



Category or Type	Administration and Management
Originally approved by, and date	Executive Leadership Team on 16 October 2014
Last approved revision	16 October 2014
Sponsor	Executive Director, Organisational Development
Responsible Officer	Manager, Audit and Risk
Date Policy took effect	16 October 2014
Review date	October 2016

Emergency Management Framework, Plan and Policy

Table of Contents

1. Document structure and purpose.....	3
2. Unitec Emergency Management Policy.....	4
3. Unitec Emergency Management Plan (EM Plan).....	4
3.1 Accountability.....	5
3.2 Authority.....	6
3.3 Emergency Management Plan (EM Plan) Activation Process.....	6
3.3.1 Recognising an Emergency that is sufficient to declare a State of Campus Emergency.....	7
3.3.2 The Emergency Operations Centre (EOC).....	8
3.3.3 Emergency Communications – the Notification Process.....	9
3.3.4 Dissolution (standing down) of the IMT / Handover.....	9
3.3.5 Review.....	9
3.3.6 Roles and Responsibilities.....	9
3.4 Risk Management and Recovery.....	13
3.4.1 Recovery Management.....	13
3.5 Training.....	13
3.6 Implementing and Testing the Emergency Management Plan.....	14
4. Emergency Management Communications Plan.....	14
5. Related Policies, Procedures and documents.....	15
<u>Appendix A: Unitec Emergency Management Policy.....</u>	16
<u>Appendix B: Glossary of Terms.....</u>	18
<u>Appendix C: EM Plan Activation Process: Level 1, 2 and 3 Activation</u>	20

1. Document structure and purpose

Unitec's Emergency Management Framework (EM Framework) provides the foundation for a co-ordinated approach to emergency management across all Unitec campuses. It is comprised of the following components shown in **Figure 1** below:

- **Emergency Management Plan (EM Plan)** – a summary document outlining the overall arrangements for managing on-campus emergencies
- **Emergency Management Policy (EM Policy)** – an Appendix to EM Plan that outlines Unitec's Policy for Emergency Management
- **Emergency Management Communications Plan (EM Communications Plan)** – a separate document that outlines the communication arrangements that support the EM Plan
- **Emergency Management Standard Operating Procedures (EM SOP)**– a separate document that includes Emergency Management Functions (EM Functions) and Emergency Management Posters (EM Posters)

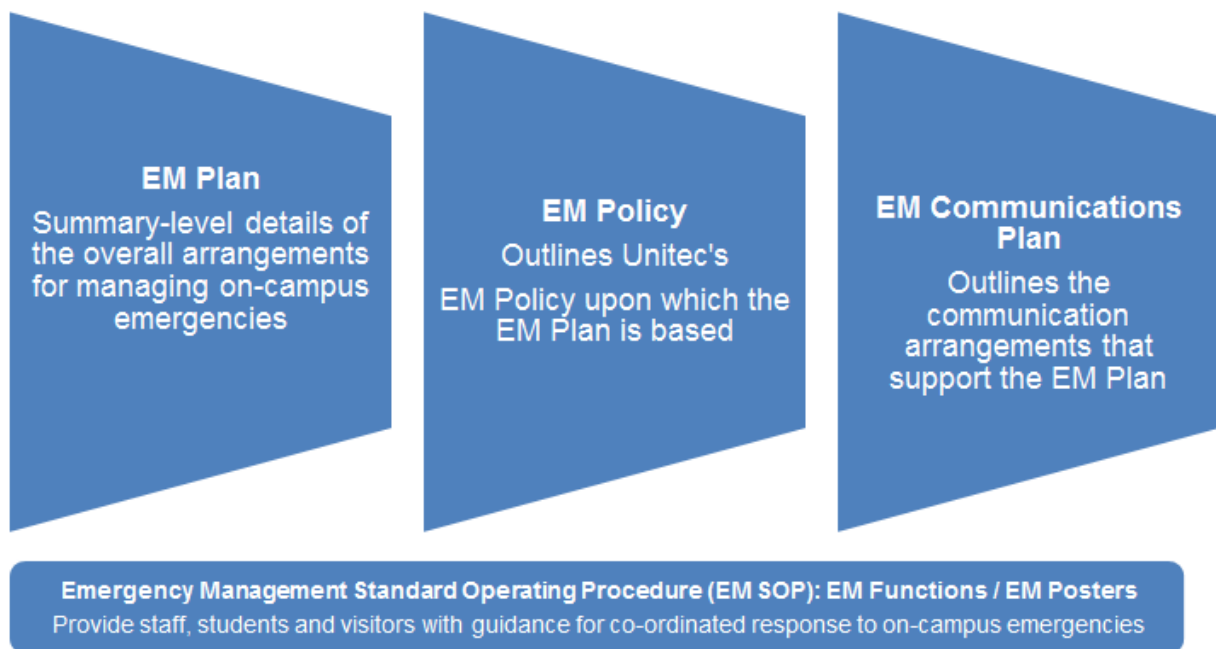


Fig. 1: Structure of the Emergency Management Framework and Supporting Documents

The **EM Plan** gives effect to the *EM Policy* (appended to the Plan) and sets out the arrangements for a co-ordinated action by Unitec in response to an emergency on its Mt Albert campus and other campuses.

The **EM Plan** is supported by an **EM Communications Plan** and an **EM SOP**; the **EM SOP** includes, *EM Functions* (in the form of Desk Files for use by Unitec staff) and *EM Posters* that provide general information to inform the first response(s) by Unitec staff, students and / or visitors.

The **EM Plan** recognises that EM Response is only one component of the Emergency Management and Risk Management approach; it is an iterative process that involves all of the components shown in **Figure 3** below.

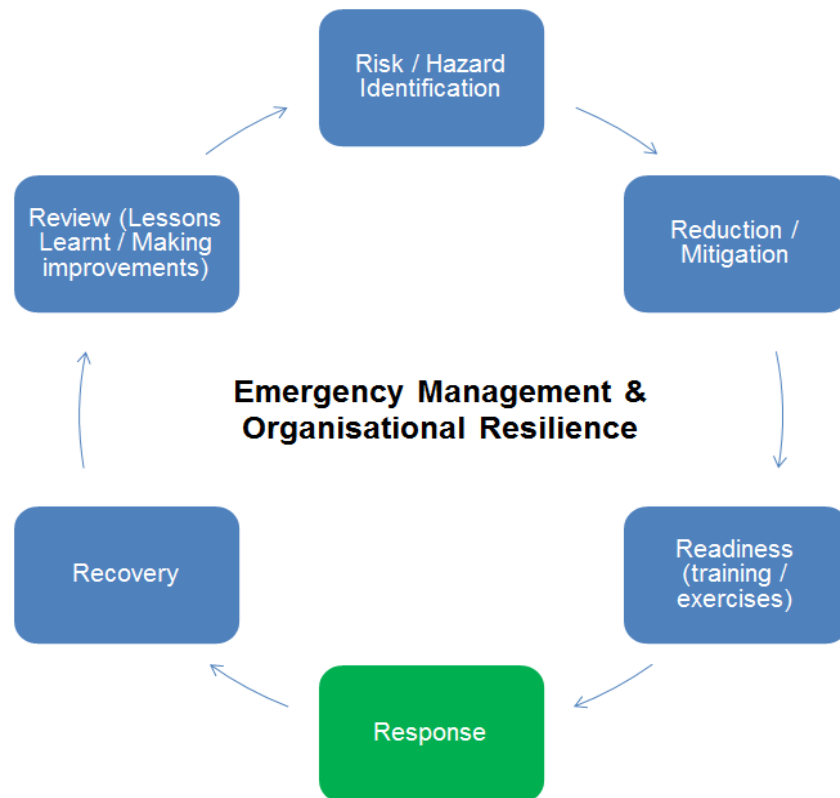


Figure 2: Components of Emergency Management and Organisational Resilience

2. Unitec Emergency Management Policy (EM Policy)

The **EM Policy** (refer to **Appendix A** for **EM Policy**) provides a mandate for decisions that need to be taken to deal with emergencies at Unitec. The **EM Policy** is designed to assist Unitec manage an emergency so as to deliver a quick and effective response, to save lives, prevent injury, protect property and safeguard its reputation.

3. Unitec Emergency Management Plan (EM Plan)

The **EM Plan** sets out the arrangements for a co-ordinated action by Unitec in response to an emergency on its Mt Albert Campus and other campuses.

The authority for this plan is provided by Unitec's **EM Policy**.

The **EM Plan** focuses on the following on-campus hazards:

- Adverse weather conditions (high winds etc.)
- Major fire
- Hazardous Substances Incident
- Bomb threat
- Armed offender incident (firearms, knives, other weapons)
- Civil disturbance / student protest
- Pandemic / disease outbreak

In the event that the following natural hazards occur, local, regional and national Civil Defence Emergency Management procedures will provide the leadership for dealing with the emergency from an external perspective:

- Flood
- Volcanic eruption
- Earthquake (structural collapse)
- Tsunami
- Severe storm/cyclone
- Influenza pandemic

Checklists for evacuations that relate to a number of the above natural disasters have been included in the **EM SOP** (documented separately).

On-campus emergency procedures will be applied in context of the larger-scale events / emergencies that follow the above mentioned natural hazards. All planning will assume that the following failures may occur –

- Utility Failure
- Power failure
- Telecommunications Failure

Unitec's main objectives in its initial response to all emergencies are:

- To protect human life and alleviate suffering, and, as far as possible, protect property and reputation; and
- To support the continuity of everyday activity and the restoration of disrupted services at the earliest possible time.

3.1 Accountability

The **EM Plan** supports these objectives by providing a clear and organised response strategy supported by pre-defined response and recovery procedures; the **EM Plan** provides basic actions to be performed by two key groups - the Incident Management Team (IMT) and the Strategic Emergency Management Group (SEMG) during an incident to:

- assess the nature and severity of the incident,
- decide an appropriate response; and
- initiate appropriate actions by senior management and staff.

Procedures and roles in this plan align with the Coordinated Incident Management System (CIMS) currently in use by all emergency organisations across New Zealand and many other countries internationally.

The **EM Plan** outlines how the Co-ordinated Incident Management System will apply within Unitec, allocates responsibilities to certain staff and requires staff to undertake specified training and for the Plan to be tested annually to ensure staff associated with the Plan know how to respond effectively in an Emergency.

A Glossary of terms used in this **EM Plan** is included at **Appendix B**.

3.2 Authority

The Chief Executive (or delegate) will declare a **State of Campus Emergency** when an event occurs which cannot be handled by day-to-day Unitec operations and management. Incident

Controllers (IC) can declare a State of Campus Emergency where there is insufficient time for the Chief Executive (or delegate) to make the declaration. Generally the IC will advise the Chief Executive whether declaration of a State of Campus Emergency is required.

The IC leads the IMT and decides operational priorities and allocates resources during the initial emergency response. The immediate focus is on saving lives and protecting property. Unitec's appointed IC is the Executive Director - Organisational Development unless this authority is delegated (due to extended emergency periods). Alternate ICs are (1) the Executive Dean - Faculty of Creative Industries & Business and (2) the Executive Director - Strategic Property.

The IMT will be structured according to CIMS, scaled according to the severity and nature of the incident or emergency (refer to **Figure 3** below). The IMT is comprised of a broad cross section of staff, selected for their expertise. The IC determines the timing and level of activation and calls out the designated IMT members.

For the Northern and Henderson campuses the most senior staff member present (the First Responder) will assume the role and duties of the IC until such time that the IC is able to arrive and assess the nature of the incident at the affected campus.

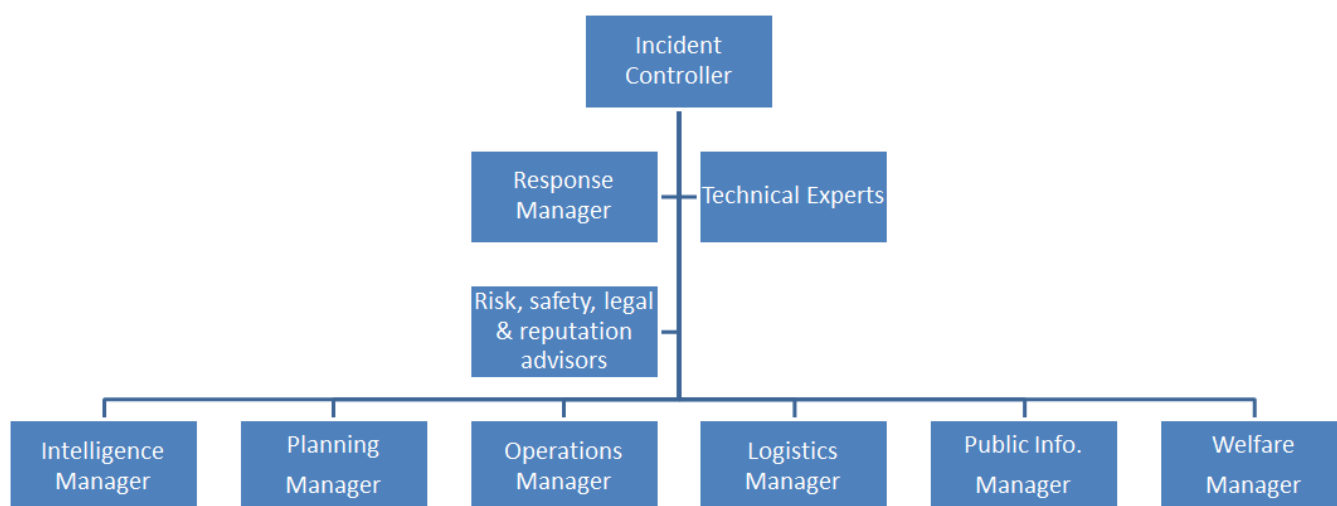


Figure 3: IMT Structure and Functions (CIMS)

3.3 Emergency Management Plan (EM Plan) Activation Process

The EM Plan activation process is described below and summarised in **Figure 4** on the next page.

Initial response by Unitec Security and / or Emergency Management Agencies and reporting of the incident / emergency to the IC.

The IC convenes the IMT to assess the nature of the incident / emergency. The IC assembles the IMT and activates the Emergency Operations Centre (refer to 3.3.2). [**Note:** the IC may choose to convene the IMT before a State of Campus Emergency has been formally declared.]

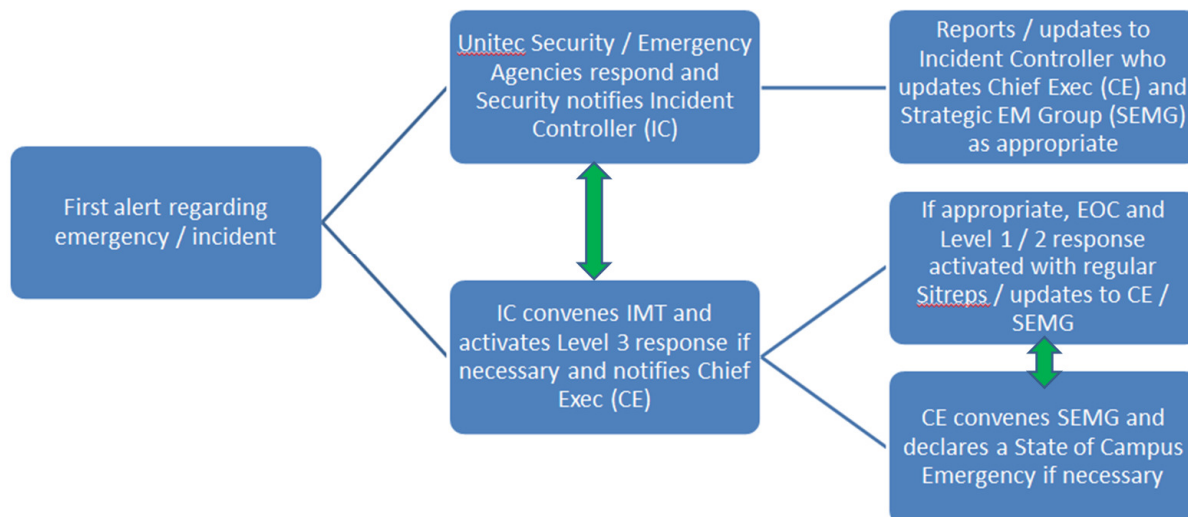


Figure 4: Emergency Activation Process

A Level 1, 2 or 3 response is initiated by the IMT (in accordance with **Appendix C**); specific steps (checklists) involved in Level 1, 2 and 3 responses are included in the **EM SOP**.

The Chief Executive may assemble the SEMG and meetings will be on a needs basis and the scale of the emergency/incident. The SEMG's primary meeting location will be in the CE's office. The IMT's primary meeting location (known as the Emergency Operations Centre) will be in the Boardroom at Building 48. Secondary meeting locations for the IMT will be Building 112 staffroom. If the SEMG is assembled, the IMT will provide regular information updates.

3.3.1 Recognising an Emergency that is sufficient to declare a State of Campus Emergency

A State of Campus Emergency is declared whenever an emergency occurs which cannot be handled by day-to-day operations and management. Among the key factors for the Chief Executive or the person acting on his / her behalf to consider in making the declaration are:

- Whether it is a high impact event
- Whether life and/or significant property assets are at risk
- Whether a large area is affected (entire campus / city / region)
- Whether outside emergency services are involved
- Whether the emergency is longer term (longer than one day)
- Whether it is a serious health and safety incident which could cause major disruption to Unitec teaching and services
- Whether the District Health Board has declared a state of health emergency, e.g. an influenza pandemic.

The principle of 'decisive early action and effective return to normal' applies when making the decision to declare a State of Campus Emergency. It is easier and usually more effective to scale down on decisive early decision-making than it is to escalate a lack of response or too slow a response.

The Chief Executive (or delegate) has ultimate responsibility and authority for declaring a State of Campus Emergency and making key executive decisions such as those pertaining to closure of part or all of the campus, evacuation of non-essential personnel, suspension of business activity, and business continuity.

- During a State of Campus Emergency:
 - i. The Chief Executive delegates to the IC, full responsibility to manage the initial response to an emergency including decisions around operational priorities and resource allocation.
 - ii. The IC is responsible for notifying the Emergency Communications Team that the Chief Executive has declared a State of Campus Emergency. The Emergency Communications Team will take appropriate steps to ensure the declaration is quickly broadcasted to the Unitec community.
 - iii. The role descriptions for staff that make up the SEMG and IMT are broadly summarised in Part 4.2 of The New Zealand Coordinated Incident Management System (CIMS), 2nd edition, April 2014. When the EM Plan is activated, these staff are released from their normal roles to take up their prescribed roles as set out in the *EM Plan*. *EM Functions* documented in the **EM SOP** provide guidance to functional areas within Unitec that may be required to assist the IMT.
 - iv. Members of the SEMG and IMT may request other staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those roles.
 - v. The Chief Executive delegates to the GM Governance & External Relations (or the GM's delegate) full responsibility for all communications with staff, students, the broader Unitec community, the media and the public on behalf of Unitec.
 - vi. If the internet is still accessible, the Unitec homepage website is the primary tool for all emergency communication. Staff, students, the media and the public will be directed to the site for frequently updated and accurate information. If internet access is disrupted, information will be conveyed to staff and students via other sources, including notice boards. If the internet is not available a range of mechanisms will be used including telephone trees, text messages, face-to-face notification, and notice boards.

When a State of Campus Emergency is declared, this Plan, together with the **EM Communications Plan** and the **EM SOP** (separate documents) are activated.

3.3.2 The Emergency Operations Centre (EOC)

The EOC serves as the centralised facility in which the IMT will gather, check in, and assume their emergency response roles. Tactical and short-term response activities and work assignments for IMT will be planned, coordinated, and delegated from the EOC. When requested, designated staff should report directly to the EOC.

Responsibility for establishing and setting up the EOC for response capability rests with Facilities Management.

3.3.3 Emergency Communications – the Notification Process

The IC is responsible for notifying the General Manager Governance & External Relations (GMG&ER) that the Chief Executive has declared a State of Campus Emergency.

Once the IC has advised the GMG&ER of the declaration:

- a. the **EM Communications Plan** (refer to separate document) will be activated; and
- b. the **Emergency Communications Team (ECT)** will take all necessary steps to notify staff, students, the campus community and the general public that a State of Campus Emergency exists.

3.3.4 Dissolution (standing down) of the IMT / Handover

The IMT will assess the situation at regular intervals and will agree on the appropriate time for the transfer of executive responsibility to senior managers of Unitec on a partial or full-time basis. At the appropriate time a report will be sent to the Unitec SEMG (if assembled) or the CE detailing the issues requiring ongoing management and recommending the dissolution / standing down of the IMT. The SEMG (or CE) will consider the State of Emergency and the response that has been put in place to determine the appropriateness (or otherwise) of dissolution of the IMT and a handover(s).

3.3.5 Review

The IMT will reconvene as soon as practicable after an incident response has been completed to undertake a “hot debrief” – generally at the end of the day (or the next business day) in which the incident response is closed. A more formal “cold debrief” will be completed within two calendar weeks of standing down to review the handling of the incident and assess whether procedures and /or the EM Plan require amendments.

3.3.6 Roles and Responsibilities

All individuals and groups that might have to respond to an emergency should be properly prepared, including having clear roles and responsibilities. The tables below provide an outline of the key groups who may be involved during an emergency and an overview of their responsibilities. Role descriptions will broadly follow the CIMS functions described in Part 4.2 of The New Zealand Coordinated Incident Management System (CIMS), 2nd edition, April 2014.

The Strategic Emergency Management Group (SEMG)

The SEMG includes the Executive Leadership Team (LT) and the GMG&ER. It is chaired by the Chief Executive with support from additional staff from key areas within Unitec as required.

Membership: Strategic Emergency Management Group (SEMG)

Chief Executive / Executive Leadership Team
Any staff member or advisors the Chief Executive deems necessary

Roles and Responsibilities: SEMG

In the training / preparation stage	During an Emergency
<ul style="list-style-type: none">• Ensure familiarity with the <i>EM Framework, Plan and Policy</i> content.• Participate in <i>EM Plan</i> tests/exercises.	<ul style="list-style-type: none">• Make and act on decisions requiring the highest authority within Unitec.• Support the immediate actions of the IMT.• Manage the public relations issues and oversee communications with staff, students, the media and public (primarily the role of the GMG&ER).• Focus on major strategic issues.• Depending on the nature of the emergency, the SEMG will nominate an appropriate Business Recovery Manager to oversee business recovery and continuity.• Co-ordination at a senior level with relevant organisations outside of Unitec

Incident Controller (IC)

The Incident Controller is responsible for the overall direction of response activities in an emergency situation and is the person in charge for managing an incident.

Roles and Responsibilities: IC

In the planning stage	During an emergency/critical incident
<ul style="list-style-type: none">• Ensure familiarity with the <i>EM Framework, Plan and Policy</i> content.• Ensure familiarity with the tactical role in an emergency response• Participate in training, tests and exercises of the <i>EM Plan</i>.	<ul style="list-style-type: none">• Co-ordinate and manage the response to an emergency with the immediate focus on saving lives and protecting property• Take immediate steps to prevent any further injury• Take immediate steps to prevent further damage to property• Provide accurate and timely information to the CE and SEMG through regular situation reports.• Provide support for any emergency service agency on campus, including provision of information or resources.• Set up and operate a welfare centre for

	<p>staff and students as necessary. The welfare centre is to be a source of information, personal services, counselling and support both during and after the event, depending on its duration.</p> <ul style="list-style-type: none"> • Provide accurate and timely information to the staff, students, the media and the public about the emergency situation, via the Emergency Communications Team
--	---

Membership: IMT

Executive Director – Organisational Development	Incident Controller
Executive Dean - Faculty of Creative Industries & Business	Alternate IC
Executive Director - Strategic Property	Alternate IC

Incident Management Team (IMT)

The IMT is led by the IC. Membership of the IMT will be determined according to the CIMS structure indicated in Figure 2 and may vary according to the severity / nature of the incident / event. IMT members will have the necessary training, skills and knowledge required to react effectively during an emergency.

Roles and Responsibilities: IMT

In the planning stage	During an emergency/critical incident
<ul style="list-style-type: none"> • Ensure familiarity with the <i>EM Framework, Plan and Policy</i> content. • Ensure familiarity with the tactical role in an emergency response • Participate in training, tests and exercises of the <i>EM Plan</i>. 	<ul style="list-style-type: none"> • Take instructions from the IC Assist the IC in developing response goals and objectives for the incident • Take immediate steps to prevent any further injury • Take immediate steps to prevent further damage to property • Provide accurate and timely updates to the IC • Provide support for any emergency service agency on campus, including provision of information or resources.

The above mentioned SEMG and IMT roles and responsibilities are complemented and supported by the *Emergency Management Functions (EM Functions)* and *Emergency Management Posters (EM Posters)* summarised in the **Emergency Management Standard Operating Procedure** document (refer separate document).

Emergency Management Planning Group (EMP Group)

An EMP Group will be convened (as and when required) by IC. This multi-functional group will be responsible for ensuring that detailed and integrated operational planning is done by relevant areas of Unitec to ensure the organisation is well positioned to respond to an emergency *and to quickly recover after such an event*.

The EMP Group is also responsible for establishing how Unitec's Mt Albert campus will work with the Northern and Henderson campuses should an emergency occur in either one of these locations.

Membership of EMP Group

The EMP Group, will include representatives from the following functions:

<ul style="list-style-type: none"> • Audit and Risk • Health and Safety • Information Management Services • International Office • Finance and Procurement and Logistics 	<ul style="list-style-type: none"> • Facilities Management • Security • Student Administration • Pou Aroha Student Support • Timetabling Office
---	--

Roles and Responsibilities: EMP Group

<p>In the planning stage</p> <ul style="list-style-type: none"> • Review the current status of emergency planning and build upon existing work completed. • Agree a detailed action plan and timeline for the implementation of Unitec's Emergency Management Plan and the Emergency Communications Plan including training and exercises. • Identify resources and expertise necessary to facilitate the implementation. • Ensure a comprehensive communications and change management strategy is developed and implemented as part of the action planning. • Establish small working groups that relate to specific functions as necessary to assist in the implementation of the EMP. • Identify and plan for the continuity of 	<p>After an emergency/critical incident or simulation exercise</p> <ul style="list-style-type: none"> • Review lessons learnt • Update EM Framework, Plan and Policy / supporting documents based on lessons learnt
--	--

essential services both during and after an emergency, and ensure that continuity planning activities across Support Divisions are integrated, practical and reflect the needs of Academic Divisions.	
---	--

- | | |
|---|--|
| <ul style="list-style-type: none">• Provide on-going briefings and progress reports to the Chief Executive and the SEMG as necessary. | |
|---|--|

3.4 Risk Management and Recovery

The *EM Plan* forms part of a framework that provides for appropriate risk management of serious incidents that may disrupt the operations of Unitec.

After the initial response phase of an emergency, Unitec's *Business Continuity Policy and Plans (to be developed and finalised)* and related recovery procedures will ensure that essential functions continue during and after a State of Emergency.

Recovery from an incident or emergency will require specific co-ordination by a designated Recovery Manager.

3.4.1 Recovery Management

Although this Plan focuses predominantly on the Response phase during which the impact of an incident is managed with the objectives of protecting life, limiting damage and minimising business interruption, it is noted that the risk identification, reduction and readiness programmes remain on-going components of business as normal activities.

Recovery activity starts almost simultaneously with the Response and the intention is to transition smoothly from Response to Recovery as rapidly as possible.

The Review phase focuses on lessons learnt, documents response and recovery activities and provides information to assist in improving Unitec's resilience.

3.5 Training

Training is a key component to the effectiveness of the *EM Plan* and will be provided to all members of the SEMG, the IMT and the ECT, along with other key staff likely to be involved in the response to an emergency.

Audit and Risk Services will arrange and co-ordinate training (including refresher training) at least once a year. Training will cover:

- the contents of the *EM Plan*.
- the role of people managing the response to an emergency.
- the key skills and knowledge required to manage an emergency response.
- simulation exercises.

New staff with roles identified in the *EM Plan* will be individually trained during their induction into Unitec.

3.6 Implementing and Testing the Emergency Management Plan

The SEMG is responsible for ensuring the *EM Plan* is effectively implemented.

Audit and Risk Services is responsible for:

- ensuring the *EM Plan* is tested,
- agreeing the exercise objectives and selecting an appropriate exercise format (Unitec level simulations are to be done in full consultation with the Manager, Audit and Risk Services);
- recording attendance; and
- overseeing the post-exercise report and subsequent improvement plan.

The *EM Plan* will be tested at least once a year to ensure:

- that procedures work effectively;
- that staff are aware of their duties and are prepared for an Emergency, and
- that systems are resilient and function correctly.

When testing the *EM Plan* the exercise scenarios will be based on, though not limited to, the risks referred to in the ***EM Functions*** and ***EM Posters***. The exercises will aim to simulate emergencies occurring at different times of the day, on different days of the week, and during various months of the year. The following crucial elements will be tested:

- The contact list
- The activation process
- The ***EM Communications Plan*** and communications equipment
- Setting up procedures
- Information management
- Decision making

The *EM Plan* will be reviewed biennially by the Manager, Audit and Risk Services with input from the Health, Safety and Environment Team. Any updates to the Plan will be presented to and approved by the Executive Leadership Team.

Contact information will be reviewed and updated quarterly by Audit and Risk Services. Current contact lists of key staff and after-hours contacts of all staff (with their consent) will be made available via the Manager, Audit and Risk Services.

4. Emergency Management Communications Plan (EM Communications Plan)

The ***EM Communications Plan*** (separate document) is a key supporting document to the *EM Plan*. It describes the roles, functions and procedures to be followed in the event of an incident or emergency. Unitec's Corporate Communications Team will be responsible for any updates to the plan.

5. Related Policies, Procedures and documents

A list of Policies, Procedures and other documentation related to the *EM Framework and Plan* are included below:

1. CIMS functions described in Part 4.2 of The New Zealand Coordinated Incident management System (CIMS), 2nd edition, April 2014.
2. Critical Incident Reporting Policy Version 1.1, dated 17/08/11

3. Deceased Students - Notification & Administration Procedures
4. Emergencies / Incidents - List of key contacts
5. Health and Safety Policy
6. Media Policy
7. Pandemic Plan 2008
8. Risk Management Framework and Policy
9. Business Continuity Plans *(to be developed and approved)*
10. Disaster Recovery Plan (IMS)



Unitec Emergency Management Policy

Purpose

This Emergency Management Policy (EM Policy) provides a mandate for decisions that need to be taken to deal with emergencies at Unitec.

Unitec emergencies are events that can cause death or significant injuries to staff, students, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage, or threaten Unitec's financial standing or public image. Effective emergency planning and response co-ordination requires clarity related to the responsibilities of designated Unitec staff, appropriate training and periodic testing of the EM Plan.

The EM Policy is designed to assist Unitec manage emergencies so as to deliver a quick and effective response, to save lives, prevent injury, protect property and safeguard its reputation.

Accountability and Authority

Accountability and authority for Unitec's Emergency Response is with the Chief Executive.

Organisational Scope

This Policy applies to all staff, consultants, contractors, agencies and / or other parties with business relationship with Unitec. It supports the following vision for emergency management response within Unitec's adopted risk framework:

Upholding effective, efficient and quality emergency management response and recovery processes and practices.

Policy

- All emergencies on campus will be immediately reported to the appropriate emergency services if the incident / event directly affect or is likely to directly affect the safety and welfare of the Unitec community.
- Unitec is committed to supporting the safety and welfare of its students, staff, and visitors. It will make every reasonable effort to respond to emergencies based on the situation, information and resources available.
- Unitec endorses and adopts the Co-ordinated Incident Management System (CIMS) and will follow this system when managing campus emergencies.
- A State of Campus Emergency is declared by the Chief Executive (or delegate) whenever an emergency occurs which cannot be handled by day-to-day operations and management. Incident Controllers (IC) can declare a State of Campus Emergency where there is insufficient time for the Chief Executive (or delegate) to make the declaration.

- The IC will have full responsibility to manage the initial response to an emergency including decisions around operational priorities and resource allocation.
- The ***Emergency Management Plan (EM Plan)***, ***Emergency Management Communications Plan (EM Communication Plan)*** and the ***Emergency Management Standard Operating Procedure (EM SOP)*** (separate documents) as documented in the EM Framework, Plan and Policy document will be activated whenever a State of Campus Emergency is declared.
- Unitec will regularly review the *EM Plan* and test the capability of the Incident Management Team (IMT) and Strategic Emergency Management Group (SEMG) with at least one simulation exercise per year.
- Audit and Risk Services is responsible for undertaking appropriate planning to ensure the successful implementation and maintenance of the *EM Plan* and related plans.
- Unitec will cooperate with local agencies and public bodies that have responsibilities related to disaster preparedness, response and control; and will take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or disaster.

Glossary of Terms

Coordinated Incident Management System (CIMS). A system adopted by all emergency organisations in New Zealand and internationally for implementation at times of emergencies.

Emergency. An event that can cause death or significant injuries to staff, students, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage, or threaten the Unitec's financial standing or public image.

Emergency Management Communications Plan (EM Communications Plan). A Plan that provides the framework for the delivery of emergency information to students, staff, the media and the public during an emergency or natural disaster. This plan is a compilation of duties, assignments, instructions and delegations of authority for the release of information and for the use of various communications tools available on the campus(es). The Plan is not intended to change the way emergencies are initially reported. All emergencies on campus should be reported immediately to Unitec Security.

Emergency Communications Team [ECT]. A team that comprises Communications staff and managed by the GMG&ER. The ECT is formed when the Chief Executive declares a State of Campus Emergency.

Emergency Management Plan (EM Plan). A Plan that outlines how the Co-ordinated Incident Management System will apply within Unitec. The EM Plan allocates responsibilities to certain staff and requires them to undertake specified training. The Plan will be tested annually to ensure staff associated with the Plan know how to respond effectively in an Emergency.

Emergency Operations Centre (EOC). A dedicated facility located at Unitec's Mt Albert campus. It is the base for the Incident Management Team and houses all the physical and information resources, and the tools to manage an effective response to an Emergency.

Incident Controller (IC) leads the Incident Management Team during a State of Emergency to ensure the team responds effectively. The Incident Controller is the Executive Director – Organisational Development unless this authority is delegated. Alternate Incident Controllers are (1) the Executive Dean - Faculty of Creative Industries & Business and (2) the Executive Director - Strategic Property.

For the Northern and Henderson campuses the most senior staff member present (the First Responder) will assume the role and duties of the Incident Controller until such time that the Incident Controller is able to assess the nature of the incident and visit the affected campus.

Incident Management Team (IMT). A group led by an Incident Controller whose members have been assembled from throughout Unitec and who have the training, skills and knowledge required to act effectively during a State of Campus Emergency. The Incident Management Team is responsible for the operational management of the emergency in line with the Emergency Management Plan with the immediate focus on saving life and property.

State of Campus Emergency. A period following a declaration by the Chief Executive that an Emergency cannot be managed by day-to-day operational management. The Emergency Management Plan is activated at this point and continues throughout the State of Campus Emergency.

Strategic Emergency Management Group (SEMG). The Executive Leadership Team and the GMG&ER with additional support from others as necessary. It is responsible for making and acting on decisions requiring the highest authority within Unitec and managing the longer term strategic implications of an Emergency.

The SEMG will include the GMG&ER who is responsible for emergency communications, and any senior staff or advisers the Chief Executive deems necessary, given the nature of the incident. This Group will be informed of the work that is completed by the Emergency Management Planning Group (EMP Group).

Emergency Management Planning Group (EMP Group). A broad multi-functional group convened from time-to-time by the Executive Director, Organisational Development. The EMP Group is responsible for ensuring that detailed and integrated operational planning is done by relevant areas of Unitec to establish effective emergency responses and *quick recovery after such an event*.

The EMP Group is also responsible for establishing how Unitec's Mt Albert campus will work with the Northern and Henderson campuses should an emergency occur in either one of these locations.

EM Plan Activation Process: Level 1, 2 and 3 Activation

RESPONSE LEVEL	IMPACTS					
	Harm to people	Harm to environment	Asset damage	Loss of business continuity	Damage to reputation	Political interest
Level 1	Life and / or property at risk Large area affected (city / wider) Single or multiple serious injuries or fatalities Mass illness requiring external resources	Serious environmental harm requiring external agency support Hazardous chemical spill / gas release Environmental impact affecting neighbouring area	Significant damage to structures, facilities or equipment affecting daily operations	Loss of whole campus operations for several days	Significant national / international media interest or activity	Demonstrations or unrest involving political interest groups that require external agency support
Level 2	Single or multiple serious injuries requiring immediate hospitalisation affecting daily operations	Moderate environmental harm able to be dealt with by Unitec staff Minor hazardous spill / leak	Accident or damage to facilities or equipment that could affect daily operations	Disruption affecting significant amount of campus operations for more than one day.	Local or regional concerns that have the potential to escalate	Demonstrations or unrest involving political interest groups that can be dealt with by Unitec staff.
Level 3	Injuries or illness of a minor nature Significant near miss	Moderate environmental impact that can be dealt with by Unitec staff Environmental nuisance (e.g. noise)	Minor damage to facilities or equipment that can be dealt with by Unitec staff	Minor disruption to departmental (localised) operations	Campus community awareness of incident / issue with little media interest	Peaceful demonstration / gathering on campus that can be managed by Unitec staff.