**School of Medical Science (SoMS), Faculty of Medicine**

**Protocol – Pre-notification of emergency drills**

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| **Document Control Number:** | SoMS\_HS\_030 |
| **Authorised by:** | Mark Hill, Chairpersons SoMS Health and Safety Committee |
| **Version & Effective date:** | V1.2, 05/08/2014  |
| **Dates of previous versions:** | V1.1, 12/03/2013 |
| **Contact officer/s:** | Edward Crawford, Chief Warden |
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| **Related documents:** | SoMS\_HS\_023\_Wallace Wurth Evacuation Protocol\_v1.2 with Appendix |

1. **Purpose – context for development of the protocol**

To establish the protocol for advance notification of a Wallace Wurth building emergency drill.

1. **Scope – to which positions/groups does the protocol apply**

All occupants of Wallace Wurth

1. **Definitions and acronyms used**

Defined throughout the document

1. **Protocol statement**
	1. **Background**

Emergency drills (e.g. evacuation/lockdown) are held twice a year and are important to familiarise building occupants with how to respond to an emergency. They are best conducted with little or no notice provided to the occupants, so that it best reflects a real-life situation. However drills can negatively impact on research and teaching if a critical experiment or exam is underway when a drill starts. A critical experiment may be one where an animal is under anaesthetic and if an evacuation were to occur the animal would need to be put down if it can’t be taken out of the building. In these cases the experiment should be re-arranged for another time. In the case of examinations attempts shall be made to re-arrange the drill.

* 1. **Months in advance of the drill**
* Chief Warden receives the suggested date and time for the drill from the UNSW Emergency Management Assistant 1
* Notification of the date and exact time is sent to the following and recipients asked to comment if there is a problem:
	+ SoMS Executive Team – Head of School, Deputy H.O.S., all Heads of Departments, Executive Officer and Research Manager 2
	+ The BRC managers and wardens (to check bookings for animal experiments) 3
	+ Exam Timetabling staff (to check it doesn’t clash with an exam in the building) 4
	+ Kirby Institute management 5
	+ Teaching Lab Managers 6
	+ All Deputy Chief Wardens 7
* If there are no objections to the date/time reported within 3 days, the Chief Warden notifies the UNSW Emergency Management Assistant to confirm that the proposed date and time for the drill are OK.

**4.3 Now that the Drill date and time have been locked in...**

* Notification of the date and rough guide of the time (e.g. morning/lunch/afternoon) is then sent to all Wallace Wurth Lab Group Heads and Lab Managers as follows, this will allow for rearranging of critical experiments if necessary. If the exact time of the drill is required the Chief Warden can be contacted:
* The SoMS “WW Lab Heads and Lab Managers” email list (Check that all SoMS Research Support Officers are included – new RSOs may not have been added to this List yet.)
* Non-SoMS Lab Heads and Lab Managers as follows:
	+ BRC managers 8
	+ Clinical School/SoMS/Physiology, level 3 North-West person 9
	+ BMSF Director & Lab Manager 10
	+ Bio Sciences WW level 1 South-West teaching lab manager 11
	+ Kirby Institute PC3 Lab etc Lab Group Heads and Lab Managers 12
	+ School of Women’s and Children’s Health group, Level 4 East 13
* The Chief Warden books a room for the Briefing and Debriefing Meetings which will be held for the whole ECO Team, before and after the Drill. (For example, LG02 or LG03 are both suitable, and bookings for these rooms are managed by SoMS Admin Staff 14.)
* The Chief Warden then sends advance notification to the ECO Team, giving the exact time and room for the Briefing Meeting, plus the approximate schedule for the Drill and the Debriefing Meeting which will follow.
* The Deputy Chief Wardens are included in all emails.
	1. **On the week of the drill**
* Chief Warden sends a reminder email to all previously notified groups with the drill date and whether the time is “Morning”, “Lunch”, “Afternoon”. They can email the Deputy Chief Warden if they need to know the exact time of the drill.
* Chief Warden sends a notification email to the ECO Team, giving the exact time and room for the Briefing Meeting, plus the approximate schedule for the Drill and the Debriefing Meeting which will follow. This email could be sent as an Outlook Calendar event.
* The Deputy Chief Wardens are included on all emails.
1. **Roles and responsibilities**

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| **5.1 Chief Warden*** Communicate the planned drill date and time to relevant parties
* Liaise with the Emergency Co-ordinator to arrange a suitable time for the planned drill

**5.2 Executive team, BRC wardens, Timetable officers, Kirby Institute management and Teaching Lab Managers*** Advise the Chief Warden if there are any important conferences, meetings or examinations planned for the date/time of drill that cannot be interrupted.
* Do not broadcast the date/time of the planned drill, so that it reflects real-life situation as best as possible.

**5.3 Lab heads and lab managers*** Do not broadcast the date/time of the planned drill, unless absolutely necessary, so that it reflects real-life situation as best as possible.
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(Please see Appendix 1 below.)

Appendix 1

Names of Current Staff in the Positions referred to Above

Updated: 3 July 2014

Note: This Appendix may be updated as needed, without updating the main Protocol document above.

**Names of staff referred to in Section 4.2 above:**

1. UNSW Emergency Management Assistant is: Ellen Edwards.
2. SoMS Executive Team – Nick Hawkins, John Hunt, Gary Housley, Margaret Morris, Gary Velan, Edna Hardeman, Julie Hatzi and Anastasia Korlimbinis. Also include Andrew Lloyd.
3. The BRC Managers and Wardens are: David Coomber, Stephen Danon, Sandra Spathos, Troy Butler and David Jenkin.
4. Exam Timetabling staff are. Marie Kwok and Elena Mankovskaia.
5. Kirby Institute management, e.g. Brigette Sharp & Yvette Toole
6. Teaching Lab Managers: Balu Daniel (Physiology / Pharmacology / Exercise Physiology), Vincent Strack Van Schijndel (Anatomy) and Jani O’Rourke (Bio Sciences – for WW Level 1 south-west teaching lab)
7. Deputy Chief Wardens: Balu Daniel, Yvette Toole, Blathnaid Farrell

**Names of Lab Group Heads & Lab Managers referred to in Section 4.3 above:**

1. BRC managers: Stephen Danon and David Coomber
2. Clinical School/SoMS/Physiology, level 3 North-West person: Geoff Lambert
3. BMSF Director & Lab Manager: Mark Raftery and Lydia Morris
4. Bio Sciences WW level 1 South-West teaching lab manager: Jani O’Rourke
5. Kirby Institute PC3 Lab etc: KI’s Lab Group Heads and Lab Managers list is to be advised in due course, in consultation with Kirby Institute staff.
6. School of Women’s and Children’s Health group, Level 4 East: Include Hayden Homer and Angelique Riepsamen (Hoolahan).

**Name of SoMS Admin Staff for Room Booking, referred to in Section 4.3 above:**

1. SoMS Admin Staff for booking LG02 or LG03: Marie Kwok.