

EMERGENCY RESPONSE PLAN - MONASH RURAL HEALTH

This Emergency Response Plan provides a framework and advice for Monash Rural Health (MRH) staff and students on operations during emergencies on a 24/7 basis in business hours and after hours. This plan follows the framework of the Faculty's Emergency Response Plan which sits within the University's Emergency Response Plan.

A local emergency management team has been created and is central to coordinating responses for the Rural Health units on Code Red Fire Danger Rating Days and other emergencies such as storms, floods and earthquakes. The local emergency management teams for each Monash Rural Health site are listed in Schedules 1-4. A flowchart of responsibility is located in Appendix 1. There is also a blank communications log provided in Appendix 2.

RESPONSIBILITY OF THE LOCAL EMERGENCY MANAGEMENT TEAM

In the event of a fire (not deemed a code red rating – refer to page 2 for details on Code Red) or other emergency occurring, the management team and Program Administrator must review the risks associated with student placements, staff locations and travel requirements.

Duties of the local management team are as follows:

- Advise the Operations and Planning Manager of the activation of the local management plan who will then advise the School Manager who will report to the Faculty.
- If deemed appropriate, advise the local Municipal Emergency Response Office of contact details for the management team.
- Identify staff who will be travelling into, within or out of the affected area and ensure they remain informed via <http://www.emergency.vic.gov.au/respond>
- Establish a roll call for all staff who plan to remain at work and make check in arrangements
- Communicate arrangements for response to staff and students including emergency contact details.
- Maintain a log of all communications (actions, contacts made and decisions) relating to the incident and the response between individuals, amongst teams, with students, emergency response teams and the wider community (Refer Communications Log – Appendix 2).
 - Students residing in MRH accommodation can be contacted via StarRez using the SMS function
 - Medicine students on placement but not staying in MRH accommodation are also recorded in StarRez in Own Accommodation houses
- Team Coordinator is to maintain a contact list for emergency notification (work/personal mobile number and email address).
- Comply with existing on-site building fire management arrangements including alarms, wardens and evacuation as required.
- Be aware of warnings issued by VicEmergency, the Bureau of Meteorology, Environment Protection Authority and the Victorian State Emergency Service.
- Be aware of (and liaise if necessary) with the broader community regarding emergency evacuation arrangements including assembly areas/safe areas.
- Ensure awareness of University OH&S Policy/Guidelines with respect to declared high-risk fire periods (i.e. travel, fieldwork in affected areas).
- Ensure the office is equipped with a radio, torch and a supply of relevant batteries, in the event of power loss. The radio must be on at all times during the emergency.
- Ensure all students/staff have a copy of the CFA Fire Ready brochure located <https://www.cfa.vic.gov.au/plan-prepare/fire-ready-kit>.
- Consider making student accommodation available to local staff who have been evacuated

COUNTRY FIRE AUTHORITY – FIRE DANGER RATINGS

The Fire Danger Rating issued by the CFA tells the public how dangerous a fire would be if one started. The ratings are Low-Moderate, High, Very High, Severe, Extreme and Code Red.

CODE RED (CATASTROPHIC) FIRE DANGER RATING

A Code Red (catastrophic) rating issued by the CFA means:

'...the worst conditions for a bush or grass fire. Homes are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high risk bushfire areas.'

The CFA recommended action for a Code Red (catastrophic) rating is **'If you live in a bushfire prone area, the safest option is to leave the night before or early in the morning.'**

Fire danger ratings will be a feature on weather forecasts (newspapers, radio, television and websites) and will alert you to the actions you should take in preparation for and on the day.

RESPONSIBILITY OF STAFF AND STUDENTS

Staff and students must:

- Take responsibility for their own safety and wellbeing.
- Keep up-to-date with current warnings on the VicEmergency website (or phone app) <http://www.emergency.vic.gov.au/respond/> both on weekends and normal business days.
- Comply with emergency service agencies warnings and advice regarding the risks posed to themselves and their property and take appropriate action.
- Advise a member of the management team of their decisions regarding attending work/placement.
- Be aware of their community emergency fire plans.
- Comply with existing on-site fire management arrangements including alarms, wardens and evacuation procedures.
- Be aware that they will not be disadvantaged if time away from normal duties or study periods is required in order to maintain the health and safety of themselves, family members and their property.

PRE-DECLARED CODE RED (CATASTROPHIC) DAY

On the advice of a pre-declared Code Red (Catastrophic) Day (business day), the management team will meet to ensure the necessary tasks are undertaken as priority, which include:

- Nominate a co-ordinator for the period of emergency.
- Consider responsible agency warnings and the risk posed to University staff and students or activities being undertaken immediately before or during a high fire risk declared period.
- Comply with government agencies/emergency services directives and advice.
- Ensure that staff and students are aware of the appropriate response for fire rating.
- By email and/or text message, advise staff and students located both on and off Monash property to be prepared for an evacuation in the event that they decide or are directed to leave (by appropriate agency)
- Maintain communication links to MRH personnel/locations and appropriate Faculty staff members.
- It is advised that staff and students are NOT to travel in or through to the affected areas.

NEIGHBOURHOOD SAFER PLACES - PLACE OF LAST RESORT

Neighborhood Safer Places are municipal council designated buildings or spaces within the community that may offer some protection from radiant heat, the biggest killer during a bushfire. They are a place of last resort in bushfire emergencies only. They are a last resort shelter location that may assist people when there is imminent threat of bushfire and they have no plan, or their planned options are not possible. For a list of Neighborhood Safer

Places, see <https://www.cfa.vic.gov.au/plan-prepare/neighbourhood-safer-places>.

STORM / FLOOD / EARTHQUAKES & OTHER EMERGENCIES

RESPONSIBILITY OF STAFF AND STUDENTS

Staff and students must:

- Take responsibility for their own safety and wellbeing.
- Comply with emergency service agencies warnings and advice regarding the risks posed to themselves and their property and take appropriate action. Visit <http://www.ses.vic.gov.au/prepare> to examine the preparation resources on StormSafe, FloodSafe, TsunamiSafe and QuakeSafe.
- Be aware of warnings issued by the Bureau of Meteorology and the Victorian State Emergency Service.
- Be aware that they will not be disadvantaged if time away from normal duties or study periods are required in order to maintain the health and safety of themselves, family members and their property.
- Maintain communication links to MRH personnel/locations.
- It is advised that staff and students are NOT to travel in or through the affected areas.

It is vital that all staff respond to critical and emergency incidents in the way in which Monash University requires. It is worth noting that a shared response to the incident will result in local management teams gaining tools, resources and advice to assist them to best manage the incident.

LIST OF CONTACT NUMBERS

Vic Emergency Hotline	1800 226 226
Bureau of Meteorology – automated warnings	1300 659 210
SES – request assistance from SES	132 500
Police, Ambulance, Fire – report emergencies	000
Cathy Ward, Acting School Manager	5440 9004 or 0439 886 148
Mark Woodfield, Operations and Planning Manager	9905 3335 or 0416 107 793
Monash University Switchboard (Telephone diversions can be arranged via this number)	9905 4000 Or Internal 99
Tim Stephens, Faculty General Manager (Faculty of Medicine, Nursing and Health Sciences)	9905 4306 or 0409 211 102
Amy Gledden, Faculty Operations and Planning Manager (Faculty of Medicine, Nursing and Health Sciences)	0429 958 734
Bernadette Hayman (Faculty OH&S Consultant)	9905 5739 or 0408 515 476
University Crisis Team Coordinator – Russell Gammie	9905 1316 or 9905 3038 (after hours)
Monash University 24/7 Security Control room	9905 3333
Nurse On-Call (Victoria)	1300 606 024

POST EVENT DEBRIEF

An event debrief will be facilitated by the Operations and Planning Manager post the event (within 4 weeks of full recovery) with the local Director, the local Manager and any other person deemed relevant by this group. The debrief will cover;

- A debrief of the event by the local Manager utilising the Communications Log (refer Appendix 2) and any other resources to capture the actions, decisions and communications that led up to the event, during the event and post the event
- Consider offering a debrief to any student/s affected by the event
- Reach an understanding of the actions, decisions and communications that worked well and didn't work well
- Review those outcomes against this document and identify suggested alterations, additions and deletions
- Make recommendations to the leadership team regarding these changes
- The Operations and Planning Manager will then make the required changes and re-publish the emergency response plan

Document History

Version Number	Date Approved	Date of next review	Approved By	Brief Description
2.4	17 February 2022	August 2022	Ops & Planning Manager	Updated name of Mildura Base Public Hospital on page 9 Removed Anton Wray from Churchill/Fed Uni Section on page 7 Corrected various grammar and typographical errors Added Environment Protection Authority Updated phone numbers for organisations Updated phone numbers and names for staff

2.3	18 January 2021	August 2021	Ops & Planning Manager	Updated Monash University Security phone number and University 24/7 Security Control Room on page 3
2.2	18 August 2020	August 2021	MRH Executive	MRH Emergency Response plan – linked to Faculty Emergency Response Plan

