

# POLICY

Name: Part A Coordinated Incident Management  
Number: OP-17/01(A)

<b>Policy Owner:</b>	Director Infrastructure & Assets	<b>Date Approved:</b>	April 2017
<b>Category:</b>	Operational	<b>Date Last Revised:</b>	
<b>Refined Category:</b>	Facilities Management	<b>Next Review Date:</b>	April 2019
<b>Authorised by</b>	Chief Executive		

## Coordinated Incident Management

### 1. Purpose and Scope

Coordinated incident management procedures are an essential part of Wintec's programme to ensure the safety of people who are on our campuses or representing Wintec off campus or offshore in the event of a significant planned event or unforeseen critical incident. This includes meeting the requirements of Health and Safety legislation, and New Zealand Safety and Building Standards.

Wintec will manage identified emergency and critical incident situations to ensure the safety of people at Wintec, or people who are involved in an emergency incident while off site on Wintec business, and to minimise organisational risk.

This policy and procedures applies to Wintec, its subsidiaries, our entities, staff, students, councillors, contractors and visitors during an emergency or incident situation, or who are involved in an emergency while on Wintec business.

### 2. Policy Statement

There is a Coordinated Incident Management plan that includes:

- Identification of likely emergency and critical incident situations
- Reference and adherence to legislative requirements
- Assignment of emergency response responsibilities
- Access to emergency equipment and training for key staff
- Communication with agencies who may be involved in the event of a specific incident; e.g. Police, Fire and Emergency Services, St. John's Ambulance and Civil Defence services
- Reviewing incident procedures to ensure on-going effectiveness.