



Curtin University

Bentley Campus

EMERGENCY PROCEDURES

IF THE EMERGENCY IS LIFE THREATENING, DIAL **0 000** (INTERNAL PHONES)
OR **000** FROM A MOBILE PHONE

FOR OTHER ASSISTANCE OR ENQUIRIES PLEASE CALL SECURITY ON 4444
(OR 9266 4444 FROM A MOBILE PHONE)

STATE CLEARLY

- Name
- Location
- Nature of the emergency

Retain this booklet near your telephone

Building

Number

Room

Number

Building

Warden

First

Aid

Attendant

Review

dates

Floor

Number

Building

assembly

area

Floor

Warden

Location of First Aid Kit

Important Contacts	INTERNAL PHONE	Mobile or external phone
Life threatening emergency	0 000	000
Life threatening emergency – hearing impaired service	0 106	106
Security	4444	9266 4444
Health and Safety	4900	9266 4900
University Health Service	7345	9266 7345
University Counselling Services	7850	9266 7850
Service Coordination Centre (building maintenance/repairs)	2020	9266 2020
CITS Help Desk	9000	9266 9000

Relevant web links

Health and Safety

<http://healthandsafety.curtin.edu.au/>

Security

<http://properties.curtin.edu.au/security/>

Safer Community Response Team (SCRT)

<http://properties.curtin.edu.au/security/scrt.cfm>

Emergency Building Evacuation

- On hearing the alert tone immediately proceed to the nearest exit;
- Exit the building in an orderly manner;
- All doors should be closed;
- Assist others to evacuate;
- Do not use the lifts (elevators);
- Move to your building assembly point unless otherwise instructed;
- Remain at the assembly area until instructed to leave by a warden or emergency services personnel;
- Do not re-enter the building until informed that it is safe to do so by a warden or emergency services personnel.

Classrooms/Lecture Theatres/Laboratories/Workshops

- It is the responsibility of the lecture/tutor to ensure that the room is evacuated and to maintain control of the students during an emergency until released by the building wardens or emergency services personnel;
- If in a laboratory follow specific local evacuation instructions in respect to making hazardous substances and experiments safe prior to evacuating, if safe to do so.

Café/Public Theatres/Public Venues

- Staff will arrange and provide information to patrons during emergency situations and evacuations.

Fire/Smoke

If you discover a Fire or Smoke

- Alert others to the danger by shouting fire, fire, fire;
- Activate the alarm if not already sounding by pushing the break glass alarm unit (Red box);
- Evacuate the building by the nearest fire exit. Follow the emergency evacuation procedures;
- As soon as you can do so safely, contact security at 4444 from an internal phone or 9266 4444 from a mobile phone and provide the following information.
 1. Building number
 2. Location of the fire within the building
 3. Degree of the fire/smoke.
- Go to the evacuation assembly for the building;
- Provide the wardens or campus security with details of the fire/smoke and remain with them in case of additional enquires from the Emergency Services.

On the sounding of the Fire Alarm

- Immediately proceed to the nearest fire exit. Follow the emergency evacuation procedures;
- Do not wait for more information on the cause of the evacuation;
- Close doors and windows as you exit;
- Do not use the lifts (elevators). Stairwells are designed to protect you;
- Follow the instructions of the wardens and campus security;
- Do not re-enter the building until informed that it is safe to do so by a warden or emergency services personnel;
- Never enter the building when a fire alarm is sounding.

Fire Fighting

- If a minor fire appears controllable an attempt should be made to extinguish the fire provide you have been trained in the proper use of fire extinguishers and if you feel it is safe to do so;
- Avoid possible injury.

Fire extinguisher located at _____

Serious Injury or Illness

- Immediately phone 0 000 from an internal phone or 000 from a mobile phone and be prepared to provide the following information:
 1. Name
 2. Patients complainant – nature of injury or illness
 3. Location of the emergency, building number, etc.
 4. Caller's telephone number
 5. Age and gender of patient
 6. Patients level of consciousness and breathing.
- Do not move a seriously injured person unless it is a life threatening situation;
- Contact Security or send someone to contact Security at 4444 from an internal phone or 9266 4444 from a mobile phone;
- Keep the victim as calm and comfortable as possible;
- Notify the emergency services of any change in the patient's status;
- Remain with the victim until emergency services personnel arrive.

First-Aid kit located at _____

Emergency Resuscitation

Serious
Injury or
Illness

DRSABCD Action Plan

Dial 0 000 (internal phones) or 000 from a mobile phone for an ambulance.

D DANGER
Ensure the area is safe for your self, others and the patient



R RESPONSE
Check for response—ask name—squeeze shoulders
No response **Response**
Make comfortable
Monitor response



S SEND for help
Call triple zero (000) for an ambulance
or ask another person to make the call



A AIRWAY
Open mouth—if foreign material present
Place in recovery position
Clear airway with fingers



B BREATHING
Check for breathing—look, listen, feel
Not normal breathing **Normal breathing**
Start CPR Place in recovery position
Monitor breathing



C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives
or patient recovers



D DEFIBRILLATION
Apply defibrillator if available
and follow voice prompts



Learn First Aid with St John Ambulance Australia | Free call 1300 360 455 | www.stjohn.org.au
This information is not a substitute for training in first aid. © St John Ambulance Australia, January 2011



Personal Threat

- Remain calm and do not confront;
- If possible to safely escape the location do so quietly and quickly;
- If unable to safely escape, lock yourself in the safest place you can quickly get to;
- Turn lights off, remain quiet, hide behind furniture and keep away from doors and windows;
- Call 0 000 from an internal phone or 000 from a mobile phone and give your location;
- Turn off your mobile phone;
- Do not open door or respond to voice command until you can confirm it is a police officer or security.

Victim of Crime

The below procedures should be followed if an assault or any incident of violence occurs:

- Encouraged to report incident to Police;
- Contact Security on 4444 (or 9266 4444 from a mobile or external phone);
- Get immediate medical attention if needed;
- Preserve any evidence of the assault as proof of a criminal offense;
- If you have been physically or sexually assaulted do not wash, shower or change clothes;
- Seek professional counselling.

**Personal
Threat**

Hazardous Material Spill & Gas Leak

If the identity of the chemical spill is unknown treat it as poisonous material and do not attempt to clean up.

Attempts to contain or clean up spills or releases should not be attempted unless you have been trained to do so.

Action Steps

- Advise others in the immediate area to vacate immediately and report to the assembly area;
- Upon leaving the contaminated area close all doors;
- Do not allow other people to enter the contaminated area;
- If anyone is contaminated set up an isolation area and if available assist them to a safety shower to wash off contamination. Affected area should be rinsed for a minimum of 15 minutes;
- Report what you have seen and done to Security at 4444 from an internal phone or 9266 4444 from an external phone;
- Do not re-enter the contaminated area until the all clear has been given by security or other emergency personnel.

Gas Leak or Flammable Liquid Spill

- Activate the alarm by pushing the break glass alarm unit (Red box);
- Turn off mobile phones;
- Do not operate any electrical equipment;
- Advise others to clear the area immediately and report to the assembly point.

**Hazardous
Material Spill
and Gas Leak**

Bomb Threat

If the threat is by telephone

1. Endeavour to obtain as much information as possible about the threat:
 - Location of bomb, which building;
 - Time set to explode;
 - Type of package. See over for checklist.
2. If possible try to engage the caller in conversation to ascertain information.
3. Whilst still on the phone raise the alarm by attracting the attention of a colleague who should dial 0 000 (or 000 from a mobile phone) or 4444 (Security) and then notify the building warden.

If an object is found

1. Basic Rules:
 - Do not touch;
 - Treat as genuine;
 - Record exact information;
 - Move away from the area;
 - Keep Areas Clear.
2. **Do not** use mobile phones, two-way radios or other electronic equipment that may trigger a device – turn off mobile phones and two-way radios.

Raise the alarm

Dial 0 000 or 4444 (internal phones only)

- Notify the Building Warden;
- Do not use break-glass alarm, public address system, mobile phones or two way radios.

Evacuate

1. Be prepared to evacuate – await further instructions from Security.
2. Evacuate the building as instructed to do so by Building Warden or Emergency Services personnel.

Be prepared to remove all personal belongings (such as briefcases, bags and other personal articles) when evacuating.

Classrooms/lecture theatre/laboratories. It is the responsibility of the lecturer/tutor to maintain control over their class during an emergency until released by the Emergency Services personnel.

Bomb Threat Checklist

Try to record the exact wording of the threat

Keep caller talking – try and obtain as much information as possible.

Ask the following questions:

- What is it? _____
- Where is it? _____
- What does it look like? _____
- When is the bomb going to explode? _____
- How will the bomb explode? _____
- Did you put it there? _____
- Why did you put it there? _____
- What is your name? _____
- Where are you now? _____
- What is your address? _____
- Estimate Age: _____ years
- Accent – (specify): _____

Remember keep calm – do not hang up – call can be traced

Voice	Speech	Manner	Telephone	Background
<input type="radio"/> Man	<input type="radio"/> Fast	<input type="radio"/> Calm	<input type="radio"/> Local	<input type="radio"/> Music
<input type="radio"/> Woman	<input type="radio"/> Slow	<input type="radio"/> Angry	<input type="radio"/> Std	<input type="radio"/> Talk
<input type="radio"/> Child	<input type="radio"/> Distinct/cultured	<input type="radio"/> Emotional	<input type="radio"/> International	<input type="radio"/> Typing
<input type="radio"/> Unknown	<input type="radio"/> Impeded	<input type="radio"/> Loud	<input type="radio"/> Trunk	<input type="radio"/> Children
	<input type="radio"/> Stutter	<input type="radio"/> Soft	<input type="radio"/> Public	<input type="radio"/> Traffic
	<input type="radio"/> Nasal	<input type="radio"/> Pleasant	<input type="radio"/> Private	<input type="radio"/> Machines
	<input type="radio"/> Hesitant	<input type="radio"/> Raspy	<input type="radio"/> Mobile	<input type="radio"/> Aircraft
	<input type="radio"/> Uneducated	<input type="radio"/> Intoxicated	<input type="radio"/> Number displayed	<input type="radio"/> Trains
	<input type="radio"/> Other	Other	_____	<input type="radio"/> Other

**Bomb Threat
Checklist**

Suspicious Mail or Package

If suspected that the item is an explosive device

- Dial 4444 from an internal phone;
- Do not use mobile phone, electronic devices or two-way radios;
- Evacuate the area immediately.

If suspicious mail or package has not been opened

- Put the package down and do not handle it further;
- Stay in your immediate work area. This also applies to other persons in the same area;
- Prevent others from entering the area and potentially becoming contaminated;
- Contact security at 4444 and provide the following information:
 1. Name
 2. Location
 3. Number of people potentially exposed
 4. Description of the package/device
 5. Action taken (e.g. package sealed or covered, area isolated).
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth;
- If possible without leaving the work area wash your hands;
- Wait for assistance to arrive.

If suspicious mail or package has been opened

- Do not disturb the item any further. Do not pass it around;
- If any material has split from the item do not attempt to clean it up or brush from your clothing;
- If possible place an object over the package without disturbing it. (e.g. large waste bin);
- Prevent others from entering the area and potentially becoming contaminated;
- Contact security at 4444 and provide the following information:
 6. Name
 7. Location
 8. Number of people potentially exposed.
 9. Description of the package/device
 10. Action taken (e.g. package sealed or covered, area isolated).
- If possible have the building ventilation shutdown and turn off any fans that are circulating air;
- Wait for assistance to arrive.

**Suspicious
Mail or
Package**

Earthquake

During an earthquake if inside

- Take shelter under tables or desks;
- Stay away from windows, shelving and large free-standing furniture that might fall;
- Keep clear of large areas with glass atriums or glass roofs;
- Do not use lifts.

During an earthquake if outside

- Stay outside;
- Move to an area clear of buildings, trees, powerlines or other potential hazards.

When the earthquake stops

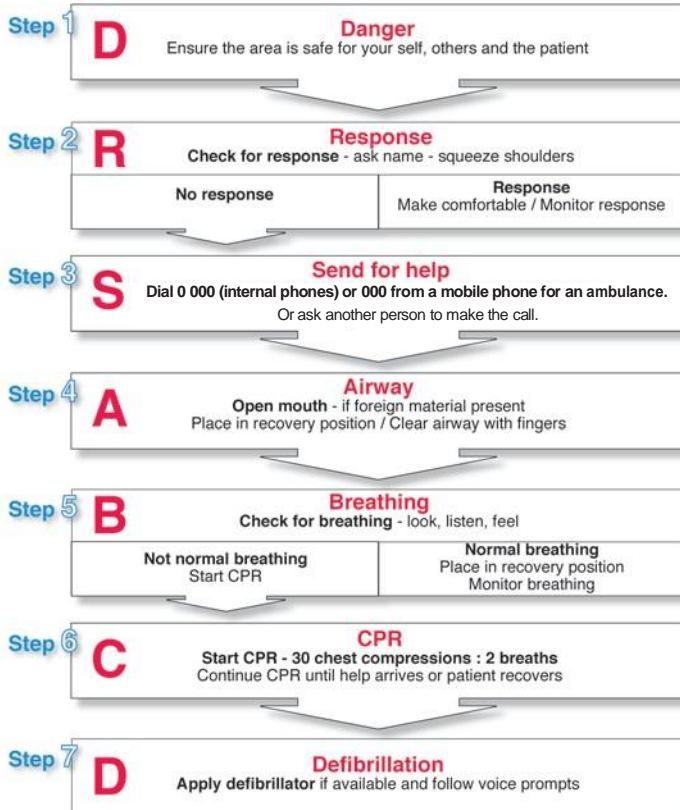
- Await instructions. Do not contact security unless immediate assistance is required;
- Check for signs of fire, hazardous material spill or major structural damage.
Dial 4444 (or 9266 4444 from a mobile phone) to report any of these;
- Treat minor injuries;
- Do not evacuate unless the area is immediately threatened;
- Expect Aftershocks.

Extreme Weather

Storm/Cyclone/Hail

- Store or secure any loose items external to the buildings whenever possible prior to a storm;
- Protect equipment wherever possible and disconnect electrical equipment, move equipment away from windows if necessary;
- Ensure that all power boards and electrical cords are raised off the floor if flooding is likely and disconnect from power source. If unable to do so due to inability to access power point, tag item out of use and ensure it is not used until it has been either tested as safe or replaced;
- Do not use any internal or landline phones during a thunderstorm;
- You are safer staying in a building during a storm. There is a likelihood that during a severe storm, the building's evacuation tone will be activated, often by water entering the system. If this occurs:
 - Assemble in a safe area near exit points but away from windows, ready to evacuate should it be necessary. Await instructions from Building Warden;
 - **Do not** evacuate a building during a severe hail storm, cyclone, lightning storm or flooding unless advised to do so by the Building Warden because of a greater internal building threat (fire or building collapse);
 - If building power has failed, evacuate building at earliest safe time as emergency lighting and emergency fire protection systems have limited life and building should not be occupied.
- **Classrooms/lecture theatres/laboratories:** It is the responsibility of the lecturer/tutor to ensure that students remain in the room until the storm has subsided and to maintain control of the students during the emergency.

Emergency Resuscitation



Dial 0 000 (internal phones) or 000 from a mobile phone and ask for an ambulance.



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