

Emergency Management Policy

IN CASE OF EMERGENCY, DIAL 3138 8888

IN A MEDICAL EMERGENCY, CALL 000 FIRST FOR AMBULANCE, THEN CALL SECURITY

Section 1 - Purpose

(1) This Policy sets out the University's framework for managing emergencies.

Section 2 - Application

(2) This Policy applies to all staff and students, as well as other members of the University community subject to the QUT [Code of Conduct - Staff](#).

(3) For information on the University's crisis management protocol, refer to the [Crisis Management Policy](#).

Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-President (Administration) and University Registrar	Authorises the broadcast of an emergency SMS text message (may be delegated to Director, Facilities Management or Manager, Security and Emergency Management).
Manager, Security and Emergency Management	Maintains Emergency Response Procedures. Maintains Counter Disaster Plan and chairs Counter Disaster Committee. Appoints building wardens, on nomination of workplace managers. Prepares annual report on building warden compliance for Vice-President (Administration) and University Registrar.
Head of relevant organisational unit	Authorises the possession and use of a weapon for University purposes.
Relevant staff member	Evacuates a class in an emergency.

Section 4 - Emergency Control Organisation

(4) Each QUT building is required to have an Emergency Control Organisation (ECO) consisting of a chief warden, a deputy chief warden and at least one warden per floor. The actual number of wardens required is determined through a documented risk assessment process conducted by the managers of the organisational areas occupying space within the building. Emergency Control Organisation duties take precedence over normal duties in the workplace and thus appointees must be released from their usual duties to attend training and to perform the activities of a warden.

(5) Organisational areas are responsible for the issue and replacement of Emergency Control Organisation equipment. Details of Emergency Control Organisation equipment are contained in the Emergency Procedures Manual.

(6) The wardens required for each building, including chief wardens and deputy chief wardens, are appointed by the

Manager, Security and Emergency Management following nominations by workplace managers in each building. QUT Security and Emergency Management staff train wardens and audit their performance.

(7) An annual report showing warden compliance is prepared by the Manager, Security and Emergency Management for review by the Vice-President (Administration) and University Registrar.

Section 5 - Emergencies on Campus

(8) Procedures for emergencies on campus have been developed by QUT Security and are provided to heads of organisational units and members of each building's Emergency Control Organisation.

Emergency Call Points

(9) Some areas of the University are equipped with emergency call points placed at strategic locations to enhance personal safety. Inappropriate use of these public safety devices may attract severe penalties.

Emergency SMS Text Message System

(10) QUT has an emergency SMS text message system designed to warn the University community of life-threatening emergency situations on campus. It must be noted however that if the assessed risk warrants it, the police may switch off the Brisbane-wide mobile phone/SMS network without notice.

(11) Any decision to make such a broadcast message will be made by the Vice-President (Administration) and University Registrar. In the absence of the Vice-President (Administration) and University Registrar, the Director, Campus Services and the Manager, Security and Emergency Management have authority to broadcast an emergency SMS text message.

(12) SafeZone, the University's free safety and security App available to all staff and students, may also be used for mass communications by authorised persons. Further details regarding the [SafeZone App](#) are available in the Digital Workplace (QUT staff access only).

(13) Emergency SMS text messages will predominately be used in the case of a sudden disastrous event that presents the real or reasonable expectation of serious injury to members of the University community. In such circumstances, the need for a rapid response may preclude a full clinical assessment of the situation and the decision will be based on the best information available at the time of the event. Emergency SMS text messages may be used in other circumstances, as determined by the Vice-President (Administration) and University Registrar.

(14) Further information on [Emergencies on Campus](#) is available in the Digital Workplace (QUT staff access only).

Section 6 - Counter Disaster Plan

(15) QUT has a Counter Disaster Plan for each campus to provide direction to persons who have a responsibility to respond to or undertake a role relating to any disaster or critical incident that may occur on the campus. It is tested annually and updated as required.

(16) The Manager, Security and Emergency Management:

- a. leads any counter disaster response and is responsible for the direction and coordination of all activities and decisions pertaining to each incident;
- b. chairs the Counter Disaster Committee;
- c. liaises closely with the relevant Emergency Services that will lead and manage an incident; and

d. liaises with the University's Crisis Management Team if required and escalates accordingly.

(17) Queries, either internally or externally, including from the media, regarding an ongoing incident at QUT, should be managed in accordance with the University's [Media Relations Policy](#).

Section 7 - Weapons on Campus

(18) QUT will not tolerate weapons on campus unless possession and use of a weapon for university purposes has been authorised by the head of the relevant organisational unit. Any item that falls within the definition of a weapon under Section 5 of the [Weapons Act 1990](#) (Qld) shall be deemed to be a weapon. Possession of any unauthorised weapon on campus will be dealt with as a breach of discipline for staff and an act of misconduct by a student.

Status and Details

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