APPENDIX D: Terms and Definitions

Terms or acronyms that have been used throughout the University’s Emergency Management Plan are listed below in alphabetical order.

- **Alarm Signal**: Alarm tone that alerts building occupants to evacuate – usually continuous blasting of the building alarm, or if no power, repeated long blasts of an air horn / referee’s whistle (also referred to as evacuation signal).

- **Building Emergency Coordinator Assistants**: Individuals who assist the Building Emergency Coordinator, responsible for a particular area or floor of a building. Also known as a ‘floor marshal’, ‘floor monitor’ or ‘incident officer’.

- **Building Emergency Coordinator**: Individual in a building who, as an Emergency Response Support person, is responsible for coordinating emergency evacuation and taking roll call.

- **Cardiopulmonary Resuscitation (CPR)**: First aid procedure for casualties have suffered cardiac arrest, angina or are unconscious.

- **Campus Protection Unit (CPU)**: Section of the Infrastructure & Operations Department responsible for campus security.

- **Communication Team**: Internal team, working under the leadership of the Director of Communications and Marketing, which is responsible for all necessary communication with key stakeholders and media.

- **Damage Assessment Team**: Internal team that assists community agencies in assessing the damage after an emergency / disaster.

- **Emergency Assembly Point**: Designated outdoor site where building occupants assemble for roll call after evacuating a building; if primary site is not accessible, there should be a known alternative site.

- **Emergency Communication File**: File compiled by Communications and Marketing Division which will include various communication collateral materials such as an emergency telephone list.

- **Emergency Management and Response Network**: Internal network of individuals responsible for contacting University personnel, external stakeholders and the media.

- **Emergency Control Centre**: Building that serves as the emergency management “headquarters” and first port of call for on-campus contact in the event of an emergency.

- **Emergency Manager**: The person in charge of the Emergency Response Group.

- **Emergency Response Group**: Internal team of Infrastructure & Operations Department staff, appointed by the Emergency Manager, which responds
to the needs of the University community during and after a critical incident. It is the operational arm of the Management Team.

**Emergency Services**
Police, fire brigade or ambulance services.

**Emergency Response Personnel**
Members of the Emergency Response Group who perform various roles as required in support of the event of an emergency.

**Epidemic**
Sudden onset of a disease that affects more than the expected number of cases at any given time.

**Evacuation signal**
Alarm tone that alerts building occupants to evacuate – usually continuous blasting of the building alarm, or if no power, repeated long blasts of an air horn / referee’s whistle (also referred to as alarm signal).

**Information Technology (IT)**
Internal division that is responsible for the University’s Internet and telecommunications.

**Management Team (Senior Management and Academic Leadership Forum)**
Internal team consisting of senior University staff who liaise with the Emergency Control Centre and take executive decisions regarding the needs of the University community during and after a critical incident.

**MSDS**
Material Safety Data Sheet provides essential information about chemicals which assists in taking the correct action in the event of a hazardous material spill or poisoning event.

**OHS Act**

**Pandemic**
An epidemic that becomes very widespread and affects a whole region, continent or the world.

**UPS**
Uninterruptable Power Supply.