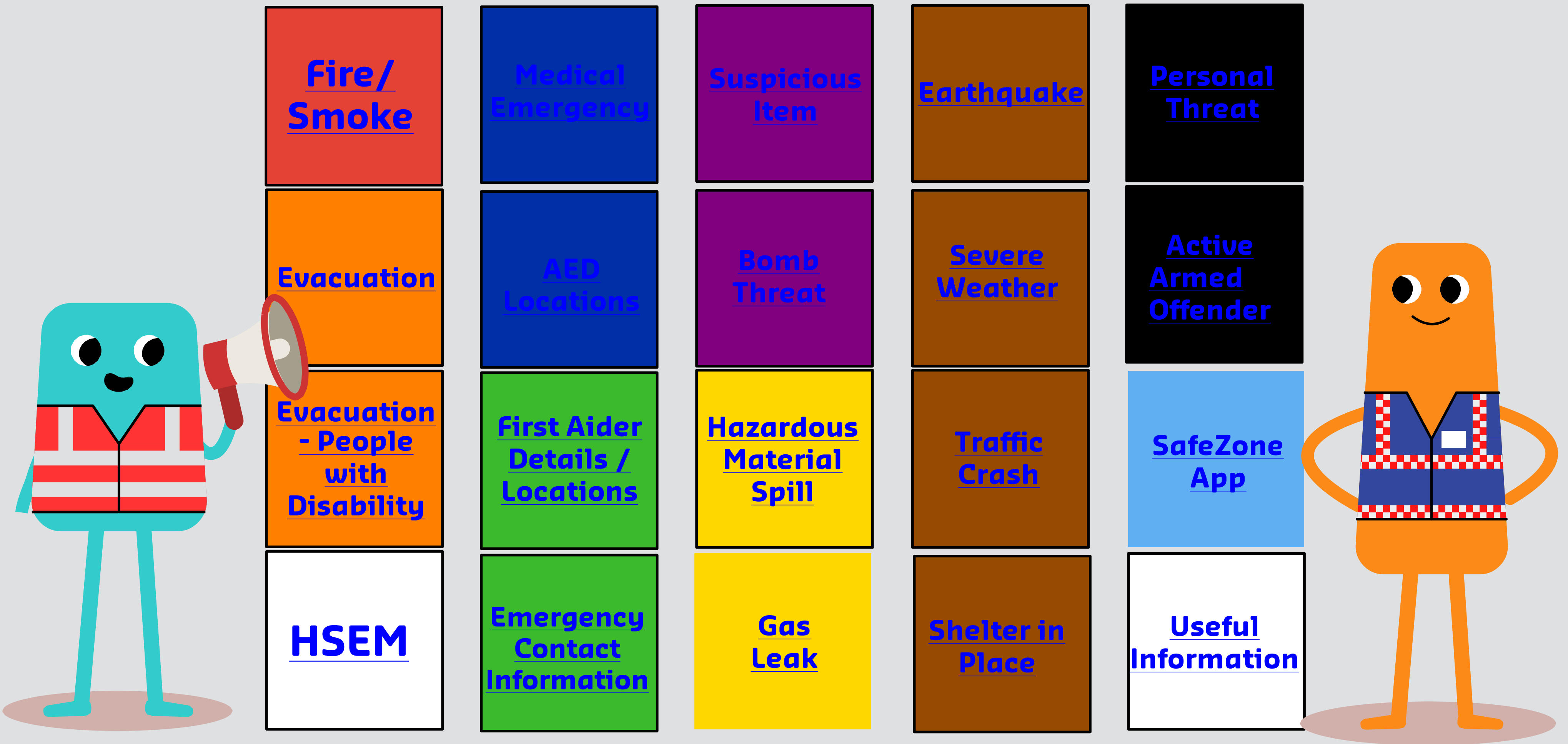


Emergency Procedures Booklet



Fire/Smoke

Immediately notify Safer Community Team on 9266 4444

If you see fire or smoke remain calm and remember RACE









R escue People	From immediate danger, if safe to do so.
A larm	<ul style="list-style-type: none">• Raise the Alarm.• Push a Break Glass Alarm (if fitted).• Dial 9266 4444 and state “FIRE” giving the exact location and type of fire.
C ontain Fire & Smoke	Close all doors and windows, if safe to do so.
E xtinguish	<ul style="list-style-type: none">• Only attempt to extinguish the fire by using the appropriate firefighting equipment, if trained and safe to do so.• Refer to extinguisher chart for the most appropriate extinguisher to use.



Evacuate immediately and follow the instructions provided by the Incident Response Team, Safer Community Team or Emergency Services Personnel

In Life threatening situations immediately notify the emergency services on 000

Fire/Smoke continued..

Portable Fire Extinguisher Guide							
Extinguisher Type		Band Colour	Fire Class				
			A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils & Fats
Water		Red	✓	✗	✗	✗	✗
Wet Chemical		Oatmeal	✓	✗	✗	✗	✓
Foam		Blue	✓	✓	✗	✗	LIMITED
Powder (ABE)		White	✓	✓	✓	✓	✗
Powder (BE)			✗	✓	✓	✓	✓
Carbon Dioxide		Black	LIMITED	LIMITED	✗	✓	✗
Vaporising Liquid		Yellow	✓	LIMITED	LIMITED	✓	✗
Fire Blanket			LIMITED	LIMITED	✗	✗	✓
Fire Hose Reel			✓	✗	✗	✗	✗

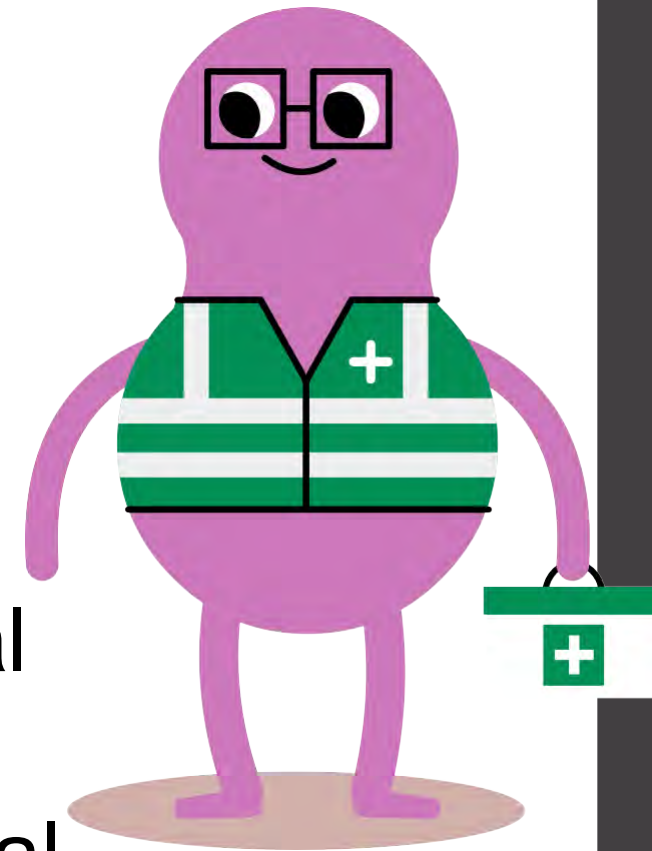
For small / minor fires, attempts should be made to extinguish the fire provided you have been trained in the proper use of fire extinguishers and it is safe to do so.

How to operate a Fire Extinguisher – remember PASS

P	Pull the pin – Break the seal and test the extinguisher
A	Aim at the base of the fire – ensure you have a means of escape
S	Squeeze the operating handle – Discharge the agent
S	Sweep from side to side – Completely extinguish the fire

Medical Emergency

Immediately notify Safer Community Team on 9266 4444



1. Remain calm.
2. Contact your local First Aider and Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone.
3. If it is a life threatening medical emergency immediately call (0)000 from an internal phone or 000 from an external phone.
4. Follow the DRSABCD Action Plan
5. Do not move a seriously injured person unless it is a life threatening situation.
6. If conscious, keep the victim as calm and comfortable as possible. Place them in the recovery position and monitor.
7. Notify the emergency services (as outlined above) of any change in the patient's status.
8. Remain with the casualty until help arrives.

DRSABCD Action Plan

Suspicious Item/Parcel

Immediately notify Safer Community Team on 9266 4444

1. Remain calm
2. Do not handle the item unless absolutely necessary
3. Put the item down and do not disturb it any further
4. Do not open or touch the item
5. Do not use mobile phone, electronic devices or two-way radios near the item
6. Call the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone and provide the following information
 - a. Name
 - b. Location
 - c. Description of the item
 - d. Action taken
7. Wait for assistance to arrive
8. Follow the directions of Incident Response Team, Safer Community Team, and/or Curtin Emergency Management.



[Suspicious Item/Parcel continued..](#)

Suspicious Item/Parcel

Immediately notify Safer Community Team on 9266 4444

www.youtube.com/watch?v=fwBSYFwS0nQ

Bomb Threat

Immediately notify Safer Community Team on 9266 4444

If you receive a Bomb Threat by telephone use the [Bomb Threat Checklist](#)

1. Remain calm
2. If possible keep the caller engaged in conversation and ascertain as much information as possible about the threat (i.e. location, type of package, timeframes etc.)
3. Whilst still on the phone raise the alarm by attracting the attention of a colleague (they need to call 0 000 or 000 from an external phone and contact the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone. Then notify the building Chief Warden)
4. Do NOT hang up
5. Do not use the break-glass alarm or public address system in this instance as an evacuation will be dealt with differently
6. Be prepared to evacuate but await further instructions from the Chief Warden, Safer Community Team or emergency services personnel

[Bomb Threat Checklist](#)

Earthquake

Immediately notify Safer Community Team on 9266 4444

If an earthquake strikes and you are indoors:

1. Remain calm
2. Stay indoors until the shaking stops
3. Move away from windows
4. Move away from book cases, shelving, light fittings or any other furniture that may fall or move
5. If possible, take cover from falling debris under a desk or table or move to an internal corner of the room, sit down and protect your face and head
6. Do not use escalators or lifts
7. Do not use matches, candles or any naked flame
8. If anyone is injured and you are prepared to offer First Aid follow [DRSABCD action plan](#)
9. Follow the directions of your Incident Response Team, Safer Community Team or emergency services personnel



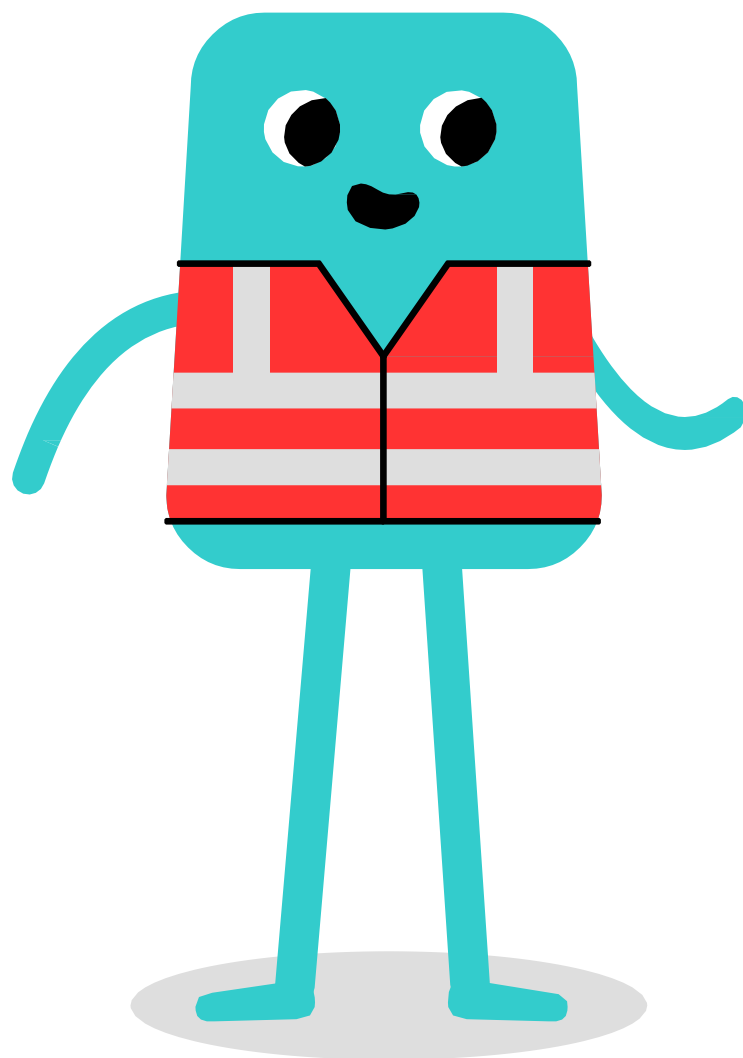
[Earthquake continued..](#)

Earthquake

Immediately notify Safer Community Team on 9266 4444

If you are outdoors:

1. Stay outside until the shaking stops
2. Do not re-enter buildings/facilities
3. Keep well clear of buildings and other structures, power lines, trees and vehicles
4. If in a vehicle, stop in an open area and listen to your car radio for advice
5. If anyone is injured and you are prepared to offer First Aid follow DRSABCD action plan
6. Follow the directions of your Incident Response Team, Safer Community Team or emergency services personnel



EXPECT AFTERSHOCKS

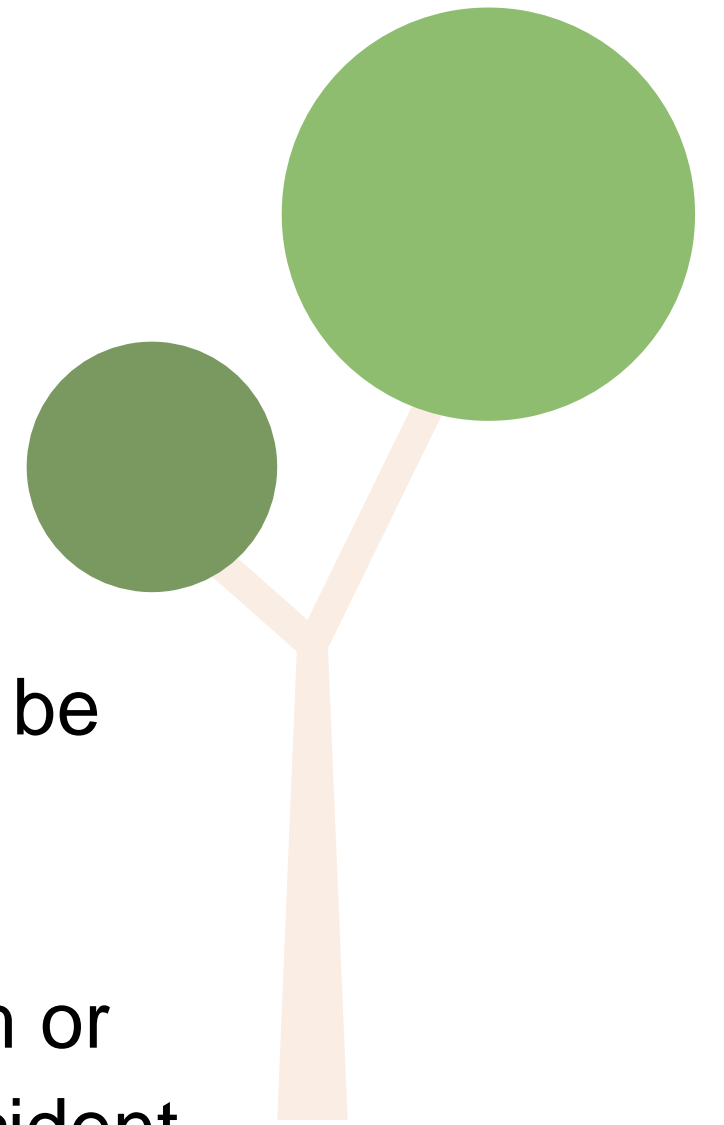
Severe Weather

Immediately notify Safer Community Team on 9266 4444

1. Remain calm.
2. Move all people away from windows and glass atriums.
3. Close all curtains, drapes and blinds.
4. Shelter in the strongest part of the building and be ready to evacuate should it be necessary.
5. Stay inside.
6. Do not evacuate a building during a severe hail storm, cyclone, lightning storm or flooding unless advised to do so by a member of the Safer Community Team, Incident Response Team or emergency services personnel.

Class rooms / lecture theatres / laboratories

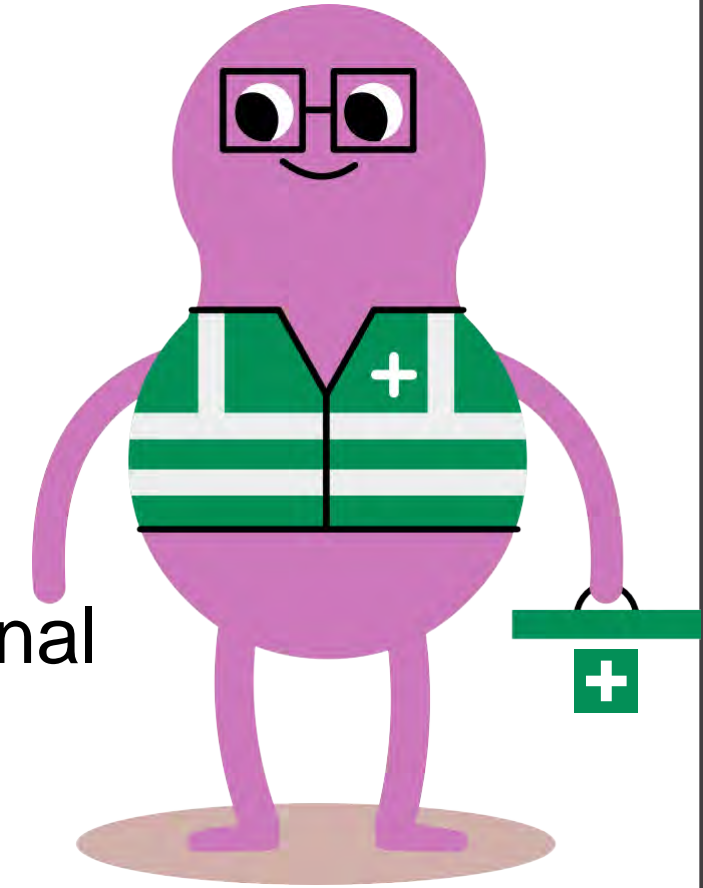
It is the responsibility of the lecturer / tutor to ensure that students remain in the room until the storm subsides and to maintain control of the students during the emergency.



Traffic Crash

Immediately notify Safer Community Team on 9266 4444

If you are involved in, or witness, a traffic crash and there is danger, serious injuries or life-threatening concerns, immediately call (0)000 from an internal phone or 000 from an external phone and provide as much information as possible.



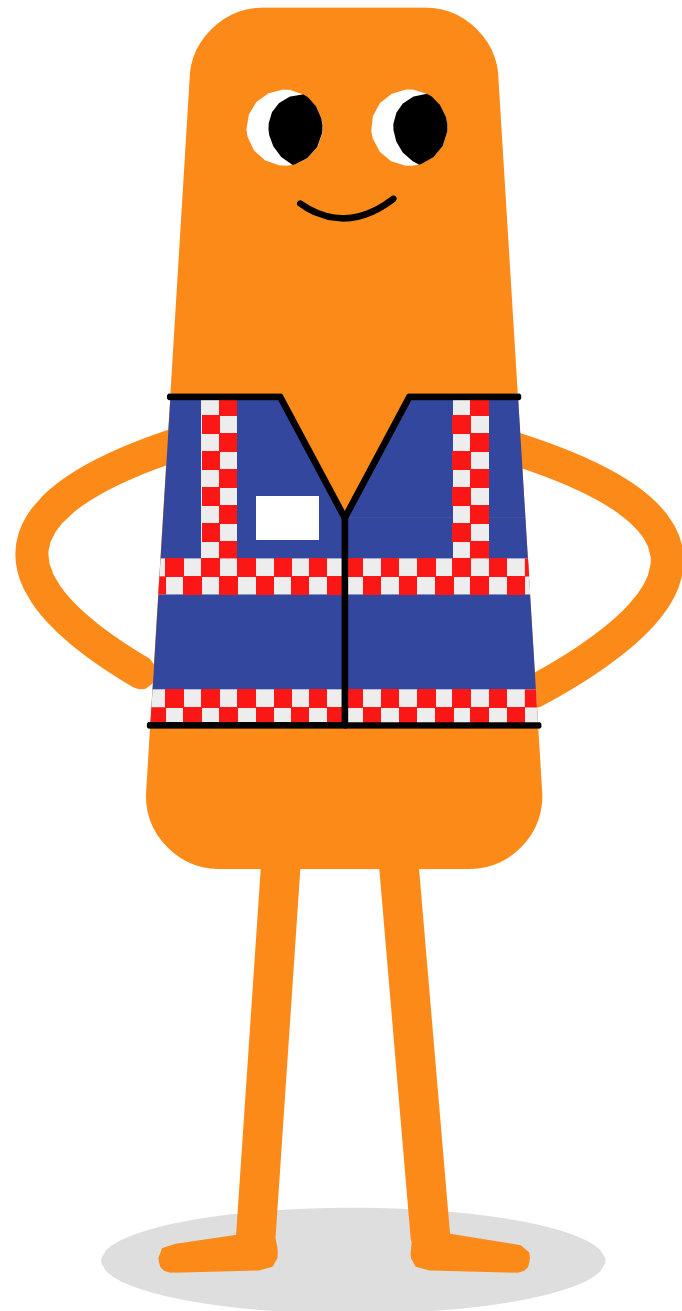
Please also follow the following procedures, if safe to do so:

1. Stop your car immediately (where applicable switch on your hazard lights) and remain calm
2. If it's safe, check to see if anyone has been injured
3. If anyone is injured and you are prepared to offer First Aid follow [DRSABCD action plan](#)
4. If the incident is of a minor nature, take photographs of the scene and move the vehicles to a safe location
5. If the incident is of a serious nature leave your vehicle in situ until otherwise advised by Safer Community Team or WA Police

Shelter in Place

Immediately notify Safer Community Team on 9266 4444

- An alternative risk management strategy to an evacuation during an emergency is to shelter in place.
- Sheltering in place is a defensive action and is an alternative to an evacuation where occupants can take direct action to protect themselves.
- Shelter in place is an emergency response decision that allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external location might reasonably expose evacuated people to a greater level of danger.

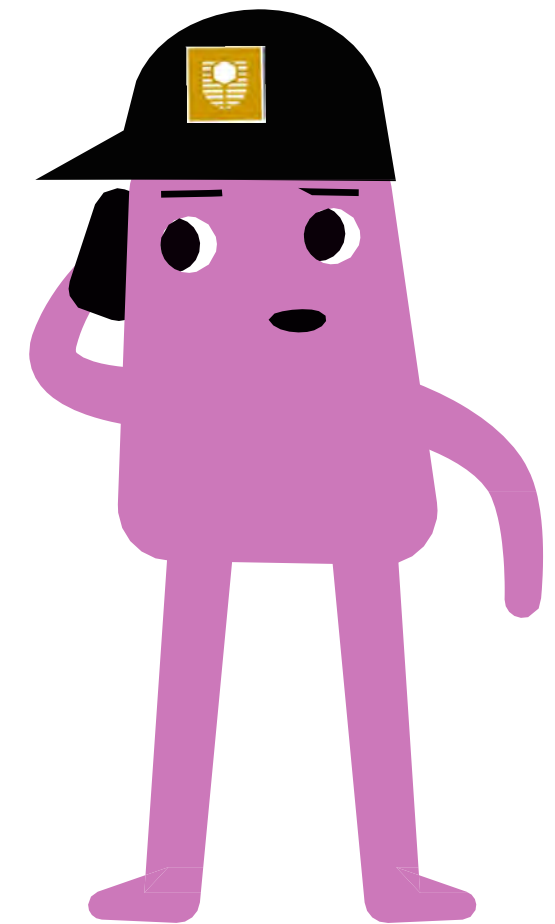


Gas Leak

Immediately notify Safer Community Team on 9266 4444

Inside the Building

- 1.If you become aware of a gas leak and there is an immediate threat to personal safety, leave the area immediately
- 2.If it is possible and safe to do so, open the doors and windows to ventilate the building and turn off any ignition sources
3. Immediately notify the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone
- 4.Notify the Chief Warden of the situation and evacuate to a well ventilated external area
5. Do not turn electrical switches on or off
6. Do not use mobile phones or electrical equipment in the vicinity of the gas leak

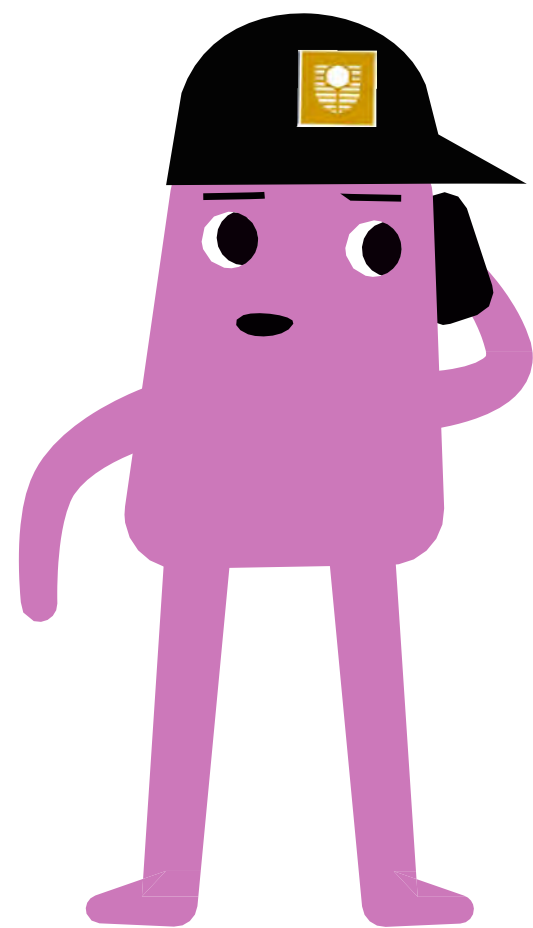


[Gas Leak continued..](#)

Gas Leak

Immediately notify Safer Community Team on 9266 4444

Outside the Building



1. Move away from the area
2. Notify the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone
3. Prevent people from entering the building
4. Do not use matches, lighters or any other item that causes a flame
5. Do not operate electrical equipment

Hazardous Material Spill

Immediately notify Safer Community Team on 9266 4444

The safe management of Hazardous Materials, Dangerous Goods and Chemical Spills is guided by Curtin University [Chemical Management Plan](#), the [Department of Fire and Emergency Services](#) (DFES) and HB 76:2010 Dangerous Goods – Initial Response Guide.

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

It is essential you do not:

- Ignore the incident
- Touch or breathe in the chemical

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

[Spill Response continued..](#)

Hazardous Material Spill

Immediately notify Safer Community Team on 9266 4444

Spill Response

1. Advise others in the immediate area to [evacuate immediately](#) and report to the assembly area
2. Upon leaving the contaminated area close all doors
3. Do not allow other people to enter the contaminated area
4. 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
5. If in control of the situation report what you have seen and done to Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone



Hazardous Material Spill

Immediately notify Safer Community Team on 9266 4444



Spill Response continued..

6.If in danger or a life-threatening situation, immediately call (0)000 from an internal phone or 000 from an external phone, request fire services and advise the following –

- a. Location of spillage
- b. Name of chemical and the UN number
- c. Amount of chemical spilt
- d. Form of chemical (solid, liquid, gas)

7. Do not re-enter the contaminated area until the all clear has been given by Safer Community Team or Emergency Services.

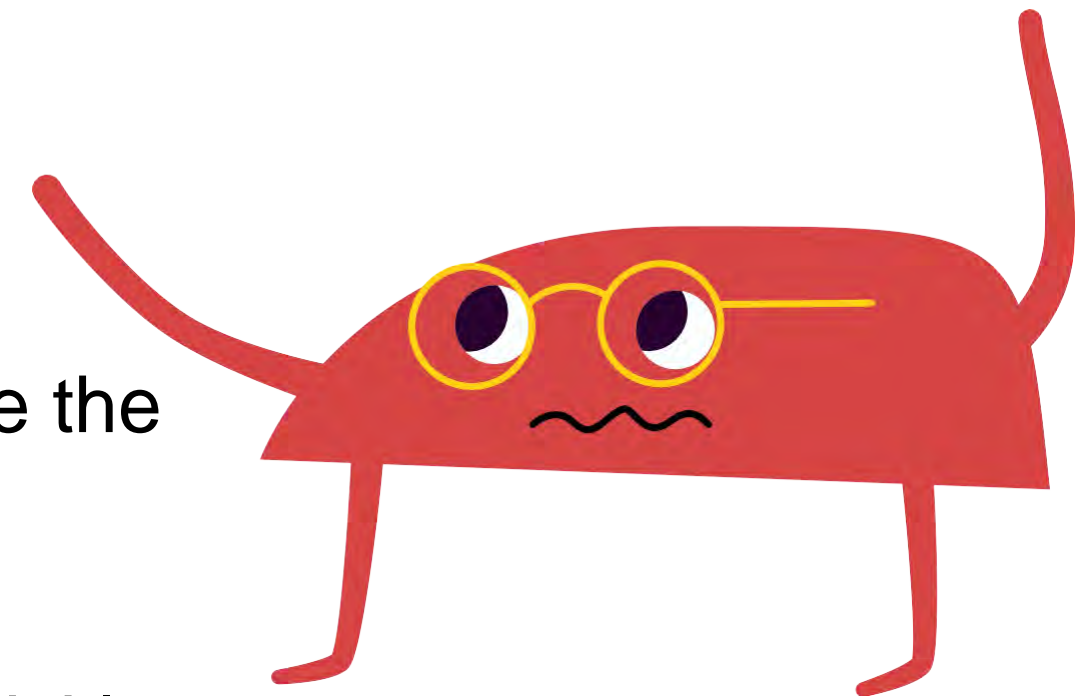
Personal Threat

Immediately notify Safer Community Team on 9266 4444

Personal threat emergencies involve a person who is behaving in an aggressive, threatening or violent manner, and who may or may not be armed. Offences can include but not limited to assault and/or robbery.

Should such an incident occur follow the guidelines below:

1. Remain calm and do not confront, provoke or attempt to physically subdue the offender, be compliant if challenged.
2. Obtain assistance where possible.
3. If possible and safe to do so, escape the location / incident quietly and quickly.
4. If unable to safely leave, lock yourself in a secure location, turn off lights, remain quiet and keep away from doors and windows.
5. If you believe it is life threatening situation call (0) 000 from an internal phone or 000 from an external phone and advise the Safer Community Team on 9266 4444.



[Personal Threat continued..](#)

Personal Threat

Immediately notify Safer Community Team on 9266 4444

6. Consider, if safe to do so, to press the silent Duress Alarm on your [SafeZoneApp](#) – this will identify your location to SCT.
7. Note the offenders' description; gender, ethnicity, height, build, clothing, distinguishing marks (tattoo's, scars etc.) and any weapons or vehicles involved.
8. Do not open the door or respond to any voice commands until you confirm it is a Police officer or the Safer Community Team.
9. If safe to do so, treat any medical injuries.
10. Preserve any evidence of proof of a criminal offence.
11. Identify any witnesses.
12. For non-life threatening incidents, report the event to Safer Community Team on 9266 4444 or WA Police on (0) 131 444 from an internal phone or 131 444 from an external phone or mobile.

For information on Victim Support Services [click here.](#)

Active Armed Offender

Immediately notify Safer Community Team on 9266 4444

1. ESCAPE

Your priority action should be to remove yourself and others from close proximity to the offender/s, or areas that they might reasonably access.

2. HIDE

If you don't believe you can safely evacuate, then you may need to consider sheltering in place. Constantly re-assess the situation and your options based on the best available information.

3. TELL

The more information you can pass on to the police or the Safer Community Team the better, but NEVER at the risk of your own safety or the safety of others.



[Active Armed Offender continued...](#)

Active Armed Offender

Immediately notify Safer Community Team on 9266 4444

www.youtube.com/watch?v=-4a7pKXmgUM&t=2s

Evacuation

1. Remain calm
2. Collect small personal belongings (e.g. wallet/car keys) DO NOT take computers and other large items
3. Ensure persons in your immediate vicinity are aware they are to evacuate
4. Assist people with disabilities in your immediate area
5. Immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point
6. DO NOT congregate around the exit doors
7. Remain at the assembly area/muster point until otherwise directed by a Warden, emergency services personnel or a member of the Safer Community Team
8. In a fire, DO NOT use the lifts
9. DO NOT re-enter the building until the Warden, emergency services personnel or Safer Community Team have given the all clear



Evacuation

www.youtube.com/watch?v=x02g85Q1K_Y&t=2s

Evacuation continued..

Evacuation - People with Disability

Immediately notify Safer Community Team on 9266 4444

1. Remain calm
2. Collect small personal belongings (e.g. wallet/car keys) DO NOT take computers and other large items
3. As detailed in your PEEP remain at your work station or place of study if you require assistance
4. Once your assistance arrives (or if you don't require assistance) immediately leave the building by the first available emergency exit and make your way to a designated assembly area/muster point
5. If you do not have a PEEP in place liaise with a member of the Incident Response Team and clearly identify your disability and the assistance you require to evacuate the building safely



[Evacuation continued..](#)

Evacuation - People with Disability

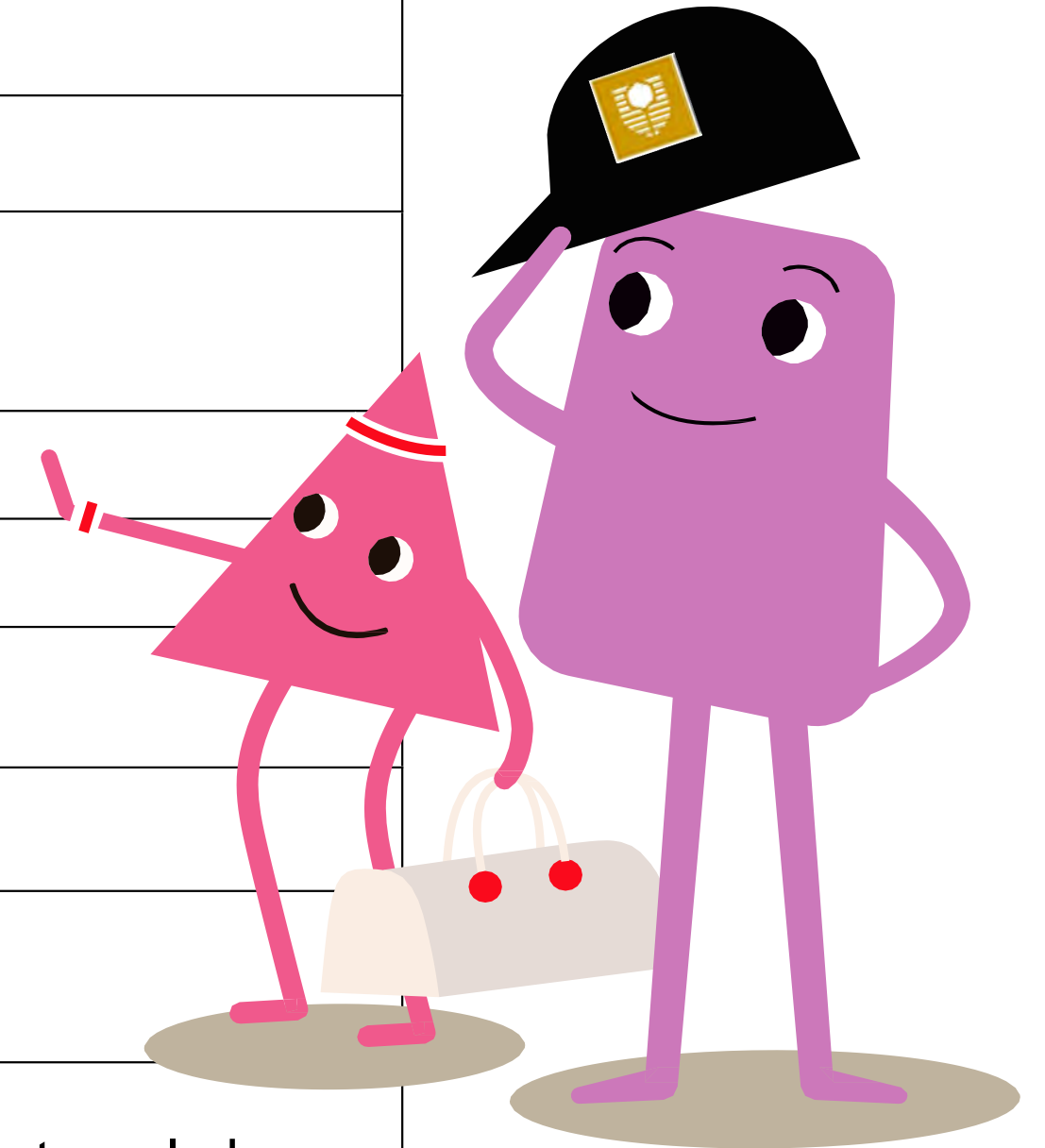
Immediately notify Safer Community Team on 9266 4444

6. In a fire, DO NOT use the lifts
7. DO NOT congregate around the exit doors
8. Upon arrival at assembly area/muster point report your location to a member of the Incident Response Team
9. Remain at the assembly area/muster point until otherwise directed by a member of the Incident Response Team, emergency services personnel or a member of the Safer Community Team
10. DO NOT re-enter the building until a member of the Incident Response Team, emergency services personnel or Safer Community Team have given the all clear



Emergency Contact Information

Police / Fire / Ambulance for Life Threatening Emergencies	000
Police (Non urgent)	13 14 44
Curtin Safer Community Team (Non-life threatening emergencies)	9266 4444
National Security Hotline	1800 123 400
WA Poisons Information Centre	13 11 26
Curtin Health Service	9266 7345
Curtin Counselling Service	9266 7850
Disability Services	9266 7850 or 1800 651 878
Curtin PF&D's Service Co-ordination Centre (SCC) for emergencies involving: <ul style="list-style-type: none">- Gas or water leaks,- Chemical or other spills,- Electrical,- Environmental	9266 2020 Ext. 2020 from internal phone
Multilingual Telephone Interpreter Service (24 hours)	131 450



Other Useful Information



[WA Police Force](#)



[Department of Fire and
Emergency Services](#)



[St John Ambulance WA](#)



[State Emergency Management
Committee](#)



Australian Government
Bureau of Meteorology

[Bureau of Meteorology](#)



[Main Roads WA](#)
[Road and Traffic information](#)



Emergency **WA**

[Emergency WA](#)