CAULFIELD CAMPUS EMERGENCY MANAGEMENT PLAN



MONASH University

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1. PURPOSE AND SCOPE

This Emergency Management Plan (EMP) has been prepared to provide information to all stakeholders regarding the emergency arrangements for Monash occupied buildings on the Caulfield Campus. The plan has been developed in accordance with AS 3745:2010 (Planning for Emergencies in Facilities), and meets the requirements as outlined in the Victorian Occupational Health and Safety Act 2004, and Occupational Health and Safety Regulations 2017. Additionally, this plan was developed in consultation with external specialists and relevant emergency service authorities, as deemed appropriate.

This plan applies to standard day-to-day operations as well as events, functions, and temporary occupancies hosted on Monash property or within leased spaces. For all campus events, an Event Risk Management Plan (ERMP) is required to be completed and incorporate dedicated emergency management arrangements.

For any Monash building locations off Campus (e.g. Unit 12, 18-20 Edward Street, Oakleigh) the following applies:

- **Occupancy within Monash-owned buildings:** Refer to the Monash Emergency Management Standard.
- **Occupancy within leased buildings**: Refer to the site-specific Emergency Management Plan (if present) or the Monash Emergency Management Standard.
- **Complex operational areas:** Child Care Centre on Derby Road maintains a localized Emergency Management Plan aligned with this EMP.
- **Further advice:** Contact the Health, Safety and Wellbeing (HSW) Team for guidance.

2. OVERVIEW

2.1 Structure And Purpose Of The Emergency Planning Committee (EPC)

The Monash University EPC is responsible for the development, implementation, and maintenance of emergency management plans, emergency response procedures, and related training and exercises across all campuses and facilities.

The EPC membership includes representatives from the following Monash University areas:

- Health, Safety and Wellbeing (HSW)
- Security
- Operational Resilience
- Buildings and Property (B&P)
- Campus representatives as required

2.2 Campus Information

Monash University Caulfield Campus is a multi-disciplinary hub hosting faculties of Business and Economics, Arts, and Art, Design & Architecture. The Campus neighbours Caulfield Railway Station and Caulfield Racecourse to the South, East Caulfield Reserve to the East, Dandenong Road and residential suburbs to the North, and retail shops to the West along Derby Road and Sir John Monash Drive. The Western end of the Campus comprises retail buildings that are owned by Monash University and leased out to commercial tenants. This area also contains a Childcare Centre operated under private contract.

2.3 Campus Operations & Entities

Highlights a wide array of academic, research, and technical facilities across the campus. Key faculties present include Art, Design & Architecture (MADA) and Business and Economics, alongside key business units such as Information Technology, and Public Health and Preventive Medicine. These entities are supported by specialized learning

environments and labs, including the Digital Fabrication Workshop, Sensilab, Monash Media Labs, Fine Art Studios, and various workshops for woodworking, metalwork, photography, glass blowing, and ceramics.

The campus acts as a vibrant cultural and administrative centre, housing prominent public and artistic spaces such as the Monash University Museum of Art (MUMA), MADA Gallery, and Wominjeka Djeembana. Key administrative and institutional entities operating on-site include Buildings & Property, Security, E-Solutions, the DVC International office, the Australia-Indonesia Centre, and the Centre for Health Economics.

2.4. Campus Services & Student Life

Student life, support, and health services are integrated throughout the facilities. Dedicated student organizations, including MONSU and the Monash Graduate Association (MGA), provide engagement offices, student lounges, and recreation spaces. Campus and student services—such as the Library, Monash Connect, University Health Services, an on-site gym, sports amenities, the campus bookshop, retail food outlets, and specialized graduate study spaces—support the campus community. Caulfield Campus Map can be found here

2.5 Fire And Emergency Features

The majority of buildings on the Caulfield Campus are fitted with fire detection alarm systems, and some buildings also have fire suppression systems. The fire detection system alerts Fire Rescue Victoria (FRV) to fire emergencies. On duty security personnel alert the Monash Control Room at Clayton Campus to fire emergencies at the Caulfield Campus.

The main Emergency Warning and Intercommunication System (EWIS) panel is located in a dedicated room in the Library building (A) accessed from Campus Walk South. A secondary EWIS panel is located in Building H. EWIS panels with Warden Intercommunication Phones (WIP's) are located within other buildings. providing wardens with local broadcast capabilities and a direct phone link to Security. The Security Office also has the capability to broadcast over the EWIS speaker system at Caulfield Campus. All buildings can be locked down remotely from the Security Control Room at Clayton.

2.6 Organisational Arrangements

Monash Caulfield Campus contains multiple faculties / business units and levels of management that conduct and support research and teaching activities. The Campus Community includes domestic and international students; academic, teaching, professional, operational, and executive staff; visitors and contractors.

2.7 Campus Operating Hours

The Campus operates 24/7 with the main peak attendance of staff and students from 8.00am to 10 pm weekdays. Some areas may operate longer hours inclusive of weekends e.g. 24-hour student lounges and spaces.

2.8 Building Refurbishments, Construction Works And Temporary Maintenance Works

At any given time, there may be building refurbishment, construction or maintenance works in progress. In the instance of these events within an operational building, it is the responsibility of the assigned Building & Property Project Manager to ensure that emergency management arrangements are reviewed and risk-assessed prior to the commencement of works. This may include but not limited to:

- **Evacuation Routes & Exits:** Verifying that adequate primary and secondary egress routes are maintained and unobstructed.
- **Diagrams & Signage:** Ensuring local evacuation diagrams are updated to reflect temporary changes or restricted paths.
- **Fire System Isolations**: Coordinating appropriate fire system isolations and establishing clear protocols with contractors (e.g., Blue Fire) regarding system status monitoring and contact information on site.
- **Site Emergency Integration:** Clarifying whether construction personnel evacuate with the main building during an emergency and establishing protocols for safe egress if an evacuation path passes near or through a work zone.

- **Stakeholder Notification**: Ensuring relevant Building Wardens and key building stakeholders are notified of planned works, potential access restrictions, and any temporary emergency procedure changes prior to work commencing.

2.9 Statement On The Extent Of Distribution Of The Emergency Plan

This Emergency Management Plan (EMP) is published centrally and primarily accessed online via the Health, Safety & Wellbeing (HSW) website. Digital access—including QR code links located at building EWIS panels, is available to all staff, students, Building Wardens, Heads of Academic/Administrative Units, local Operations & Safety Managers, Security, and external contractors (such as Blue Fire). Physical or restricted access copies are managed through the Monash University Emergency Planning Committee (EPC) and the Health, Safety and Wellbeing Team as required.

Version	Date	Approved By	Primary Distribution / Access
V1.0	1 June 2026	Emergency Planning Committee	Digital publication via HSW Website & EWIS panel QR codes

2.10 Validity Period Of The Emergency Plan

The Emergency Management Plan (EMP) will be reviewed every 2 years. The plan will be updated periodically if any changes occur as required.

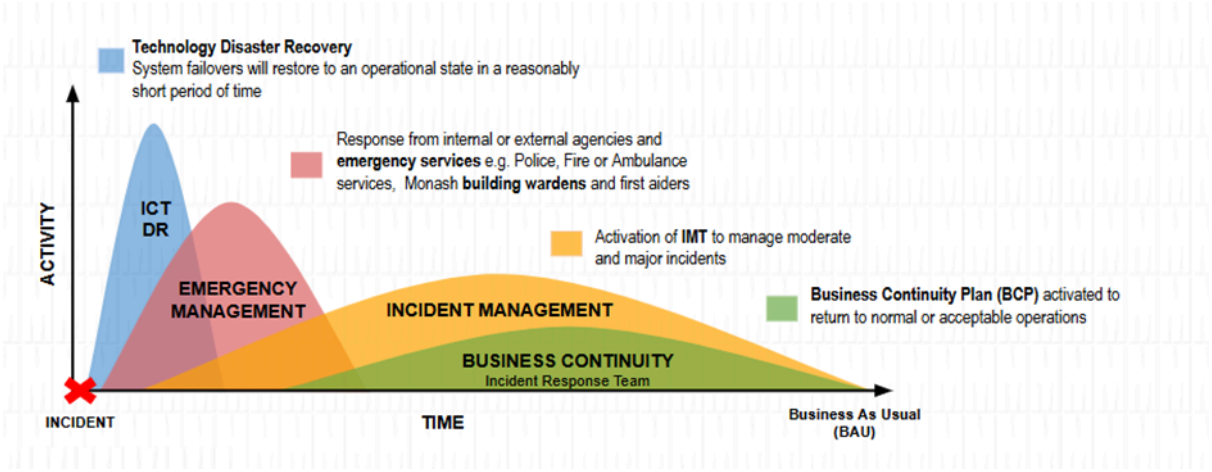
3. EMERGENCY IDENTIFICATION OUTCOMES

3.1 Risk Register

An emergency risk profile identifies and categorises potential emergency events for the campus. Developed in collaboration with external emergency management specialists, the Emergency Risk Register is reviewed and endorsed by the Monash Emergency Planning Committee (EPC). Each scenario is evaluated using a standard risk matrix to determine likelihood and consequence. Existing control measures, residual risk ratings, and mitigation strategies are documented in the Caulfield Campus Emergency Risk Register.

3.2 Emergency Management Framework and Incident Response Phases

Emergency response functions overlap simultaneously during an incident (as per diagram below). Operational responsibility transitions over time moving from immediate technical and emergency responses to tactical incident management and ultimately to business continuity for full recovery:



3.3 Emergency Control Organisation (ECO)

The Caulfield Campus has multiple buildings on site. An ECO must be established for each building on campus where Monash staff reside.

- **Standard Requirement:** ECO members must be based in the building they are appointed to manage to ensure rapid response and immediate access to local warning systems.
- **Multi-Building Exception:** A single ECO may manage multiple adjacent buildings only if they are physically interconnected or share a common Fire Indicator Panel (FIP) and Emergency Warning and Intercommunication System (EWIS).
- **Academic/Business Unit Governance:** Where an Academic or Business Unit spans multiple independent buildings, the Unit must ensure a separate local ECO structure is appointed for each individual building.

Head of Academic or Business / Administrative Unit Accountabilities

The Head of the Academic or Business / Administrative Unit is accountable for supporting the formation and ongoing operation of an ECO across the building(s) under their management control. It is their responsibility to ensure that:

- Staff are actively encouraged, facilitated, and allocated time to undertake voluntary emergency roles (e.g., Building Wardens, Floor Wardens, First Aiders) within their respective buildings.
- Appointed ECO personnel are supported to attend required training and emergency response exercises.
- Management recognizes and supports the ECO with appropriate resources and authority.

Multi-Tenant Buildings

Where a building is occupied by multiple faculties or business units, the Head of the primary occupying Unit (i.e. the unit with the largest staff/floor presence) is responsible for coordinating with co-locating Heads of Units to establish a single, unified ECO for the building in a logical and equitable manner.

Establishing the ECO Criteria

When determining the structure, size, and composition of a building ECO, consideration must be given to:

- **Building Footprint & Profile:** Number of floors, physical layout, key egress routes, and overall building footprint.
- **Occupant Profile & Mobility:** Maximum occupancy numbers, presence of students/visitors, and requirements for Personal Emergency Evacuation Plans (PEEPs).
- **Hybrid & Flexible Working:** Staff working patterns, remote work schedules, and shift coverage to ensure sufficient warden redundancy is maintained at all times.
- **Building Risk & Hazards:** Specific site hazards (e.g., chemical storage, biological materials, dangerous goods, or specialized equipment).

- **Installed Life Safety Systems:** Type of occupant warning systems, fire indicator panels (FIP), and automatic suppression systems installed.

The Health, Safety and Wellbeing (HSW) team is available to assist Heads of Units in assessing building risk and determining appropriate ECO coverage.

3.4 Primary Role Of The Emergency Control Organisation

The Emergency Control Organisation (ECO) facilitates the safe and orderly implementation of emergency procedures within a building, including the evacuation of occupants when appropriate. The ECO is a structured group of designated personnel who assess and initiate the immediate emergency response pending the arrival of emergency services.

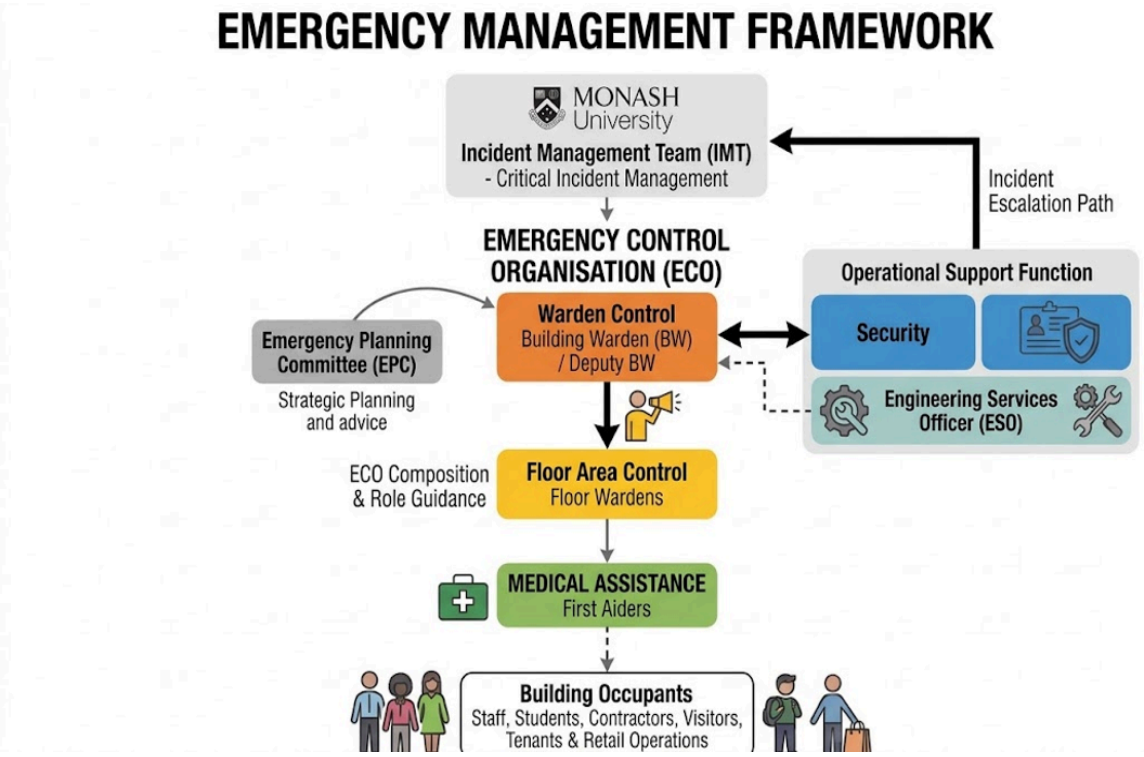
The primary objective of the ECO is to safeguard life safety and ensure the protection of occupants, visitors, contractors, and commercial tenants within the facility.

Key operating principles include:

- **Authority During Emergencies:** During an emergency event, instructions issued by appointed ECO personnel take precedence over normal management structures.
- **Safety First:** Members of the ECO must only respond to an emergency or execute floor sweeps if it is safe to do so.
- **Effective Communication:** Clear, timely, and coordinated communication must be maintained across all levels of the ECO, occupants, and incoming emergency services to maintain situational awareness and ensure orderly action.

3.5 Membership

The ECO structure aligns with the Emergency Planning Committee (EPC), Incident Management Team (IMT), Security, and Building Occupants as follows:



3.6 ECO Composition & Role Guidance

Core ECO Roles (Mandatory)

- **Building Warden / Deputy Building Warden:** Head of the ECO who takes control of the initial building emergency response, maintaining control at the EWIS / FIP panel until the arrival of emergency services on site.
- **Floor / Area Wardens:** Responsible for sweeping designated zones/floors, assisting occupants, clearing egress pathways, and taking directions directly from the Building Warden.

Support & Specialist Functions (Non-Warden)

- **Security Services:** Security provides tactical operational support, access control, and emergency escalation during operational and after-hours periods. Note: Security personnel support the ECO and do not replace the requirement for local, trained Building Wardens during normal operations.
- **Engineering Services Officers (ESO):** ESOs respond to BAS alarms and provide technical and building infrastructure support during an incident. Note: ESOs act as a support function and are not first responders, nor do they replace local Warden responsibilities.
- **First Aid Officers (Optional):** First Aiders provide immediate medical assistance at assembly points or designated first aid stations. First Aid Personnel may be nominated as part of the ECO, but the role is not mandatory, and personnel must not fulfill dual roles (i.e., acting as both a Warden and a First Aider simultaneously). Wardens must remain dedicated to floor sweeps and evacuation control, while First Aiders remain available to manage medical incidents.

Building Occupants Definition

For emergency management purposes, 'Building Occupants' encompasses all individuals residing in or utilizing the facility. This includes Monash academic and professional staff, students, contractors, visitors, as well as commercial tenants and retail operators located within the building footprint. All tenants and retailers must adhere to building ECO directives during an emergency event.

Detailed Role Responsibilities Matrix

Role	Phase	Detailed Duties & Responsibilities
Building Warden (Deputy BW)	Prep / Incident / Recovery	• Prep: Facilitate trial exercises; induct new Floor Wardens via Building Emergency Induction checklist; support Managers with PEEPs. • Incident: Proceed to Master Control Panel (EWIS/FIP); assess alarm location; communicate with Floor Wardens via WIP; ensure emergency services are notified; brief emergency services personnel upon arrival; provide 'All Clear' when declared safe. • Recovery: Facilitate ECO debrief; coordinate site clean-up/ used equipment repair via B&P; submit SARAH+ Emergency Event Record; consolidate feedback for HSW Committee.
Floor Warden	Prep / Incident / Recovery	• Prep: Maintain familiarity with exit routes, fire equipment, and assembly areas; identify occupants requiring PEEPs; ensure exit corridors and fire doors remain clear; attend scheduled training. • Incident: Communicate with Building Warden via WIP; sweep designated floor/zone; ensure fire/smoke doors close; inform occupants during non-evacuation events or direct to assembly points during evacuation; enact PEEPs; report cleared status to Building Warden; • Recovery: Direct occupants to re-enter only after official 'All Clear'; participate in debriefs; report hazards or injuries.
First Aid Personnel	Incident Response	• Render emergency first aid assistance prior to ambulance arrival. • Administer care within training scope. • Utilize available first aid equipment. • Report injury status to Building Warden. • Document treatment details and handover notes for emergency services.
Security	Incident Response	• Assist ECO and attend EWIS/FIP panel (including after hours). • Direct Emergency Services to building location on campus. • Assist with communications, direct occupants to assembly point, prevent unauthorized building re-entry, and restrict vehicular traffic. • Escalate emergency to Monash Incident Management Team (IMT).
Engineering Officer (ESO)	Incident Response	• Central hub for BAS building alarms via Alarm Incident Management System. • Triage incoming alarms and building automation data. • Engage and coordinate B&P service contractors for make-safe works or repairs. • Contact faculty representatives and coordinate with Security for safety/escalation.

3.7 Emergency Control Organisation Identification

- **ORANGE Vest:** Building Warden and Deputy Building Warden
- **YELLOW Vest:** Floor Wardens
- **GREEN Vest (White Cross):** First Aid Personnel

3.8 Meetings

Emergency Planning Committee (EPC) Meetings

EPC members shall meet at intervals not greater than six (6) months. A record of EPC meetings will be made and retained in accordance with the Information Governance and Recordkeeping Procedure - This may include minutes of meetings, communication, reports and specialist advice.

ECO Planning Meetings (Optional)

The Building Warden may hold periodic planning meetings for the ECO within their building on an optional basis to prepare for upcoming emergency exercises and identify training gaps. These meetings are not mandatory. Items that may be covered include:

- Changes to personnel
- Preparation for upcoming emergency exercises
- Review of actions from previous emergency exercises
- Review of training requirements
- Communication protocols
- Identification of any new incidents or risks

Pre-Emergency Exercise Briefing (Optional)

A briefing of the ECO may be held prior to an emergency response exercise to discuss the emergency scenario and strategy.

Post Emergency Response Debriefing (Mandatory)

A debriefing meeting is to be held with the ECO and other key participants after an emergency exercise or emergency incident to identify any deficiencies in the procedures or equipment. A report must be submitted into the SARAH system.

3.9 Selection Criteria & Authority

Building & Deputy Wardens: Must be physically capable, regularly on site, able to communicate clearly, and complete Warden training.

Floor Wardens: Stationed in area, physically capable of sweeping floor/exits, able to communicate clearly, and willing to complete online training.

Authority: Instructions given by ECO personnel take precedence over normal management structures during emergencies to ensure life safety precedes asset protection, production, or business continuity

3.10 Escalation To Monash Incident Management Team (IMT)

Upon evaluation of the emergency and confirmation that emergency services have been activated, Security personnel inform the senior security manager, who notifies the Monash IMT Facilitator. The IMT Facilitator determines if the Monash IMT needs to be convened to manage broader dimensions or escalation.

3.11 Resources Required

Standard Equipment: EWIS / WIP Keys, Identification Vests (Orange, Yellow, Green).

Optional Equipment: Megaphones, Walkie-talkies, Portable First Aid Kits.

Documentation: Personal Emergency Evacuation Plans (PEEPs), SARAH Post Emergency Event Record Forms.

3.12 Emergency Control Organisation & Occupant Training

- **Building / Deputy Warden Training:** Completed upon appointment, repeated every 3 years, or when procedures update. Covers ECO duties, leadership, EWIS panel operation, and SARAH reporting.
- **Floor Warden Training:** Completed online via Talent Development. Floor Wardens participate in two practical emergency exercises per year.
- **First Attack Firefighting:** Only personnel trained in extinguisher/fire blanket use should attempt first attack firefighting.
- **Occupant & Visitor Training:** All occupants are made aware of procedures through inductions and participate in one exercise per semester.
- **EPC Training:** Members must be familiar with EMP requirements and their specific role.

4. EMERGENCY RESPONSE PROCEDURES

The following emergency response types can be enacted by the ECO or Security Personnel:

- **Full Evacuation:** Clearing the entire building due to life-threatening situations or severe service malfunctions (e.g., fire).
- **Partial Evacuation:** Clearing specific floors or areas for localized emergencies (e.g., flooding, chemical spill, bomb threat).
- **Shelter in Place:** Occupants must remain inside if an evacuation would expose them to greater external danger (e.g., severe weather, smoke, toxic plumes).
- **Lockdown:** Securing the building/area in response to an occurring or imminent active threat (e.g., armed offender).

4.1 Fire/Smoke Emergencies

Automated smoke/heat sensors activate ALERT and EVACUATION tones and notify FRV and Security. Red break-glass alarms can also be manually pressed.

- **Building Warden Response**: Put on vest, collect EWIS key, go to EWIS panel, view FIP alarm zone, communicate with Floor Wardens via WIP, brief FRV upon arrival, assist as directed, and declare 'All Clear'.
- **Floor Warden Response:** Collect vest and WIP key, sweep floor, communicate status via WIP, direct occupants to evacuate upon EVAC tone/PA, verify fire doors close, assist occupants with a disability, and report clear status.

4.2 Shelter In Place / No Evacuation

Security or Building Warden assesses hazard and broadcasts PA announcement via EWIS panel:

SHELTER IN PLACE BROADCAST SCRIPT

"Attention, attention - this is a Security announcement - Shelter in Place due to an ongoing incident outside - do not leave the building until further notified." (Repeated twice)

- **Building Warden Response**: maintain communication with Security, assist with PA announcements and coordinate Floor Warden actions.
- **Floor Warden Response:** Station at exit doors to instruct occupants to remain inside, direct occupants to safe internal areas, report floor hazards via WIP, and communicate 'All Clear' when declared safe.

4.3 Lockdown / No Evacuation

Enacted during personal threat scenarios (armed offender/hostile person). Security calls 000, initiates lockdown, and broadcasts PA announcement:

LOCKDOWN BROADCAST SCRIPT

"Attention, attention – this is a security announcement. The building has been placed into Lockdown due to an ongoing security incident. Remain inside and await further instructions." (Repeated twice)

PERSONAL THREAT PROTOCOL: ESCAPE, HIDE, TELL

• ESCAPE: If safe to do so, leave the immediate area of threat.
• HIDE: If escape is not possible, conceal yourself in a secure area, lock/barricade doors, turn off lights, and stay silent.
• TELL: Contact Police on 000 and Security on 03 9905 3333 when safe.

- **Building Warden Response**: If safe, establish and maintain active communication with Security and follow directions from Emergency Services/Police.
- **Floor Warden Response:** If safe, direct occupants to hide in secure areas, report floor status via mobile phone, and follow Police directives
- *(**Note:** All actions are secondary to personal safety—do not put yourself at risk).*

4.4 Bomb Threat/ Suspicious Object

- **Threat Receipt:** Written threats (paper/email) must be preserved; paper notes placed in plastic envelopes without unnecessary handling. Telephone threats require obtaining details via the Phone Bomb Threat Checklist (Appendix B) and contacting Security immediately on 9905 3333.
- **Threat Assessment:** Security/Police assess validity (specific vs non-specific threat) to determine action: no action, shelter in place, partial evacuation, or full evacuation.
- **Suspicious Objects:** DO NOT TOUCH, OPEN, OR MOVE ITEM. Cordon off area. Call Security (9905 3333) or 000. Do not use mobile phones or 2-way radios within 15 metres of the object.
- **Search Sequence & Evacuation:** Visual / white search sequence: Outside/assembly areas -> Building entrances/exits -> Public areas -> Lower levels upwards. If evacuating, occupants must carry personal belongings (bags) to aid visual search, and leave doors/windows open.
- **Assembly Areas:** Alternative assembly points must be at least 120 metres away, clear of glass doors/windows, and visually checked prior to occupant arrival. This will be coordinated by Security or emergency services. Car parks are not recommended.

4.5 Internal Building Emergencies

- **Gas Leak / Water Flooding / Ventilation:** Assess situation, contact B&P on 9902 0222 (ESO after hours) to shut down building services (e.g. HVAC/ gas/ water), direct partial/full evacuation, notify Security, and declare 'All Clear'.
- **Chemical, Biological & Radiological Incidents:** Isolate area and evacuate occupants; do not touch hazardous substances; activate lab emergency stop buttons if safe; dial 000 HAZMAT and Security (333); flush exposed individuals at safety showers for MINIMUM 20 MINUTES CONTINUOUSLY; keep area clear until HAZMAT arrives.

4.6 Medical & Water Safety Emergencies

- **Medical Emergencies:** Call 000 immediately; contact Security (9905 3333) to guide ambulance; deploy First Aider; cordon off area for privacy.
- **Water Safety Emergencies** (adjacent lakes / basins**) :** Call 000 and Security immediately. Throw nearby life rings or throw bags from the bank. PERSONNEL MUST NEVER ENTER THE WATER TO PERFORM A RESCUE.

4.7 Occupant / Visitor With A Disability (PEEPS)

A Personal Emergency Evacuation Plan (PEEP) is developed for occupants requiring evacuation assistance (mobility, visual, hearing, cognitive, or temporary conditions). Supervisors co-develop PEEPs with Building Wardens. Copies are disseminated to Floor Wardens and kept at the EWIS panel (or other suitable location) and reviewed annually.

During multi-floor evacuations, non-ambulant occupants are assisted by an assigned buddy or Warden to the nearest fire-isolated stairwell landing. Once primary traffic clears, they remain on the landing accompanied by their assistant awaiting Emergency Services. The Warden immediately reports their exact location to the Building Warden via WIP.

5. EMERGENCY RESPONSE EXERCISES

- **Exercise Scheduling:** Conducted once per semester in buildings with permanent Monash staff occupancy under Monash management control (at least one must be a full evacuation exercise). Leased facilities conduct at least one drill annually.
- **Site-specific exercises:** may incorporate various scenarios, including fire/smoke, chemical/gas leaks, bomb threats, severe weather, shelter-in-place, or active security threats (e.g., lockdown/building invasion).
- **Operational Constraints:** Must account for exam blocks, active medical procedures, or critical operational timelines e.g. payroll.

- **Briefing & Debriefing:** Optional pre-briefings occur prior to drills. Post-exercise debriefings are mandatory, and details must be recorded in SARAH.
- **Real Emergency Protocol:** The phrase 'REAL EMERGENCY' or 'NO DUFF' immediately terminates an exercise.

Considerations

- **External Support:** Blue Fire, Security, and the HSW Team may be invited to participate in, support, or observe emergency response exercises.
- **Student Load & Teaching Impact:** Where practical, it is recommended that at least one exercise per year be conducted during periods of normal operational occupancy (with full student load) to ensure teaching staff and students are familiar with evacuation protocols. Regular classes and lectures are not considered a "significant impact" for exercise exemption.

Assembly Areas

Assembly areas are designated safe locations where building occupants gather following an evacuation. When determining or reviewing an Assembly Area, the ECO (with assistance from the HSW Team) is to consider the following:

- **Safe Distance & Protection**: Positioned at a safe distance from the building, clear of potential hazards such as falling glass, structural collapse, heat, smoke, or gas plumes.
- **Accessibility & Capacity:** Accessible via safe, unobstructed routes for all personnel—including non-ambulant occupants and those with disabilities—with sufficient space to accommodate all building occupants.
- **Emergency Vehicle Access**: Kept clear of designated emergency vehicle access points, fire hydrants, and fire brigade parking areas so responding units are not blocked**.**
- **Secondary Locations:** Identification of an alternative/secondary assembly area if the primary site becomes unsafe or unusable (e.g. due to severe weather or wind direction shifts).

6. REVIEW AND ROUTINE SERVICING

Routine servicing and maintenance of fire protection systems are managed by B&P per statutory regulations. EWIS panels are tested monthly by fire contractors, and Warden panel operation is practiced every 6 months during drills. The EMP is reviewed every 2 years by the EPC.

7. ADDITIONAL TOOLS & RESOURCES

HSW Emergency Management Website

Building Emergency Induction Checklist Template

Floor Warden Action Flip Charts

Monash Emergency Procedures (Occupants)

APPENDIX A: PHONE BOMB THREAT CHECKLIST

This checklist is the advice from the Australian Government (Department of Home Affairs)

REMEMBER

- **REMAIN CALM**
- **Keep caller talking - DO NOT HANG UP**
- **Gain attention of a supervisor / colleague nearby**

Call Details:

- **Date / Time call received:** _____
- **Phone number call received on:** _____
- **Caller ID / Phone number (if obtainable):** _____
- **Exact Wording of Threat:** _____

IMPORTANT QUESTIONS TO ASK

- Where exactly is the bomb?
- What time is it going to explode?
- What does it look like?
- What will make the bomb explode?
- Did you put the bomb there?
- What kind of device is it?
- Why was it put there?
- Where are you calling from?
- What is your name and contact details?

ANALYSIS OF THE CALLERS VOICE

- **Accent:** Australian, overseas, or specific accent
- **Demographics:** Male, female, child, estimated age
- **Tone / Manner:** Calm, angry, excited, slow, fast, slurred, nasal, stutter, lisp, intoxicated, obscene, giggling, other
- **Language:** English fluency (Good / Fair / Poor)
- **Local Knowledge:** Familiar with the building/area?

BACKGROUND NOISE

None, TV/radio, train, aircraft, street traffic, construction, sirens, office noise, music, party / crowd, other

YOUR DETAILS

- Name: _____
- Work Location & Phone: _____
- Who was call reported to? _____
- Time & Date reported: _____
- Signature: _____

APPENDIX B: PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

What is a PEEP?

A Personal Emergency Evacuation Plan (PEEP) is an individualized emergency response plan for persons who may require assistance or additional time to evacuate a facility safely to an ultimate place of safety during an emergency.

Who Needs a PEEP?

PEEPs may be required for staff, students, or regular occupants who have:

- Mobility impairments
- Visual impairments
- Hearing impairments
- Cognitive impairments
- Other medical or sensory conditions impacting response/evacuation capability

Temporary PEEPs May Be Required For:

- Short-term injuries (e.g., broken leg, restricted movement)
- Temporary medical conditions or recovery from surgery
- Later stages of pregnancy

Core Assessment: Can the individual evacuate the building unaided and in a prompt manner during an emergency? If the answer is **no**, a PEEP must be developed.

Responsibilities & Process

- **Supervisors & Line Managers:** Must proactively discuss emergency evacuation needs with direct reports during onboarding, return-to-work planning, or when aware of a change in health/mobility status.
- **Staff Members:** If you require assistance, inform your line manager and Building Warden to co-develop and sign off on a PEEP.
- **Students:** Students requiring evacuation assistance should coordinate with Student Accessibility Services and the Building Warden to establish a PEEP.
- **Review Frequency:** PEEPs must be reviewed annually, or immediately if the person's location, work pattern, or medical condition changes.

PEEP Storage & Confidentiality

Completed PEEPs must be provided to the Building Warden and stored securely to ensure privacy, while remaining accessible to emergency response personnel during an incident.

PEEP Details

Name of person needing assistance:		Phone:	
Email:		Other contact method:	
Building:		Floor/ room number:	
Relevant Floor Warden(s):		Phone:	
Date PEEP first completed:		Date PEEP last reviewed:	

The following questions will assist with determining the support required:

1. Do you have an assistance animal?

☐ Yes. If yes please describe (e.g. guide dog)

☐ No

2. Have you completed a local area induction and been made aware of the local emergency evacuation procedures?

☐ Yes. Please include the date of induction was completed

☐ No. Contact Local Manager of your work area.

3. Awareness of emergency; how do you wish to be informed of the building evacuation?

☐ Existing alarm system

☐ In person communication

☐ Visual alarm system

☐ Pager/vibrating system

☐ Other device or method (please specify): ……

4. How would you like to receive evacuation procedure updates?

☐ Email

☐ Personal update

☐ Braille

☐ Text

☐ Other (please specify) ……

5. What type of assistance do you require?

☐ Walking guidance or aid;

☐ Wheelchair assistance;

☐ Other (please specify) ……

6. What equipment will you require that emergency services should be aware of?

☐ Manual wheelchair;

☐ Harness

☐ Other (please specify) ……

Egress Procedure

- From the responses in the previous section a personalised egress procedure can be developed.
- By what method and by which evacuation route(s) will you be evacuated? (Step-by-step details – add steps if required)

1.
2.
3.
4.

- What is your alternative safe refuge? (Local emergency evacuation map and identify isolated stairwell (fire-safe holding area)
- Have you checked that the egress procedure is effective?

☐ Yes, Record date: ……

☐ No

- Please attach a diagram of the preferred route for assisted evacuation. Please show the location of the person requiring assistance, alternative safe refuge and the path of travel to a place of safety (fire isolated stairwell).

Designated Assistance (Name the person(s) who will assist in the evacuation)

Name		Room	
Assistance Provided		Phone	

Name		Room	
Assistance Provided		Phone	

Name		Room	
Assistance Provided		Phone	

Name		Room	
Assistance Provided		Phone	

Are the designated assistants trained in the use of evacuation equipment and egress procedure?

- Trained in emergency response procedure Yes No
- Transfer procedure Yes No Not applicable
- Methods of guidance Yes No Not applicable
- Egress procedure and route Yes No
- Aware of safe refuge Yes No

How will this PEEP be monitored and reviewed?

- Include details of how often the PEEP will be reviewed and who will conduct the review.
- Please list review dates. DD/MM/YYYY

A copy of this PEEP must be retained by the Building Warden.

APPENDIX C: EMERGENCY EXERCISE SCENARIO PLANNING FORM

Type of Emergency Exercise	
Purpose / Type of emergency exercise	
Date and time of exercise	
Have Security been made aware of exercise	Yes / No
ECO Pre-briefing conducted	Yes / No
Location & Time	
Who is required to attend	
Location within facility affected by emergency	
Assembly/s point to be used	
Communication equipment to be used	
Who will control exercise	
Where will they be located	
Equipment required to facilitate the emergency • specialist equipment • any building preparations	
Specific requirements of the ECO	
Evacuation path/s	
Review of PEEPs	
Neighbouring facilities or other building tenants to be notified	
Name of person filling observer role	
Approximate duration of exercise.	
Identify the signal indicating the exercise has ended	
Email templates	

APPENDIX D: DOCUMENT HISTORY

Version	Date Approved	Changes made to document