



## SCHOLARLY INFORMATION SERVICES (SIS) EMERGENCY PLANNING COMMITTEE

TITLE Terms of Reference

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### 1. Background

An Emergency Planning Committee is to be formed to ensure compliance with ANU workplace health and safety requirements, and to ensure that the SIS division is appropriately prepared for emergencies.

### 2. Name

Scholarly Information Services Emergency Planning Committee.

### 3. Role and function

The terms of reference of the Scholarly Information Services (SIS) Emergency Planning Committee (EPC) are:

To develop, implement and maintain the emergency plan, emergency response procedures and related training for SIS-managed facilities; and

To establish an emergency control organisation (ECO) to operate in accordance with the emergency plan and emergency response procedures.

The ECO is a designated organisation of people employed within the building or facility who take command during an emergency situation, while awaiting the arrival of the fire brigade or other emergency services.

SIS-managed facilities include:

- RG Menzies Library
- JB Chifley Library
- WK Hancock East
- Underhill (archive collection storage)
- Hume Print repository (Library and records offsite storage)
- ARDC office

The workplaces range in size from areas which are non-occupied to areas with limited staffing hours to workplaces that are regularly staffed. Workplaces may be open to the ANU community 24x7 on the days that the university is open.

EPCs for buildings where there are a majority of staff from other areas are managed by EPCs for those areas however the SIS EPCs will take that into consideration.

These include:

- Art & Music Library
- WK Hancock West
- Law Library
- DA Brown building (archive collection storage)

The duties of EPC members shall include:

- a) Identifying events that could reasonably produce emergency situations;
- b) Developing emergency plans in accordance with the Emergency Plan Template available from the F&S Fire Safety Officer;
- c) Ensuring that resources are provided to enable the development and implementation of the emergency plan;
- d) Nominating the validity period for the emergency plans and the evacuation diagrams;
- e) Ensuring the emergency plan is identifiable and available to all appropriate persons;
- f) Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan; and
- g) Authorising, or having authorised, the release and implementation of the emergency plan.

Consultation on issues will occur with relevant staff on specific matters as appropriate.

## 4. Membership

SIS, following staff consultation, has adopted a basic model, consistent with other low-risk multi-building work areas. This comprises:

- Senior management representative - Associate Director Library Services
- Competent person - (Archives) - Delegate of the University Archivist
- Competent person - (Library) - Delegate of the University Librarian
- Secretariat: a member of the EPC

## 5. Meetings

The EPC shall meet at least annually. Meetings will only be quorate if a majority of members attend.

A record of EPC meetings shall be made and stored in the ERMS. It will be made available to all SIS through a link of the SIS WHS information page.