGEMENT – LINES OF AUTHORITY AND RESPONSIBILITY

The Disaster Response Group (DRG) Executive Level of Command

The Executive level of management is known as the Disaster Response Group (DRG). Membership of this group is:

Members of DRG

- The Secretary & Registrar (Controller)
- The Director, Property & Facilities Division (Deputy Controller)
- The Executive Manager, Occupational Health & Safety Unit
- The Director, Marketing & Communications
- Manager Security
- Any others persons as directed by the Controller as dictated by the circumstance of the disaster.

Following are the individual Action Sheets for each member of the DRG.
ACTION SHEET

The Secretary & Registrar – Controller

1.0 Disaster or Emergency Situation Alert

- Be advised of details of any incident by the Manager Security who is responsible for the Security Section’s immediate response procedures.

- Be informed of action taken under the “Immediate Response” procedures under the DMP and determine the level of further response that is required for the situation.

- Decide if the Disaster Response Group needs to be activated and whether other Executive members of the University are required.

2.0 Response – Internal

- Be responsible for authorising the use of appropriate University resources to respond to an incident. Resources required will depend on the nature of the incident and may include any and all University resources from any area of the University.

- Determine which other subordinate emergency plans will be activated to respond to an incident.

3.0 Response – External

- Be the University’s spokesperson in the event of a major incident and will authorise any media releases concerning the situation.

- Be responsible for ensuring that emergency service agencies are advised of the incident.

4.0 Conclusion of Incident

- At the conclusion of a disaster or an emergency situation (dependant on the severity and scope), be responsible for:

  - Notifying all relevant persons that the incident has been resolved.
  - Arranging for the collation of documentary material relating to the incident.
  - Organising a debriefing and review of the incident and the University’s response.
ACTION SHEET

The Director, Property & Facilities Division – Deputy Controller

1.0  Disaster or Emergency Situation Alert

- Be responsible for the implementation of the Property & Facilities subordinate emergency plan.
- Proceed to the nominated location where the Disaster Response Group is to meet, if required.

2.0  Response – Internal

- Ensure all available Property & Facilities resources, internal and external, are available to respond to the situation to ensure essential services are restored and maintained.
- Ensure the Property & Facilities subordinate emergency plan is in operation under the coordination of the Operations Manager.
ACTION SHEET

The Executive Manager, Occupational Health & Safety Unit

1.0 Disaster or Emergency Situation Alert

- Be responsible for the implementation of the Occupational Health & Safety Unit ‘s subordinate emergency plan.
- Proceed to the nominated location where the Disaster Response Group is to meet, if required.

6.0 Response – Internal

- If appropriate, proceed to the scene of the incident, undertake an assessment of the situation, and ensure safety and control measures are implemented to render the situation safe.

7.0 Response – External

- Liaise with emergency services personnel and other government agencies regarding Occupational Health & Safety issues.

8.0 Conclusion of Incident

- Conduct an investigation into the occupational, health & safety aspects of the incident and provide a report to the DRG as soon as practicable.
- Make such recommendations as is necessary to practices and procedures to reduce the risk of similar incidents in the future.
# ACTION SHEET

**The Director, Marketing & Communications**

1.0 **Major Alert**

- Be responsible for the implementation of the Office of Marketing & Communications subordinate emergency plan.
- Proceed to the nominated location where the Disaster Response Group is to meet, if required.

2.0 **Response – Internal**

- Ensure all available Marketing & Communications resources, internal and external, are available to respond to the situation.
- Respond to enquiries from staff, students and their families regarding the incident.

2.0 **Response – External**

- Control the dissemination of information regarding the incident to the media.
- Prepare all news releases.
- Respond to enquiries from external organisations and the public.
ACTION SHEET

Manager Security

1.0 Major Incident Alert

- On notification of a disaster or emergency situation by the Duty Security Supervisor the Manager Security will:
  - Ensure that the Security Section’s emergency operating procedures have been implemented.
  - Ensure the DRG Controller is notified of the assessment/situation.

2.0 Response – Internal

- Be responsible for the implementation of the Security Sections’ Emergency Operational Procedures.
- Coordinate the Security Section’s post-incident response.
- Ensure the Controller is constantly updated with information on the situation and all responses.

3.0 Response – External

- Ensure the appropriate emergency service agencies are notified of the incident.
- Act as a liaison person with the emergency services agencies.
7.0 FINANCIAL MANAGEMENT

Financial management of a disaster is the responsibility of The Bursar, Business Services Division under the direction of the Controller. Some points to note in managing fiscal requirements are:

- Cost incurred by University personnel in responding to a disaster or emergency situation will be funded by the University.
- Funds may be available to the University from State and/or Federal Governments for disaster relief and recovery operations.
- Insurance coverage of University property will be a major source of fund recovery.

8.0 TRAINING

The Secretary & Registrar as Controller of the DMP will ensure that all persons included in the disaster or emergency situation response under the plan will be provided with appropriate training in disaster response and acknowledgement of their responsibilities in the event of an incident.

9.0 REVIEW

The DMP will be reviewed at the following times:

- On an annual basis
- Within one month of any debriefing following the activation of the DMP or a subordinate emergency plan to deal with a disaster or an emergency situation.
- As improvements to the plan are identified or when significant changes, which may impact on the plan, occur.

10.0 SUBORDINATE EMERGENCY SITUATION PLANS (SESP)

Subordinate Emergency Situation Plans will be developed by all areas of the University as detailed in Attachment 1. These plans will be linked to the University Disaster Management Plan being the Executive Controlling instrument of any incident.

Subordinate Emergency Situation Plans should be written in simple format and include:

- Nominating a Coordinator
- Definitive lines of authority and responsibility
- Identifying potential disaster or emergency situations
- Detailed action items
- A communications and reporting structure

Copies of these subordinate plans are to be made available to the Controller and to be recorded in the DMP under the ‘Subordinate Emergency Plans’ Annexure.
THE UNIVERSITY OF QUEENSLAND

DISASTER MANAGEMENT PLAN

SUBORDINATE EMERGENCY PLANS ANNEXURE

Version 1.2
DISASTER MANAGEMENT PLAN

Subordinate Emergency Plans Register
### The University of Queensland
#### Disaster Management Plan (DMP)

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THE UNIVERSITY OF QUEENSLAND

DISASTER MANAGEMENT PLAN

A Guide to Emergency Planning

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(An Annex to the Disaster Management Plan)
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THE UNIVERSITY OF QUEENSLAND

A GUIDE TO EMERGENCY PLANNING

(An annex to the University of Queensland Disaster Management Plan)

Foreword

This booklet provides an overview of the responsibilities for the University of Queensland to plan for disasters and serious emergency situations. It sets out a definition of disasters and serious situations and is structured to provide a generic guideline for areas of the University to prepare localised subordinate emergency plans in support of the University Disaster Management Plan.

(See Appendix 1 – Flowchart indicating Disaster Management Plan structure)

Introduction

Queensland has a sub-tropical environment and is prone to natural disasters such as cyclones, severe storms and flooding. In addition to natural disasters, the University has become increasingly dependent on services such as electricity, gas, water supply, sewerage, and telecommunications. There is also specialised equipment and chemicals used in the daily business of academia that can be the cause of catastrophic incidents. Any breakdown in these services can result in loss of life, infrastructure collapse, economic cost and harm to the environment.

Effective disaster management throughout the University offers the potential to significantly enhance safety and reduce potential cost.

THE DEFINITION OF A DISASTER OR EMERGENCY

Throughout this Guide the words ‘Disaster’ and ‘Emergency’ are used to encompass a range of events which could otherwise be described as incidents, accidents or catastrophes.

Examples of a disaster may be described as:

- Cyclone
- Flooding
- Severe Storms
- Storm surges
- Infrastructure/Technological failure (Major event)
- Earthquakes
- Environmental (Major events)
- Mine Shaft collapse

Examples of an Emergency situation may be described as:

- Fire or Explosion
- Infrastructure/Technological failure (Minor event)
- Chemical Spillage
- Services failure: power, water, air-conditioning plant
- Vehicle accident
An Emergency Situation Defined

Emergency situations range in nature, intensity and duration. At one end of the continuum, an emergency may be small and localised affecting a single workplace. It may last minutes or hours and may be resolved by the workplace without the need for outside assistance.

A Major Disaster Defined

At the other end of the continuum, an emergency may assume disaster proportions, so large that it required resources to be committed for days, weeks or months. This type of situation may require assistance from external agencies such as the Police, Fire, Ambulance or State Emergency Services.

PLANNING

The Need for Planning

The University is recognised world wide as a centre for academic teaching and research, and, given the diverse areas in the fields of biosciences, engineering, and research the probability of an unnatural disaster occurring is high.

It is the responsibility of all areas of the University to recognise the possibility of a disaster or emergency situation occurring and to prepare an effective response plan. Such plans will be a subordinate plan of the University Disaster Management Plan and should embrace the comprehensive approach to disaster management by addressing the key components of prevention, preparation, response and recovery.

The Workplace Emergency Management Plan

Emergency management plans provide the workplace with a workable set of arrangements for use in the event a disaster or an emergency incident occurs. It should outline how prevention, response and recovery activity will be coordinated within the workplace.

Emergency Management Planning (The Emergency Plan)

Emergency management is a process which involves the workplace bringing together the arrangements for preventing, preparing for, responding to and recovering from a disaster or emergency situation. The emergency plan is the result of this process.

(See Appendix 2 – Emergency Action Checklist)

Prevention & Preparedness Measures

These measures aim to reduce the likelihood of an emergency situation occurring by carrying out activities, which minimise the potential risk. Undertaking a risk assessment will identify risk.

(See Appendix 3 – The Disaster Risk Management Process)
Response

The activity which is carried out immediately an emergency occurs, and lasts until the risk to personal safety and property has been removed. The University Disaster Management Plan will support the School Emergency Plan within the scope of that plan and with other internal and external agency involvement.

Recovery

The process by which areas of the University return to a proper level of functional activity following an emergency. This will include restoring infrastructure services, equipment and buildings as well as the well-being of staff and students.

Recovery Support

Recovery support will include the provision of information and specialist services required reinstating the workplace to normal operating level. These services may come from other internal agencies within the University under the provisions of the Disaster Management Plan. In some instances, the recovery activity may be delayed until response measures have reduced the level of danger.

IN SUMMARY:

Prevention – measures to eliminate or reduce the impact of disasters.

Preparedness – procedures which will ensure that rapid mobilisation and deployment of all resources and services which may be required to respond to a disaster or emergency situation.

Response - procedures to be taken during and immediately after a disaster or emergency situation to ensure minimisation of impact; and

Recovery – procedures which will assist the University to return to normal business.

Legal Obligations and Duty of Care

University Administrators are obliged to plan for the safety of staff and students attending University workplaces. As a consequence of this legal obligation, the workplace has a duty of care to ensure that all academic and research activity is conducted safely.

This applies particularly during a disaster or an emergency situation when those involved may be confused or disoriented and when reduced standards of vigilance may lead to disruption of normal business practices.

The Executive Manager, Occupational Health & Safety Unit is an excellent source of advice on Workplace legal obligations and can provide a variety of information for inclusion in your Subordinate Emergency Plan.
THE PROCESS OF DISASTER AND EMERGENCY PLANNING

Aim

The aim of emergency planning is to ensure that the safety of staff and students is maintained and that staff are aware their responsibilities.

Basic Rules For Planners

- Know your role(s) and responsibilities
- Appoint an Executive Officer
- Conduct regular counter disaster/emergency incident committee meetings.
- Develop your mitigation strategies and mitigation plans
- Ensure you have a counter disaster response and recovery plan
- List all available resources
- Plan ahead and determine the location of your Coordination Centre
- Request assistance – Notify University Security immediately on Extension 53333

The following Planning Principles will assist planners to develop a set of procedures that will work in an emergency situation or a disaster:

Planning Principles

Simplicity –

The plan should be concise. Roles and responsibilities should be clearly stated. Emergency procedures which staff should be expected to remember and implemented should be kept to a minimum.

Flexibility –

The plan should always be flexible. Emergency procedures should still work even if key personnel are unavailable.

Comprehensive –

The plan should be comprehensive. It should describe arrangement for preventing, preparing for, responding to and recovering from the effects of a disaster or emergency incident.

Decision-Making Process –

The plan should describe the decision making process to be adopted and this process should remain reasonably consistent.

Consultation –

The plan should be derived from consultation with staff within the area covered by the plan along with staff from other area of the University who will be expected to respond in the event of and emergency.
Dissemination –

The plan needs to be widely disseminated to all staff in the area as well as other areas within the University such as the Executive Controller (Secretary & Registrar), for inclusion into the University Disaster Management Plan.

Review –

The plan should be reviewed on a regular basis and at least annually to ensure it remains workable and effective.

Co-Ordination –

Planning should be coordinated with other agencies within the University, particularly those who will respond in the event of an incident such as the University Security Section.

Policy –

Emergency Policy should be established during the planning process.

Consistency –

The plan should be consistent with the policies of relevant internal and external agencies and authorities such as Government Agencies, State and Federal legislation and Standards and Occupational Health & Safety Guidelines.

Scope Of Responsibilities –

The Plan should describe the scope and limitations of staff and students if applicable. Staff and students should not be expected to place themselves in danger by combating the emergency themselves.

Co-Operation –

The plan should also detail the role and identify of other agencies within the University who will provide support in the event of an incident. (For example: Security, Occupational Health & Safety Unit, Property & Facilities Division.)

WRITING THE PLAN

These suggestions are made to assist Schools in the writing of the emergency plan.

Begin by writing a description of the workplace and its surroundings. This will provide a basis for identifying hazards to which the area might be exposed. Once hazards have been identified it is then possible to develop a prevention strategy to minimise them.

The plan needs to describe arrangements for responding to any emergencies that do occur. It should describe key roles and responsibilities of all staff.
The plan should include a description of what actions will be taken to assist the recovery of the infrastructure as well as providing assistance for those staff and students who may have been affected by exposure to the incident.

Key Sections of the plan might include a description of:

- the workplace and surroundings (include a site plan – available from Property & Facilities Division);
- any potential hazards which have been identified;
- the roles and responsibilities of all whom may be involved;
- arrangements for alerting, notifying and reporting;
- the process for making decisions and communicating them;
- methods of securing the area;
- the process for obtaining resources and assistance;
- the provision and location of first aid points;
- People with Special Needs and Disabilities;

(An Information Booklet and Package titled: “Preparing for Disasters: Information for People with Special Needs” can be obtained from the Queensland Disaster and Rescue Services, Department of Emergency Services, PO Box 000, Kedron QLD 4031, Telephone: (07) 3247 8413; Fax: (07) 3247 8410.

- the sources of funding to implement the plan;
- the arrangements for checking of warning systems, signs and notices concerning evacuation procedures (The University Fire Safety Officer, Property & Facilities Division);
- any arrangement for inspections to identify and removal of accumulations of rubbish, stores or work material (This is done to a set program by the Fire Safety Officer, Property & Facilities Division. Departments have a further responsibility to conduct more frequent checks on a suggested monthly basis);
- define the policy on the use of lifts during an emergency or disaster (ie: lifts should not be used and evacuation should take place via the fire stairs);
- any training requirements for staff;
- the means by which the plan will be reviewed.

(See Appendix 4 – Emergency Management Plan Check List)
HAZARD IDENTIFICATION

Identifying Hazards

In most cases, hazard assessment can be conducted by members of the School however, the Occupational Health Safety Unit and Environmental Officers from the Property & Facilities Division can assist if required.

Hazard Assessment Process

Hazard identification can be simplified by separating the risk into layers or zones. For example, identifying hazards below ground level (caves, mine shafts, major drains) or near ground surface level (fire, flood) and in the air (toxic plume from a chemical fire, virus exposed to the atmosphere through a laboratory).

Begin your assessment in your workplace area then project any ramifications beyond this area if applicable (For example, a toxic spill into a sink may extend beyond your area into the general water system through the University, then into public waterways).

Expert Advice

Assessments may raise questions about some hazards that you maybe unable to answer. Where expert advice is required it should be sought firstly, from specialist areas within the University, or, if this expert advice is not available, from external agencies.

Other Workplaces

Some Schools have a number of workplaces. For example The Faculty of Natural Resources Agriculture and Veterinary Science (NRAVS) have workplaces at the Gatton Campus, Pinjarra Hills and Mt Cotton. Hazard assessments and the Emergency Plan must include all workplaces.

(See Appendix 5 – Hazard Assessment Form for assessment purposes)
(See Appendix 6 – Hazard Assessment Check List for assistance in conducting hazard assessments)

ROLES AND RESPONSIBILITIES

Responsibilities of Administrators

The plan should describe the roles of School administrators. For example who is responsible for assessing the danger and how any decisions are to be communicated within the workplace. Effective co-ordination and communication are essential during an emergency. Responsibility for carrying them out must be identified in the plan.

Delegation

Delegation of responsibilities will depend on the number of staff in a workplace. In a small area one person may be responsible for everything while in a larger workplace different staff members may be delegated individual responsibilities. For example, one may be responsible for communications, another for evacuation and another for overall supervision.
Remember, all University buildings and floors have nominated Fire Wardens who are trained in evacuation and emergency procedures. You should include their role in your emergency plan. The University Fire Safety Officer has a record of all persons who are nominated Fire Wardens.

Co-ordination

The co-ordination during an emergency should be the overall responsibility of the Faculty Executive Officer, or, if the workplace is remote from that person’s workplace, the most senior staff member. The role of the Co-ordinator is to ensure that all elements of the plan come together during an emergency.

The co-ordinator is responsible for maintaining a broad overview of the emergency and the response to it.

Control

The plan should identify who is responsible for controlling the workplace response during an emergency. The controller is responsible for all decision making. Some of this responsibility may be delegated to other staff in a large workplace.

Communication

Responsibility for communication needs to be clearly allocated in the plan. During any emergency information will need to be communicated to personnel in the workplace and to Emergency Services such as the University Security Section to elicit assistance.

The person responsible for communications must be capable of providing regular and accurate information.

Staff Responsibilities

At the time of an emergency Academic staff in the role of conducting lectures would be responsible for the safety of their students. It should be possible to develop a generic statement for such academic staff that describes what they are to do during an emergency. These statements can be positioned in lecture and teaching rooms for easy access.

Other non-teaching academic staff and general staff should also have their role described. Reception, clerical and administrative staff all have a role to play in an emergency. These roles should be documented in the plan.

(See Appendix 7 – Emergency Responsibilities Chart)

ASSESSING THE DANGER AND REACTING DURING EMERGENCIES

Assessing

Assessing danger during emergencies differs from hazard assessment conducted during the planning process. Assessment of danger is the process of identifying what is occurring during an emergency in order to determine what actions are required in the workplace to maintain safety.
Match Decisions to Circumstances

Responses should be determined by the circumstances at the time. Each emergency will be different as will each response however the process to determine responses will be the same.

Verify All Reports

Any emergency report would be verified to confirm that there is an emergency situation before alerting staff and contacting University Security for assistance. Accurate information is important to gauge the most effective response.

Observe Emergency

The assessor or responsible person should observe the emergency situation from a safe distance to assess the danger. This does not require the assessor to be an expert but to decide the extent of the situation from a reasonable person’s viewpoint.

Assess Danger

While observing the emergency the responsible person needs to determine:
- The nature of the emergency;
- Its proximity to people and property;
- Whether there are any compromising circumstances;
- Any action required minimising danger based on this assessment.

Determine a Course of Action

This decision will involve any action that is necessary immediately to ensure safety of all persons in the vicinity, particularly the need to evacuate the area and to ensure emergency services are advised ie: University Security Section on Extension 53333.

(See Appendix 8 – Assessing Danger in an Emergency)

EMERGENCY ALERT

Alerting, Notifying and Reporting

The plans should include details of how to raise the alert to internal School staff for action, how the alarm is raised during an emergency, how the situation is reported to the emergency response agencies (University Security Section).

For example the plan should note that:

- Emergency Information Sheets are available from the University switchboard to place under or near all telephones that indicated emergency reporting procedures.
- Most buildings are fitted with an electronic evacuation system that allow broadcast throughout the building and can be used to inform everyone within the building.
- Every building has a fire evacuation system that, when activated, will automatically trigger an evacuation of the building.
• Every Building has a fully trained Building Fire Warden who can activate these systems.

Remember that the University Security Section has a fully operational Control Room that has immediate access to internal and external agencies and has the ability of immediate contact and response from these agencies in the event of an emergency or disaster. Your first communication should be to this facility to notify of the emergency. The telephone number is 3365 3333 or internally 5 3333. This number will be answered immediately with the statement “This is the security emergency line, what is your emergency?”

MISCELLANEOUS POINTS FOR INCLUSION IN THE PLAN

Training

For the plan to be effective it needs to be widely disseminated. Everyone who has a role in the implementation should be well versed in its content. This can be achieved by conducting a short workshop annually to discuss the plan and roles.

Resources

The plan should describe the arrangement for obtaining physical (equipment), human (people) and financial (money) resources in the event of an emergency situation. All sources of resources should be identified in the plan.

Finance

In a disaster or emergency situation the University would provide financial assistance where it is deemed to be of universal scope. The Bursar should be contacted to discuss what financial resources are available and the policy and procedures relating to financial support.

Review

The plan should be reviewed annually to ensure the concept is still current and achievable. Changes should again be widely disseminated to all those involved in the plan and to other areas of the University who have a direct link with the plan.

SPECIAL PREPAREDNESS AND RESPONSE GUIDELINES

To assist in preparing guidelines in the formulation of the emergency plan a number of examples are provided for information. From these examples you will be able to draft specific guidelines for inclusion in your emergency plan.

These guidelines include:

• Earthquake Response
• Severe Storm/Cyclone
• Flood response
• Toxic emission or spill
• Siege or Hostage situation
See Appendix 9 – Examples of emergency guidelines (Five examples in total)

Where Can You Obtain Expert Advice

The University has a diverse range of academic and research activities. It is improbable that every School would have on staff, experts that can provide the advice necessary to make the workplace safe and to receive specific information on emergency management. A good place to begin asking for assistance may be at:

- The Property & Facilities Division:
- Security Section (Emergency Response, Communications etc)
- Environmental Section (Environmental Systems)
- Engineering Section (Electrical Systems)
- Occupational Health & Safety Unit (Safety advice)
- Health Services (First Aid, Medical)
- Information Technology Services (IT Systems)
- The University Chemical Store (Chemicals)
- Business Services Division (Financial)
- Personnel Services Division (Counselling Services)

Appendices

Appendix 1 University Disaster Management Plan structure
Appendix 2 Emergency Action Checklist
Appendix 3 The Disaster Risk Management Process
Appendix 4 Emergency Management Plan Checklist
Appendix 5 Hazard Assessment Form
Appendix 6 Hazard Assessment Check List
Appendix 7 Emergency Responsibilities Chart
Appendix 8 Assessing Danger in an Emergency
Appendix 9 Examples of Emergency Guidelines
  9-1 Earthquake Response
  9-2 Toxic Emission or Spillage Response
  9-3 Severe Storm/Cyclone Response
  9-4 Flood Response
  9-5 Siege or Hostage Response (Pages 1 & 2)
EMERGENCY ACTION

<table>
<thead>
<tr>
<th>Immediate actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Record</td>
</tr>
<tr>
<td>* location of the incident</td>
</tr>
<tr>
<td>* nature of the incident</td>
</tr>
<tr>
<td>* number of persons involved</td>
</tr>
<tr>
<td>* name of person reporting the emergency</td>
</tr>
<tr>
<td>* time emergency reported</td>
</tr>
<tr>
<td>* phone contact if incident remote from workplace</td>
</tr>
<tr>
<td>2. Verify the Details of the emergency situation</td>
</tr>
<tr>
<td>3. Notify:</td>
</tr>
<tr>
<td>* Executive Officer</td>
</tr>
<tr>
<td>* University Security Service</td>
</tr>
<tr>
<td>Ext 53333 (Emergency number)</td>
</tr>
</tbody>
</table>

Which emergency service to call?

Always telephone the University Security Section on the Emergency Telephone Number 3365 3333 or Extension 5 3333 in the event of any emergency.

The Security Section is equipped to respond to all emergencies and have direct links with external Emergency Services such as the Police, Fire Services Ambulance and State Emergency Services.
APPENDIX 3

DISASTER RISK MANAGEMENT PROCESS

1. Establish the Context
2. Identify Risk
3. Analyse Risk
4. Evaluate Risk
5. Treat Risk
6. Accept Risk
7. Monitor and Review

Communication and Consult
### Emergency Management Plan Check List

<table>
<thead>
<tr>
<th>Location………………………………………</th>
<th>Date………………………………………</th>
<th>YES</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have emergency contact numbers been confirmed with the University Security Section?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Are the emergency contact numbers prominently displayed on the front cover of the plan?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Does the plan clearly specify procedures for reporting emergencies to the University Security Section?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Are potential risks within the workplace identified?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Are alternative evacuation assembly areas listed</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Is a site plan included which displays emergency exits, water, gas, electricity supply points?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Does the fire plan show the location of fire extinguishers / hose reels / hydrants / alarms?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Are the roles and responsibilities of key personnel clearly defined</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Are staff responsibilities to account for and supervision of students during and following the emergency clearly described?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Does the plan describe how individuals will receive counselling or other specialist support?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Does the plan describe how staff will be trained</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Has the plan been endorsed by the University emergency services agencies</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>• Are arrangements for reviewing the plan described?</td>
<td>[ ]</td>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>
HAZARD ASSESSMENT FORM FOR ASSESSMENT PURPOSES

The hazard assessment form is available on the Occupation Safety Unit’s web page.

To find the assessment form, do the following:

Open your internet search engine, and type in the following address:

uq.edu.au/ohs/pol-sz.html

This will open a web page listing the OH&S lists of Policies and Guidelines from A - Z.

Click on the letter “W”, then press enter.

This will bring up a list of assessment sheets.

Click on the “Workplace Assessment Checklist” and print this form.

Conduct your hazard assessment by using this form. The information gathered will form the basis of your hazard database for your Subordinate Emergency Plan.
# Hazard Assessment Check List

<table>
<thead>
<tr>
<th>Location ……………………………………</th>
<th>Date……………………</th>
<th>YES</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Did the hazard assessment include:

- buildings, equipment, installations: □
- grounds and immediate surroundings: □
- regularly used venues remote from the main site? □

Did the assessment consider potential hazards:

- below ground (tunnels, mine shafts, drains): □
- at or near ground level (buildings, installations); and above ground level □
- (aircraft, airborne fumes)? □

Did the assessment consider:

- natural hazards including seasonal influences; □
- residential and industrial hazards; □
- urban and rural hazards? □

**Expert Advice**

- Was expert advice required to complete the assessment? □
- If expert advice was required, was it obtained? □
EMERGENCY RESPONSIBILITIES

Roles and responsibilities

EXECUTIVE OFFICER

Co-ordination
- Assessment of the emergency and the danger
- Establish an emergency co-ordination centre
- Notification of emergency services
  (Security Section on Ext 53333)
- Liaison with emergency services
- Identification and provision of resources

Control
- Account for all staff and students
- Supervision of students
- Evacuation of workplace
- Assembly of staff and students
- Reception Centre

Communication
- Informing parents
- Communication with Security Section
- Providing situation reports to department and Security Section

Deputy Co-ordinator
- Account for all staff and students
- Supervision of students
- Evacuation of workplace
- Assembly of staff & students
- Reception Centre

Communications Staff Member
- Communication with emergency services
  (Security Section on Ext 53333)
- Providing situation reports to department and Security Section

LECTURERS

- Accounting for students – roll call
- Evacuation: students, rooms, toilets, area
- Assembly of students
- Supervision of students
- First Aid
- Evacuation
- Assembly

Individual responsibilities
- First Aid
- Evacuation of building wings
- Assembly area monitoring
ASSESSING DANGER IN AN EMERGENCY

Verify Report
- confirm the accuracy of the information
- alert the workplace
- notify the emergency services (Security Section on Ext 53333)

Assess Danger
- What is the emergency?
  - has the worst already happened?
  - can the situation get worse?
- Where is it?
  - is it close enough to be a threat?
- How is the hazard behaving?
  - is it getting closer or moving away?
  - is it getting bigger or smaller?
  - is it moving quickly or slowly?
  - is it affected by weather conditions?
- Who is at risk?
  - are people or property already involved?
  - are they likely to become involved?

Identify Safe Areas
- which areas and access routes cannot be used?
- is it best to remain indoors, or leave the building?
- how far does the danger area extend?

Move to Safe Area
- seal buildings if remaining indoors
- communicate decisions to the school
- implement procedures in the plan
EARTHQUAKE RESPONSE
(No Warning Time)

During the earthquake

- If indoors, stay there and ensure nobody moves about or leaves the building.
- Get everybody to take cover under tables, benches, desk or internal doorframes.
- Keep away from windows, shelves and overhead fittings.
- In multi-story buildings, stay clear of windows and outer walls. Get everybody to take cover under desk, near pillars or internal walls.
- Do not allow lifts to be used.
- If outside, keep everybody well clear of buildings, walls, power lines, trees etc.

After The Earthquake

- Check for injuries and apply first aid. Do not move the seriously injured (unless in immediate danger) until the Ambulance arrives.
- Call the University Security Section reporting the facts of your situation.
- Avoid the use of telephones (to relieve congestion) unless there is a serious injury, fire or other serious problem.
- Turn off electricity, gas and water.

Evacuation

- Evacuate everybody (clear of buildings, walls, power lines, trees and other structures) by the safest route.
- Do not light matches until a check is made for gas or fuel leaks.
- Listen to radio and heed warning and advice.

Damage Survey

- Check for water or sewerage leaks, broken electrical wiring etc.
- Do a brief external check for cracks and damages, including roof and foundations.
- Be prepared for aftershocks and do not re-enter even slightly damaged buildings until they have been checked by an engineer.
TOXIC EMMISSION or SPILLAGE RESPONSE

Upon First Warnings

If incident occurs in your work area:

- Evacuate the building immediately
- Advise the University Security Section on the emergency number 53333
- If it is safe to do so – have qualified expert staff attempt to contain the spillage or emission.

If the incident occurs elsewhere in the University and is spreading:

- When alerted by emergency authorities move all students and staff out of the building (if the incident has occurred inside) OR move all staff and students inside the building if the incident has occurred outside.

- Close all external doors and windows if possible and it is safe to do so.
- Turn off air conditioners and extinguish all cigarettes and naked flames, including pilot lights.
- Turn off all gas valves in laboratories if applicable.
- Occupy rooms furthermost from the emission source area.

Evacuation

Do not attempt to evacuate if the incident is outside the building unless advised by emergency services.
Remain indoors until either, you hear an “all clear” instruction from emergency services personnel.
SEVERE STORMS/CYCLONE RESPONSE
(Minimal warning time)

Before The Storm or Cyclone Season

- Have a portable radio with fresh batteries close at hand.
- Ensure all First Aid kits have fresh stock.
- Clear the area of loose objects that could cause damage of injuries during high winds, particularly if exterior windows are broken and winds enter the workplace.
- If located near sea level in a cyclone zone (ie: The Brisbane River) identify the nearest safe high area in case of evacuation.
- Ensure your workplace has been fitted with an electrical circuit breaker in case of power surges or lightning strikes.

Upon First Warning (and if you are still in the workplace)

- Listen to local radio (on your portable radio set) for further warnings and reports.
- Secure all doors and windows and tape (cross “X” fashion) or cover windows.
- If a thunderstorm approaches, disconnect all electrical appliances.
- In the case of a cyclone, a local evacuation warning is issued, turn off electricity and gas if possible, assemble all staff and students and follow instructions from emergency services.

When The Storm or Cyclone Strikes

- Ensure everybody stays inside away from windows and glass partitions.
- Do not use the telephone (lightning danger)
- Listen to the portable radio for weather updates and information
- During cyclones, beware the ‘calm eye’. Everybody must remain inside until advised by emergency services or weather bureau that the danger has passed.

After The Storm or Cyclone Passes

- Listen to radio for warning and reports of flooding and disruptions to services.
- Check buildings for damage where ever possible and evacuate if in dangerous condition.
- Before moving outside, check for damage to buildings, grounds, power lines, debris and flooded areas.
- For emergency assistance contact the University Security Section on the emergency number 53333.
FLOOD RESPONSE
(Usually reasonable warning time)

Know Local Flood History

- What the possibly of flooding means to the University and the surrounding area.
- What parts of the University are prone to flooding?
- Whether you may need to evacuate during floods and what is the Official University plan.
- Where the nearest safe location is in your area and how to get there.

(Ask the Property & Facilities Division, Site Planner for topographical information)

Upon First Warnings

Listen to local radio and television stations for information.
Arrange to safeguard all property in your area from flood damage if possible.
Seek assistance from University agencies
Ensure communications with all staff and students is maintained.
Arrange to move or secure in a safe place chemicals and other materials that may become part of an environmental hazard after the flood.

Evacuation

Activate a pre-arranged plan for early release of staff with homes or property in flood prone areas.
If sufficient warning is available, send student and excess staff home provided it is safe to do so.
Turn off electricity and gas prior to leaving the workplace if possible.
If unable to leave the University Campus and an evacuation of the workplace is required, move to the safest, highest area of the University.
SIEGE or HOSTAGE RESPONSE

Do the following if safe to do so:

• Confirm the available facts by personal observation or by a second information source.

• Contact the University Security Section on the emergency number 53333.

• Evacuate – partially or totally according to the situation.

• Assemble all staff with a direct knowledge of:
  • Preceding Events
  • Interior layout of the area
  • The hostage or
  • The assailant

• Complete the Siege/Hostage Questionnaire overleaf. **This is important**, as it will provide the Police with vital information on their arrival.

• Co-operate with the Police and all emergency services as necessary.
SIEGE/HOSTAGE QUESTIONNAIRE

1.0 Time reported……………………….. by……………………………………...

2.0 Exact location of hostage incident………………………………………………

3.0 Number of hostages……………………………………………………………..

4.0 Name (s) of Hostages……………………………………………………………

5.0 If name (s) unknown: Height…………………………………………………

                        Sex……………………………………………………

                        Age…………………………………………………..

                        Colouring…………………………………………

6.0 Number of assailants………………………………………………………………

7.0 Notable characteristics of assailant (s)…………………………………………

8.0 Number of weapons………………………………………………………………

9.0 Description of weapons…………………………………………………………

10.0 Mood of assailant (s)…………………………………………………………….

11.0 Other information: