

Emergency Management Plan

Version: 1	Approved By:
Last amendment: 2018	Date:
Next Review: 2021	Contact Person: CEO Manager Work Health and Safety

INTRODUCTION

Catholic Diocese of Darwin and Catholic Education is committed to safety by providing a safe and healthy workplace for all employees, students, contractors and visitors.

For the purpose of this document, Catholic Education will be used as reference to both the Catholic Diocese of Darwin and Catholic Education from this point on.

STATEMENT OF AUTHORITY

The authority behind this Emergency Management Plan is the Work Health and Safety (National Uniform Legislation) ACT, Regulations and Australian Standard 3745:2010 – Planning for emergencies in facilities.

AIM

Catholic Education aims to assist in facilitating the effective management of emergencies/crises and the reporting obligations of employees in respect to any work related injuries/illness, incidents or near miss events.

INTENT

Catholic Education is committed to the well-being of its employees, students and community by enabling its employees to perform their work in a manner which is both productive, and does not jeopardise their own safety or the safety of others. Catholic Diocese aims to foster an attitude among employees and the community of open consultation, participation and cooperation.

Catholic Diocese will seek the co-operation of all staff, volunteers, stakeholders and other persons. We will encourage suggestions for realising our health and safety objectives to create a safe working environment and minimise workplace incident / accident rates.

1. PURPOSE

In conjunction with the Catholic Education Office's *WHS 31 Crisis Management Policy*, the principal function of the Emergency Management Plan is to ensure the safety of staff, students and community. The Emergency Management Plan considers any special processes undertaken within facilities and operations, providing shut down processes or recommended actions in the event of an emergency.

2. EMERGENCY MANAGEMENT PLAN (EMP)

The plan establishes a framework for the effective handling of emergencies and/or disasters, and management of the return to normality. Adherence to this framework is intended to:

- avoid or minimise loss of life and property
- ensure any emergency can be effectively dealt with
- support a prompt response to any emergency
- direct key people to act on specific tasks and provide direction
- provide response mechanisms that support business continuity during/after an emergency

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3. RELEVANT DEFINITIONS

In the context of this document:

Authorised Person means Bishop, Senior Executive, Principal, Manager, Supervisor or staff person (or delegate) responsible for a relevant facility or area;

Catholic Diocese includes to all Catholic colleges, schools, parishes and other affiliated agencies

Catholic Diocese premises means all buildings and grounds whether owned, leased, rented or otherwise under the control of the Catholic Diocese; and

CEO Catholic Education Office

CMT Crisis Management Team (Catholic Education Office)

ECO Emergency Control Organisation

EMP Emergency Management Plan

EPC Emergency Planning Committee (as per standard AS/NZS 3745:2010)

IMT Incident Management Team (Colleges and Schools)

Manager means a person holding the position of managing or supervising staff;

Staff means anyone engaged by or associated with the Catholic Diocese and includes all permanent, casual or contracted staff (whether full-time or part-time);

Senior Executive means a person holding the position of Bishop, Director or Deputy Director;

Workshop means areas involving the use and maintenance of electrical, electronic and mechanical equipment and tools.

Note: Within Catholic Education the terminology EPC has been replaced with CMT and IMT but are one in the same.

4. GENERAL INFORMATION

4.1 Emergency Response

Catholic Education has identified that an emergency within the Catholic Diocese of Darwin could develop from a number of causes including a major accident (death/serious injury), fire and/or explosion, bomb threat, gas leakage, civil disorder, natural disaster or structural fault.

A prompt and organised response in such an emergency is essential for the welfare of all persons and for the preservation of assets.

Therefore, it is vital that each College, School or Agency within the Diocese of Darwin have an Emergency Response Procedure that is relevant to the facility and integrates with this Emergency Management Plan.

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4.2 Implementation of Emergency Management Plan (EMP)

In order for the Emergency Management Plan to be effectively implemented, staff and volunteers must:

- have access to the Emergency Management Plan
- have an emergency evacuation plan displayed in prominent positions throughout facilities
- be provided with emergency response / evacuation procedure during induction or training
- undergo specific training (for staff with specific tasks)
- undertake emergency evacuation drills
- have the support of sufficient staff to fulfil emergency roles for the Emergency Management Plan

These minimal requirements necessitate:

- provision of sufficient financial resources to implement the Plan
- maintenance of all records of emergency activities, hazard reports, including fire safety training, drills, incidents and investigations
- provision of a register of hazardous activities and substances.

5. RESPONSIBILITIES

The role of the Crisis Management Team (CMT) includes:

- drafting, implementation and continual review of the Emergency Management Plan
- develop and implement procedures for conduct of emergency evacuation exercises and review the effectiveness of the exercises
- effective and timely control of response operations
- assessment of emergencies for priority response actions
- collection and dissemination of information
- effective and timely use of resources
- continual review of operations.

The Emergency Control Organisation (ECO) is a structured group of people (Wardens and First Aid Officers) which take command in the declaration of an emergency within the facility pending the arrival of the fire brigade or other emergency service. Their role is to ensure all workers and visitors are safely evacuated from the site or hazard to an appropriate Assembly Area (Muster Point) where they are out of harms way.

Ref: WHS 7 (Formerly named) Emergency Management Planning Form. Has been renamed: **WHS 7C Emergency Control Organisation Guide**

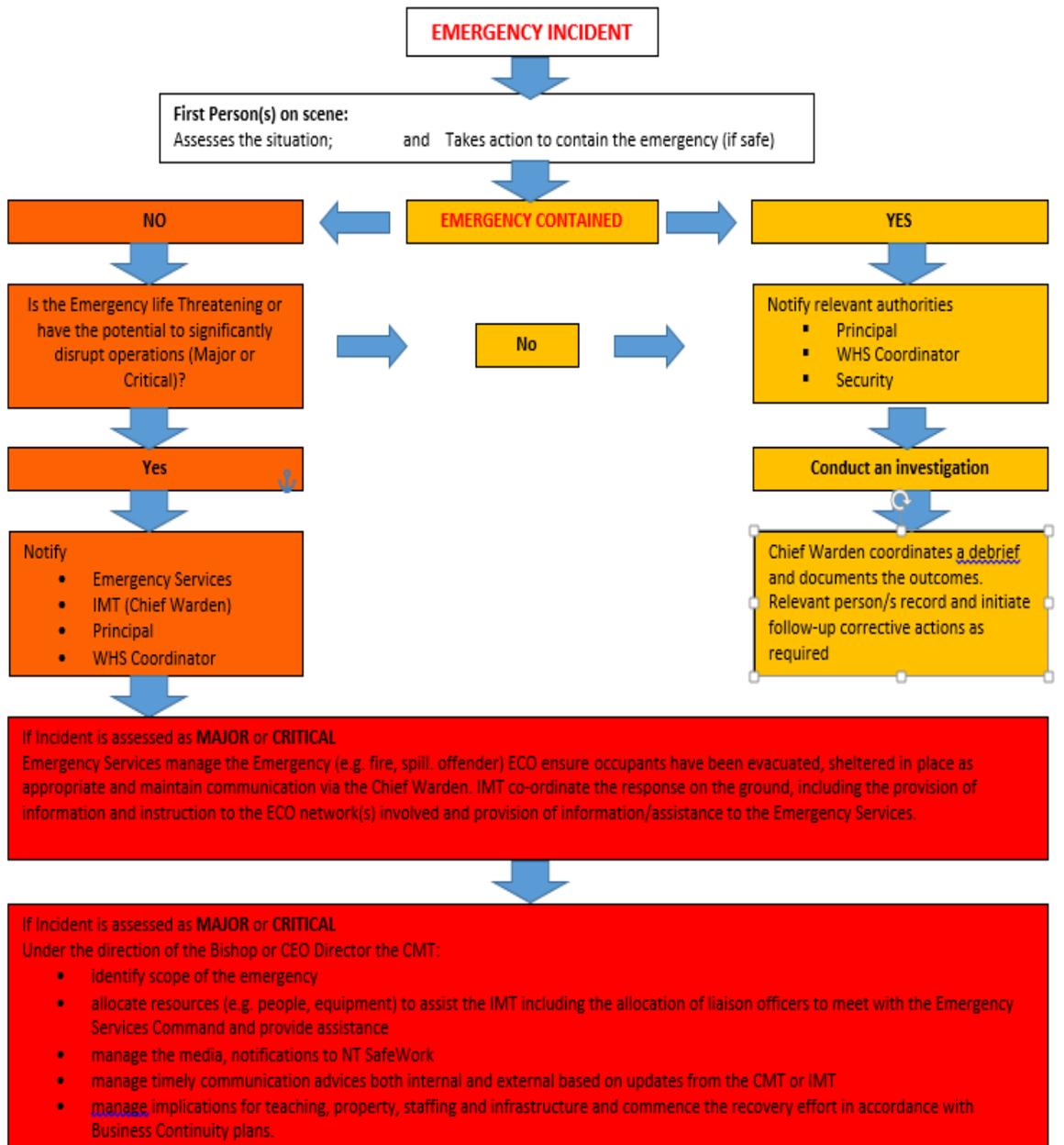
6. EMERGENCY RESPONSE FLOWCHART

The following flowchart describes the emergency response and escalations from a minor to a critical incident.

	Low	Low impact: managed by the Chief Warden and Warden network (ECO) using local resources. e.g. Emergency quickly contained/non-life threatening/First aid treatment/medium financial loss/short term disruption to normal operations.
	Medium	Moderate impact: requires co-ordination of ECO & assistance from other Emergency Services. (e.g. Life threatening medical treatment for one/more casualties, damage

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	preventing access to one/more rooms, significant disruption to normal operations) Consider assistance of the Incident Management Team (IMT) or advice from Crisis Management Team (CMT).
High	High impact: requires co-ordination of ECO, CMT (CEO Crisis Management Team), IMT (College or School Incident Management Team), Emergency Services & external agencies. Extensive injuries or death, major damage, loss/disruption of business operations for an extended period. CMT assumes strategic control and IMT (if applicable) co-ordinate response on the ground.



7. POST EMERGENCY

In providing a secondary response, ensure that any person requiring further and ongoing medical treatment or counseling receives access to those services.

Particular actions will be required in returning workplace to normality. As soon as possible after the

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all clear has been given by the Emergency Services, the CMT, IMT and ECO should meet to debrief and review response procedures and outcomes of how the emergency was managed.

Minutes of the debrief meeting should be disseminated accordingly to the relevant parties and stakeholders.

The post- emergency phase offers an opportunity to reflect and learn from the incident, allowing for improvements to policies, procedures and plans to be made to ensure that future emergencies are managed effectively.

8. RELATED DOCUMENTATION

Internal

Crisis Management Policy (WHS 31) and other related forms
 Risk Management Policy
 Work Health and Safety Policy
 Working with Children Policy
 WHS Consultation Procedure
 Specific Incident forms located under Crisis Management on CEnet

External

Australian Standard 3745:2010 – Planning for emergencies in facilities
 Work Health and Safety Act (NT)
 Work Health and safety Regulations (NT)

Policy Sponsor: Catholic Diocese of Darwin Bishop and CEO Director
 Policy Contact Person: CEO Manager Work Health and Safety

Document History and Version Control

Document No.	WHS 7		
Document Name:	CEO Emergency Management Plan		
Issue Date	25/8/15		
Revision Date	22/06/18	Version Number	2
Expiry or proposed review date:	22/06/21	Reviewed By	WHS Manager
		Consultation	WHS Network & CE Committee
Changes to previous version	Complete re-write	Approved By	CEO Director

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