

WESTERN SYDNEY
UNIVERSITY



Emergency Evacuation Management Plan

2023

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1. INTRODUCTION

1.1 Emergency Evacuation and Emergency Management

This document is the result of Western Sydney University's ongoing commitment to providing a safe workplace for employees, students, and occupiers of the University owned buildings.

The purpose of this emergency management plan is to provide a framework for the prevention, preparedness, response, and recovery of the university in the event of an emergency. This plan outlines the roles and responsibilities of the university staff, students, and stakeholders in managing emergencies that may affect the university's operations, assets, reputation, and safety. The plan is aligned with the relevant legislation, standards, and best practices in emergency management. It is intended to provide a broad and consistent management approach to incidents and be publicly available. These guidelines do not represent detailed operational plans or crisis management plans that are more appropriately kept under confidential cover.

An emergency is defined as an event that arises internally or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate coordinated response.

1.2 Scope

The Scope of this strategic framework extends to all schools, divisions, business units, research centres, controlled entities and affiliated organisations located on a WSU owned campus. This plan provides information and procedures for emergency management and should be read in conjunction with the [Western Sydney University - Emergency Response Guidelines](#).

The procedures and information contained within this plan are based on Work, Health and Safety legislation, in conjunction with Australian Standard AS3745:2010 *Planning for emergencies in facilities*.

This plan may refer to but does not contain the procedures for, the comprehensive management of Business Continuity Planning, Business Recovery Processes or Media Policy during Emergencies which is covered by different documentation.

The emergency management for leased/vertical campuses is managed by the site owner and is therefore outside the scope of this plan, a list of Western Sydney Campuses and emergency management responsibilities is found in section 1.6.

1.3 Indemnity

Members of the Emergency Control Organisation (ECO) acting in good faith during an emergency event are covered by the university's liability protection insurance policies. For details of these policies please contact the Office of Financial Operations.

1.4 Principles

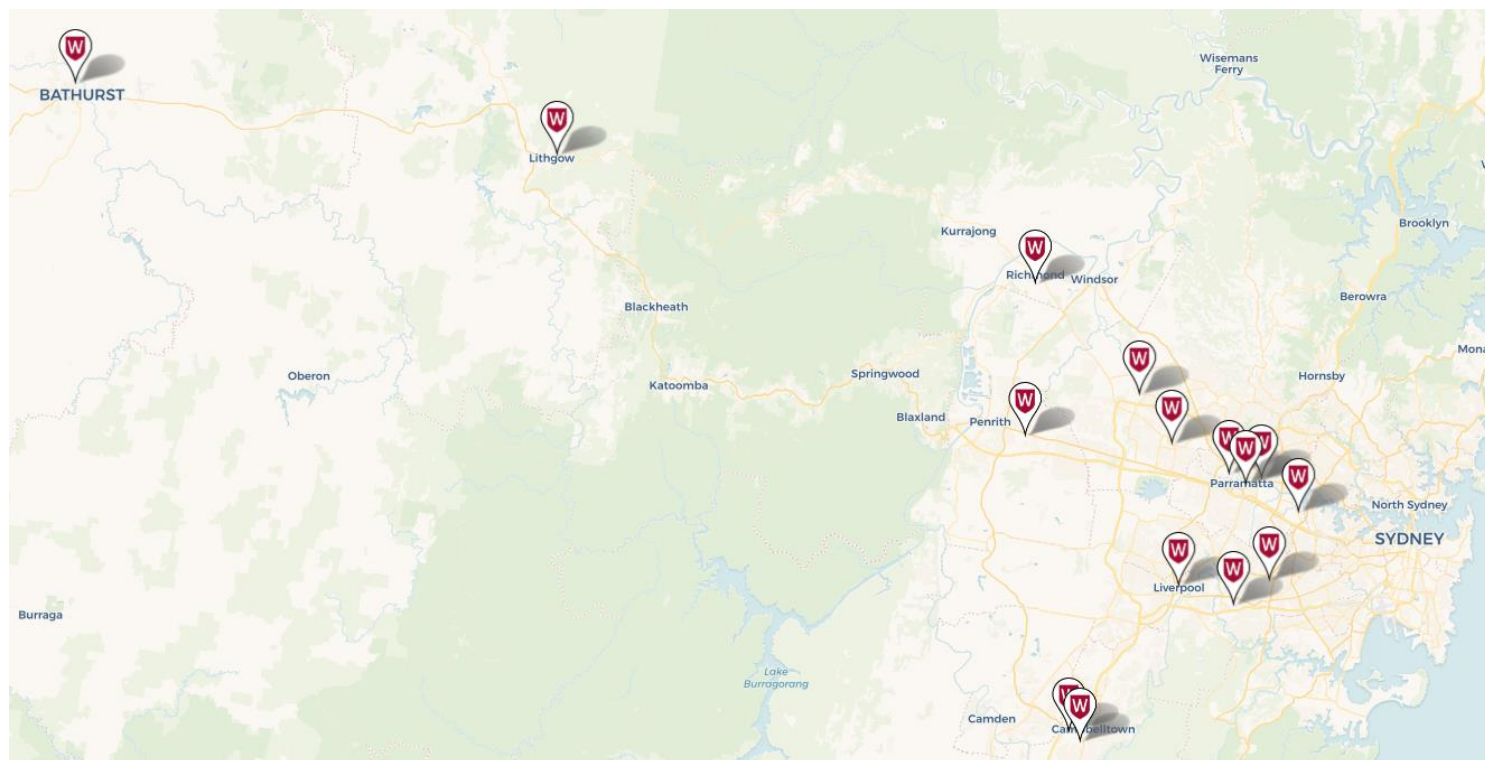
In the event of an emergency incident at Western Sydney University the following principles should guide all actions:

- Ensure the safety and wellbeing of students, staff, and the public (during and post emergency). To prevent harm or death. This principle stands above all others.
- Ensure that assets are protected, and harm is prevented to the environment.
- Ensure that normal academic and administrative functions are returned to business-as-usual.
- Ensure that internal and public confidence is maintained or resumed as quickly as possible.
- Take steps to prevent recurrence and continuous improvement for future responses to incidents.

1.5 Abbreviations

WSU	Western Sydney University
VC	Vice-Chancellor
PVC(i)	Pro Vice-Chancellor (International)
WHS&W	Work Health Safety and Wellbeing
CMT	Crisis Management Team
CSS	Campus Safety Security
EPC	Emergency Planning Committee
ECO	Emergency Control Organisation
WIP	Warden Intercommunication Point
FIP	Fire Indicator Panel
PEEP	Personal Emergency Evacuation Plan
RFS	Fire and Rescue Service
I&C	Office of Infrastructure and Commercial
CALD	Culturally and Linguistically Diverse

1.6 Western Sydney University Campus and Emergency Contact Information



Campus Location	Building Owner	Within the scope of this plan
Blacktown Clinical	Western Sydney University	Yes
Bathurst	Western Sydney University	Yes
Blacktown (Nirimba)	Western Sydney University	Yes
Campbelltown	Western Sydney University	Yes
Campbelltown Clinical	Western Sydney University	Yes
Hawkesbury	Western Sydney University	Yes
Kingswood	Western Sydney University	Yes
Lismore	Western Sydney University	Yes
Lithgow	Western Sydney University	Yes

Parramatta North	Western Sydney University	Yes
Parramatta South	Western Sydney University	Yes
Werrington North	Western Sydney University	Yes
Werrington South	Western Sydney University	Yes
Westmead	Western Sydney University	Yes
Parramatta City (PSQ1)	External (Vertical Campus)	No
Parramatta City (Hassall St)	External (Vertical Campus)	No
Sydney Olympic Park	External (Vertical Campus)	No
Liverpool City	External (Vertical Campus)	No
Bankstown City	External (Vertical Campus)	No

Campus Safety & Security Contacts 24/7		
Campus	Security location and contact details	
Bankstown (Milperra)	Building 10	(02) 9772 6444
Bankstown City Campus	Ground Floor	(02) 9772 6480
Campbelltown	Building 5	(02) 4620 3444
Hawkesbury	Building J9	(02) 4570 1361
Liverpool City	Ground Floor	(02) 9165 8686
Nirimba	Precinct gatehouse	(02) 98524001
Parramatta	Building Eja	(02) 9685 9169
Parramatta (PSQ1)	Ground Floor	(02) 9683 8111
Parramatta (Engineering Innovation Hub)	Ground Floor	(02) 9685 9890
Penrith (Kingswood)	Building J	(02) 4736 0431
Westmead	Building J	0419 631 472
Security Team Leaders		
Campus	Mobile	
Bankstown	0417 416 661	
Campbelltown	0414 363 430	
Hawkesbury	0424 183 592	
Liverpool City	0417 416 661	
Nirimba	0424 183 592	
Parramatta	0477 300 989	
Parramatta (PSQ1)	0477 300 989	
Parramatta (Engineering Innovation Hub)	0477 300 989	
Penrith (Kingswood)	0414 294 671	
Westmead	0414 294 671	
Security Operations Manager		
Operations Manager (Enabling)	Veirty Foley	0477 300 989
Operations Manager (Delivery)	Brett Gibson	0414 363 430
Director, Campus Safety and Security		
Matthew Dakin		

2. EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

2.1 Emergency Organisation Structure



2.2 Crisis Management Team

The Crisis Management team is chaired by the Vice Chancellor, or delegate, and consists of executive staff who are responsible for actioning the crisis management plan and business continuity management (BCM) as set out in the [WSU Business Continuity Management Policy](#).

2.3 Emergency Planning Committee (EPC)

The overall responsibility for emergency management lies with the Office of Infrastructure and Commercial. The Emergency Planning Committee (EPC) consists of senior staff members from Western Sydney University who are responsible for developing and maintaining the University's emergency management plan.

The EPC consists of the following senior staff:

- Director - Campus Safety and Security, or representative (Chair)
- Director - Work Health and Safety, or representative
- Director - Office Infrastructure and Commercial, or representative.

The primary role of EPC is to:

- Advise the Vice Chancellor and Provosts on all matters relating to emergency preparedness within the University.
- Oversee the development, implementation, and monitoring of the University's emergency management plan.
- Review the University's resource requirements for the effective implementation of the University's emergency management plan.

The EPC meet every six months on a day and time determined by the Office of Infrastructure and Commercial who are the overall 'owners' of emergency management. The Committee meet after all emergency situations to evaluate the effectiveness of the University's preparedness, response, and recovery.

2.4 Emergency Control Organization (ECO)

The ECO is responsible for implementing emergency procedures, coordinating the evacuation of buildings, liaising with emergency services, and providing first aid and support to affected people. The ECO consists of a chief warden, deputy chief wardens, area/floor wardens, responsible persons, communication wardens and first aid officers. During an emergency, instructions given by a member of the ECO take precedence over regular management structure. Each role has specific duties and responsibilities during an emergency. The roles and responsibilities of the ECO can be divided into three stages: pre-emergency, during-emergency, and post-emergency.

Pre-emergency: Emergency Wardens are responsible for reporting any issues with emergency equipment, informing occupants of emergency response procedures, ensuring access and egress paths are clear, and attending training and exercises as required.

During-emergency: Emergency Wardens are responsible for notifying emergency services, searching the floor or area to ensure all persons have evacuated, operating emergency communication systems, checking fire and/or smoke doors, ensuring the orderly flow of people into protected areas, assisting persons with disabilities, and reporting to the Chief Warden.

Post-emergency: Emergency Wardens are required to attend a debrief and report on their actions before and during the emergency.

Additional responsibilities include:

- Emergency Contacts posters reflect current information. Posters should be updated regularly with the latest emergency numbers and procedures and displayed in visible locations throughout the building.
- Develop an Evacuation Procedure suitable for buildings. Area/Floor/Building wardens should consult with the Chief Warden and other stakeholders to create a clear and effective plan for evacuating the building in different scenarios.

The ECO members are identified by coloured helmets or vests and are required to attend regular training sessions to maintain their skills and knowledge.

The list of current wardens can be found [here](#) or by contacting CSS.

ECO Identification Colours

<i>ECO Position</i>	<i>Colour</i>
Chief Warden	White
Deputy Warden	White
Communications Officer	White
Floor/area Warden	Yellow
Warden	Red
First Aid Officer +	Green



2.5 Chief Warden & Deputy Warden

At Western Sydney University, Campus Safety & Security are the Chief Wardens and are responsible for managing the emergency evacuation process. This only applies to the campus owned by WSU or in leased campus in which WSU is the sole tenant. In vertical campuses the building management appoints an emergency warden.

On becoming aware of an emergency, the chief warden shall take the following actions:

- Assessing the nature and extent of the emergency and initiating appropriate actions.
- Ensure that the appropriate Emergency Service has been notified.
- Activating and directing the emergency control organisation (ECO). If there is an alarm the Fire Indicator Panel (FIP) will ascertain the cause of the alarm by reading the zone/circuit activated (Flashing indicator).
- If necessary, after evaluation of the situation, initiate an action plan accordance with the emergency response procedures and controlled entry into the affected areas.
- Brief the emergency service personnel upon arrival on the: type, scope, location of the emergency and status of the evacuation and thereafter act on instructions given by emergency personnel.
- Liaising with the emergency services and facilitating their access to the site.
- Providing information and instructions to the occupants and visitors during an emergency.
- Conducting post-emergency debriefs and reporting on the emergency response.
- Keep a record of all PEEP documents. Floor wardens/area managers are responsible for enacting PEEP documentation; however, a copy should be kept with the chief warden.
- Convene a warden debrief immediately and collaborate to complete the *Building Evacuation Report*. Send to whs@westernsydney.edu.au. Implement any Actions in the Report and indicate proposed dates to close-out.
- Establish and maintain contact with the Campus Safety Security/OEC in attendance who have responsibility for the control of services (gas, water, and electricity) as required.

2.6 Floor Warden/Senior Staff/Managers

Floor wardens are appointed for each floor, or zone of a building, in the absence of a dedicated floor warden a senior staff member or manager performs this role. The number of wardens for each floor/zone depends on the size of the area to cover to enable efficient building evacuation, usually one per exit. The floor warden's responsibilities include:

- Ensure that there are sufficient warden numbers for area of responsibility.

- Coordinate the completion of any PEEP documentation required for persons occupying the area. (Appendix 1)
- Report to I&C on any observable deficiencies or damages to emergency equipment. (I&C conduct testing and tagging of emergency equipment every 6 months to ensure it is in optimal condition).
- Ensure that all building occupants can identify building wardens, or where to find the list detailing current emergency wardens.
- Communicate to wardens' safety practices (e.g clearing egress paths, access to first-attack firefighting equipment, disposal of rubbish or chemicals) throughout their area of responsibility.
- Attend training and exercises as required by the EPC.
- Ensure that personal ECO identification is available (e.g warden hats, vests). Wardens that have completed training can contact WHS&W to organise ECO identification.
- If there is a resignation of a warden role, ensure steps are taken for replacement of position. Any relevant documentation should be provided for the new appointee.
- Emergency Contacts posters reflect current information. Posters should be updated regularly with the latest emergency numbers and procedures and displayed in visible locations throughout the building.
- Develop an Evacuation Procedure suitable for buildings. Area/Floor/Building wardens should consult with the Chief Warden and other stakeholders to create a clear and effective plan for evacuating the building in different scenarios.

On hearing an alarm or becoming aware of an emergency, floor/area wardens shall take the following actions:

- Ensure that the appropriate emergency service has been notified.
- Advise the chief warden as soon as possible of the circumstances and actions taken.
- 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.
- Ensure Fire/Smoke doors have been properly closed.
- Direct others to assist as required.
- Ensure occupants only take minimal personal items.
- Take direction from the Chief Warden as required.
- Report to the Chief Warden on the state of evacuation, for your delegated area on the Warden Intercommunication Point (WIP) phone (if applicable) or by any other means necessary.
- Move on all by-standers to ensure building occupants go to the designated Assembly Area.
- Immediately attend, the debrief with Chief Warden, to provide input to the Building Evacuation Report, and assist as required.

Report to 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.

2.7 Emergency Warden/Responsible Person

Emergency Wardens are appointed for each zone of a building. The floor warden or senior staff member for the building will take expressions of interest for staff to become an emergency warden. In the absence of an emergency warden the concept of a "responsible person" is used, whereby the responsible person acts as a de facto emergency warden. This means that if a staff member is teaching during an emergency event, they share the responsibility for safety of students and visitors in the area with other university employees.

Emergency warden/Responsible Person responsibilities include:

- Ensuring that all building occupants are aware of emergency response guidelines and where to find them.
- Carry out safety practices as instructed by floor warden (e.g clearing egress paths, access to first-attack firefighting equipment, disposal of rubbish or chemicals) throughout their area of responsibility.
- Ensure that personal ECO identification is available. Contact WHS&W if warden hat/vest is required.
- Attend training and emergency exercises as required by the EPC.

On hearing an alarm or becoming aware of an emergency, wardens/responsible persons shall take the following actions:

- Don red helmet
- Proceed to area of responsibility and take control.
- Move staff away from the affected area.
- Act as a sentry at building entry points and ensure that staff pass through emergency exits in an orderly manner.
- Initiate specific procedure dependant on the type of emergency.
- Close or open other doors in accordance with the emergency response procedure or as directed by the floor or chief warden.
- Systematically search the area to ensure all people have evacuated. This function takes precedence over a physical count of those evacuated.
- Advise the floor or chief warden of any person not accounted for.
- Assist occupants in accordance with PEEP documentation.
- Check in/register your arrival at the assembly area.
- Report the status of required activities to the floor warden on completion.
- Do not re-enter the building until an all clear is given by the chief warden or responding emergency service.

2.8 First aid officer

Qualified first aiders should report to the Chief Warden or Floor Warden for direction. First aiders are part of the Emergency Control Organisation (ECO), and can be identified by a green hat that has the first aid symbol of a white cross on a green background, or vice versa. The first aider should be a person who is often on campus during regular working hours, multiple first aid officers is beneficial. Whenever possible arrangements should be made between first aid officers to ensure that they are not absent from a building at the same time.

Please use the following link to access [Current list of First Aid Officers](#)

First aid officer responsibilities include:

- Ensuring the first aid kit is full maintained and accessible.
- Maintaining First Aid Qualifications
- Alerting emergency services if persons require medical aid or transport to hospital.

First Aid Officers have the following responsibility during an emergency.

- Transporting a first aid kit to the emergency assembly area or shelter area
- Assess the situation.
- Identify any life-threatening condition and establish priorities of treatment.
- 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.
- 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. Ensure CSS is notified.
- Report all incidents and treatment to your Chief Warden and complete an Incident/Hazard Report Form from WesternNOW.

The following link provides more information about becoming a [First Aider](#)

2.9 Communication Officer/Manager/Supervisor

The communications officer/Manager may be any Staff Member, who performs the following role upon becoming aware of an emergency:

- Ascertains the nature of the emergency.

- Confirm that the appropriate emergency service has been notified.
- Ensure that the chief warden has been notified.
- Transmits instructions and information as directed.
- Records the events occurred during the emergency.
- Maintains records and logbooks and makes them available for emergency response.
- Acts as directed by the Chief Warden

2.10 University Staff – Preparing a class to evacuate.

During an emergency university staff are required to help facilitate the evacuation of students. Staff are recommended to familiarise themselves with the emergency exits, safe exit paths and assembly areas for each of their teaching spaces.

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.

In the event of emergency alarm activation:

- Encourage students to remain calm.
- If safe to do so ask students to pick up their personal belongings and prepare to evacuate
- Check that the available exits are clear of obstructions and are free of danger.
- Direct students to evacuate using the emergency exits only.
- Report any problems to a warden or attending emergency services.

2.11 Students and Visitors

In the event of an emergency on campus, students and visitors should follow these steps:

- Stay calm and alert. Do not panic or put yourself or others in danger.
- Follow the instructions of the emergency services, campus security, or staff members. They will guide you to the safest location or evacuation route.
- If you are in a classroom or lecture hall, stay with your lecturer or tutor. They will account for your attendance and communicate with the emergency response team.
- If you are in a laboratory, workshop, or studio, turn off any equipment or machinery that you are using and follow the safety procedures for your area.
- If you are in a library, computer lab, or study space, gather your belongings and leave the building as quickly and orderly as possible. Do not use the elevators or escalators.
- If you are outdoors, move away from any buildings, trees, power lines, or other potential hazards. Seek shelter in a nearby safe location if possible.
- Do not re-enter any building until you are told it is safe to do so by the emergency services or campus security.
- Contact your family or friends to let them know you are safe and update them on your situation.

3. CRITICAL INCIDENTS AND RESPONSE

A critical incident can be regarded as any incident that puts the University community or any part of it under major stress. This may also include a relatively minor incident which has the potential to cause a major impact. A critical incident may take place on or off campus. Appropriate management of critical incidents is extremely important in preventing secondary trauma. There are a range of incidents that may require a response from Campus Safety and Security (CS&S). CS&S will classify and define a critical incident as one of three categories or levels as described below. An incident may escalate or deescalate as it evolves and is addressed.

INCIDENT LEVEL AND TYPE: LEVEL 1 (CRISIS)

Responsibility for coordinating Incident	Examples	Who to inform and timeframes	Typical Response Team
<ul style="list-style-type: none"> Western Sydney University Crisis Management Team (CMT) 	<ul style="list-style-type: none"> Any event requiring urgent attention that has or may result in an outcome defined under the University's risk register as catastrophic. Causes may include, for example: <ul style="list-style-type: none"> Accidental Death of staff or students Significant impact to the financial viability or reputation of the University Significant and coordinated external emergency response Widespread media coverage 	<ul style="list-style-type: none"> Direct briefing to Vice-Chancellor (as chair of CMT) 	<ul style="list-style-type: none"> The make-up of the team and the necessity for one or more of these staff members to be engaged or involved, will be determined on a case by case basis in response to each incident by the Crisis Management Team; Director, Campus Safety and Security or other senior managers as appropriate. Counselling staff, Welfare staff and Chaplaincy staff may be involved as part of the Response Team in order to provide Psychological First Aid and organisational debriefing. The University's Employee Assistance Program (EAP) may also be called on to assist. Senior Manager, Counselling will liaise with EAP for a coordinated response. Office of Corporate Communications

INCIDENT LEVEL AND TYPE: LEVEL 2 (Emergency)

Responsibility for coordinating Incident	Examples	Who to inform and timeframes	Typical Response Team
<ul style="list-style-type: none"> Director, Campus Safety and Security PVC(I) for matters involving international students/operations 	<ul style="list-style-type: none"> Accidental Death of staff or students Any significant incident requiring immediate attention, for example: <ul style="list-style-type: none"> Severe Workplace Health and Safety (WHS) risk to the University, domestic or international Any serious injury or non-suspicious death Any incident where an evacuation is required with an external emergency response Any on campus, unplanned event that attracts significant media interest 	<ul style="list-style-type: none"> Verbal briefing as soon as reasonably practicable to: <ul style="list-style-type: none"> Snr DVC, VP People and Advancement Campus Provost (for on campus incidents) PVC (I) (if international relevance) by Director, CS&S within 4 hours of incident start or advice received. Log an incident report with WHS&W as soon as reasonably practicable 	<ul style="list-style-type: none"> Campus Safety and Security (International office if required). Counselling staff or mental health crisis management teams (if after hours) may be contacted by the Senior Manager, Counselling and requested to attend the scene of the incident, provide immediate support and assistance as needed to all those involved. This could include staff and students, as well as family members, and others affected by the incident. Counselling staff may be requested to attend off-site if appropriate e.g. at clinical placement. Welfare staff may also be called on to assist with the initial response and support of all involved in the incident. Office of Corporate Communications

INCIDENT LEVEL AND TYPE: LEVEL 3 (Incident)

Local CS&S Standing Operating Procedures apply. International local guidelines, (if applicable and necessary).

Responsibility for coordinating Incident	Examples	Who to inform and timeframe	Typical Response Team
<ul style="list-style-type: none"> • Director, Campus Safety and Security • Director, International Strategy, Mobility and Operations for matters involving international students/ operations and Deans. 	<ul style="list-style-type: none"> • Any incident involving a person that requires a coordinated multi team response by one or more business units or schools. • Workplace Health and Safety (WHS) incident • Moderate Medical attention required, for Students or Staff overseas. 	<ul style="list-style-type: none"> • Verbal Briefing to: <ul style="list-style-type: none"> • VP (People and Advancement) and Campus Provost (for on campus incidents) as soon as reasonably practicable • Verbal briefing to PVC (I) (If International relevance) within 8 hours of advice initially being reported. • Log an incident report with WHS&W as soon as reasonably practicable 	<ul style="list-style-type: none"> • If a student or staff member presents directly to CS&S, they will be offered a private area, support and reassurance until an emergency appointment can be arranged with a Counsellor. • Following this initial assessment, the Counsellor may assist students with ongoing support through trauma counselling, special consideration applications as relevant, or referral to other agencies as appropriate. • Welfare and/or Chaplaincy staff may also be called on for immediate support if Counselling staff are not available in an appropriate timeframe.

NB: Staff may access the Counselling Service in an emergency situation but will normally be referred to the EAP or external services for ongoing counselling and support.

4. TRAINING

4.1 Warden Training

At WSU all staff are required to complete mandatory emergency training as part of their employment. Emergency wardens are appointed in areas with permanent staffing, however not every area has permanent staff on site, for these areas the concept of a “responsible person” is used whereby the responsible person acts as an de facto emergency warden. This means that if a staff member is teaching during an emergency event, they share the responsibility for safety of students and visitors in the area with other university employees.

Western Sydney University also offers Emergency Warden Training modules. Staff members can access the Emergency Warden Training through “MyCareer Online”. It is also possible for a module to be assigned to staff by their manager, or if necessary for large groups of people by HRMIS. Building managers in vertical campuses are responsible for providing training to staff occupying the building, staff working in vertical spaces will need to contact the building management for more information about warden training, a list of WSU campuses outlining emergency management responsibility can be found in section 1.6.

The emergency warden training covers the following topics:

- Types of emergencies
- Types of evacuations
- Legal and regulatory requirements
- Role of wardens prior to an emergency
- Role of wardens during an emergency
- Emergency debriefing
- Human behaviour in an emergency
- Initial emergency response

- Systems and equipment
- Module review and a short quiz.

Upon completion of Emergency Warden training there is an option to 'evaluate' the module, selecting this option and completing the forms allows for the official registration as an emergency warden. **Campus Safety Security (security@westernsydney.edu.au) should be contacted to confirm that the new warden is added to the list of wardens on campus.**

At western Sydney university CSS conducts drills and testing of emergency systems, to find when the next tests are scheduled for an area contact CSS for more information. As a general warden do not attempt to test equipment or schedule a fire drill.

4.2 First aid training

Western Sydney University facilitates first-aid training. Staff members can register for first aid training as well as recertification training through the [WHS&W webpage](#).

The delivery and assessment of this course includes:

- The DRSABCD action plan and responding to emergency situations
- Managing unconscious casualties
- Cardiopulmonary resuscitation (CPR)
- Using a defibrillator (AED)
- Legal issues in first aid
- Infection control
- Diabetes and seizures
- Asthma
- Allergic reactions and Anaphylaxis
- Wound and bleeding management
- Burns
- Fractures and dislocations
- Sprains and strains
- Hypothermia and hyperthermia
- Head, neck, and spinal injuries
- Medical emergencies
- Choking
- Abdominal and chest injuries
- Poisoning management
- Bites and stings
- Stroke
- Safety and risk management

First aid training is provided by St John Ambulance through a flexible delivery course that combines classroom-based training with individual online learning to deliver the essential principals, skills, and knowledge to manage emergency first aid situations. The online assessment consists of a series of multiple-choice questions that will take approximately 2-3 hours to complete prior to the training day. Individuals have access to an online First Aid manual that will assist with the answering of all questions.

Once training has been completed new first aiders will need to complete the designated first aid officer agreement form obtained from the WHS&W first aid page, this form must be signed off by the first aiders supervisor. The designated first

aiders agreement form as well as the first aid course completion certificate must be returned to
whs@westernsydney.edu.au

4.3 Skills Retention

All ECO members shall be trained to develop the skills and knowledge to undertake the duties set out in the emergency response procedures.

To ensure that skills and knowledge are retained ECO members should be retrained every 6-12 months, retraining will also take place as soon as reasonably practicable following any changes to emergency procedures.

First aid officers are required to undertake retraining every 12 months to maintain CPR certification and every 3 years to maintain first aid certification.

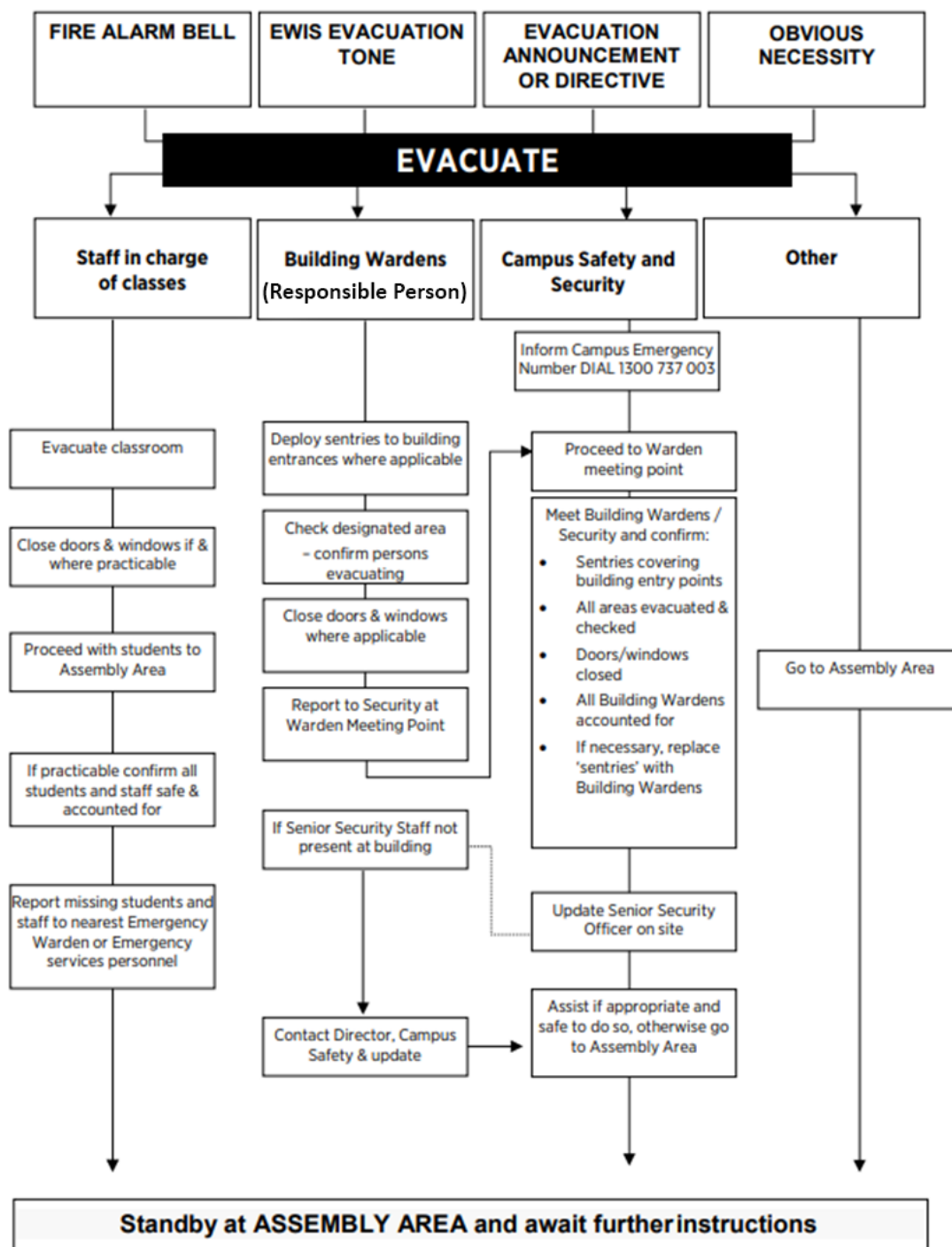
5. EMERGENCY PROCEDURES

5.1 Initial Emergency Response - Wardens

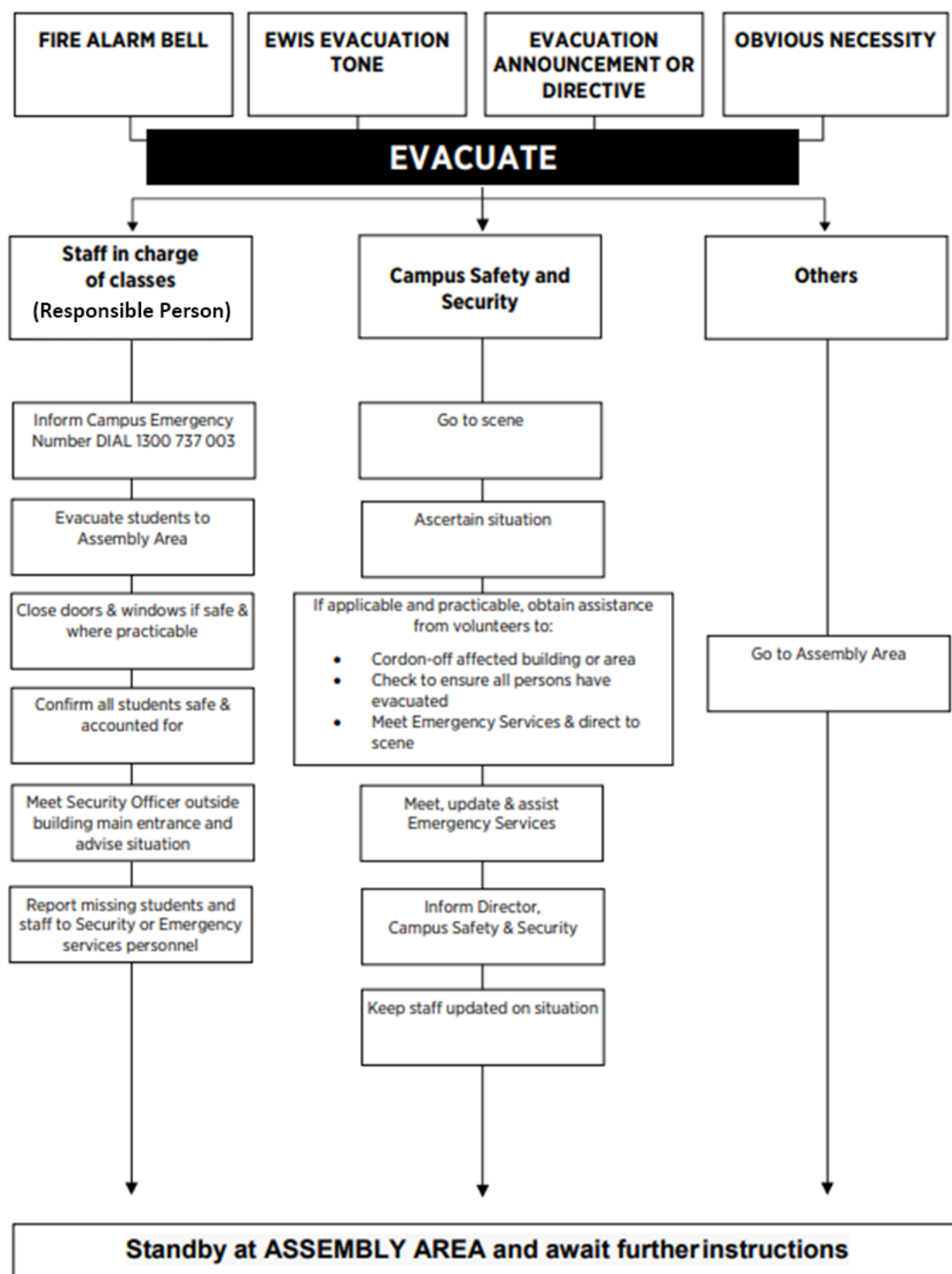
In an event where an emergency has been reported to you or if you see an emergency unfold, the correct response, administered in a timely manner is vital. At WSU the RACE method is recommended:

- R) Remove persons from the danger (where it is safe to do so). Always keep access to egress paths clear.
- A) Alert others in the area to the emergency and contact campus safety security and emergency services.
- C) Contain the emergency by closing doors or windows
- E) Evacuate or extinguish the emergency

5.2 Emergency Evacuation Process - Day



5.3 Emergency Evacuation Process - Night



5.4 On the sound of the building emergency alarm

There are three established alarm signals that Western Sydney University utilise during an emergency. Western Sydney University also has an Emergency Warning System that includes a voice message and/or loudspeakers for the Chief Warden to Communicate with everyone in the building at once.

Below are the three main alarm tones, what they mean and what you should do if they sound in your workplace.

“Beep Beep”

Is the first sound you will hear in an emergency, and it means you should prepare to evacuate the building. This means turning off computers, shutting down equipment, gathering belongings and securing anything conditional or valuable.

You will also hear instructions from the Chief Warden about what you should prepare to do next (or recorded message – please advise) **DO NOT EVACUATE UNTIL YOU HEAR THE EVACUATE ALARM AND /OR ARE INSTRUCTED TO DO SO.**

“Woop Woop”

This is the evacuation sound. It will repeat at close intervals and will have a rising and falling sound. This means you must evacuate immediately.

The Chief Warden or other Fire Wardens will use the loudspeaker to issue instructions.

“Brinnnnng”

When you hear this alarm that is one continuous sound this means the fire has broken out. This can either be triggered by a Warden via the Emergency Warning System or by someone breaking the glass of the fire alarm. You will then hear either the “Beep Beep” alarm to prepare to evacuate or the “Woop Woop” alarm to evacuate.

5.5 Emergency Response Procedures

To affect an orderly and safe evacuation, the University is required to have “Evacuation guidelines”. These guidelines consider actions to be taken for different emergency events (e.g.)

- First Aid
- Fire
- Blackout
- Bomb Threat
- Earthquake
- Hazardous materials
- Violent/Armed Persons
- Evacuation routes and assembly areas illustrated on floor plans or maps.
- Consideration of persons with disabilities
- Reporting and communication procedures
- Other workplace specific consideration, e.g., cashier securing cash prior to evacuation, hazardous goods storage etc.

A comprehensive list of emergency situations and response guidelines can be found in the [Western Sydney University Emergency response guidelines](#).

5.6 Emergency Exits



In the event of an emergency workers should be directed to proceed to the designated assembly area quickly and calmly for the building or as directed by the building warden.

Emergency exits are indicated by an illuminated sign bearing the international sign for exit. The exit signs point to the direction of the nearest path out of the building. In halls and corridors, the exit sign will indicate the direction of the nearest emergency exit or emergency stairs. Emergency signs have a in in-built backup battery allowing the signs to stay illuminated in the event of power failure.

During an emergency the designated emergency exits should be used over unmarked exists, regular exists may not be designed to handle high traffic and cause congestion. Workers should be informed not to attempt to re-enter the building until an all clear is given by the chief warden, or emergency service personnel.

5.7 Personal Emergency Evacuation Plans (PEEPs)

A Personal Emergency Evacuation Plan (PEEP) is a document that outlines the specific needs and actions of an individual who may face difficulties or challenges during an emergency in a building (Appendix 1). It is important to identify and support those who may not be able to evacuate quickly or safely on their own, or who may react differently under stress.

This could include but is not limited to occupants and visitors who:

- Are accompanied by an assistant.
- Have a guide or animal companion.
- Use alternate forms of information and communication (e.g American Sign Language).
- Have a vision impairment.
- Have a hearing impairment.
- Have an ambulatory impairment.
- Use a wheeled mobility appliance, including a wheelchair, scooter, or walker.
- Are easily fatigued.
- Easily experience acute anxiety in an emergency.
- Easily experience extreme confusion in an emergency; or
- Have temporary difficulties due to, injury, illness, or pregnancy.

Where the need for a PEEP is identified, building occupants should work with their supervisors to develop a plan which suits their needs and abilities (students may contact disability services for assistance at disability@westernsydney.edu.au). A completed copy of the PEEP should be distributed to, the concerned occupant, their supervisor, the floor warden, and CSS.

Where a PEEP does not exist, procedures to be followed for evacuating occupants with difficulties in an emergency include:

- Assembly in a safe holding area such as fire isolated stair well landing, with constant attendance by a least one building warden or delegated person.
- If there is no warden, stay with the person if safe to do so.
- If unable to stay with the person, notify the chief warden or emergency services of the location.
- Once evacuation of other occupants has been completed, evacuation of mobility impaired persons should commence, in descending order of mobility, e.g., most mobile to least mobile.

Mobility impaired persons who cannot use the stairs to evacuate, should be evacuated under the control of Emergency Services. Do not attempt to carry any person's downstairs, if a person with mobility difficulties is waiting in a stairwell ensure that the chief warden or emergency services are informed of the location.

Section 3.1 identifies the concept of a 'responsible person' acting as a de facto emergency warden during an emergency. This concept extends to identifying any individuals who may have difficulty evacuating during an emergency and where

reasonably practicable assisting to a safe location as per the procedure for evacuating persons with difficulties in an emergency.

Refer to the PEEP Template for further guidance.

5.8 Unwilling people

Building Wardens are to follow the steps below should they encounter people unwilling to evacuate a building in a real emergency or training exercise:

- Inform the person of the hazard and the need to evacuate.
- If they refuse, repeat the request.
- If they continue to refuse to leave: - note the location and number of people.
- Continue to sweep area.
- Inform the Chief Building Warden

5.9 Chemical Safety

Wardens responsible for laboratory areas with hazardous chemicals must ensure that the following:

- Current hazardous chemical register and safety data sheets are available for all chemicals on site.
- A hazardous chemicals manifest is available if the quantity of hazardous chemicals used, handled or stored exceeds the manifest threshold quantity. [Manifest threshold quantities | Safe Work Australia](#)
- A site map that indicates where hazardous chemicals are stored is available
- Appropriate equipment is available for initial response and isolation of incident (E.g absorbent material to contain a liquid spill).
- Appropriate personal protective equipment and training is provided for workers to respond to an unplanned chemical release.
- In the event of major chemical release, wardens working in laboratory areas should identify the chemical and notify WHS &W unit and emergency services of the nature of the chemical spilled.

5.10 After Hours or Working Alone

Staff working alone or outside office hours should refer to the [After Hours Access and Safety Policy](#). Each academic and administrative unit must provide their students and staff with a code of practice relating to after-hours use. A copy of each code must be supplied to [Campus Safety and Security](#).

Schools and Research Institutes must identify in their Codes of Practice what are 'significant risks', and which procedures must be used when working in isolation after hours. All tasks to be carried out while working in isolation are subject to a risk assessment. High risk activities are not to be undertaken by staff and students working in isolation. (Refer to High Risk Hazards - Appendix C of AS 2243.1).

- *In an emergency, contact CSS on 1300 737 003 or your [local Campus Safety Security number](#).*
- *In a life-threatening emergency, dial 000 first or from switchboard dial.*

6. INCIDENT FOLLOW UP

After an emergency is may be necessary for the scene to be preserved to allow for an external investigation. For information on whether a scene needs to be preserved, [contact the WHS unit or Campus Safety and Security](#).

Once a building has been evacuated, re-occupation of the building can be authorised by the warden and/or an external emergency services representative.

In determining the suitability of the area to be re-occupied and to resume normal operations the following factors should be taken into consideration:

- Any hazards and the ongoing health and safety of occupants
- Advice regarding the structural integrity and/or serviceability of buildings and/or equipment
- Any subsequent potential emergencies if operations are re-instituted.
- The need to preserve the scene if there is to be a subsequent investigation by police and/or SafeWork NSW.

Where applicable and appropriate the decision to re-occupy and/or commence operations will be taken in consultation with staff.

6.1 Laboratory follow-up

Following an emergency, additional precautions may be necessary before normal operations are resumed.

1. Do not enter the building or lab space until it has been cleared by emergency response personnel.
2. The re-entry and post emergency actions should be done in collaboration with the facility owners, managers, occupiers, and employers.
3. Post-emergency duties and responsibilities should be clearly identified responsible person should be nominated and documented in the plan.
4. Consideration to be done on below points (but not limited to) once cleared to enter:
 - Ensure gas taps are turned off before turning the power on to the facility.
 - Check equipment.
 - Reset, restart, reprogram, or recalibrate/clean used specialised equipment as appropriate.
 - Replace specialized equipment as necessary; and
 - Check chemical fume hoods and biosafety cabinets for air flow. Individual facilities must tailor the above points as appropriate for the facility.

6.2 Reporting

At the first practicable opportunity following the conclusion of an emergency, but no later than 48 hours after the emergency, the chief warden or delegated representative must ensure that a report regarding the emergency and organisational response is sent to the Emergency Planning Committee and WHS&W.

Any serious, indictable offence that has occurred on University premises and at University events must be reported to the Police and Campus Safety and Security as soon as possible, thereafter reported to the reporting staff member's supervisor. This includes incidents of sexual assault or any behaviour or events where there is a risk to the health and safety of others.

6.3 Debrief

Within 7 days of the conclusion of the emergency, the Emergency Planning Committee will conduct a formal review of the events and processes affecting the emergency to ensure that the Emergency Management Plan remains appropriate and competent.

Where deficiencies or weaknesses are identified, a written strategy will be developed to rectify these together with a timeframe. This review will involve debriefing relevant personnel and compiling an appropriate report for the Emergency Planning Committee.

Debriefing should follow any emergency and will be determined on a case-by-case basis relevant to the circumstances and period over which the incident occurs. Debriefs will be arranged by CS&S under its Standard Operating Procedures and the

invitees to a debrief will be determined by the incident itself. This also includes whether there is a necessity to undertake an oral debrief immediately after the incident, or whether a more formal or structured debrief is necessary to review the response and undertake a process of learnings. Key counselling or other support staff responding to the incident will generally be invited to a debrief. Managers and supervisors should inform workers of the university's [Employee Assistance Program](#) (EPA) and refer staff to counselling as required.

In acknowledgement of the diverse cultures and religions represented in the student population, the University will ensure that students are given the opportunity to grieve in ways that are congruent with their religion and culture. The Director, Campus Safety and Security will make arrangements with the Executive Director, Equity Safety and Wellbeing to properly accommodate and respond to those in need of support and are affected by any incident addressed or contemplated within this plan.

7. FREQUENTLY ASKED QUESTIONS

7.1 How do I arrange a fire drill?

Planned evacuation exercises or “drills” are arranged as “Calendar Invites” between Building Management and Security. Contact CSS if you would like to be notified of drill schedules for your building/area.

7.2 How do I find 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.

Contact I&C for building and location details.

7.3 We have a new warden that has not yet completed the training. What information can I provide 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.

7.4 What is the WIP and how do I use it?

WIP is the Warden Intercommunication point. Some multi-level buildings have WIP phones (these are red and attached to the wall area, e.g near the fire door/stairs). 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 the Chief Warden to report progress and any issues.

7.5 We are in a building with tenants. How does this impact the evacuation?

The Chief Warden is responsible for taking leadership of emergency situations and evacuations of Western Sydney University areas only in shared tenancy buildings. Building Management is in place where co-location exists. 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.

7.6 I have recently become a warden, but I do not have a hat. Where can I get one from?

Firstly, check if the previous warden has left the hat, if not contact whs@westernsydney.edu.au to request one

7.7 What happens 'after hours' when a warden may not be available?

- In an emergency, contact CSS on 1300 737 003 or your local Campus Safety Security number.

- In a life-threatening emergency, dial 000 first or from switchboard dial

8. DOCUMENT META DATA

Document Title	Emergency Management Plan		
Author	Martin Rzepecki	Manager	Ellen Brackenreg
Version	1.0	Document ID	WHSW-43
Document Owner	Division of Infrastructure and Commercial		
Security	Internal		
Stakeholders	Work, Health, Safety and Wellbeing		
	Division of Infrastructure and Commercial		
	Security		
	All WSU		
Publish Date	9/06/2023	In-Force Date	14/06/2023
Creation Date	03/05/2023	Revision Date	31/05/2028

8.1 Appendix 1



PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

REFERENCE: [Building Warden Guidelines](#)

GENERAL DETAILS	
Occupants Name:	
Location:	Building/Facility:
Floor:	Room Number:
Phone:	
EVACUATION REQUIREMENTS	
Is an Assistance Animal involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the occupant trained in the emergency response procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred method of receiving updates to the emergency response procedures: <i>e.g. text, email, Braille</i>	
Preferred method for notification of emergency: <i>e.g. visual alarm, personal vibrating service, SMS</i>	
Type of assistance required:	
Equipment required for evacuation:	
Egress Procedure:	
Are your designated assistants trained in emergency response procedures (including evacuation procedures)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are your designated assistants trained in the evacuation equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Is a diagram required for preferred route for assisted evacuation? <i>Please attach</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DESIGNATED ASSISTANTS (NOTE: Number of designated assistants will differ for each PEEP)		

Page 1 of 2

Name	Phone	Location
1.		
2.		
3.		
4.		

PEEP ISSUE & ACKNOWLEDGEMENT			
Issue Date: / /		Review Date: / /	
Position:	Signature	Date	Copy Received
Occupant:		/ /	<input type="checkbox"/>
Chief Building Warden:		/ /	<input type="checkbox"/>
Local Building Warden:		/ /	<input type="checkbox"/>
Security Operations Manager:		/ /	<input type="checkbox"/>
Senior Manager, Security:		/ /	<input type="checkbox"/>
Occupant's Supervisor:		/ /	<input type="checkbox"/>
Designated Assistant 1:		/ /	<input type="checkbox"/>
Designated Assistant 2:		/ /	<input type="checkbox"/>
Designated Assistant 3:		/ /	<input type="checkbox"/>
Designated Assistant 4:		/ /	<input type="checkbox"/>

A copy of the completed PEEP is also to be kept with the concerned individual, their supervisor, the floor/building warden and chief warden