

Document Control

Document Name	Document Register Number	Review Date
Emergency Planning Policy	GOV.POL.0002.001	July 14
Date Adopted	Minute Number	Summary of Changes
17 July 2013	3486	New policy

Purpose

Greater Hume Shire Council will ensure the health and safety of all employees, contractors and visitors in the event of an emergency at any of Greater Hume Shire Council's permanent sites.

Scope

This Policy applies to all permanent sites at Greater Hume Shire Council.

Definitions

Emergency Planning Committee (EPC) - Persons responsible for the documentation and maintenance of an Emergency Plan.

Emergency Control Organisation (ECO) – A Person or persons appointed by the Emergency Planning Committee (EPC) to direct and control the implementation of the facilities emergency response procedures.

Policy Content

Greater Hume Shire Council will support the need for a central Emergency Planning Committee that will consist of representatives from each permanent site and at least one representative from Council Management.

Greater Hume Shire Council will support the need for an Emergency Control Organisation for each permanent site.

Greater Hume Shire Council will support the need for each Emergency Control Organisation to conduct emergency drills for each permanent site.

Greater Hume Shire Council will ensure that during emergencies, instructions given by Emergency Control Organisation personnel shall overrule normal management duties.

Greater Hume Shire Council shall indemnify Emergency Planning Committee and Emergency Control Organisation personnel against civil liability resulting from workplace emergency response, assessment, education, training sessions, periodic exercises or emergency evacuation of a building where the personnel act in good faith and in the course of their emergency duties.

Links to Policy

Nil, at date adopted.

Links to Procedure

RM.PROC.0001.001 Emergency Planning Procedure

References

AS4804: OHS Management Systems

ISO31000:2009: Risk Management

AS3745:2010: Planning For Emergencies in Facilities

Responsibility

General Manager

Relevant Legislation

Local Government Act 1993

Work Health & Safety Act 2011

Associated Records

Nil, at date adopted.