University of Waikato Emergency Preparedness

The Facilities Management Division within the University manages the Emergency Preparedness and response on behalf of University of Waikato. As part of the Emergency Preparedness planning an Emergency Operations Centre (EOC) has been set up within the Facilities Management building on Silverdale Rd. This facility is equipment with phone systems, computer system, multiple white boards for planning, radio telephones and chargers and cell phone chargers, along with multiple University Infrastructure and campus plans. This section of the Facilities building also operates on a back-up generator.

The Director of Facilities Management has formal delegated authority from the Vice Chancellor in an emergency.

The New Zealand Coordinated Incident Management System (CIMS)

Training has been provided to the staff who cover the various management roles with the EOC. The structure is set up in line with the “The New Zealand Coordinated Incident Management System” (CIMS).

The CIMS principles and structure is utilised by all emergency services providers in New Zealand and it has the following characteristics:

- Adaptable to any emergency incident;
- Suitable for use regardless of the jurisdiction or agency involved;
- Employs a common organisational structure;
- Utilises common command structures and action planning;
- It utilises common terminology.

Emergency Operations Centre (EOC) structure

The Incident Management team (IMT) comprises of a:

- Incident controller
- Planning and Intelligence Manager
- Logistics Manager
- Operations Manager
- Liaison Officer

This group is also has support roles from an Office Manager, Radio Telephone operator, Communications staff from the Communications and External Relations Division (CERD), Occupation Health and Safety staff and the various skilled FMD supervisory staff who have extensive Campus and Infrastructure knowledge.

What makes an emergency?

Amongst the emergency events which could affect the University are the following causes:

- Aggression (Physical/Verbal)
- Fire and or and emergency requiring an evacuation procedures
- Armed Hold-Up/Robbery
- Medical Emergency
- Suspicious Activity/Unauthorised Visitor or Media/parcels
- Severe weather, e.g. Flooding/Storm/Gale Force Wind
- Earthquake
- Hostage situations
- Sexual Assault
- Utilities failure, e.g. Gas Leak or Power & water failure
- Terrorism/ Bomb Threat
- Hazardous Materials Alert

**Internal Communications**

If an emergency event impacts on the University and internet access is still available an information link will appear on the University home page, this will be the location where the main source of information will be displayed.

Other forms of communication that could be utilised provided the services are still operational are:

- Cells phones (staff and student text messages)
- Office phones
- E-mail via the “all staff and all students’ facility
- Sandwich board notices
- Radio broadcasts

If internet access is disrupted, information will be conveyed to staff and students via other sources, including notice boards, sandwich board signage, security and ground staff runners and the telephone, radio broadcasts.

**Emergency Operations Centre (EOC) activation criteria**

The following points are considered before a decision is made to fully activate the EOC and form an IMT and commence responding to any emergency situation.

- Significant number of people at risk
- Response coordination required because of either a:
  - Large or widespread event on campus
  - Several responding agencies. Fire Service, Ambulance & NZ Police.
- Resource coordination required because of
  - Limited local resources, and
  - Significant need for outside resources
- Uncertain conditions- Possibility of escalation of the event and Unknown extent of damage
- Potential threat to people, property and / or environment
- Declaration of a State of Emergency is made by the local Civil Defence operation.

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