Murdoch University

Emergency Management Procedure

Purpose and Scope

To provide guidance to the management and staff of Murdoch University to enable them to effectively implement and manage a prompt, coordinated organisational response to an actual or potential emergency which could threaten the safety of persons or property onsite, or significantly disrupt University operations.

Overarching Policy

Health and Safety Policy

Procedure

1. In this procedure, the following terms have the following meanings:

   1.1. "Armed Person" means a person who is in possession of an offensive weapon, or instrument. Note: where it is strongly suspected that a person is carrying a weapon or instrument, they should be treated as an armed person.

   1.2. "Assembly area" means the designated place or places where people assemble during the course of an evacuation.

   1.3. "Bomb" means a device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e., incendiaries, toxic / noxious substances, sharps, animals / reptiles). May also be referred to as an Improvised Explosive Device (IED).

   1.4. "Bomb threat" means a threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use a Bomb, at a time, date, place or against any specific person or organisation.

   1.5. "Confrontation" means a situation involving high risk of injury to personnel by a person (or persons) who may or may not be armed.

   1.6. "Critical Incident" means a critical incident is a significant event that disrupts normal operations and requires a swift coordinated response. It can have a long-term impact and often involves multiple stakeholders. A critical

incident often has broader implications than an emergency and cannot be resolved immediately.

1.7. “Critical Incident Management Plan (CIMP)” means A Critical Incident Management Plan is a structured approach to prepare for, respond to, and recover from unexpected disruptive events and restore normal operations quickly.

1.8. “Emergency” means an emergency is a sudden, urgent, and often unexpected situation that requires immediate action to prevent harm, injury, or damage.

1.9. “Emergency Control Organisation (ECO)” means the ECO consists of persons appointed by the Emergency Planning Committee to direct and control the implementation of the facility’s emergency response procedures.

1.10. “Emergency Planning Committee (EPC)” means the EPC consists of persons responsible for the documentation and maintenance of an Emergency Response Plan and for appointing the ECO.

1.11. “Emergency Response Plan” means the written documentation (completed Emergency Response Plan Template) of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

1.12. “Emergency Response Procedure” means a documented scheme of assigned responsibilities, actions and protocols within a designated section of the emergency response plan, to respond to and manage emergencies.

1.13. “Emergency Response Plan Template” means this template outlines the structured approach for developing an Emergency Response Plan for a facility. It encompasses the planning, preparedness, prevention, and response activities, and includes the designated emergency roles, responsibilities, strategies, systems, and arrangements.

1.14. “Evacuation” means the orderly movement of people from a place of danger.

1.15. “Evacuation Diagram” means Emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information.

1.16. “Mobility Impaired Person” means A person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.

1.17. “Occupant” means a person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

1.18. “Personal Emergency Evacuation Plan (PEEP)” means PEEP is an individualised Emergency Response Plan designed for an occupant with mobility impairment who may need assistance during an emergency.

1.19. “Safe place” means A place of safety within a building, structure or workplace which is not under threat from an emergency; and from which

people are able to disperse after escaping the effect of an emergency to a road or open space or, a roadside or open space.

1.20. "Visitor" means A person who is within a facility who is temporarily visiting the University's Lands and is not:

1.20.1. Employed at or for the facility, either on a permanent casual, temporary, contracting basis;

1.20.2. A resident; or

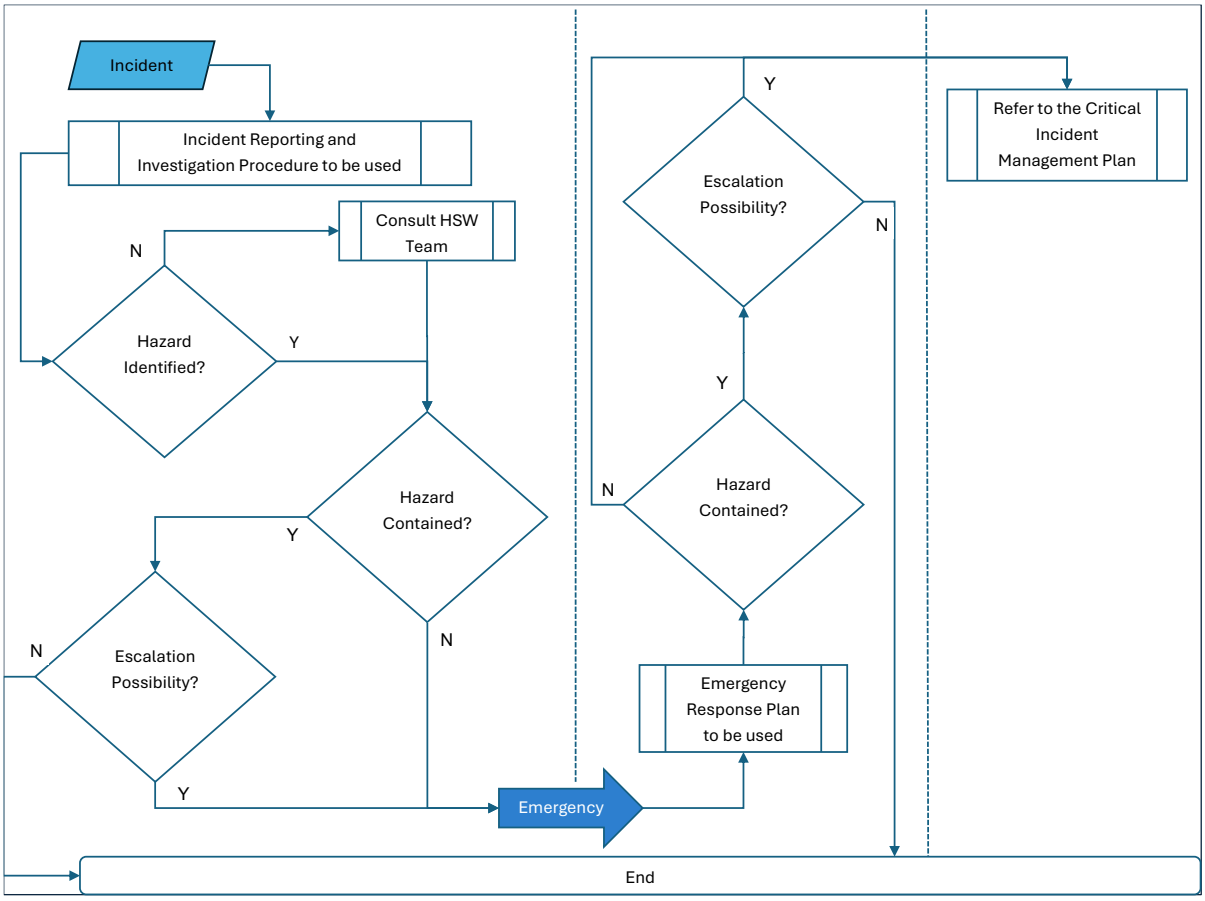
1.20.3. Studying at the facility

Note: This includes customers and clients

2. Introduction

The process begins when an incident occurs. The protocol is to follow the Incident Reporting and Investigation Procedure. If the hazard cannot be identified, the Health, Safety, and Wellbeing (HS&W) Team is to be consulted. If the identified hazard cannot be contained and there is a possibility for the incident to escalate and/ or the hazard is failed to be identified, the Emergency Response Plan it activated. If the hazard is still not contained and/ or it is possible for escalation, the Critical Incident Management is activated. This systematic approach (Figure 1) ensures that all incidents are managed efficiently, minimizing risks and ensuring the safety of all personnel.

Figure 1: Escalation Path of an Incident



3. **Critical Incident Management Team (CIMT)**

The CIMT shall be responsible for supporting and advising the Chief Warden and the Emergency Control Organisation (ECO) in critical level (Level 3). This includes scenarios where immediate attention is required to prevent fatalities, major property damage, or significant reputational harm. The CIMT's role is to ensure that all necessary measures are taken promptly and effectively to mitigate the impact of the critical incident.

4. **Emergency Planning Committee (EPC)**

The Murdoch University Emergency Planning Committee (EPC) oversees the development, implementation, and maintenance of the emergency management activities and appoints the ECO. The EPC is responsible for ensuring that the emergency plan is comprehensive, up-to-date, and compliant with relevant standards and regulations.

The EPC is composed of representatives from various Schools and Offices across the University. The EPC should include, but not be limited to, the following roles:

4.1. Chairperson: Responsible for leading the EPC and ensuring that all activities are carried out effectively.

4.2. Emergency Response Coordinator (ERC): Provide secretarial support for the EPC and activities.

4.3. Chief Warden: Provides input on emergency management strategies and ensures alignment with the Emergency Control Organisation (ECO).

4.4. Health Safety and Wellbeing (HSW) Team Representative(s): Ensures that safety protocols and procedures are integrated into the emergency plan.

4.5. Campus Development (CD) Team Representative(s): Provides expertise on building infrastructure and utilities.

4.6. Communications Officer: Manages communication strategies and ensures timely dissemination of information during an emergency.

4.7. School and Office Representatives: Provide input and feedback from their respective departments.

4.8. Audit, Risk and Compliance (ARC) Team Representative(s): Provide input and feedback from the compliance perspective and represent the Critical Incident Management Team (CIMT).

The primary responsibilities of the EPC include:

4.9. Developing and maintaining the emergency management plan, ensuring it addresses all potential hazards and risks.

4.10. Conducting regular reviews and updates of the emergency plan to ensure its effectiveness and compliance with AS3745-2010.

4.11. Coordinating training and awareness programs for staff, students, and visitors to ensure they are familiar with emergency procedures.

4.12. Conducting regular emergency drills and exercises to test the effectiveness of the emergency plan and identify areas for improvement.

4.13. Liaising with external emergency services and agencies to ensure a coordinated response during an emergency.

The EPC shall meet regularly to review the emergency plan, discuss any issues or concerns, and ensure that all necessary actions are taken to maintain a high level of preparedness. The committee shall also ensure that records of all meetings, decisions, and actions are maintained and accessible for audit purposes.

5. Emergency Control Organisation (ECO)

Staff members will be designated to form the Murdoch University Emergency Control Organisation (ECO). These staff will initiate an appropriate response to emergency situations. Their primary role is to ensure that life safety takes precedence over asset protection.

The designated Chief Warden for each campus (South Street Campus, Mandurah, Rockingham) who is responsible for overall emergency management, including planning and operations. Each Chief Warden will oversee a team that undertakes appropriate duties and responsibilities during an emergency event, ensuring effective management within their specific campus. Additionally, the Chief Warden will manage emergency procedures within the scope of the ECO.

ECO members will be provided with a grab-and-go kit containing a cap, megaphone (only Area Wardens), and whistle. For these kits used by the Emergency Control Organization (ECO) in a university setting, periodic inspections and visual checks are conducted for visible damage, ensuring all items are present and clean, and verifying that electronic items are functional.

Table 1: Grab& Go Kits

Item	Components	Annual Inspections and Tests	Pre-Use Checks	Relevant Standards/Legislation
Grab-and-Go Kits (ECO)	Megaphone, cap, whistle	Comprehensive inspection, replace damaged or expired items	Check functionality and condition of all items before use	AS 3745-2010

Figure 2: Emergency Control Organization Hierarchy

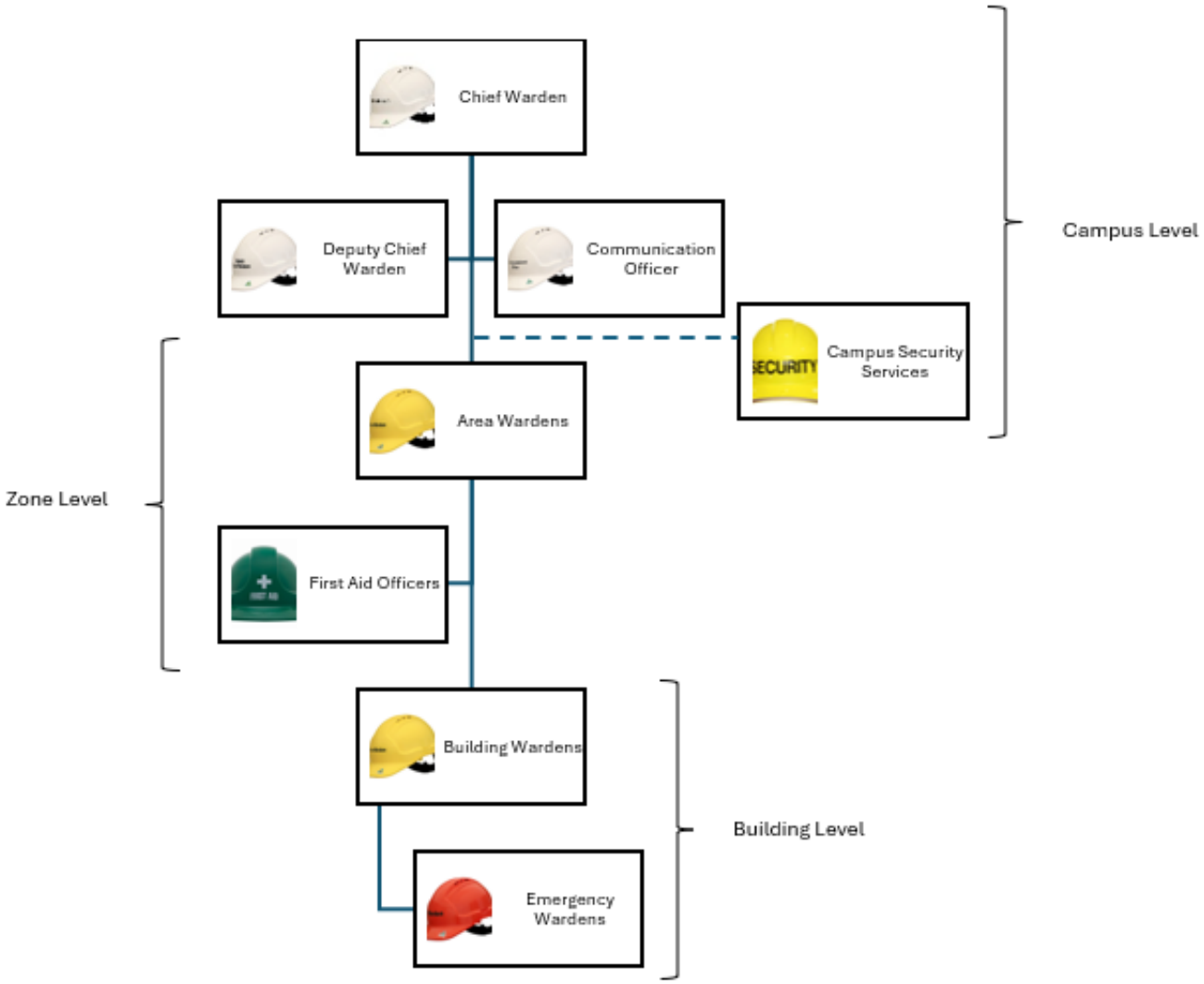
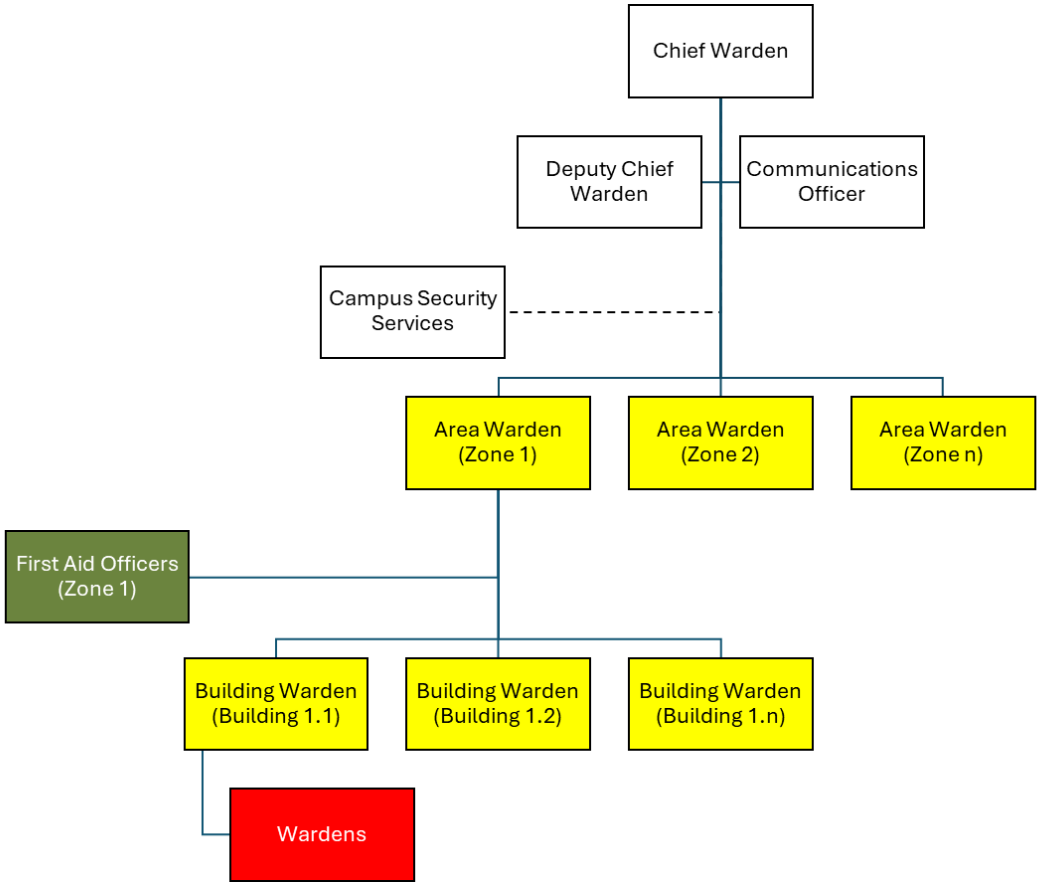


Figure 3: Emergency Control Organization Portfolio



6. Training

The training aims to ensure all members of the ECO understand their roles and responsibilities during an emergency, equip them with the knowledge and skills to manage and respond to emergencies effectively, and ensure adherence to relevant legislation and standards.

All members must undergo initial training upon appointment, with annual refresher training to keep their skills and knowledge up to date. Additionally, all training programs must comply with Western Australian standards, acts, regulations, and AS3745-2010, and detailed records of all training sessions, including attendance and assessment results, must be maintained.

Table 2: Training Matrix

Roles	PUAFER006 Lead an ECO	PUAFER005 Operate as part of an ECO	HLTAID011 Provide First Aid	EPC Training	ECO Training	CPPFES2005 Demonstrate First Attack Firefighting Equipment	Basic Chemical Spill Response Training	Murdoch University Risk Management Training
Validity (Years)	*2*	*1*	*3*	*3*	*1*	*2*	*1*	*3*
Chief Warden	✓	✓		✓	✓	✓	✓	✓
Deputy Chief Warden	✓	✓		✓	✓	✓	✓	✓
Communications Officer		✓			✓	✓	✓	✓
Zone Warden		✓			✓	✓	✓	✓
Building Warden		✓			✓	✓	✓	✓
Warden		✓			✓	✓	✓	✓
First Aid Officer			✓			✓	✓	✓
Emergency Response Coordinator	✓	✓	✓	✓	✓	✓	✓	✓
Other members of EPC				✓				✓

7. Emergency Drills

7.1. Primary Objectives of Emergency Drills

7.1.1. Familiarize members of the University community with their roles and responsibilities during an emergency.

7.1.2. Test the effectiveness of the Emergency Response Plan.

7.1.3. Identify areas for improvement in emergency procedures and response.

7.2. Scheduling

7.2.1. Drills should be scheduled at regular intervals, at least twice a year.

7.3. Preparation

7.3.1. All ECO members should be informed of the drill schedule and objectives.

7.3.2. Develop realistic emergency scenarios.

7.4. Execution

7.4.1. Activate the emergency alarm system.

7.4.2. Each ECO member should perform their designated roles and responsibilities as outlined in the Emergency Response Plan.

7.5. Post-Drill

7.5.1. Conduct a debriefing session to discuss outcomes and gather feedback.

7.5.2. Prepare a detailed report including observations, feedback, and recommendations for improvement.

7.5.3. Maintain detailed records of all drills, including dates, scenarios, participants, and outcomes.

8. **Systems**

In order to maintain operational effectiveness of emergency equipment, testing and inspection are carried out as follows:

8.1. Emergency Warning and Intercommunication System (EWIS)

The EWIS includes fire alarm systems, emergency control panels, and warden intercommunication points. These systems must undergo annual testing to ensure operational readiness. This involves checking the functionality of all components to maintain effective communication during emergencies.

8.2. Firefighting System

Firefighting systems encompass fire detection and alarm systems, gas detection systems, fire-extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents. These systems require annual inspection and testing to ensure they are fully operational and compliant with safety standards.

8.3. Fire Sprinklers

Fire sprinkler systems, including sprinkler heads, piping, valves, and water supply, must be inspected quarterly and annual full flow tests are necessary to verify the system's effectiveness in fire suppression.

8.4. Gas Detectors

Gas detection systems, comprising sensors, control panels, and alarms, need six-monthly testing and calibration, along with an annual full system test to ensure the accurate detection of flammable gases and oxygen levels.

8.5. Smoke Detectors

Smoke detectors, including sensors and control panels, must be tested every six months and undergo an annual full system test to confirm the detectors' functionality and reliability in detecting smoke.

8.6. Flame Detectors

Flame detectors, which include sensors and control panels, require six-monthly inspections and an annual full system test to ensure the detectors' effectiveness in identifying flames.

8.7. Emergency Alarms

Emergency alarm systems, consisting of alarm systems, control panels, and notification devices, must be tested annually to verify the alarms' readiness and functionality during emergencies.

8.8. Emergency Shut Off Valves for Gas

These valves, along with their control systems and sensors, need annual inspection and testing to ensure the valves' proper operation in shutting off gas supplies during emergencies.

8.9. Chemical Spill Kits

Chemical spill kits, including spill containment materials, absorbents, and personal protective equipment, should be regularly inspected for completeness and readiness.

8.10. Fire Blanket

Fire blankets, made of fire-resistant material, require visual inspections to verify the blankets' effectiveness in smothering fires.

8.11. Fire Extinguishers

Fire extinguishers, including the extinguishing agent, pressure gauge, hose, and nozzle, must undergo monthly visual inspections, six-monthly maintenance checks, annual full maintenance checks, and five-yearly hydrostatic testing to ensure the extinguishers' readiness and functionality.

8.12. Hose Reels

Hose reels, comprising the hose, nozzle, reel, and water supply, need six-monthly inspections and an annual full system test to confirm the reels' operational readiness.

8.13. Hydrants

Fire hydrants, including the hydrant valve, outlet, and water supply, must be tested every six months and undergo an annual full flow test to ensure the hydrants' compliance with safety standards.

8.14. Manual Call Point / Break Glass Alarm

Manual Call Points, also known as Break Glass Alarms, are critical components of a building's fire alarm system. These devices must be inspected monthly to ensure the glass is intact and the unit is accessible. Quarterly functional tests are conducted to verify the alarm activation and system response. Annual full maintenance checks include testing the linkage to the Fire Indicator Panel and ensuring communication with the Department of Fire and Emergency Services (DFES) to ensure prompt and reliable activation during emergencies.

8.15. Firewater Pumps

Firewater pumps, consisting of the pump, motor, control panel, and pressure gauge, require weekly no-flow tests, quarterly maintenance, and annual full flow tests to verify the pumps' operational readiness.

8.16. Emergency Shower and Eyewash

Emergency showers and eyewash stations, including the showerhead, eyewash nozzles, activation mechanism, and water supply, need six-monthly inspections and an annual full system test to ensure the equipment's functionality in emergencies.

8.17. Duress Alarms

Duress alarms, comprising alarm buttons, control panels, and communication systems, must be tested annually verify the alarms' effectiveness in emergency situations.

8.18. Fire Suppression System (FM200)

The FM200 Fire Suppression System is a clean agent system designed to protect sensitive equipment from fire without causing damage. Monthly visual inspections are required to check the system's integrity and readiness. Six-monthly maintenance checks involve verifying the agent quantity and pressure, as well as testing the control panel and detection systems. Annual full maintenance includes a comprehensive review of the system's components and functionality ensure the system's effectiveness in rapidly extinguishing fires while minimizing collateral damage

Refer to Table 3 below for System Test and Inspection Matrix.

Table 3: System Test and Inspection Matrix

Item	Weekly	Monthly	Quarterly	Six-Monthly	Annually	Every Five Years	Relevant Standards/ Legislation
Chemical Spill Kits					✓*		AS/NZS 4452:1997: The storage and handling of toxic substances **As per Murdoch University recommendation*
Duress Alarms					✓		AS/NZS 2201.1-2007: Intruder alarm systems, AS 3745-2010 (Amendment 2): Planning for emergencies in facilities, AS 4485.1-2021: Security for health care facilities
Emergency Alarms					✓		AS 1670.1-2024: Fire detection, warning, control and intercom systems - System design, installation and commissioning, Part 1: Fire
Emergency Shut Off Valves for Gas					✓		AS/NZS 5601.1-2022: Gas installations, Part 1: General installations
Emergency Shower and Eyewash				✓	✓		AS 4775-2007: Emergency eyewash and shower equipment
Emergency Warning and Intercommunication System (EWIS)					✓		AS 1851-2012 (Amendment 1): Routine service of fire protection systems and equipment, AS 1670.4-2024: Fire detection, warning, control and intercom systems - System design, installation and commissioning, Part 4: Emergency warning and intercom systems

Item	Weekly	Monthly	Quarterly	Six-Monthly	Annually	Every Five Years	Relevant Standards/ Legislation
Fire Blanket					✓*		AS 2444-2001 (Reconfirmed 2021): Portable fire extinguishers and fire blankets - Selection and location **As per Murdoch University recommendation*
Fire Extinguishers		✓		✓	✓	✓	AS 2444-2001 (Reconfirmed 2021): Portable fire extinguishers and fire blankets - Selection and location
Fire Sprinklers			✓		✓		AS 2118.1-2017: Automatic fire sprinkler systems, Part 1: General systems
Fire Suppression System (FM200)				✓	✓		AS 1851-2012 (Amendment 1): Routine service of fire protection systems and equipment
Fire Water Pump	✓		✓		✓		AS 2941-2013: Fixed fire protection installations - Pumpset systems
Firefighting System					✓		AS 1851-2012 (Amendment 1): Routine service of fire protection systems and equipment
Flame Detectors				✓	✓		AS ISO 7240.10-2018: Fire detection and alarm systems, Part 10: Point-type flame detectors
Gas Detectors				✓	✓		AS/NZS 60079.29.2:2016: Explosive atmospheres - Part 29.2: Gas detectors - Selection, installation, use and maintenance of detectors for flammable gases and oxygen
Hose Reels				✓	✓		AS 2441-2005 (Reconfirmed 2018): Installation of fire hose reels
Hydrants				✓	✓		AS 2419.1-2021: Fire hydrant installations, Part 1: System design, installation and commissioning
Manual Call Point / Break Glass Alarm					✓		AS 1670.1-2024: Fire detection, warning, control and intercom systems - System design, installation and commissioning, Part 1: Fire
Smoke Detectors				✓	✓		AS 3786-2023: Smoke alarms using scattered light, transmitted light or ionization (ISO 12239:2021, MOD

9. Registers and Documentation

Maintaining comprehensive registers and documentation is crucial for effective emergency management and response. These registers include detailed procedures, plans, and contact information that ensure preparedness and coordination during emergencies. Regular reviews and updates of these documents enhance their accuracy and relevance, providing clear guidance for staff and emergency services. Key registers such as the Emergency Management Procedure, Emergency Response Plans, Warden Register, and First Aid Officer Register should be made available to emergency services to facilitate swift and informed responses.

Additionally, Safety Data Sheets for Chemicals, the List of Radiation Substances, and the Register of Evacuation Layouts and Assembly Points are essential for managing specific hazards. Regularly updated contact numbers for emergency services and relevant authorities ensure quick communication and coordination. Forms, checklists, event logs, lessons learnt, and risk assessments further support continuous improvement and compliance with safety standards.

Refer to Table 4 below for the registers and documentations.

Table 4: Registers and Documentations

Item	Frequency	Relevant Standards/ Legislation
Emergency Management Procedure	Annually	AS 3745-2010 (Amendment 2) - Section 4.1
Emergency Response Plans	Annually	AS 3745-2010 (Amendment 2) Section 4.2
Warden Register	Annually	AS 3745-2010 (Amendment 2) - Section 4.3
First Aid Officer Register	Annually	Work Health and Safety (General) Regulations 2022 - Regulation 42
Safety Data Sheets for Chemicals	Every 5 years	Work Health and Safety (General) Regulations 2022 - Regulation 344
List of Radiation Substances, Irradiating Apparatus, and Electronics	As and when required	Radiation Safety Act 1975 (WA) - Section 27
Register of Evacuation Layouts and Assembly Points	Annually	AS 3745-2010 (Amendment 2) - Section 4.4
Register of Telephone Numbers	As and when required	AS 3745-2010 (Amendment 2) - Section 4.5
Forms and Checklists	As and when required	ISO 9001:2015 - Section 7.5
Event Log	As and when required	ISO 9001:2015 - Section 7.5
Lessons Learnt	As and when required	ISO 9001:2015 - Section 7.5
Risk Assessment	Very high risks must be reduced prior to continuing tasks. A high-risk task is reviewed every 3 months with the aim to reduce the risk. Medium risk task reviewed annually and low risk tasks a minimum of every 4 years.	Murdoch University Risk Management Procedure

Responsibilities

Role	Responsibility
Emergency Personnel	• Part of the Emergency Control Organisation (ECO) • Direct and control the implementation of the facility's emergency response procedures
Director Health Safety and Wellbeing	• Ensure that the Emergency Response Plan is up-to-date and aligned with the Emergency Response Procedure
Students and Visitors	• Follow the instructions of university staff and emergency personnel. • Familiarise themselves with emergency exits and assembly points. • Students and visitors may report hazards or incidents via the Murdoch Internet Portal, Murdoch Safe App or inform the security or an university staff (for students - supervisor/ line manager and for visitors - escorting person) • Evacuate buildings promptly when instructed. • Avoid obstructing emergency response activities.
University Staff (Workers)	• Follow emergency procedures and instructions from the ECO. • Participate in emergency drills and training sessions. • Report hazards or incidents via Workday portal or Murdoch Safe App or inform the security or line manager/ supervisor. • Assist in the evacuation of buildings if required. • Use personal protective equipment (PPE) as necessary. • Provide first aid or support to injured persons if trained and able. • Maintain awareness of emergency exits and assembly points.

Governance

Approval Authority	Senior Leadership Team
Owner	Chief People Officer
Legislation mandating compliance	Work Health and Safety (WA) and Regulations Emergency Management Act and Regulations Radiation Safety Act and Regulations AS 1670.1-2024: Fire detection, warning, control and intercom systems - System design, installation and commissioning, Part 1: Fire AS 1670.4-2024: Fire detection, warning, control and intercom systems - System design, installation and commissioning, Part 4: Emergency warning and intercom systems AS 1851-2012: Routine service of fire protection systems and equipment AS 2118.1-2017: Automatic fire sprinkler systems, Part 1: General systems AS 2201.1-2007: Intruder alarm systems - Client's premises - Design, installation, commissioning and maintenance AS 2419.1-2021: Fire hydrant installations, Part 1: System design, installation and commissioning AS 2441-2005 (Reconfirmed 2018): Installation of fire hose reels AS 2444-2001 (Reconfirmed 2021): Portable fire extinguishers and fire blankets - Selection and location AS 2941-2013: Fixed fire protection installations - Pumpset systems AS 3745-2010: Planning for emergencies in facilities AS 3786-2023: Smoke alarms using scattered light, transmitted light or ionization (ISO 12239:2021, MOD) AS 4485.1-2021: Security for health care facilities - General requirements AS/NZS 4452:1997: The storage and handling of toxic substances AS 4775-2007: Emergency eyewash and shower equipment AS/NZS 4452:1997: The storage and handling of toxic substances

	AS/NZS 5601.1-2022: Gas installations, Part 1: General installations AS/NZS 60079.29.2:2016: Explosive atmospheres - Part 29.2: Gas detectors - Selection, installation, use and maintenance of detectors for flammable gases and oxygen AS ISO 7240.10-2018: Fire detection and alarm systems, Part 10: Point-type flame detectors AS ISO 31000-2018: Risk management – Guidelines
Category	Primarily a function of management
Related University Legislation and Policy Documents	*Health and Safety Policy* *Work, Health and Safety Risk Management Procedure* *Incident Reporting Procedure* *Incident Investigation Procedure* *Murdoch University Critical Incident Management Plan (CIMP)*
Date effective	16/12/2024
Review date	16/12/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	16/12/2024	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.