



# ECU Student Guild

## EMERGENCY MANAGEMENT POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Occupational Health & Safety
<b>POLICY TITLE</b>	<b>Emergency Management Policy</b>
<b>POLICY OWNER</b>	Administrative Services Coordinator

## Contents

<b>1. INTENT</b>	<b>3</b>
<b>2. ORGANISATIONAL SCOPE</b>	<b>3</b>
<b>3. DEFINITIONS</b>	<b>3</b>
<b>4. OVERVIEW</b>	<b>3</b>
<b>5. POLICY</b>	<b>4</b>
5.1. Emergency Evacuation	4
5.2. First Aid	4
5.3. Fire Prevention and Response	4
5.4. Security	5
<b>6. RELATED DOCUMENTS</b>	<b>5</b>
<b>7. CONTACT INFORMATION</b>	<b>6</b>
<b>8. APPROVAL HISTORY</b>	<b>6</b>

## 1. INTENT

- 1.1. This policy is developed to maximise the health, wellbeing and safety of staff, contractors and visitors to the Edith Cowan University Student Guild across all campuses by defining responsibilities and requirements to prepare for and manage emergencies

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Student Guild Operational Staff and Senate.
- 2.2. This policy also applies to all contractors and visitors to Edith Cowan University Student Guild Offices.
- 2.3. All persons indicated in 1.1 and 1.2 must follow the directions of the designated Edith Cowan University Emergency Wardens in the event of a critical incident or other emergency.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
- 3.3.1. A person includes a corporation and government or statutory body or authority;
  - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word “including” and similar expressions are not words of limitation.
- 3.5. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Senate** means the duly elected student representatives of the Guild.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.

4.3. All Guild policies will be reviewed annually.

## **5. POLICY**

### **5.1. Emergency Evacuation**

5.1.1. Emergency Response Plans and diagrams are displayed throughout the premises, and near emergency exits and set out what to do in case of an emergency evacuation. The Emergency Wardens will coordinate evacuations and employees and visitors to the workplace must meet at the designated muster point on each campus.

5.1.2. Regular evacuation drills are conducted at the workplace and all employees, contractors and visitors must participate. All staff, senate and visitors must obey the instructions of the Emergency Wardens, ECU Security Personnel, and Emergency Response Personnel (Fire, Ambulance, Police.)

5.1.3. Emergency wardens can be identified by the fluorescent orange vests with the name Warden on the back.

5.1.4. A first aid officer must take the Emergency evacuation portable first aid kit to the muster point, and be prepared to give first aid should it be needed.

5.1.5. All fire exits, fire extinguishers, and evacuation routes must be kept clear, functional and accessible. All fire doors and routes will be inspected regularly using the OSH Inspection Checklist.

5.1.6. Staff and senate must not re-enter the building until the all clear is provided.

### **5.2. First Aid**

5.2.1. ECU Student Guild has wall mounted first aid kits located in various locations throughout the premises, and portable evacuation first aid kits and first aid officers trained to provide assistance across all campuses.

5.2.2. In case of a first aid emergency follow the actions on the Emergency Evacuation Plan and notify a First Aid Officer, and security personnel and/or emergency response services (Ambulance, Police, Fire.)

5.2.3. Details about first aid treatment are to be recorded in the First Aid Register.

### **5.3. Fire Prevention and Response**

5.3.1. Employees are required to take preventative action in the workplace to keep their work areas tidy and free from fire hazards. Any identified fire hazards in the work area or on the premises must be reported using the Hazard and Incident Report Form.

5.3.2. Only trained employees should attempt to fight fires with portable fire extinguishers. If the fire is too big, or employee does not feel capable to use extinguisher, evacuate

the building immediately, and **DO NOT ATTEMPT TO FIGHT THE FIRE.**

5.3.3. In all circumstances the alarm must be raised immediately to nearby employees so that the Fire Wardens/Operations Manager can coordinate the emergency response by immediately contacting ECU Security and Emergency response personnel (Fire, Ambulance/Police.)

#### 5.4. Security

5.4.1. Only trained employees are permitted to handle cash and valuables. Any cash is secured in a locked office after hours.

5.4.2. People at the ECU Student Guild workplace must take reasonable care for their own safety and the safety of others. Any situation which poses a risk to the health and safety, or personal security, of people at the workplace must be reported immediately.

5.4.3. Silent Duress alarms are installed in the GSA offices, and at the front desk in Joondalup. These silent alarms when pressed will notify the ECU Security team to respond, and are tested regularly to ensure they function.

5.4.4. Any student who has a known aggressive history will be notified to the GSA's and will be refused assistance.

5.4.5. Staff are discouraged from working on their own after business hours, however, where work is required, Staff should lock all doors into the building and not permit entry to any third party.

5.4.6. The doors to the Joondalup and the South West offices can be accessed during normal office hours. After this time, building access can only be gained using an authorised swipe card or Security authorisation.

5.4.7. Mount Lawley office has a key lock to the door, which is kept in a coded locked box.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>N/A</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>Emergency Response Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>N/A</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>N/A</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Administration Services Coordinator
<b>All Enquiries Contact</b>	Anthea Marshall
<b>Telephone</b>	08 6304 5050
<b>Email address</b>	a.marshall@ecuguild.org.au

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	17/08/2018
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<b>Revised by</b>	Anthea Marshall
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