



Emergency & Critical Incident Management Plan

Version 2212; Approved by the College Council 9 August 2021
Minor Amendments 14 December 2022



**65 Walcott Street
& 274 Carmody Road St Lucia Q. 4067**

(Vehicle Access via Walcott Street from Sir Fred Schonell Drive Only;
Nearest Intersection: Hood Street)

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(Incorporated under
The Religious, Educational & Charitable Institutions Act 1861-1967)

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1. Important Contacts

1.1 Emergency Contacts

Service	Phone
EMERGENCY—FIRE, POLICE, AMBULANCE	000
EMERGENCY—MOBILE SERVICE	112
EMERGENCY—TEXT RELAY SERVICE	106
STAFF DUTY PHONE (Principal/Deputy/Dean)	0408 846 042
RESIDENT ASSISTANT DUTY PHONE (RA)	0418 797 438
UQ SECURITY (EMERGENCIES)	3365 3333
ENERGEX—Life Threatening Emergencies	13 1962
GAS LEAKS & EMERGENCIES	1800 808 526
HOSPITAL—PRIVATE (The Wesley Emergency)	3232 7000
HOSPITAL—PUBLIC (Royal Brisbane Emergency)	3646 8111
HOSPITAL—PUBLIC (PA Emergency)	3240 2111
POISONS INFORMATION	13 11 26
URBAN UTILITIES—Water & Sewerage	13 2364

1.2 Other Support Service Contacts @ UQ

Service	Phone
CAMPUS PHARMACY (Union Building)	3870 1509
QML (Pathology Services)—UQ Health Service	3346 8870
UQ DENTAL (Student Union Complex)	3870 0511
UQ HEALTH SERVICE (UQ Students priority; Bulk Billing)	3365 6210
UQ SECURITY—Non-Emergency	3365 1234

Service	Phone
UQ SUPPORT SERVICES—Counselling (Business Hrs)	3365 1704
UQ CHAPLAINCY (Business Hours)	3365 7059
UQ SUPPORT SERVICES & CHAPLAINCY (After Hrs)	3365 1234

1.3 Other Support Service Contacts

Service	Phone
ABSOLUTE DENTAL CARE (15 Morrow St, Taringa)	3870 1300
AMBULANCE—Non-Emergency	1300 369 003
CRIME STOPPERS	1800 333 000
DIAL A HOME DOCTOR (After Hours; Bulk Billing)	13 99 99
DRUG ARM	1300 656 800
ENERGEX—Loss of Supply	13 6262
FIRE & RESCUE SERVICE—LOCAL STATION - Taringa	3362 9994
FIVEWAYS PHARMACY TARINGA	3870 1066
HAWKEN DRIVE PHARMACY (26 Hawken Drive)	3870 9542
HEALTH DIRECT (Medical Information)	1800 022 222
HOME DOCTOR (After Hours; Bulk Billing)	13 7425
HOON HOTLINE (Police)	13 4666
INDOOROPILLY FAMILY PRACTICE (Doctor)	3378 1600
KIDS HELPLINE	1800 551 800
LEGAL AID	1300 651 185
LIFELINE (24 hr Counselling)	13 1114
METRO NORTH PUBLIC HEALTH UNIT	3624 1111
NATIONAL HOME DOCTOR (After Hours)	13 7425
NATIONAL SECURITY HOTLINE	1800 123 400

Service	Phone
POLICE-LINK—Non-Emergency (e.g. Noise Complaints)	13 1444
POLICE—LOCAL STATION - Indooroopilly	3377 9444
PREGNANCY COUNSELLING	1300 737 732
QLD AIDS COUNCIL	3017 1777
QLD HEALTH INFORMATION	1343 2584
QML (Pathology Services)—Terry White Chemmart Toowong	0466 810 783
QML (Pathology Services)—Smartclinics Toowong	0455 616 603
STATE EMERGENCY SERVICE (SES)	132 500
SEXUAL ASSAULT HELPLINE (QLD)	1800 010 120
SEXUAL ASSAULT COUNSELLING SERVICE (National)	1800 737 732
SMARTCLINICS TOOWONG FAMILY MEDICAL CENTRE	3371 5666
ST LUCIA DENTAL (215 Hawken Drive)	3870 88111
ST LUCIA MEDICAL DOCTORS (32 Hawken Drive)	3371 6005
SULLIVAN NICOLAIDES (Pathology)—Myhealth Medical Toowong	3217 7431
TERRY WHITE CHEMIST (Toowong Village)	3870 7470
TARINGA 7 DAY MEDICAL PRACTICE (15 Morrow St)	3870 7239
TARINGA DAY & NIGHT PHARMACY (15 Morrow St)	3371 3919
TARINGA FIVEWAYS DENTAL PRACTICE	3870 1100
TRAFFIC REPORT LINE	13 1940
TRANSLATING & INTERPRETING SERVICE (24 hr)	13 1450
WOMEN'S LEGAL SERVICE	3392 0670

2. Emergency & Critical Incident Response Procedures

2.1 Priorities

2.1.1 Emergency Response

2.1.1.1 First Priority—Protection of Life

The first priority in any emergency is ensuring that all people who may be in danger are warned, removed from the situation and that all available action is taken to guarantee their safety.

2.1.1.2 Second Priority—Prevention of the Spread of the Hazard

The second priority in any emergency situation once the first priority has been met is working to control the extent of the hazard, by seeking to confine its spread and minimising its effect on the surrounding environment.

2.1.1.3 Third Priority—Saving Assets in the Affected Area(s)

The third priority in any emergency following attention to the first and second priorities is seeking to prevent and/or minimise the loss and/or damage to assets within the affected area(s).

2.1.1.4 Fourth Priority—Eliminating the Hazard & Returning to Normal

The final priority in any emergency situation is removing and/or eliminating the hazard and returning the area and the College to normal operations.

2.1.2 Critical Incident Management

2.1.2.1 First Priority—Welfare of People

The first priority in the management of any critical incident is the welfare of people. In assessing the requirements for managing any incident, a holistic view of personhood will be taken, ensuring that attention is given to the physical, emotional/psychological and spiritual needs of those affected. All persons associated with the site will be given consideration including residents, staff, guests and visitors, contractors, and those related to them.

2.1.2.2 Second Priority—Welfare of the College

The second priority in the management of any critical incident is the welfare of the College as an entity. Attention will be given to matters of business continuity, stakeholder relations and reputation.

2.1.2.3 Third Priority—Protecting and Restoring Physical Assets

The third priority in the management of any critical incident is the protection and restoration of the College's physical assets including buildings, plant and finances. Attention will be given to the prudent use of available resources to this end.

2.2 General Emergency Responses

2.2.1 Assessment

In many emergency situations, there will be a brief period of assessment where the nature and extent of the situation is assessed. This period may involve:

- **receiving information** from an external source (e.g. UQ Security in relation to a campus situation, or medical advice in relation to a notifiable disease outbreak, or taking the details of a phone threat);
- **investigating the source** and trigger of an automatic fire alarm;
- **locating the source** of a perceived or advised threat or hazard (e.g. suspicious object. hazardous substance);
- **initial unintentional engagement** with a person who is a potential threat; or
- **assessing** the extent of an illness or injury.

Typically this assessment period involves:

1. **Identifying** the perceived emergency or threat.
2. **Determining** the nature and extent of the perceived emergency or threat.
3. **Enacting** an appropriate emergency or critical incident response.

To assist with this process, definitions of emergencies and critical incidents are provided in Section 5 of this plan; and the following forms are provided with this plan in Appendix 8.7 with copies being located in or near all Administration and Management staff desks and in the foyer:

- Offender Description Form
- Bomb & Standard Phone Threat Checklist
- Minor Incident Report Form
- Major Incident Report Form.

During this process of assessment, safety is paramount. Remain calm. Attempt to keep others calm. Do not volunteer information to nonemergency service personnel or over the phone.

2.2.2 First Response

2.2.2.1 Raising the Alarm

1. **Remain calm** and attempt to keep others calm.
2. **Do not volunteer information** to non-emergency service personnel or over the phone.

3. If the alarm has not been raised, and it is appropriate to do so, **raise the alarm** by:
 - yelling, e.g. “Emergency” or “Fire, Fire, Fire”,
 - writing a note, texting, emailing or using the “throat cut” signal in the case of phone threat, or
 - raising your arms in an open gesture when confronted by a threatening person.
4. **Check for danger** and remove persons from danger where possible and necessary. Do not move injured persons if they are not in danger.
5. **Make the area as safe as possible** as required by taking one of more of the following actions:
 - warning people away,
 - operating fire safety equipment where possible,
 - closing and/or locking doors and/or windows,
 - temporarily barricading unsafe areas,
 - shutting down equipment where possible,
 - shutting off gas and/or electricity where possible, and/or
 - avoiding contact with suspicious, dangerous or hazardous objects or materials.
6. **Commence First Aid** as required.
7. Call (or have someone else call) **Emergency Services** on **000**. Remember to **speak slowly and clearly** to identify your name, your location, and the emergency situation.
8. **Notify staff** by calling or texting (or having someone else call or text):
 - the Resident Assistant Duty Phone (for Area Warden who will attend and then contact the Chief Warden), or
 - the Staff Duty Phone (for Chief Warden).
9. **Chief Warden takes over Emergency Response coordination** as required. **Follow Chief Warden instructions** as required.
10. The first Area Warden on the scene normally completes a **Major or Minor Incident Report Form** in the case of a personal accident or injury. One form should be completed for each injured person.

2.2.3 Second Response

A secondary response is triggered by decision of the Chief Warden or the evacuation tone on the Emergency Warning & Intercommunications System.

2.2.3.1 Evacuation

An evacuation is initiated when an immediate danger to people is identified on the site. All site occupants must evacuate in accordance with the evacuation measures outlined in § 4.2.4 of this document.

2.2.3.2 Lock Down

A lockdown is initiated when a situation arises that requires the isolation rather than evacuation of people on site from an identifiable and imminent threat. Such threats may include but are not limited to an aggressive or violent intruder, a siege or hostage incident, a dangerous animal, armed robbery, and severe storms. A lockdown normally involves the whole College campus. Lockdown procedures are outlined in § 4.2.4 of this document.

2.3 Critical Incident Management

2.3.1 Applicability

Critical Incident Management will generally be required in the aftermath of an emergency or in the case of a non-emergency critical incident.

2.3.2 Responsibility

The Chief Warden has responsibility for coordinating critical incident management. Such coordination will include:

- case management allocation for minor and some moderate critical incidents as required,
- convening of the Critical Incident Management Team for some moderate or all major critical incidents as required, and
- liaising or ensuring College liaison with relevant emergency and other support services (e.g. medical, counselling), UQ services (e.g. Security), the College Council, the College's 3 institutional stakeholders (The Uniting Church in Australia [Qld Synod], The Presbyterian Church in Queensland, and The University of Queensland), residents, alumnae, parents and supporters and the media.

2.3.3 Principles

2.3.3.1 Management of Minor Critical Incidents

In the event of a critical incident categorised as minor affecting one or more residents, members of staff, volunteers, contractors, visitors or external community members, the Critical Incident Management Team would not normally be activated. Rather a Case Manager would manage the situation.

For many minor critical incidents, the Case Manager will in effect be the staff member and/or student leader who attends the incident in the first instance.

If the Case Manager is not designated by reason of circumstance, or if the aftermath of the incident extends beyond the period of initial response, the Chief Warden will identify a staff member to act as Case Manager.

In the case of a resident, the Case Manager would normally be the Principal or Deputy Principal, or in very minor situations, a Resident Assistant. In the case of a staff member or adult volunteer, the Case Manager would normally be that person's Management Team supervisor.

The Critical Incident Management process outlined below will be worked through by the Case Manager unless the Case Manager determines the incident is escalating or has escalated beyond the status of "minor".

The Case Manager will write a report of the incident; keep the Chief Warden informed of the progress of the management process; and alert the Chief Warden of any escalation.

2.3.3.2 Management of Moderate Critical Incidents

In the event of a critical incident categorised as moderate affecting one or more residents, members of staff, volunteers, contractors, visitors or external community members, the Chief Warden will determine whether or not to appoint a Case Manager or convene the Critical Incident Management Team.

2.3.3.3 Management of Major Critical Incidents

In the event of a critical incident categorised as major affecting one or more residents, members of staff, volunteers, contractors, visitors or external community members, the Chief Warden will normally convene the Critical Incident Management Team which will work through the Critical Incident Management process as outlined below and allocate responsibilities to staff, residents, volunteers and contractors as necessary.

2.3.4 Process

2.3.4.1 Initial Reporting

The initial incident or situation is reported to the Chief Warden on duty. In an emergency situation, such a report will firstly occur via the emergency response procedure. The Principal must always be notified of major critical incidents. In the case of personal accident or injury, a written report must be completed on a Major or Minor Incident Report Form for each person injured (see Appendix 8.7).

2.3.4.2 Incident Classification

The Chief Warden classifies the incident as minor, moderate or major and determines whether and what further action is required. The Chief Warden will allocate a Case Manager or convene the Critical Incident Management Team as required.

2.3.4.3 Response Coordination

The Case Manager or Critical Incident Management Team will coordinate the response including as appropriate and required:

- collecting further information in relation to the incident and its impact;
- planning and coordinating practical and pastoral strategies;
- implementing business continuity plans;
- seeking legal assistance as required;
- liaising with appropriate authorities and services as required including insurance providers where necessary;
- providing relevant communications to various stakeholders and the broader community;
- managing media response;
- completing a report on the incident and its aftermath for the College Council and relevant Committees;
- liaising with relevant Committees of the College Council and providing recommendations for improving policies and preparedness.

3. Site Information

3.1 Site Details

Site Name	Grace College
Site Address	65 Walcott Street or 274 Carmody Road St Lucia Q. 4067
Site Access	Vehicle Access Via Walcott Street from Sir Fred Schonell Drive Only
Site Owner	Grace College
Site Occupier	Grace College
Owner Address	65 Walcott Street, St Lucia Q. 4067
Owner Phone	(07) 3842 4000
Owner Email	graceadmin@grace.uq.edu.au
Maximum No. of Residents	185
Type of Site	Residential College for Tertiary Students
Hours of Operation	24 hours a day, 7 days a week with the exception of any designated closure period, e.g. normally Christmas/New Year from 24 December to 2 January annually
Chief Warden & Alternates	Staff Duty Phone: 0408 846 042 Roxana Paterson (Deputy Principal) 0438 136 763; deputy@grace.uq.edu.au Sophie Simpson (Associate Dean) 0488 020 651; assocdean@grace.uq.edu.au
Chief Warden Responsibilities	The Chief Warden is the Evacuation Coordinator and responsible for the development, review and updating of the Emergency & Critical Incident Management Plan, Emergency Planning Committee, Emergency Control Organisation and for ensuring appropriate training in accordance with the Emergency & Critical Incident Management Plan. The Chief Warden is responsible to the College Council which develops and coordinates policy through its Governance & Risk Management Committee.
Fire Safety Advisors	Robyn Price (Executive Assistant to the Principal) 0422 534 676; ea.principal@grace.uq.edu.au

3.2 Site Map

3.2.1 Buildings

ID	Building Description	No. of Levels	Class
A	Patterson Wing (Student Accommodation)	5	
B	Fletcher Wing (Student Accommodation)	5	
C	Lady Bray Wing (Student Accommodation)	5	
D	Seminar Rooms & Workshop	2	
E	Staff Residence	1	
F	Administration Offices & Jane Trewern Room (JTR)	1	
G	Dining Room & Kitchen	2	

Certificates of Classification are found in Appendix 8.2.



3.2.2 Emergency Assembly Areas

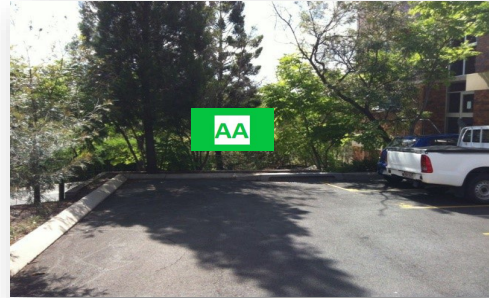
The Emergency Assembly Area

(AA) for the site is located in the **Car Park** as indicated on the Evacuation Diagrams and as shown on the left. Potential alternative Assembly Areas are available in:

Acacia Park to the south-east of the site and across Carmody Road;

William Dart Park to the west of the site and across Coldridge Street (accessed via Carmody Road; and

UQ Playing Field 9 to the north of the site and along Walcott Street.



3.2.3 Evacuation Routes

There are 3 evacuation routes across the site from north to south to the Assembly Area:

Route 1 goes behind the accommodation buildings (A, B & C) on the edge of the cliff above Coldridge Street on the western side of the site. The exit point is at the green railed gate at the south-west of the site.

Route 2 goes through the middle of the site at levels 1 & 2 of the accommodation buildings (A, B & C). Exit points are available at the black grille gate on level 1 outside Patterson Wing (Building A); and the green gate adjacent to the Dining Room (Building G) at level 2.

Route 3 goes in front of the College along Walcott Street on the eastern side of the site and around the southern end of the Kitchen/Dining Room (Building G).

Every Evacuation Diagram on the site indicates at least 2 of these routes.



3.3 Site Safety Equipment





















































3.3.1 Fire Safety & Fire Fighting Equipment

Item	Use	Location
Emergency Lighting	Provide light during an emergency	Chief Warden and Area Wardens have torches in their Emergency Kits.
Exit Lights	Indicate the location of emergency exits	Emergency Exits
Fire Blankets	Extinguish fires	Kitchen Areas
Fire Hose Reels	Extinguish fires	Each level of Buildings A, B, C, F & G as indicated on Evacuation Diagrams.
Fire Indicator Panel	Indicates fire alarms	Foyer of Administration Building (F)
Fire Hydrants	Water supply for the Fire Service	Car Park Northern Driveway Courtyard
Hydrant Boosters	Water supply for the Fire Service	Northern Driveway Outside the Site Boundaries
Portable Fire Extinguishers	Extinguish fires	Each level of all buildings as indicated on Evacuation Diagrams.
Smoke Detectors	Detect the presence of smoke	Accommodation Areas
Thermal (heat) Detectors	Detect the presence of heat	Kitchen Areas

Evacuation Diagrams are found in Appendix 8.6.

3.3.1.1 Portable Fire Extinguishers

Fire extinguishers should only be used by people who are trained in their use. Incorrect use of extinguishers is dangerous.

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	Notes: "Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on energized electrical equipment.
 Wet Chemical						Dangerous if used on energized electrical equipment.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

HOW TO USE A FIRE EXTINGUISHER

Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P	PULL THE PIN – Break seal and test extinguisher.
A	AIM AT BASE OF FIRE – Ensure you have a means of escape.
S	SQUEEZE THE OPERATING HANDLE – To operate extinguisher and discharge the agent.
S	SWEEP FROM SIDE TO SIDE – Completely extinguish the fire.

General Guidelines For Using an Extinguisher

Know the type of fire you face.

Ensure you have the right extinguisher for the job.

Test the extinguisher before approaching the fire.

Always fight a fire with another trained person and second extinguisher.

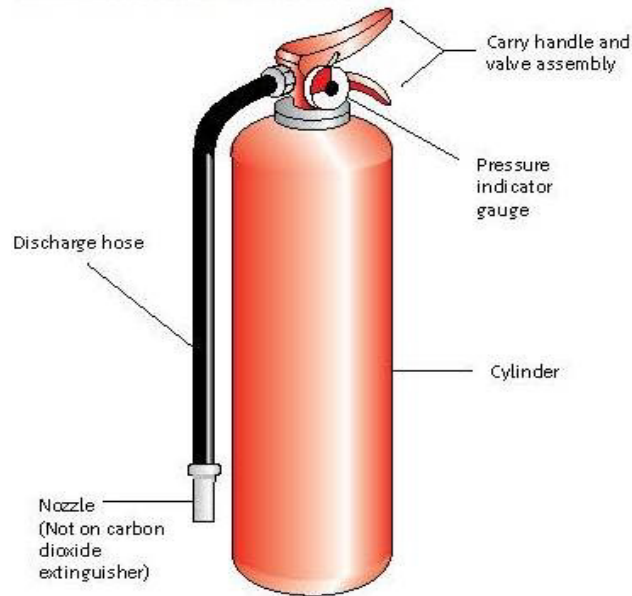
Never let the fire get between you and your exit.

Never turn your back on a fire, even if you think it is extinguished.

If you cannot extinguish the fire, retreat, closing doors as you go.

Always lay an empty extinguisher on its side. DO NOT replace it on its mount.

Parts of a fire extinguisher



Note: CO₂ extinguishers do not have pressure indicator gauges.

3.3.1.2 Fire Blankets

Fire Blankets are generally used on any fire which is contained. They are most often found in kitchen or cooking areas. Fire blankets extinguish the fire by starvation (smothering the fire).

Fire blankets are also effective for smothering a person whose clothes are on fire.

Using A Fire Blanket on a Fire

Remove the fire blanket from its container.

Hold the fire blanket by the tags.

Curl the fire blanket over your hands to protect them.

Slowly approach the fire using the fire blanket as a shield.

Drape the fire blanket over the fire ensuring there are no gaps where air can feed into the fire.

Leave the fire blanket in place for at least 10 minutes.

DO NOT lift the corner of the fire blanket to ensure the fire has gone out as this may cause it flare up.

To check if the fire has been extinguished, hold one side of the fire blanket and slowly slide it off the object. If the fire persists, reapply the fire blanket.



Using A Fire Blanket on a Person

Remove the fire blanket from its container.

Hold the fire blanket by the tags.

Apply to the person from the head end to avoid pushing heat and flame toward the face.

Wrap the blanket around the person.

Have the person “stop drop and roll”.

Once the fire is out render medical assistance as required.

A used fire blanket must ALWAYS be discarded and replaced.

3.3.1.3 Hose Reels

Fire hose reels must only be used on Class A fires (combustible solids such as wood, paper, cardboard).

Fire hose reels MUST NEVER be used around electricity or flammable liquids.

Using a fire hose reel is a two-person job. One person should remain at the hose reel whilst the other person takes the nozzle to the fire.

Using a Fire Hose Reel

1. Turn on the water by operating the lever/stopcock.
2. Hold the hose and run it out to the fire.
3. The assistant should ensure that the hose feeds off the reel correctly.
4. Turn on the water by twisting the nozzle.
5. Attempt to extinguish the fire by aiming the stream at the base of the fire.
6. If you cannot extinguish the fire, leave the hose reel and evacuate, ensuring you notify your assistant to evacuate.



3.3.2 Alarm System

3.3.2.1 Two Tone Alarm

The site uses a **two-tone alarm system** that is monitored by the Qld Fire & Emergency Service through UQ Security. The system automatically notifies UQ Security and Qld Fire & Emergency Service in an emergency. Nevertheless, the emergency protocols direct the Chief Warden to ensure that both services are contacted directly.

The two tones are:

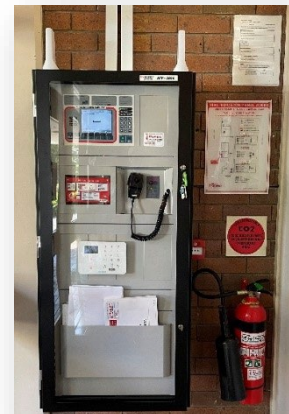
Alert Tone—Repetitive low “beep beep” sound. When an automatic or manual detector is activated, the Alert Tone will sound immediately. It can also be activated manually at the Fire Indicator Panel for emergency purposes.

Evacuation Tone—Repetitive high “beep beep” sound coupled with a voiceover advising “Evacuate now”. The Evacuation Tone can be activated manually at the Fire Indicator Panel in an emergency, or will sound automatically 9.5 minutes after the Alert Tone sounds.

3.3.2.2 Fire Indicator Panel

The Fire Indicator Panel is located near the main entry of the Administration Building (Building F) as indicated on the Evacuation Diagrams. Specific operation of the Fire Indicator Panel is found in a separate guide.

All smoke and heat detectors are connected to the Fire Indicator Panel. The Fire Indicator Panel communicates with Qld Fire & Emergency Service through UQ Security.



3.3.2.3 Smoke & Heat Detectors

Smoke and thermal (heat) detectors are fitted throughout the site. When these devices sense smoke or heat, they notify the Fire Indicator Panel and the automatic alarm sequence begins.

3.3.2.4 Emergency Warning & Intercommunications System

The Fire Indicator Panel is equipped with an Emergency Warning and Intercommunication System.

When the Fire Indicator Panel is operating automatically, the Emergency Warning & Intercommunications System will broadcast the Alert Tone for 9½ minutes giving time for Wardens to investigate the emergency. After the time, the Emergency Warning & Intercommunications System automatically goes to the Evacuation Tone and the site **must** be evacuated.

Wardens and Emergency Responders may operate the Fire Indicator Panel and Emergency Warning & Intercommunications System for the purposes of investigating the source of the emergency and controlling the emergency response (e.g. by directing only part of the site to evacuate, or calling a false alarm).

3.3.3 First Aid

First Aid Kits are located in the kitchenettes on each floor of the Accommodation Buildings (A, B & C), in the Kitchen Office in Building G, and in the Foyer Desk in Building F.

3.3.4 Emergency Control Organisation Personnel Equipment

3.3.4.1 Chief Warden Foyer Kit

An emergency kit is kept at the foyer desk consisting of:

- a copy of this Emergency & Critical Incident Management Plan;
- Chief Warden and Deputy Chief Warden white hard hats;
- clipboard containing evacuation checklist;
- clipboard containing A4 notepad;
- supply of pens; and
- a torch.



3.3.4.2 Area Wardens' Kits

Each Area Warden is issued with a kit comprising:

- a copy of this Emergency & Critical Incident Management Plan together with an Area Warden instruction summary;
- a yellow hard hat;
- notebook and pen/pencil;
- list of usual area occupants;
- a laminated floor number; and
- a torch.



3.3.4.3 Assistant Area Wardens' Kits

Assistant Area Warden kits are found in the common areas of each floor of the accommodation buildings. These kits consist of:

- a copy of this Emergency & Critical Incident Management Plan together with an Area Warden instruction summary;
- a red hard hat;
- notebook and pen/pencil;
- list of usual area occupants;
- a laminated floor number; and
- a torch.



3.3.5 Security

Item	Use	Location
Security System	Locking/unlocking doors Enabling/preventing access	Server in Front Office of Administration Locks & Monitors on all External Doors to Buildings Room Locks on Fletcher Wing Bedrooms
CCTV Camera System	Monitoring site movements after the event	Access via IT Network through Admin & Facilities Workstations Cameras located in Courtyard, Foyer, Front of Admin, Northern Driveway and Car Park

3.4 Current Safety Equipment Service Contractors

3.4.1 Fire

Fire Services Queensland
1/20 Valente Close
Chermside Q. 4032
Ph: 1300 306 498
Fax: (07) 3390 8347
Email: office@fsq.com.au
www.fireservicesqueensland.com.au

3.4.2 Security

Kevin Hannagan
0488 279 918
Kia Manaaki Pty Ltd
T/A QueAccess
2/1 Business Drive
Narangba Q. 4504
www.queaccess.com.au

3.4.3 First Aid

Life International Training
5/23 Breene Place
Morningside Q. 4170
PO Box 48
Bulimba Q. 4171
Ph: (07) 3899 1032
Fax: (07) 3899 3769
www.lifeint.com.au

3.5 Safety Equipment Maintenance Schedules

3.5.1 Fire

Maintenance of prescribed fire safety installations is conducted in accordance with AS1851-2012.

Records of maintenance are maintained by the Fire Safety Advisors on behalf of the Emergency Planning Committee.

A copy of the current Owner/Occupier Statement is found in Appendix 8.3.

3.5.2 Security

Maintenance of the security system is conducted annually.

3.5.3 First Aid Kits

First Aid Kits are checked and re-stocked at least once per semester by Area Wardens working with College Administration. Area Wardens may request additional materials for restocking First Aid Kits from College Administration at any time; and are encouraged to do so after significant use of any First Aid Kit.

3.5.4 Emergency Control Organisation Personnel Equipment

All Emergency Control Organisation personnel kits are checked and restocked at the beginning of each semester, including a torch battery check.

4. Site Emergency Personnel

4.1 Emergency Planning Committee & Critical Incident Management Team

4.1.1 Role

The Grace College Emergency Planning Committee is responsible for the development, implementation and maintenance of the Emergency & Critical Incident Management Plan including emergency response procedures and relevant training.

This role includes the following responsibilities:

- identifying potential emergency and critical incident situations;
- developing an Emergency & Critical Incident Management Plan responding to identified potential emergency and critical incident situations;
- ensuring that resources are provided to enable the development and implementation of the Emergency & Critical Incident Management Plan;
- disseminating the Emergency & Critical Incident Management Plan and information contained in it to all appropriate people (including residents, staff, volunteers, contractors and visitors) via appropriate means including awareness raising and training;
- implementing the Emergency & Critical Incident Management Plan via information dissemination, training, annual testing and periodic review of procedures;
- determining the currency period of the Emergency & Critical Incident Management Plan and providing for its annual review;
- establishing and resourcing an Emergency Control Organisation to operate in accordance with the Emergency & Critical Incident Management Plan;
- maintaining a register of Emergency Control Organisation members;
- maintaining a permanent record of any emergency or critical incident situations;
- identifying any deficiencies in and/or opportunities to improve the Emergency & Critical Incident Management Plan and revising the plan accordingly.

The Emergency Planning Committee will use external organisations where required to facilitate its responsibilities.

The Emergency Planning Committee will meet at least annually with written records being kept of its meetings.

The Emergency Planning Committee is also the College's Critical Incident Management Team. As such it will convene as required in the wake of a moderate or major critical incident as determined by the Principal, or in her absence, the Deputy Principal or Chairperson of the College Council and in accordance with the Critical Incident Management Response outlined below.

4.1.2 Composition

The Grace College Emergency Planning Committee consists of the following personnel:

- Principal (Chief Warden);
- Deputy Principal/Dean of Students (Deputy Chief Warden);
- Fire Safety Advisor & Facilities Manager (Convenor);
- Business Manager;
- Senior Resident Assistant (Area Warden); and
- Student Club President (Deputy Chief Warden).

When acting as the Critical Incident Management Team, the Emergency Planning Committee may include the Chairperson of the College Council or nominee.

A current list of Emergency Planning Committee personnel is available in Appendix 8.4.

4.1.3 Reporting & Accountability

The Emergency Planning Committee/Critical Incident Management Team reports to the Governance & Risk Management Committee of the College Council, and through that Committee to the Council. The College Council is responsible for ensuring that all legislative requirements are met and resources made available to ensure that the Emergency Planning Committee/Critical Incident Management Team can undertake its work.

4.1.4 Insurance & Indemnity

For information on insurance and indemnity for the College and its directors, officers, staff, volunteers, residents and visitors, please consult the Risk Management Plan.

4.2 Emergency Control Organisation

4.2.1 Role

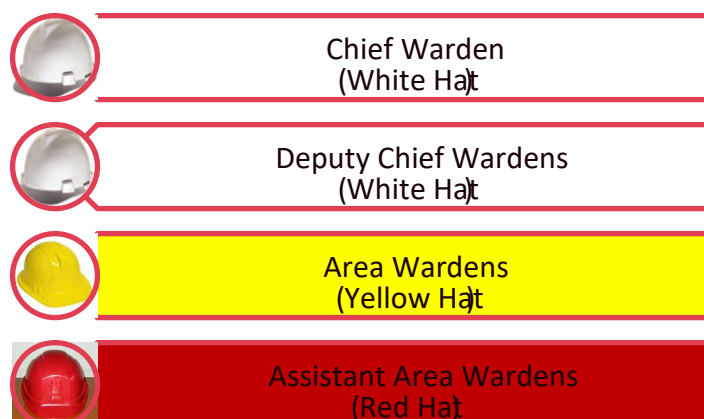
The Emergency Control Organisation is responsible for ensuring the safe and controlled movement of site occupants during an emergency.

Emergency Control Organisation members are not expected to place their lives at risk and are not expected to fight fires. Only people trained in firefighting skills should attempt to extinguish a fire and ONLY if it is safe to do so.

During emergencies, instructions given by the Emergency Control Organisation personnel shall take precedence over the normal management structure on the site.

4.2.2 Structure

The Emergency Control Organisation structure on this site is as follows:



Area Wardens are also designated First Aiders for the site.

A current register of Emergency Control Organisation personnel is found in Appendix 8.5.

4.2.3 Selection

Emergency Control Organisation personnel are selected on the basis of their paid or voluntary roles onsite; and their having undertaken the appropriate training.

The Principal is the Chief Warden; the Deputy Principal and Student Club President are Deputy Chief Wardens; the Resident Assistants are Area Wardens for their designated floors; and other student leaders listed in § 8.5 are designated as either Deputy Chief Wardens or Assistant Area Wardens. A permanent staff member is designated Area Warden for each of the following areas: staff residence; administration; kitchen & dining room; and workshop.

4.2.4 Responsibilities

4.2.4.1 Chief Warden

Pre-Emergency

The Chief Warden:

- maintains a register of current Emergency Control Organisation members;
- replaces Emergency Control Organisation members when roles are vacated;
- conducts regular evacuation/lockdown drills/exercises;
- periodically reviews and reissues the lockdown code to the Emergency Control Organisation;
- ensures the Emergency & Critical Incident Management Plan is kept up-to-date;

- convenes and attends Emergency Planning Committee/Critical Incident Management Team meetings;
- attends training as required; and
- ensures Emergency Control Organisation equipment is available.

Emergency

The Chief Warden:

- once notified of an emergency, responds as required;
- ascertains the nature of the emergency and implements correct procedures;
- ensures emergency services are notified as required;
- operates the Fire Indicator Panel (including Emergency Warning & Intercommunications System) as required;
- determines an alternative point for emergency coordination if required;
- issues Emergency Control Organisation instructions via SMS or social media if required;
- ensures Area Wardens are advised of the situation as required;
- initiates evacuation/lockdown of affected areas or the site as required;
- accesses the security system as possible and required;
- monitors the situation and ensures details are recorded as they occur;
- meets emergency service personnel at the front door of the College near the Fire Indicator Panel;
- briefs emergency services on arrival on the type, scope and location of the emergency, and the status of the evacuation/lockdown; and
- follows the senior officer's instructions after emergency services have arrived.

Post-Emergency

The Chief Warden:

- once the incident is deemed safe or emergency services hand back control, gives the "all clear" to Emergency Control Organisation members and notifies them to have occupants return to the evacuated areas and normal duties as appropriate (*Note: Only the Chief Warden can give this directive.*);
- debriefs Emergency Control Organisation members with emergency service personnel in attendance as required; and
- completes all relevant documentation and provides same to the Fire Safety Advisor.

4.2.4.2 Deputy Chief Wardens

Emergency

The Deputy Chief Wardens:

- report to the Fire Indicator Panel or alternative emergency coordination point for direction from Chief Warden where possible;
- in the absence of the Chief Warden, perform the duties of the Chief Warden;
- attend the Assembly Area as required and record the reports of Area Wardens on the site Evacuation Checklist;
- notify the Chief Warden by mobile phone or in person of the result of the Evacuation Checklist when Area Wardens have reported;
- support the Chief Warden in the foyer by keeping records of events as they occur, and making phone calls as required; and
- assist the Chief Warden in any other way as requested.

Post-Emergency

The Deputy Chief Wardens:

- complete any relevant documentation; and
- participate in the debrief for Emergency Control Organisation members conducted by the Chief Warden.

4.2.4.3 Area Wardens

Pre-Emergency

An Area Warden:

- ensures all occupants in the designated area are aware of emergency response procedures;
- reminds all occupants that what they do affects the safety of others;
- makes sure site safety practices are observed in the area including ensuring—
 - ✓ exit paths are kept clear with no loose items being located in stairwells or hallways,
 - ✓ access to firefighting equipment is maintained with a 1 metre buffer zone,
 - ✓ waste/rubbish is disposed of correctly,
 - ✓ smoke and heat detectors are not covered or otherwise interfered with,
 - ✓ all visitors sign in and out, and
 - ✓ residents sign out for overnight absences;
- assists in completion of Personal Emergency Evacuation Plans (Appendix 8.7.6) as required;
- ensures Emergency Control Organisation equipment is available;
- attends Emergency Planning Committee meetings if required; and
- attends training as required.

Evacuation

An Area Warden:

- on the Alert Tone, listens to instructions and prepares for possible evacuation which includes coordinating with Assistant Area Wardens to ensure a search strategy is established, hard hats are obtained, and
- Emergency and First Aid Kits will be collected;
- on the Evacuation Tone, with the Assistant Area Wardens, sweep searches the area to check and clear it of all persons and complete its evacuation;
- on other emergency communication directs persons within the area to act as required;
- responds to any requests from the Chief Warden to provide information on the situation in the area;
- on evacuation (except in the case of a bomb threat when doors are left open), checks that fire doors or smoke doors are closed properly and closes (but does not lock) any other doors to assist with containing fire;
- directs people to exit in an orderly manner to the Emergency Assembly Area as required;
- assists occupants with disabilities or those with Personal Emergency Evacuation Plans to evacuate as required;
- takes an area roll call once at the Assembly Area;
- reports status of the emergency and the status of the evacuation to the Deputy Chief Warden at the Assembly Area;
- assists the Deputy Chief Warden with completing the Evacuation Checklist and controlling the crowd at the Assembly Area; and
- provides First Aid as required.

Lockdown

An Area Warden:

- receives emergency communication via phone, SMS and/or social media;
- ascertains location of all usual area occupants, normally doing so by phone, SMS and/or social media;
- advises any usual area occupants outside the site to remain outside the site until further advice is issued;
- advises all usual area occupants inside the site to act according to lockdown procedures for all site occupants (see § 4.2.4.5);
- reports the whereabouts and status of all usual area occupants to the Chief Warden, normally by phone, SMS and/or social media;

Post-Emergency

An Area Warden:

- completes any relevant documentation; and
- participates in the debrief for Emergency Control Organisation members conducted by the Chief Warden.

4.2.4.4 Assistant Area Wardens

An Assistant Area Warden:

- collects the nearest First Aid Kit and Assistant Area Warden Emergency Control Organisation Personnel Kit;
- reports to the Area Warden for direction and coordination of actions in the area; and
- in the absence of the Area Warden, performs the duties of the Area Warden.

4.2.4.5 All Site Occupants

Pre-Emergency

It is the responsibility of all site occupants to:

- become familiar with the College site and its evacuation routes; and
- assist in the completion of a Personal Emergency Evacuation Plan as required.

Evacuation

All site occupants:

- wait and prepare on the Emergency Warning & Intercommunications System Alert Tone;
- follow any instructions given by a Chief Warden, Deputy Chief Warden or Area Warden via the Emergency Warning & Intercommunications System or in person;
- evacuate on the Emergency Warning & Intercommunications System Evacuation Tone following any instructions given, and closing doors behind them (except in the case of a bomb threat when doors are left open);
- do not collect personal belongings unless instructed to do so (normally in the case of a bomb threat);
- warn and offer assistance to others as they evacuate and offer assistance as requested;
- drag an unconscious person who may be in danger during evacuation to the nearest exit;
- leave anyone who refuses to evacuate;
- report to the Area Warden at the Assembly Area upon evacuation and provide the following information—
 - ✓ location of any unconscious or disabled persons who have been unable to reach the Assembly Area, and
 - ✓ knowledge of the whereabouts of any person regularly on site who has not reported to the Assembly Area;
- wait in the Assembly Area after evacuation until instructed otherwise by the Chief Warden or Deputy Chief Warden; and
- step up into an Area Warden role if needed at any time.

Lockdown

All site occupants:

- proceed to the nearest securable room, collecting any other site occupants on the way;
- turn off lights, close windows/curtains/blinds, lock and/or barricade doors;
- remain in the secured room until further advice is received;
- use phone, SMS or social media as appropriate to notify their Area Warden of their location and status;
- contact Area Warden or Chief Warden if requiring urgent medical assistance;
- do not communicate with non-site people until advised otherwise by the Emergency Control Organisation; and
- remain quiet, put all electronic devices on silent, and leave communication lines open after reporting initial location and status.

Post-Emergency

All site occupants participate in debriefing and/or post-incident practical and pastoral strategies as required.

5. Emergency Identification & Analysis

5.1 Definitions

5.1.1 Emergency

In accordance with AS3745-2010 (§1.4.6), 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 response”.

5.1.2 Critical Incident

A critical incident is an adverse event or series of events that has the potential to damage the College’s people, operations, assets, environment, business continuity or reputation. Critical incidents may not demand an immediate response, and may require a staged response.

5.1.3 Traumatic Incident

A traumatic incident is an event or circumstance that causes extreme stress, fear or injury, with the result that normally healthy people may experience unusually strong emotional and/or psychological distress with the potential to interfere with their ability to function either at the time of the event or later.

Traumatic incidents are not necessarily emergencies. They are critical incidents.

5.1.4 Incident Classification

This ECIMP relies on the incident classification used by The University of Queensland (PPL 7.60.01 *Critical Incident Management*).

5.1.4.1 Minor Critical Incident

A critical incident can be classified as minor if:

- the impact is localised or limited to a single person or a few people, and/or entail only minor trauma, injury, property damage or business disruption, the incident is contained and unlikely to escalate in severity, and
- the incident can be handled within the normal work allocations of staff members and normal operating procedures.

5.1.4.2 Moderate Critical Incident

A critical incident can be classified as moderate if:

- the impact is localised or limited but there is a clear threat to life, property or normal College operations, the incident has the potential to escalate in severity, and/or
- a serious injury to a person or persons, or significant damage to property or business continuity has occurred.

A moderate critical incident may involve the activation of an emergency response and the Critical Incident Management Team.

5.1.4.3 Major Critical Incident

A critical incident can be classified as major if:

- there is a significant and severe impact on College people, property, operations and/or environment, including but not limited to severe injury, death, multiple fatalities, major property damage, notifiable disease outbreak, natural disaster, and/or
- there is a high likelihood of escalation in severity if extra management measures are not implemented, and/or significant and adverse media coverage is expected.

It is highly likely that Emergency Services will be involved. The Critical Incident Management Team would normally be convened.

5.2 Emergency Colour Codes

Colour	Emergency
Red	Fire and/or Smoke
Purple	Bomb Threat
Blue	Medical Emergency
Black	Personal Threat e.g. armed or unarmed person threatening injury to self or others
Yellow	Internal Emergency e.g. failure of or threat to essential services
Brown	External Emergency
Orange	Evacuation
Green	First Aid and/or Safety

5.3 Emergency Management Matrix

Potential Emergency	Risk Assessment			Potential Consequences	Safety Response(s)
	L	C	A		
Active Shooter (External)	R	Mj	-M	Locations of People Unknown Adverse Psychological Responses Disruption of Normal Operations (e.g. food deliveries; study routines) People Injured/Killed Offsite	Lockdown Emergency Response Critical Incident Management
Amenity Damage to Buildings (e.g. water inundation; storm damage)	L	Mn	-H	Damage to College Property Damage to Personal Property Temporary Closure of Buildings or Sections of Buildings Disruption of Normal Operations (e.g. food deliveries; study routines)	Evacuation and/or Lockdown Emergency Response Critical Incident Management
Intruder(s) (Armed or otherwise)	R	Ex	-H	Injury or Death of People Adverse Psychological Responses Disruption of Normal Operations (e.g. food deliveries; study routines)	Lockdown Emergency Response Critical Incident Management
Biological Hazard (e.g. sewerage spill)	L	Md	-H	Site Contamination Disruption of Normal Operations (e.g. food deliveries; study routines) People Contamination	Evacuation and/or Lockdown Emergency Response Critical Incident Management

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Approved by the College Council 9 August 2021

Potential Emergency	Risk Assessment			Potential Consequences	Safety Response(s)
	L	C	A		
Bomb Threat	R	Mn	-L	Adverse Psychological Responses Disruption of Normal Operations (e.g. food deliveries; study routines)	Evacuation and/or Lockdown Emergency Response Critical Incident Management
Chemical Spill (Extensive)	R	Mn	-L	Site Contamination Disruption of Normal Operations (e.g. food deliveries; study routines) Contamination of People	Evacuation and/or Lockdown Emergency Response Critical Incident Management
Civil Disorder & Illegal Occupancy	R	Md to Ex	-H	Injury or Death of People Adverse Psychological Responses Disruption of Normal Operations (e.g. food deliveries; study routines) Damage to College Property Damage to Personal Property	Evacuation and/or Lockdown Emergency Response Critical Incident Management
Communications Loss	R	Mn	-L	Disruption of Normal Operations (e.g. food deliveries; study routines)	Critical Incident Management
Criminal Activity (Other)	L	Mn	-H	Injury or Death of People Damage to College Property Damage to Personal Property Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	Evacuation and/or Lockdown Emergency Response Critical Incident Management

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Potential Emergency	Risk Assessment			Potential Consequences	Safety Response(s)
	L	C	A		
Explosion (Internal)	R	Ex	-H	Injury or Death of People Damage to College Property Damage to Personal Property Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	Evacuation and/or Lockdown Emergency Response Critical Incident Management
Fallen or Exposed Power Lines	R	Mj	-M	Injury or Death of People Damage to College Property Disruption of Normal Operations (e.g. food deliveries; study routines)	Evacuation and/or Lockdown Emergency Response Critical Incident Management
Fire (External)	P	Mn	-M	Threat to College Property & People Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	Evacuation Emergency Response (if required) Critical Incident Management
Fire (Internal)	P	Mj	-H	Injury or Death of People Damage to College Property Damage to Personal Property Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	Evacuation Emergency Response Critical Incident Management

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Potential Emergency	Risk Assessment			Potential Consequences	Safety Response(s)
	L	C	A		
Gas Leak (Internal)	P	Mn	-M	Injury or Death of People Damage to College Property Damage to Personal Property Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	Evacuation Emergency Response Critical Incident Management
Loss of Site Access	P	Ex	-S	Disruption of Normal Operations (e.g. food deliveries; study routines)	Critical Incident Management
Medical Emergency	L	Mn	-H	Injury or Death of People Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	General Emergency Response Critical Incident Management
Notifiable Disease Outbreak (e.g. Measles)	P	Mj	-H	Illness of People Disruption of Normal Operations (e.g. food deliveries; study routines)	Critical Incident Management
Power Outage	L	Mn	-H	Disruption of Normal Operations (e.g. food deliveries; study routines)	Critical Incident Management

Potential Emergency	Risk Assessment			Potential Consequences	Safety Response(s)
	L	C	A		
Severe Storm	L	Md	-H	Threat to College Property & People Disruption of Normal Operations (e.g. food deliveries; study routines) Adverse Psychological Responses	Lockdown Emergency Response Critical Incident Management
Sexual Assault	L	Mj	-S	Injury or Death of People Adverse Psychological Responses	General Emergency Response Critical Incident Management
Structural Damage to Buildings	P	Ex	-S	Disruption of Normal Operations (e.g. food deliveries; study routines)	Evacuation Emergency Response Critical Incident Management
Suspicious Object	U	Mn	-M	Disruption of Normal Operations (e.g. food deliveries; study routines)	General Emergency Response Evacuation and/or Lockdown Emergency Response Critical Incident Management
Toxic Emission (External)	U	Mj	-H	Injury or Death of People Disruption of Normal Operations (e.g. food deliveries; study routines)	Lockdown Emergency Response Critical Incident Management
Water Supply Loss	P	Mj	-H	Disruption of Normal Operations (e.g. food deliveries; study routines)	Critical Incident Management

Risk Assessment Matrix:

Likelihood	Almost Certain	-S	S	-S	-H	-H	H	H	S	S	S
	Likely	-S	S	-H	-H	-M	M	H	H	S	S
	Possible	-S	-H	-H	-M	-L	L	M	H	H	S
	Unlikely	-H	-H	-M	-M	-L	L	M	M	H	H
	Rare	-H	-M	-L	-L	-L	L	L	L	M	H
		Extreme Negative	Major Negative	Moderate Negative	Minor Negative	Insignificant Negative	Insignificant Positive	Minor Positive	Moderate Positive	Major Positive	Extreme Positive
Negative Consequences						Positive Consequences					

L – Likelihood (R-Rare, U-Unlikely, P-Possible, L-Likely, A-Almost Certain)

C – Consequences (Ex-Extreme, Mj-Major, Md-Moderate, Mn-Minor, In-Insignificant)

A—Assessment (-S-Severe, -H-High, -M-Moderate, -L-Low)

(See *Risk Management Plan* for further information.)

6. Document Scope and Control

6.1 Scope

This Emergency & Critical Incident Management Plan outlines the organisational arrangements for managing:

- the safety of all those associated with the Grace College site (including residents, staff, volunteers, contractors and visitors),
- the impact of any emergency or critical incident on people (including relatives and the local community) and the environment,
- damage limitation and preservation of the College's assets and operations,
- the continuity of business of Grace College, and
- Grace College's external relationships
- in circumstances leading up to, during and after an emergency or critical incident.

This Emergency & Critical Incident Management Plan supersedes any other policies and documents previously issued by Grace College in relation to emergency, fire and evacuation management including traumatic and critical incidents.

This Emergency & Critical Incident Management Plan is written in the context of the College's Risk Management Plan including its Work Health, Safety & Environmental Policy; the Australian Standard AS3745-2010 *Planning for Emergencies in Facilities*; and the Critical Incident Management Policy and Procedures of The University of Queensland.

6.2 Validity Period

Unless any rectifications are required to this plan following any training or actual events, this plan remains valid for 1 year from the date of its approval by the College Council.

6.3 Version

This document is Version 2107 of the Grace College Emergency & Critical Incident Management Plan.

6.4 Record of Versions

The following table of versions records the history of the issuing of this document. It is updated with every amendment of the document.

Versions are numbered by year and month (i.e. April 2013 is 1304).

Version	Revision Details	Sections Affected	Revised By	Reviewed By Governance & Risk Management Committee	Reviewed by Council	Released to Site Personnel
1702	Draft of Consolidated Plan	All	Monro	February 2017	6 March 2017	February 2017
1703	Minor amendments based on LIT audit		Monro	6 April 2017	1 May 2017	24 July 2017
1804	Major re-organisation based on LIT audit	All	Monro	26 April 2018	14 May 2018	1 August 2018
1905	Review – No changes		Monro	11 April 2019	13 May 2019	February 2020
2107	Review by EPC – 27 April 2021	All – minor amendments only	Monro	29 July 2021	9 August 2019	TBA
2212	Update of personnel, contacts & contractors	1 & 3	Monro			

6.5 Availability

This document is available on the IT Network in S:/Grace College Operations Manual. This directory is accessible by all Section Managers with computer access. Printed versions of the *Grace College Operations Manual* are also available in:

- the Principal's Office in Administration;
- the General Administration Office;
- the Head Chef's Office in the Kitchen;
- the Facilities Manager's Office in the Workshop;
- in the suite of the Senior Resident Assistant; and
- on each floor of the accommodation buildings with the Emergency Kit.

A copy of the *Grace College Operations Manual* is provided to the Grace College Student Club Executive through their President. This copy will be kept with the records of the Student Club Executive and passed on to subsequent Executives.

Copies of this *Emergency & Critical Incident Management Plan* are issued to all Area Wardens not already provided with the *Grace College Operations Manual*.

A copy of this *Emergency & Critical Incident Management Plan* is available at the foyer desk near the Fire Indicator Panel.

6.6 Issue Protocols

When a new version of this document is issued:

- the electronic version will be updated on the IT Network;
- all printed copies of the previous version will be withdrawn from immediate access at the College;
- a printed copy and an electronic copy of the previous version will be archived;
- any annotations on printed copies of the previous version will also be archived;
- printed copies of the new version will be issued as deemed appropriate by the Principal.

7. Training, Induction & Information Provision

7.1 Permanent Staff

Permanent staff are trained annually in:

- General Evacuation
- First Response
- Evacuation Coordination
- Site Specific Emergency Procedures
- First Aid

This training forms part of the annual staff training program conducted onsite in February each year.

New staff members receive General Evacuation and First Response instruction as part of their workplace induction. New staff inductions are conducted by the Principal. New staff who commence at times other than the beginning of the normal operations year will undertake First Response training via the Life International Training online course.

Evacuation diagrams are available in all rooms of the College campus.

7.2 Limited Contract Staff & Volunteers (including Student Leaders)

The following limited contract staff and volunteers receive training in General Evacuation, First Response, Evacuation Coordination and Site Specific Emergency Procedures annually at the beginning of their contracts/terms:

- Resident Assistants (including Senior Resident Assistant);
- Student Club Executive members;
- Senior Tutors;
- Wellness Convenors;
- Faith & Life Convenors;
- Student Club Care Convenor;
- Student Club Social Assistant; and
- O-Week Committee.

Resident Assistants, who also serve as Area Wardens, must arrange for First Aid training at the College's expense prior to their taking up of their roles. Other personnel listed above may choose to complete First Aid training at the College's expense prior their taking up of their roles.

7.3 Residents

All residents receive General Evacuation instruction at the beginning of each semester normally on the Sunday morning after Move-In Day at the beginning of the year, and at the first Community Dinner of each semester.

7.4 Short Stay Visitors & Function Guests

Short stay visitors receive printed General Evacuation instruction in their Welcome Packs.

Function guests receive General Evacuation instruction at the commencement of the function.

7.5 Contractors

The Facilities Manager and Fire Safety Advisor is responsible for ensuring that all site contractors receive General Evacuation instruction at commencement of their work on site.

7.6 Other Site Visitors

Staff, residents, volunteers and contractors are responsible for the welfare of any other visitors brought on site which includes following the safety management procedures as outlined in the College's *Risk Management Plan* including signing all visitors in and accompanying them while on site.

7.7 Drills & Exercises

Site evacuation practice is normally held once per semester. Records of drills and exercises are maintained by the Fire Safety Advisor on behalf of the Emergency Planning Committee. Fire Safety Advisor records are held in the College Workshop.

7.8 Personal Emergency Evacuation Plans

A Personal Emergency Evacuation Plan is an individual plan designed for a mobility impaired occupant or visitor who may require assistance during an emergency.

Personal Emergency Evacuation Plans are completed by the relevant Area Warden in consultation with the person concerned and the Chief Warden or Deputy Chief Warden as required.