



## Policy

The University will maintain systems and procedures so that an appropriate and timely response can be made in emergency situations to minimise personal harm and property and environmental damage.

### Introduction

The Civil Defence Act 1983 requires the University as an “organisation” to plan for a civil defence emergency and to implement the plan and meet its responsibilities to prevent or reduce any emergency on its premises.

The Health and Safety in Employment Act 1992 requires that employers plan for emergencies.

An emergency plan must ensure that 24 hour coverage and absences of key personnel be catered for, and be consistent with the Auckland City Council's civil defence plan.

### Levels of Emergency

- Level 1      Emergencies that can be fully managed with immediate local resources.
- Level 2      Emergencies that require assistance from outside agencies such as the Fire Service, Ambulance, or Police and/or the co-ordination of services available within the University or from its contractors, and where such services are available.
- Level 3      Emergencies as per Level 2, but where outside agencies are not available. People may have to be rescued, provided with medical attention, fed, clothed and housed for hours or days.

### Emergency Identification

The causes of emergencies are many and various, but most potential emergencies can be identified and appropriate resources made available to minimise damage.

Emergencies could be expected to arise from natural disasters, the breakdown of plant and equipment, the non adherence to operating procedures, and depending upon the circumstances, may have local or far ranging effects.

Level 1 and Level 2 emergencies arising from normal operations should be identified by the hazard identification procedures of the University's Health and Safety programme.

Level 2 emergencies arising from fire, earthquake, volcanic eruption, gas leak, hazardous substance spillage and bomb threat have been identified in the University's Emergency Evacuation Procedures Manual. Other Level 2 emergencies may arise from major building structure failure or from a physical impact situation.

Level 3 emergencies will almost certainly arise from natural disasters such as earthquake, volcanic eruption, or extremely violent weather.

### Summary of Emergency Evacuation Procedures

1. The person discovering the emergency sounds the evacuation alarms.
2. The Building Warden phones emergency services on 1-111 and University Security on 85000, then dons their yellow jerkin and waits by the evacuation board for the arrival of the emergency services.
3. Floor Wardens don their red jerkins, usher personnel out of the building, report to the Building Warden that their areas are cleared, and prevent persons from re-entering the building until permitted to do so by the emergency services.
4. First Aiders don their green jerkins and report with their First Response Kit to the Building Warden .
5. All personnel evacuate the building, move to the assembly area/s, and await instructions to re-enter buildings.

### Emergency Resources

1. Fire fighting resources are stipulated in the Fire Regulations and are provided and maintained by Property Services.
2. Resources (equipment and procedures) to handle emergencies arising from normal operations are held within Departments.
3. First aid cabinets are supplied throughout the campus.

4. Most buildings have a trained first aider with a separate First Response Kit.
5. *The University Health Centre is located at the Student Commons Building, 3<sup>rd</sup> floor and is staffed with qualified medical personnel during normal working hours.*
6. A regulation standard first aid room is maintained in each sector of campus. The Security Control Room and Unisafe Officers have keys to all first aid rooms.
7. Civil Defence Cabinets are located in major buildings. See Appendix 1 for locations, Appendix 2 for contents.

Keys to cabinets are held by:

- The persons named in the primary and secondary call out lists.
- Building Wardens (attached to their jerkins)
- *The Health and Safety Advisor*
- The Security Control Room
- Unisafe Officers

Cabinet contents are to be checked at least annually by the local Building Warden.

Replenishment items are supplied by the Health and Safety Advisor.

## Communication System

The Property Services Security Control Room, will in the event of Level 2 and 3 emergencies become the operations centre. Security staff will be responsible for maintaining and managing the communication system.

The communication system will comprise:

1. The University telephone system.
2. Cell phone backup.
3. The Unisafe radio telephone system.
4. Full contact details for the persons named in this document.
5. A regularly maintained list of Departmental Key Emergency Control personnel with work, home and mobile phone numbers.
6. A log for recording emergency communications and actions.

## Level 2 Emergency

1. The sounding of the evacuation alarms in other than a few smaller buildings triggers an alarm in the Security Control Room and at the Fire Service. During normal hours the Building Warden calls both 1-111 and the Security Control Room whenever the evacuation alarms are activated.
2. The Security Control Room confirms with the Emergency Services (1-111) and dispatches a Unisafe Officer to the emergency site. The Unisafe Officer remains on site during the emergency to provide communication and security services.
3. During normal hours the *Health & Safety Advisor* is contacted.
4. The Unisafe Officer relays the state of the emergency to the Security Control Room as advised by the Building Warden or the emergency services.
5. If the emergency is real (i.e. not a false alarm) the Security Control Room activates the Primary Call Out List for those persons to attend the emergency and assume control.

### Primary Call Out List

- Facilities Manager Property Services
- Security Manager
- *Health and Safety Advisor*

Once on site they will decide whether Departmental Key Emergency Control personnel, or other persons, need to be contacted.

6. The Security Control Room will activate the Secondary Call Out List, in list order, to attend the emergency if any of the Primary Call Out List personnel are unavailable.

### Secondary Call Out List

- Maintenance Manager Property Services
- Facilities Manager Property Services
- Director of Property Services
- Registrar

## Level 3 Emergency

### During normal hours:

1. The emergency evacuation provisions apply.
2. When it is safe to do so members of the Primary and Secondary Call Out Lists plus the Vice Chancellor, Deans and Faculty Registrars, the Librarian, and Directors assemble at the Security Control Room to co-ordinate response activities.
3. Unisafe Officers report to the nearest Building Warden, advise the state of the building and its occupants to the Security Control Room and await instructions.
4. Building Wardens use radios from the civil defence cabinets to listen for any civil defence instructions.

### After hours:

1. Unisafe Officers report their current position and the state of the emergency at their position to the Security Control Room and await instructions.
2. The Security Control Room activates the Call Out List.

## Media Statements

Media enquires are to be handled by the Vice- Chancellor (or Deputy), the Registrar, and the Public Relations Officer, as per normal University policy.

## Contact with Local and Central Government

As per media statements.

## Debriefing

Each emergency situation is to be reviewed to establish what happened, how the emergency might have been prevented, and how the emergency could have been handled better.

The review will involve members of the Call Out List, Faculty and PAC representatives, Health and Safety Advisor, building wardens, floor wardens, first aiders, individuals involved in the emergency, and representatives from the emergency services as appropriate.

The *Health and Safety Advisor* will receive a copy of reviews, where appropriate and advise the Director of HR where necessary.

## Training

The following personnel need to be fully aware of this policy and trained in its implementation.

- Members of the Call Out Lists
- Departmental Key Emergency Control personnel
- Building Wardens and Floor Wardens
- First Aiders
- Security Control Room staff
- Unisafe Officers (and any contracted relief companies, agencies, staff)
- Deans, Registrars, Heads of Departments, Directors
- Health and Safety Advisor
- HR Advisors

Approved:

Vice Chancellor

**Appendix 1: Location of Civil Defence Cabinets**

Sector	Building	No.	Location	Cabinet Number
100	Old Choral Hall	104	Symonds St foyer	1
	General Library	109	Basement lecture theatre corridor	2
	Old Arts	105	Princes St foyer (Level 1)	3
	Registry	103	Entrance to Old Arts link (off ground floor corridor)	4
	Thomas Building	110	Main entrance	5
200	Arts 1	206	Ground level by evacuation board	6
	Human Sciences	201	Security office, Wynyard St	7
300	Chemistry	301	Symonds St foyer	8
	Maths / Physics	303	Ground floor foyer	9
	Student Union	311	Cafeteria, under stairs	10
400	Fine Arts	421	Library foyer	11
	Architecture	421	Level 3 entrance	12
	Engineering	402	Main foyer Symonds St (Level 3)	13
	Engineering	403	By fire alarm panel	14
500	Medical School	501	Main entrance, ground floor	15
	Medical School	504	Pathology entrance (Level 1)	16
600	O'Rourke Hall	614	Adjacent carpark #46 (Level 0)	17
	International House	602	Staff room adjacent computer lab	18
700	Tamaki	701.1	Corridor	21
	Tamaki	734	Level 1 foyer	19
	Tamaki	750	Level 1 corridor	20
800	Law School	801	Lower rear entrance by evacuation board	22
	Railway Campus		Ground Level beside the lift	23

**Appendix 2: Civil Defence Cabinet Contents**

Item	Quantity
First aid kit	1
Collapsible stretcher	2
Board stretcher	1
Wool blanket	3
Rescue foil sheet	4
Water container, full, 5l	3
Water purification tablets	3
Torch (with batteries)	4
Light-sticks	12
Radio (with batteries)	2
Aluminum folding ladder	1
Polypropylene rope 30m	1
Sisal rope 12.2m	5
Kitchen tidy size plastic bags	100
Safety helmet	1
Red cotton overall	1
Gloves	8 pair
Dust mask	100
Goggles	8
Claw hammer	1
Sledge hammer	1
Wrecking bar	1
Axe	1
Wood saw	1
Hacksaw (with spare blade)	1
Pliers	1
Screwdriver	1