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| OTAGO POLYTECHNIC MANAGEMENT POLICY | | Number: MP0406.03 | |
| Title: | Emergency Evacuation and Earthquakes | | |
| ITPNZ Standard: | 4 Staff Selection, Appraisal and Development | | |
| Chief Executive Approval: | Approval Date: 25 Jan 10 | Effective Date: | 25 Jan 10 |
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Purpose To minimise risk to staff, students, contractors and visitors and to ensure they have appropriate awareness, and information on safe practices during and after earthquakes or other emergencies.

Background Otago Polytechnic is required to comply with the relevant legislation.

Examples of evacuation emergencies are fire, chemical spill, gas leak, and flood.

Civil Defence: In the event of a declared emergency (such as tsunamis, earthquake, other) Civil Defence guidance will come from Local Authorities such as the DCC, ICC etc. It is not a compliance requirement for Otago Polytechnic to have a civil defence plan, however it is prudent to have a business continuity plan. Otago Polytechnic liaises regularly with DCC Civil Defence and participates in their exercises.

Statutory Compliance Health and Safety in Employment Act 1992 and Amendment Act 2002, associated Regulations and Amendments

Fire Safety and Evacuation of Buildings Regulations, 2006

New Zealand Building Code – Compliance document for NZ Building codes, and fire safety

Hazardous Substances and New Organisms Act, Amendment Act, associated Regulations and Amendments (HSNO)

National Guidelines Department of Building and Housing – refer to www.dbh.govt.nz

Policy The Polytechnic will maintain and operate emergency procedures in accordance with appropriate legislation.

- 1 All permanent staff at Otago Polytechnic are required to be trained fire wardens because staff are mobile across our campus.
- 2 It is the responsibility of **all full-time and part-time staff, and approved contractors** to be thoroughly conversant with evacuation arrangements concerning buildings and areas in which they work.
- 3 **Staff must explain the evacuation procedure to students and visitors at the beginning of any programme, course or meeting.**
- 4 Specific evacuation instructions for staff, students, contractors and visitors must be made available for the following areas:
 - Forth Street Campus
 - Central Otago Campuses
 - Community Learning Centres



Procedures

1 Action in Case of Fire

For all staff, students contractors and visitors:

If you are the first to find a fire, activate the alarm system as follows:

1.1 Break the glass cover (breaks easily – use your shoe or covered elbow)

1.2 Activate switch

- all alarms in the building will sound continuously
- lifts automatically return to ground level

Note: the Fire Service is automatically called out, with the exception of specialty/off-site premises (however, NEVER assume the fire brigade will have been automatically called out, *always follow up* with a 111 call)

1.3 Call 1-111 as soon as possible from a safe telephone and tell them:

- Your name, building address and telephone number
- Nearest cross street
- Nature of emergency

2 Evacuation Procedure (including practice evacuations)

For all staff, students, contractors and visitors:

On the continuous sounding of the alarm:

- All occupants must evacuate the building in an orderly manner via the stairwell or nearest designated exit. The lift must not be used.
- All doors should be closed when the area is clear.
- Occupants should assemble in a designated area clear of the building.

Occupants must not return to the building until an all clear is given. The all clear is usually given by intermittent short bursts of fire alarm sounder, or instruction is given by the Building Warden or Fire Service.

Exception: Earthquakes: *remain where you are* - refer to section 8.

3 Floor Warden System

3.1. Otago Polytechnic has a variable floor warden system that operates for each specific floor/level. ALL STAFF must be aware of the location of the:

- Fire Alarm Switches
- Fire Warden Box
- Building Evacuation Tally Board

On the sounding of a fire alarm, ALL STAFF should check the Fire Warden Box as they leave their area of the building. Exception: staff with disabilities, see section 6.

If the warden armband or tag is there, the Floor Warden duties (for the specific floor level) become the responsibility of this staff member. ***The first staff member to reach it becomes the Floor Warden.***

3.1.1. Duties of the Floor Wardens:

1. Remove the armband from warden box; this MUST be worn to identify you as Floor Warden.
2. Remove the plastic tag from the warden box. This has the number of the floor/level you are on.



3. While not putting yourself at risk, check each and every room, including toilets and offices, insisting that occupants leave immediately by a designated exit. Also check the landings on your floor.
4. Do not spend time trying to open locked doors. Your own safety is paramount. If there are areas you cannot check easily leave them and advise the Building Warden. Do not attempt to physically rescue anyone – provide quick reassurance and advice, then report to the Building Warden, who will immediately advise the Fire Service. If anyone refuses to evacuate, take their name and location and report them to the Building Warden who can pass the information on to the Fire Service.
5. Ensure all doors are closed after occupants have left.
6. Ensure smoke control doors are closed.
7. Go to the Building Warden outside the building and place the floor tag in appropriate place on the Evacuation Tally Board;
 - The floor tag is colour and number coded to match the Evacuation Tally Board;
 - If nobody has been left on the landing and all areas have been checked, place tag on the Tally Board to show the floor number.
 - If people have been left on landings and/or floor areas have been unable to be checked, the tag is to show CHECK when placed on the Evacuation Tally Board.
8. Notify the Building Warden or Fire Service of any people remaining in the building and their location and/or any areas that have not been checked, and/or of any visible or smell of smoke/flames.
9. Join other evacuees at the assembly point. Keep your Fire Warden armband on and be available to provide further information to the Building Warden or Fire Service if necessary. Help maintain crowd control and traffic safety.

3.1.2. Duties of Building Warden

Two or three Building Wardens have been assigned for each building and have received special training for this role.

1. On sounding of the alarm they will go directly to collect the Building Warden Vest and tag board and go directly to outside the building near the alarm panel.
2. Ensure the Fire Service has been called from a safe telephone (can delegate this).
3. Await reports from the floor wardens.
4. Liaise with the Fire Service on their arrival and advise the Fire Service of evacuation status and location of persons with disabilities in the building.

4 Evacuation of People with Disabilities

People with disabilities (that do not allow them easy access down stairwells) should be assisted to the nearest stairwell landing. Where necessary, a support person may be designated to stay with them.

This procedure is advised for the following reasons:

- The stairwells are designed and built as self-contained fire cells and have a



very high fire rating. In the short time it takes the fire service to respond, people in the stairwell are safe, unless the fire is in that stairwell.

- During emergency evacuation there will be a large number of people moving rapidly down through the stairwell. Attempts to carry or assist people with disabilities down stairwells may impede this flow and could result in injury.
- The Fire Service personnel have breathing apparatus and are trained to quickly assist individuals in need including carrying them safely down stairs.

5 Animals on Campus

Please refer to MP0419 Dogs on Campus protocols regarding the safe removal of any animals that may be on campus during evacuation procedures.

6 Staff with disabilities

Staff with disabilities may choose to exempt themselves from being a Fire Warden. It is necessary that the staff member notify their Head of School/Manager and the Health and Safety Advisor regarding this.

Staff with disabilities are not required to attend Fire Warden training, however are encouraged to attend in part or full to familiarise themselves with fire safety and good evacuation processes.

7 Student Emergency Preparedness – Staff Responsibilities

All lecturers are required to ensure their students are familiar with the evacuation procedures detailed in section 2.

This information should be given at first class on a course: A brief 'walk-through' to familiarise them with nearby notices, exits, alarms is recommended.

8 Earthquakes

In the event of an earthquake you should stay where you are – if inside stay inside; if outside remain outside. Move no more than a few steps to a safe place, drop, cover, and hold on.

If inside:

- get under a heavy piece of furniture or a doorway, or
- stay low alongside an inside wall
- keep away from windows
- stay where you are

If in a lift, stop at the nearest floor and get out.

If you are driving, pull over to the side of the road. Stay in the vehicle until the shaking stops.

If you are near the coast, drop, cover and hold on during an earthquake and then move immediately to higher ground when the shaking stops.

When tremors have stopped:

- Check self and others for injuries, administer first aid if able.
- Watch and expect aftershocks to occur.
- Before preparing to evacuate, assess for fire or structural damage and other hazards.

Note with regard to swaying buildings:

You are more at risk of injury from multiple falling materials when on the move; stairwells may have become unstable and collapse. If you are in the higher levels of a Polytechnic building and it is swaying, be aware that modern building design features this movement ability. Do not evacuate until movement has

stopped and you have assessed for fire, after-falling and structural hazards.

Referral Documents

AP0508 Student Rights and Responsibilities
MP0402 Health and Safety Induction and Training
MP0419 Dogs on Campus
More information can be found at the Ministry of Civil Defence and Emergency Management website: www.mcdem.govt.nz or the New Zealand Society for Earthquake Engineering: www.nzsee.org.nz

Delegation of Procedures

Approved by Chief Executive

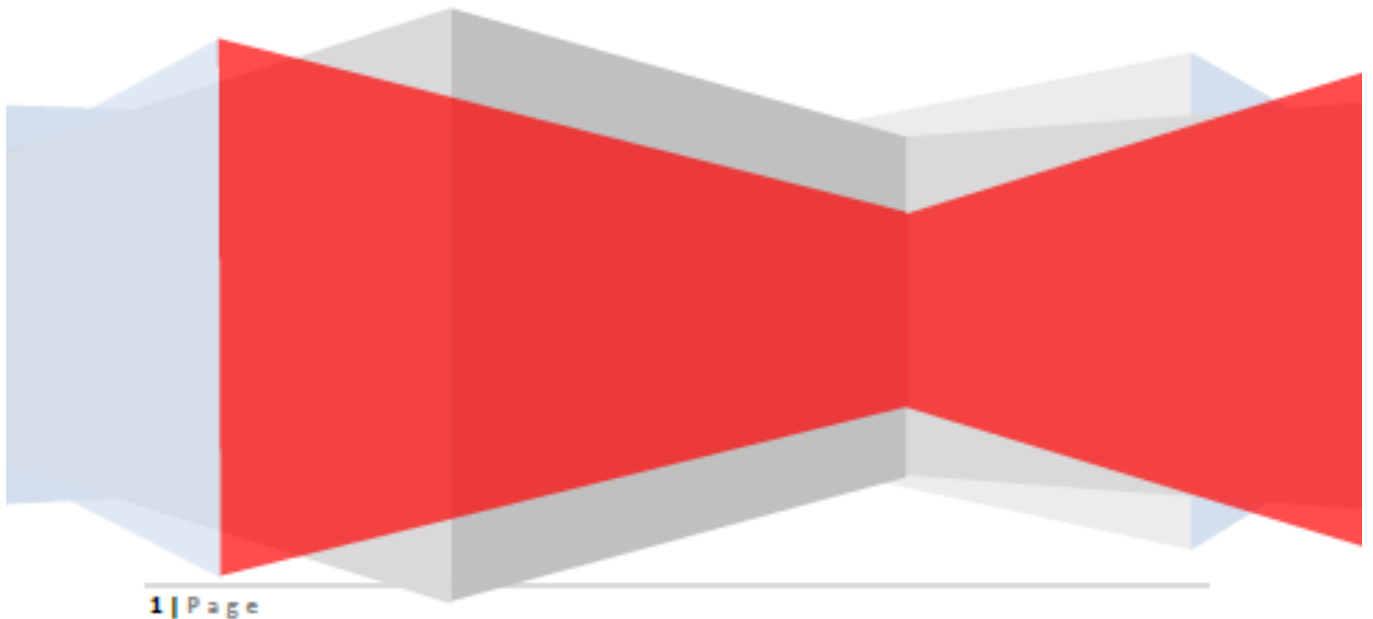
Date: 25 January 2010



Otago Polytechnic

Critical Incident Management Plan

Version 1.0



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What is a Critical Incident?

- People seriously harmed or at risk
- Site/s cannot function or is threatened
- Terrorism act
- News Media has or is expected to inquire about a serious matter
- Major government attention
- Significant threat or harm to Otago Polytechnics reputation

Critical Incident Management is planning and implementing a coordinated response to a potentially high impact incident to protect people and property.

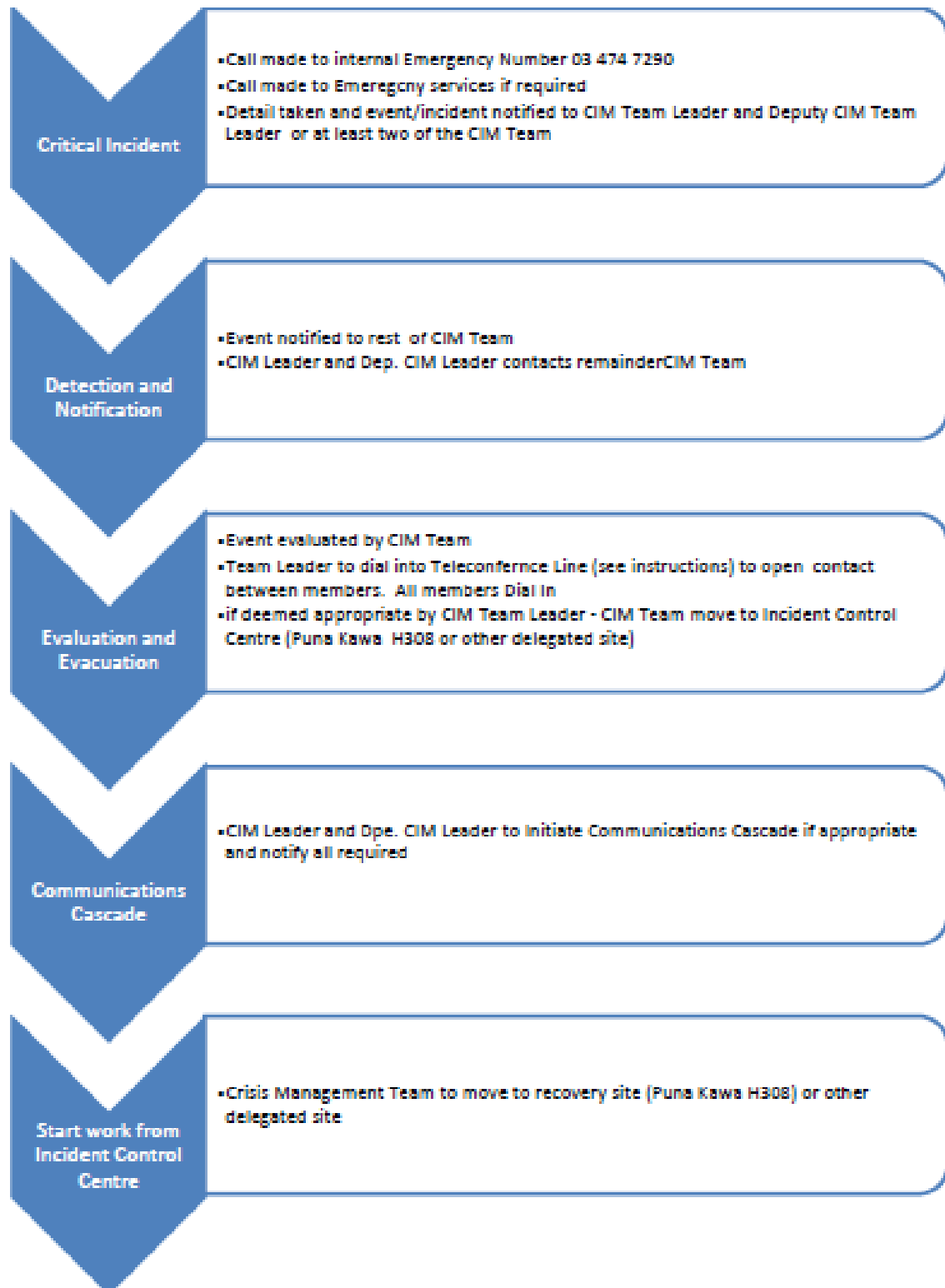
What to do?

- Report anything that meets the criteria above to the Critical Incident Management Team (CIM Team)
- Communicate with affected staff, students, visitors and public
- Ensure the safety of all on site – follow evacuation procedures where necessary
- Bring in the relevant emergency services
- Safeguard sensitive information

What not to do?

- Speculate with others about the cause or impacts of the situation
- Leave messages – make sure you speak directly to the people who need information and direction
- Attempt to manage the situation on your own – Report it to the CIM Team
- Contact or speak to any media – Make sure you refer questions to the CIMTeam

Critical Incident Management Process



Activity Checklist- CIM Team

This checklist provides suggested actions the list is not exhaustive but identifies some of the key activities that will need to be performed.

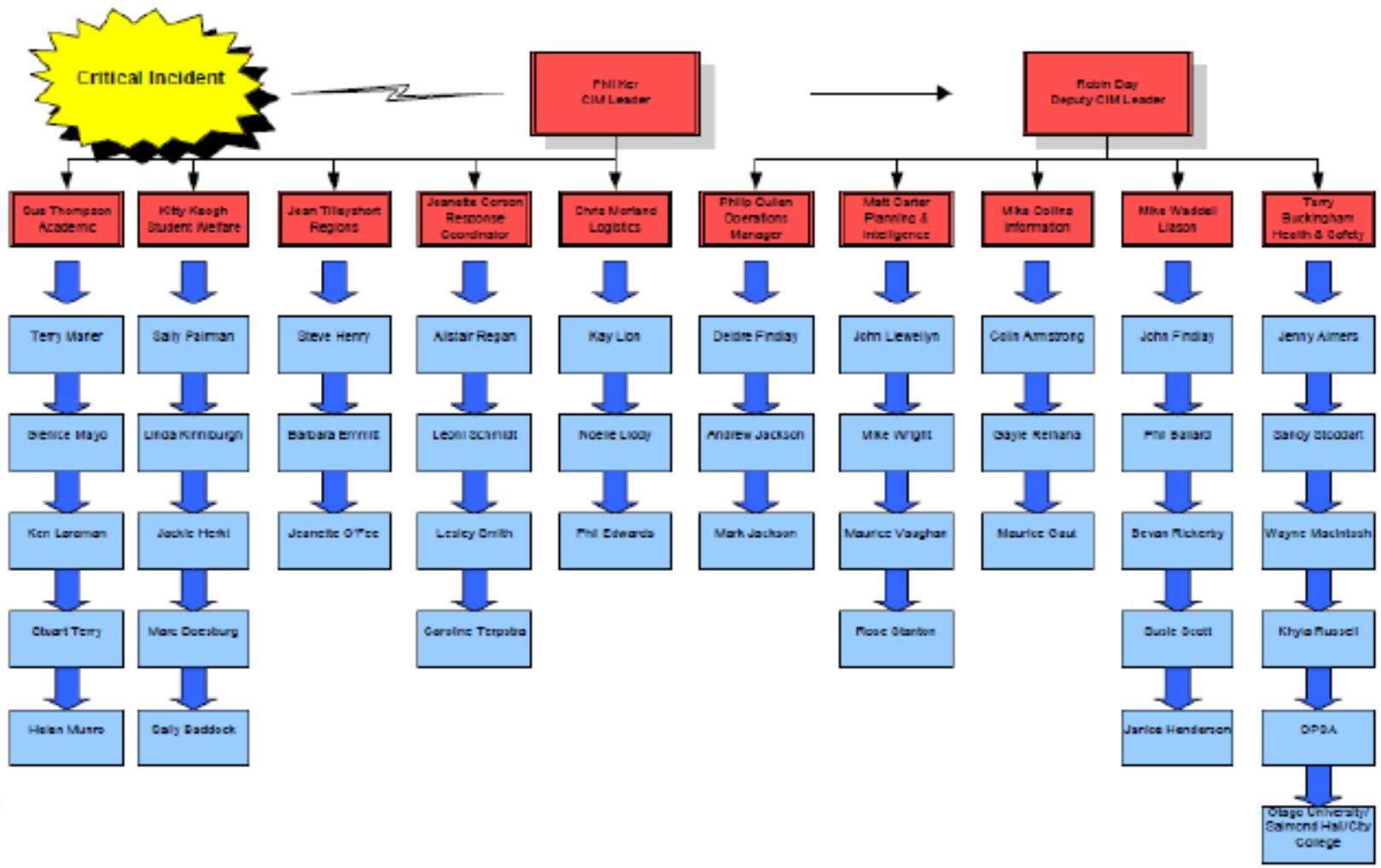
1. Contact is made with emergency number 03 474 7290 to notify of an event/incident. Contact Call is made to CIM Leader as per Communications Cascade Table.
2. CIM Leader assesses situation and decides on course of action. If appropriate CIM Team is called as per Communications Cascade and assembles at Incident Control Point (Puna Kawa) or delegated alternative safe site. Where possible as close as is safe to the Incident.
3. If it is safe CIM Leader sends selected members or delegated individuals to the affected site to perform a situation report if not already gained from earlier reports.

Emergency Management Phone line – 03 474 7290

- Campus Services Team are responsible for keeping telephone line open on a daily basis for any calls at all times 24/7 on the Emergency phone line 03 474 7290 which is diverted to a mobile phone for out of hours operation.
- Passes information from ALL calls to the CIM Team Leader and Deputy CIM Team Leader to Detect and Notify a plan of action. If both of the Team Leaders are unavailable or not contactable then each of the CIM Team members are called upon until at least two members are notified of the incident.

Checklist for calls received on the Emergency Management Hotline

- o Brief description of reported incident/event or issue
- o If appropriate Dial 111 - Emergency Services may not have yet been notified
- o Immediately Calls Critical Incident Team Leader and Deputy at any time of the day or night to notify of Incident details if not contactable call remainder of CI Team members till at least two members are notified. DO NOT leave messages if members are not contactable
- o Follow instructions and stay in contact with Emergency Services if advised
- o Keep brief details recorded of action taken and make note of time and date
- o Dial into Teleconference line and await instructions from Critical Incident Team Leader or delegated Team Leader



Critical Incident Team

The Primary role of the Critical Incident Management Team (CIM Team) is to lead Otago Polytechnic through an incident, disaster or emergency. The aim of the CIM Team is to protect life and property. This is achieved by ensuring that a timely and properly considered response to disruption or threat is made. The CIM Team is made up of functional roles within Otago Polytechnic and is based on the NZ Coordinated Incident Management System (CIMS) that is used by Civil Defence NZ and Government Emergency Services. Based on a "Top Down" approach the CIM Team assumes a Command and Control management structure to ensure a coordinated response is actioned.

CIM Team Assembly

The role of this Team would be to meet as soon as practicable after notification of an emergency at the agreed Incident Control Centre (ICC) or by virtual means of Teleconferencing to determine and act on the following:

- Prepare and approve a plan of action
- Provide and allocate resources where needed (resources required including any funding, establish Incident Control Centre ICC, resources)
- Deal with family members who may need to be notified and / or have travel arrangements made
- Decide on the structure of any debrief groups
- Organise relief staff for employees affected by the emergency
- Arrange relief from normal duties for employees involved in managing the major emergency
- Decide on all information to be given out regarding the major emergency, except for any incidents under Police control (Executive plus Public Relations Co-ordinator)
- Address legal requirements, e.g. Documentation of the major emergency
- Contact the International Students office in cases where international students are involved
- Handle other issues as required

Teleconference – CIM Phone Line

Each CIM Team member is responsible for dialling into the CIM Teleconference Line once notified of the initial incident or event. If within business hours and a member of the CIM Team is near to Incident Control Centre (Puna Kawa H308) then they assemble there and await instructions from the CIM Team Leader for action required. ALL those CIM Team members that are not located at the Forth Street site must as a priority dial in to the Teleconference line as soon as is safe and as a priority over any daily business they are currently attending to.

Landline Phone in: 083033

From Mobile phone in: 0800 638 822

Host Pin (Critical Management Leader): 425152

Guest Pin: (Critical Management Team Members) : 496715

Incident Control Centre - Puna Kawa – H308 Forth St Site

Puna Kawa room (F308) is the default Incident Control Centre (ICC) when any assembly of the CIM Team is required. Anyone currently using the room for any other purpose must be politely asked to vacate the room for the CIM Team to assemble without delay.

An alternative Incident Control Centre or location may be chosen by the CIM Team Leader if the situation/Incident or event requires a move or if the Puna Kawa –ICC is unsuitable.

CIM Teleconference line must be opened at Incident Control room as soon as possible for other members to dial in and receive instructions.

Roles and Responsibilities

Incident Controller- CIM Team Leader or Deputy CIM team Leader

Senior Leader responsible for coordinating all Critical Management Activities. Takes control at an incident and manages directly or appoints people to CIMS management positions if any members are unavailable or additional members are required.

- In case of emergency makes decision on initiating CIM Team Communication and Opens CIM Team Teleconference Line
- Initiates Communication Cascade to inform Polytechnic Wide messages EARLY
- Calls Critical Incident Team members to assemble at the Incident Control Centre (Puna Kawa H308) or alternative delegated site, close and at a safe distance to the incident
- Coordinates and facilitates all response and recovery activities and delegates responsibilities
- Ensures that 2IC coverage is available if not able to fulfil role as CM Leader (If planning to be away or unavailable)

Planning and Intelligence Manager

Collects information, analyses it and makes plans based on all information available.

- Information may be unevaluated material of any description which when processed may produce intelligence
- Intelligence is the product resulting from collection, evaluation, analyses and interpretation of information
- Manages maps and display boards
- Prepares Incident Action Plan
- Provides management support

Liaison Manager (Media and Emergency Services)

Works directly for the Incident Team Leader as the contact for other agencies assigned to an incident such as fire, police, ambulance, media and other agencies

Provides a point of contact for agencies and establishes contact

Records decisions from Team Leader and communicates to agencies to keep informed

Early communication is key

Keeps critical Incident Team informed of liaison issues

Safety Manager

Works across all team members and the organisation to ensure safety and welfare is protected. May close parts of the Polytechnic if required to ensure safety

Develops measures to ensure safety

Monitors safety, hazards and conditions for risks

Notifies Team Leader of any safety issues

Operations Manager

Directs the response operations and works closely with Team Leader

Obtains briefing from Team Leader

Determines any operations management structure

Briefs and Tasks staff and responders

Resolves operational issues

Logistics Manager

Supports the response by providing resources, maintaining facilities, services and materials

Estimates future service or support requirements

Prepare to provide supplies, facilities, catering, vehicles and any other equipment required for response

Appoint and brief support staff that may be required to provide facilities and services

Initiate contact with service providers who may be tasked with actions

Response Coordinator

Supports Team Leader in delivering messages to other team members and those in the field.

Records actions, documents process and takes notes for other members to follow. Keeps time records.

Follows up with other team members to ensure Team leaders instructions are followed

Manages any administrative duties that are required of the Critical Incident Team

Information Manager

Ensures all communications and information systems are functioning and ready to use

Troubleshoots any issues that are related to information technology

Provides resources to ensure organisation communications are maintained such as internet connections, websites, and email and phone/fax lines

Ensures hardware and software is available to meet the needs of the CM Team

Regions Manager

Manages regional site activities and plans for any response that may be required. Provides Team Leader with knowledge and information that is critical to regional site recovery.

Liaises with main sites to ensure adequate response in regions

Academic Manager

Determines implications for Academic processes to ensure early response to issues as they arise.

Assists Liaison Manager with communications to Students and Stakeholders/Public

Student Support Manager

Responsible for ensuring student welfare and support is available.

Communicates with Internationals and Student bodies such as OPSA

Anticipates needs of students and support requirements

HOS/HOD/Service Managers/Activity Managers

- Take instructions from members of the Critical Incident Team in any given situation
- Responsible for overall Business Continuity readiness in their departments and Schools
- Ensures telephone/email contact lists for staff/students are updated
- Escalates important issues to CM Team for action and decisions
- Ensure staff and students are kept informed of progress and updates from CM Team