

PROVISION OF EMERGENCY COMMUNICATION SYSTEMS PROCEDURE

SCOPE

This procedure applies to all buildings and grounds owned and/or under the control of Monash University within Australia.

Instances whereby buildings fall outside the scope of this procedure should be referred to Monash Occupational Health & Safety (OH&S) for consideration.

PROCEDURE STATEMENT

The purpose of this procedure is to clearly outline the requirements relating to the provision of an effective emergency communication system for all Monash University controlled buildings and grounds.

As part of fulfilling its obligation to provide a safe workplace, the University must ensure that an effective, reliable and uniform emergency communication system is available in all buildings for which the University has control.

1. Abbreviations

BPD	Buildings and Property Division
EHP	Emergency Help Point
EWIS	Emergency Warden Intercommunication System
OH&S	Monash Occupational Health & Safety
REP	Red Emergency Phone
WIP	Warden Intercommunication Point
VoIP	Voice over Internet Protocol

2. Minimum Requirements

- 2.1 The minimum requirements for the provision of emergency communication systems within a building are that:
- 2.1.1 All new EWIS installations should be commissioned in accordance with AS1670.4:2018;
 - 2.1.2 Where present and/or possible, REP should be connected to the campus security office in addition to the EWIS panel; and
 - 2.1.3 All Monash (internal) telephones must have the facility whereby the user can report emergencies to their local campus security office by dialing 333 and Emergency Services by dialing (0) 000.
 - 2.1.4 There are some buildings owned and occupied by Monash University that do not have EWIS panels. These buildings are safe and meet minimum requirements under the National Construction Code. In the instance where buildings do not have a EWIS panel, the local ECO must have an emergency communication plan as a minimum requirement. The provision of having a bullhorn available to communicate information is highly recommended.

3. Additional Modes of Communication

In addition to the minimum requirements stated in section 2, individual organisational units may elect to install additional modes of communication by lodging a Scout request after discussing the matter with the appropriate OHS committee. Buildings and Property Division (BPD) will in turn liaise with OH&S when considering the request.

Additional modes of communication may be provided by eSolutions.

4. Prioritising Installation

When implementing these procedures, it is recommended that the priority be given to:

- **High risk areas:** which include laboratories, workshops and studios where radioactive substances and radiation apparatus, hazardous chemicals or hazardous activities are in use followed by;
- **Low risk areas:** which includes office based areas, lecture theatres, student service areas, passive activity areas, sporting or recreational areas.

5. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). Specific responsibilities relating to the provision of emergency communication are detailed below.

Buildings and Property Division (BPD)

The Buildings and Property Division is responsible for:

- The installation and maintenance of the EWIS;
- The provision of specialist advice on the positioning of WIP;

eSolutions: eSolutions is responsible for;

- Maintaining the Monash University telephone service.

Heads of Academic/Administrative Units: Heads of academic/administrative units are responsible for ensuring:

- That BPD are notified of any areas not meeting the minimum requirements as set out in this document;
- That any additional communication requirements within their area of responsibility are discussed with the appropriate OHS committees and are tested once or twice per year (according to building type) in conjunction with the undertaking of evacuation drills; and
- That all staff and students are familiar with the University's Emergency procedures.

Monash Occupational Health & Safety (OH&S): OH&S is responsible for:

- Providing specialist advice on the provision and positioning of emergency communication infrastructure.

6. Records

For OHS Records document retention please refer to:

[OHS Records Management Procedure](#)

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

Key word	Definition
Building Type	<p>The University has determined that the number of evacuation exercises should be based on the level of risk associated with the use and occupancy of its owned and/or controlled buildings.</p> <ul style="list-style-type: none"> Type A buildings are owned and/or controlled by the University with permanent staff/student spaces; Type B buildings include buildings owned and/or controlled by the University but which are used on an occasional or irregular basis (e.g. religious centre, lecture theatres). This approach is consistent with Australian Standard AS 3745: 2010 Planning for emergencies in facilities. <p>Based on the risk associated with both research and teaching intensive periods and the variation in staff and student numbers coinciding with these periods, the University has determined that the following regime for evacuations will operate:</p> <ul style="list-style-type: none"> One (1) evacuation in both the first and second half of the year for type A buildings and; One (1) evacuation per year for type B buildings is required.
Emergency	A sudden state of danger that requires immediate attention or an event or condition that threatens life, property or products.
Emergency Warning Intercommunication System (EWIS)	<p>The EWIS is used to warn building occupants of an emergency and then advise them to evacuate. It is usually located on the ground floor near the Fire Indicator Panel. In an alarm it makes a very loud “beep” (alert) sound which then changes to a “whoop whoop” (evacuate) sound. In most EWIS systems a recorded evacuation message is used to instruct occupants to evacuate.</p> <p>The EWIS system has two components: the public address system, which also generates the evacuation signals; and the warden intercommunication point (WIP) phones.</p>
Emergency Help Points	Emergency help points are strategically positioned in well-lit areas within the university grounds and are clearly visible to security via the University’s CCTV cameras. When a person presses the red emergency assistance button on the help point unit, a direct call is automatically made via speaker phone to the University’s security control room.
Monash (Internal) Phones	Monash phones are the general purpose (VoIP) phones available throughout the University. Almost all desk phones are considered Monash phones. These are provided and maintained by eSolutions for all general communication purposes and in most instances can be used to dial 333 or (0)000 during an emergency.
Warden Intercommunication Point (WIP) also known as Red Emergency Phone (REP)	Strategically located and readily accessible red wall mounted handsets connected directly to the EWIS panel and to Security.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting schedules	N/A
Associated procedures	<p>Australian and International Standards</p> <p>AS/NZS 1670.4: 2018 Fire Detection, Warning, Control and Intercom systems- System Design, Installation and Commissioning- Emergency Warning and intercom systems</p> <p>AS/NZS 1670.5-2016 and AS/NZS 4428.4-2016 Fire detection, warning, control and intercom systems - Control and indicating equipment - Emergency intercom control and indicating equipment</p> <p>AS 3745-2010: Planning for Emergencies in Facilities</p> <p>ISO 45001:2018 Occupational Health and Safety Management Systems</p> <p>Monash University OHS Documents</p> <p>OHS Roles, Committees and Responsibilities Procedure</p>
Legislation mandating compliance	Occupational Health and Safety Act 2004 (Vic) National Construction Code
Category	Operational
Endorsement	Monash University OHS Committee 23 June 2020
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 13 July 2020
Procedure owner	Manager, OH&S
Date effective	July 2020
Review date	2023
Version	3.3
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
3	May 2017	<p>Updated reference to BPD</p> <p>Updated links throughout the document</p> <p>Added Records section</p> <p>Updated legislation and industry standards</p> <p>Removed the reference to CEP campus emergency phone</p> <p>Included the reference to EHP</p> <p>Updated to version 3 from 2.1</p>
3.1	August 2017	Updated logos in header
3.2	June 2020	<p>Updated certification logo</p> <p>Updated to reflect current AS/NZS standards</p> <p>Change of name from Building Code of Australia to National Construction Code</p>



		Included guidance where EWIS is not installed Updated BEIMS to Scout to reflect new system for maintenance requests.
3.3	July 2021	1. Updated certification logo in footer to ISO 45001 2. Added the Standard ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy