

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.
<i>Emergency Communication File</i>	File compiled by Communications and Marketing Division which will include various communication collateral materials such as an emergency telephone list.
<u>Emergency Management and Response Network</u>	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	Occupational Health and Safety Act 1993.
Pandemic	An epidemic that becomes very widespread and affects a whole region, continent or the world.
UPS	Uninterruptable Power Supply.