

# Emergency and Crisis Management Policy

## Section 1 - Purpose and Scope

### Purpose

(1) This Policy establishes the framework for the University to:

- a. manage emergencies and crises affecting the University;
- b. protect the health, safety and security of staff, students, contractors and visitors in emergencies or crises; and
- c. support the continuation of, and management of disruption to, the University's business and reputation, caused by an emergency or crisis.

### Scope

(2) This Policy applies to:

- a. all staff, students, contractors and visitors to the University; and
- b. all facilities wholly managed by the University.

(3) Where University staff, students, contractors or visitors are located on the premises of another organisation, the host organisation's emergency procedures apply.

(4) This Policy has been developed with reference to Standards Australia AS 3745-2010 Planning for emergencies in facilities.

### Associated Policies

(5) [Business Continuity Management Policy](#)

(6) [Risk Management Policy](#)

(7) [Student Critical Incident Management Policy](#)

(8) [Work Health and Safety Policy](#)

(9) [Emergency Procedures](#) available on the University's Work Health and Safety webpage.

## Section 2 - Definitions

(10) For the purpose of this Policy:

- a. A Crisis means any situation or circumstance, internally or externally caused, where there is immediate or imminent, risk to the University's business, reputation, or there is a significant risk of serious injury or death to people arising from a situation that involves the University and is beyond the capacity of normal Southern Cross University management structures and processes for effective resolution.

- b. Emergency Planning Committee means the committee responsible for the ongoing development, review and implementation of this Policy and associated procedures.
- c. An Emergency means a Crisis that is within the capacity of normal Southern Cross University management structures and processes for effective resolution.
- d. First Responder is the person who is aware of, or immediately responds in any way, to an incident, emergency or crisis.
- e. An Incident means a situation that is not an Emergency or a Crisis.

## Section 3 - Content and Priority

(11) The University takes an all hazard, all of University, comprehensive approach to emergency and crisis management. A comprehensive approach incorporates prevention/mitigation, preparation, response, and recovery from emergencies and crises.

(12) The University's approach to emergency and crisis management is contained in its [Emergency and Crisis Management Framework](#), which includes:

- a. This Policy
- b. [Emergency and Crisis Management Plan](#)
- c. [Emergency Procedures](#)

(13) The University's priorities in any Emergency or Crisis are to:

- a. preserve life and avoid injury;
- b. preserve the University's brand, assets and operations;
- c. return to business as usual as soon as practical;
- d. minimise impact on the local community and environment; and
- e. support, where possible, local community emergency response.

## Section 4 - Responsibilities

(14) The Emergency Planning Committee is responsible for the ongoing development, review and implementation of this Policy and associated procedures.

(15) The Committee will meet at least twice annually.

(16) Membership of the Committee shall include:

- a. Vice President (Operations) (Chair)
- b. Manager, Workplace Health and Safety (Deputy Chair)
- c. Director, Property Services
- d. Manager, Security
- e. Manager, Insurance and Risk
- f. Manager, Equity and Inclusion

(17) The Chair may invite any person, including representatives from external organisations, to attend meetings of the Committee to provide information and assist as required.

## **Section 5 - Implementation**

(18) The University will engage in the following:

- a. Emergency Planning Committee training
- b. Emergency Planning Committee development, review and maintenance of the [Emergency and Crisis Management Framework](#)
- c. Continuous review of the availability and capability of resources including people, systems and equipment to coordinate a response to an emergency or crisis.

## **Section 6 - Procedures**

## **Section 7 - Guidelines**

(19) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	10th May 2019
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