

EMERGENCY PRECINCT COORDINATION MATRIX

Purpose

This matrix supports preparedness and incident coordination across neighbouring buildings, shared operational environments and broader precinct interfaces:

- Preparedness arrangements capture contacts, shared risks and coordination expectations before an incident.
- Incident coordination arrangements capture how buildings communicate and support each other during an incident.

Who Should Use This Template

This template may be used by personnel involved in emergency preparedness, coordination or operational response activities.

Typical users may include:

- Building managers
- Security managers or supervisors
- Chief Wardens / ECO representatives
- Facilities or operations personnel
- Precinct safety or security working groups
- Incident coordination personnel

Instruction Notes

- Use this matrix to document precinct coordination arrangements with neighbouring buildings, sites or organisations that may be affected by the same incident or disruption.
- Focus on buildings, organisations or precinct interfaces where shared risks, access constraints, evacuation overlap, or communication needs are most likely.
- Keep information practical and proportionate. The aim is to improve awareness, communication and coordination, not to create a formal agreement unless needed.
- Review and update contacts and arrangements regularly, especially after incidents, exercises or organisational changes.
- Use this matrix alongside other toolkit resources, including precinct coordination, communications, exercises and lessons learned tool

This matrix may also support ongoing precinct coordination discussions and should be treated as a standing document for relevant precinct safety, security or emergency management working groups where appropriate

KEY CONTACT POINTS

Use this section to record the main contact points for buildings, organisations or precinct stakeholders likely to require coordination during incidents or disruptions. Include both operational and after-hours contacts where possible.

Building / Site	Organisation	Primary Contact Name	Role	Phone	Email	After Hours Contact Number	Backup Contact Number	Notes

COORDINATION OVERVIEW

Use this section to identify how surrounding buildings, shared infrastructure or precinct interfaces are connected to your site and where coordination may be required. Focus on shared risks, physical or operational interfaces, and how an incident in one building could impact others.

- Consider:
- How buildings are connected (e.g. adjacent, shared access, common areas, transport links)
 - What risks or disruptions may affect multiple buildings
 - How impacts may extend beyond your site (e.g. evacuation overlap, access restrictions, crowd movement)
 - Can building teams communicate and coordinate in real time during an incident?
 - Who is responsible for initiating precinct coordination and stakeholder communication

 - Whether any occupants may require additional assistance and how this may affect coordination (e.g. evacuation, shelter, movement between buildings)

Keep responses practical and focused on where coordination is most likely to be needed.

Building / Site	Relationship/Interface (e.g. adjacent, same precinct), shared access, shared services)	Shared Risks (e.g. flood, access, security)	Likely Coordination Impacts (e.g. access disruption, evacuation overlap)	Coordination Priority (Low/Med/High)

COORDINATION OVERVIEW (continued)				
Building / Site	Relationship/Interface (e.g. adjacent, same precinct), shared access, shared services)	Shared Risks (e.g. flood, access, security)	Likely Coordination Impacts (e.g. access disruption, evacuation overlap)	Coordination Priority (Low/Med/High)

INFORMATION SHARING				
Record the situations where surrounding buildings, precinct stakeholders or shared sites may need to be notified, what information can be shared and how communication should occur. Focus on practical and appropriate information sharing. <i>Share only information that is appropriate, relevant and consistent with internal policies or legal requirements.</i>				
Coordination Trigger (e.g. evacuation affecting neighbours, mobile security threat, structural damage that poses a risk to adjoining buildings)	What to Share / Request (e.g. access impacts, evacuation overlap, restrictions)	Who to Notify (see previous table - key contact points)	Communication Method	Timing (e.g. immediate, on confirmation, periodic updates, as conditions change)

INFORMATION SHARING (continued)

Coordination Trigger (e.g. evacuation affecting neighbours, mobile security threat, structural damage that poses a risk to adjoining buildings)	What to Share / Request (e.g. access impacts, evacuation overlap, restrictions)	Who to Notify (see previous table - key contact points)	Communication Method	Timing (e.g. immediate, on confirmation, periodic updates, as conditions change)

PRACTICAL SUPPORT & COORDINATION ACTIONS

Record realistic forms of support or coordination that may be possible across neighbouring buildings, shared sites or precinct stakeholders, such as sharing situational information, helping manage access impacts, or identifying temporary refuge options where appropriate.

Scenario	Potential Support Available	Potential Support Required	Notes

PRACTICAL SUPPORT & COORDINATION ACTIONS (continued)			
Scenario	Potential Support Available	Potential Support Required	Notes

EMERGENCY SERVICES INTERFACE	
Document information that may be relevant where neighbouring buildings are affected by the same incident or where emergency services access and movement may be influenced by surrounding sites.	
Consideration	Notes
Key information to share with emergency services	
Access points and constraints	
What surrounding buildings or precinct stakeholders may need to know when an incident affects the area or on arrival	
How precinct coordination arrangements align with emergency services instructions	

READINESS CHECK

Use this section to quickly check whether basic coordination arrangements are current, understood and practical.

Prompt	In Place / Partial / Not in Place	Notes
Are key contacts known and up to date?		
Is there agreement on what to share during incidents?		
Are communication methods tested?		
Are expectations realistic? (i.e. What can each building provide?)		
Have Coordination triggers been discussed and understood?		

REVIEW & UPDATES

This matrix should be reviewed and, where relevant, tested through exercises, debriefs or periodic precinct coordination discussions with surrounding buildings, stakeholders or working groups.

Item	Details
Last reviewed	
Reviewed By	
Next review date	
Changes made	