



Guideline: Duties of emergency control organisation (ECO) members

Purpose

This guideline provides details on the duties and responsibilities of members of an Emergency Control Organisation (ECO) established for a University facility. This guideline supports the emergency response procedure in meeting the compliance requirements of the *Work Health and Safety Act 2011* (Cth) (WHS Act), the *Work Health and Safety Regulations 2011* (Cth) (WHS Regulations) and the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act). This guideline also supports the emergency response procedure based on the requirements in Australian Standard (AS) 3745:2010 Planning for Emergencies in Facilities. This guideline is linked to the Australian National University's Work Health and Safety Policy and is one of the WHS Management System documents located on the Work Environment Group Web Page.

ECO Membership

1. At the Australian National University, the building emergency control organisation (ECO) may consist of membership from the following individuals:

- Building Chief Warden and or Deputy Building Chief Warden;
- Communications Officer;
- Building Floor Wardens;
- Building Wardens;
- Safety Officers; and
- First Aid Officers.

Note. After hours, Security will act as Building Chief Wardens.

Duties of ECO Members

Duties of Chief Warden and Deputy Chief Warden

2. Below are listed the duties of the Chief Warden and, in his or her absence, the Deputy Chief Warden.

Pre-emergency duties

3. Be available, or organise cover, for all times the building is usually occupied and, where possible, ensuring the Chief Warden and Deputy Chief Warden are not simultaneously absent during normal working hours;
4. Organise and provide to all Wardens and occupants relevant emergency information including details of:
 - The fire alarm system;
 - The emergency warning system; and
 - The emergency response procedures;
5. Maintain and display a current list of all Floor Wardens and Deputies (including phone numbers and locations);
6. Replace ECO members where a position becomes vacant and organise training in ECO operations for all new ECO members;
7. In conjunction with the ANU Fire Safety Officer conduct regular exercises;
8. Organise through Facilities & Services Division to display current evacuation diagrams on each floor or zone;
9. Ensure the facility/building emergency response procedures are kept up-to-date;
10. Attend meetings of the EPC, as appropriate; and
11. Alert senior management and the ANU Fire Safety Officer of any issue that potentially puts building occupants at risk (e.g. obstruction of fire exits).

Emergency duties

12. Respond immediately to an emergency alarm and take control, as appropriate;
13. Decide if an emergency situation warrants a response by the ECO;
14. Determine what emergency response procedures should be carried out, if necessary, bring the ECO quickly into action;

Note. The Chief Warden has the authority to force the evacuation of a building in the event of an emergency.

15. Ensure the appropriate Emergency Service has been notified;
16. Ensure that Floor Wardens have been advised of the situation, as appropriate;
17. If necessary, initiate an action plan in accordance with the emergency response procedures, and control entry to the affected areas;
18. Monitor the progress of any evacuation and record any action taken in an incident log;

19. Brief the Emergency Services personnel on arrival of the type, scope and location of the emergency, the status of the evacuation and any on-site hazards associated with the building and or facility.

Note. The senior officer of the Emergency Service (e.g. fire brigade, police, bomb squad) will assume responsibility of the situation on arrival.

20. Any other actions considered necessary, or as directed by Emergency Services.

Post-emergency

21. When the emergency incident is made safe or the Emergency Service returns control, notify the ECO members to have occupants return to the building/facility, as appropriate;

22. Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service; and

23. Compile a report for the EPC and management

Communication Officer

24. Below are listed the duties of the Communications Officer, where appointed.

Pre-emergency

25. Ensure personal proficiency in operating available communication equipment;

26. Maintain records and log books and make them available for emergency response;

27. Ensure that ECO members are proficient in the use of building/facility communication equipment;

28. Ensure that emergency contact details are up to date;

29. Attend training and emergency exercises

Emergency

30. Ascertain the nature and location of the emergency;

31. Confirm that the appropriate Emergency Service has been notified;

32. Notify appropriate ECO members;

33. Transmit instructions and information;

34. Record a log of the events that occurred during the emergency;

35. Act as directed by the Chief Warden.

Post-emergency

36. Collate records of events during the emergency for the debrief;

37. Ensure all records are secured for future reference.

Floor Wardens and Deputy Floor Wardens

38. Floor Wardens should be appointed for each floor or zone of a building, to control the emergency response procedures for their floor, generally as directed by the Chief Warden. The duties of the Floor Warden are listed below:

Pre-emergency

39. Be familiar with the operation of the fire alarm, the emergency warning system, and other equipment in the building used in the event of an emergency;

40. Understand the floor or zone they represent, including:

- All means of exit and alternate escape routes;
- The existence and positions of rooms leading off blind passages, or doors leading to dead ends and any other confined areas in which people could be located;
- Potentially dangerous materials or operations undertaken in their zone; and
- The location and operation of fire doors, smoke doors, fire blankets, portable fire extinguishers and fire hoses on their floor or zone;

41. Confirm there are sufficient Wardens for their area of responsibility;

42. Be aware of the number and location of occupants with a disability and coordinate the completion of the PEEP documentation;

43. Report on deficiencies of emergency equipment;

44. Ensure that Wardens have communicated the emergency response procedures to all occupants within their nominated areas;

45. Coordinate safety practices (e.g. clear egress paths, ensure access to emergency equipment, dispose of rubbish) by Wardens throughout their area of responsibility; and

46. Attend training and emergency exercises.

Emergency

47. Implement the emergency response procedures for their floor or area;

48. Ensure the appropriate Emergency Service has been notified;

49. Direct Wardens to check the floor or area for any abnormal situation; and

50. Commence evacuation if the circumstance on the floor or area warrants this;

Note. Floor Wardens have the authority to evacuate their floor or zone if they consider there is any danger to personnel in that zone.

51. Communicate with the Chief Warden by whatever means available and act on instructions;
52. Advise the Chief Warden as soon as possible of the circumstances and action taken;
53. Co-opt persons as required to assist a Warden during an emergency;
54. Confirm that the activities of Wardens have been completed and report this to the Chief Warden or the senior officer of the attending Emergency Services if the Chief Warden is not contactable.

Post-emergency

55. Compile a report for the debrief of actions taken during the emergency.

Emergency Response Team

56. Members of the emergency response team shall carry out activities as set out in this procedure, and the following:

Emergency

57. Respond to the emergency as directed by the Chief Warden;
58. Communicate the status of the situation with the Chief Warden; and
59. Handover and brief Emergency Services on arrival.

Post Emergency

60. Clean and service used specialised equipment; and
61. replace specialised equipment as necessary.

Document information

Title	Duties of emergency control organisation (ECO) members
Document Type	Guideline
Document Number	ANUP_014607
Version	3
Purpose	<p>This guideline provides details on the duties and responsibilities of members of an Emergency Control Organisation established for a University facility. This guideline supports the emergency response procedure in meeting the compliance requirements of the Work Health and Safety Act 2011 (Cth) (WHS Act), the Work Health and Safety Regulations, 2011 (Cth) (WHS Regulations) and the Safety, Rehabilitation and Compensation Act, 1988 (SRC Act). This guideline also supports the emergency response procedure based on the requirements in Australian Standard (AS) 3745:2010 Planning for Emergencies in Facilities. This guideline is linked to the Australian National University's Workplace Health and Safety Policy and is one of the WHS Management System documents located on the Work Environment Group Web Page.</p>
Audience	Staff
Category	Administrative
Topic	Health, Safety & Environment
Subtopic	Fire & Emergencies
Effective Date	1 Sep 2020
Review Date	16 Sep 2023
Responsible Officer	Chief People Officer
Approved By	Director, Human Resources (err)
Contact Area	Human Resources Division (director.hr@anu.edu.au)
Authority	Work Health & Safety Act 2011 Work Health and Safety Regulations 2011 Safety, Rehabilitation and Compensation Act 1988
Printed On	9 Jun 2023

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