



HSEM BULLETIN

Emergency Evacuation drills

Who needs to read this?

All staff, students and contractors

Purpose

To clarify why Curtin University conducts evacuation drills and your responsibility and requirement to actively participate in them.

Information

Under the Occupational Health and Safety Act 1984 and the Australian Standard AS 3745-2010 the University has a responsibility to ensure we have evacuation procedures in place and that they are practised and tested at least once every 12 months.

All staff have a duty of care under the Act, to ensure their own safety and to avoid adversely affecting the safety or health of others through any act or omission at work. This includes complying with instructions given during an emergency. It is a requirement at the University that all staff, students and contractors participate in evacuation drills and follow the directions of the relevant wardens/and or emergency personnel when required to evacuate.

Recommendations

All Staff, students and contractors should:

- Familiarise themselves with the University's Evacuation Procedures which can be found on the [Emergency Management Website](#).
- Familiarise themselves with evacuation diagrams, their nearest emergency exits and assembly points when they are in any building across the campus.
- All staff should ensure they are able to advise students of these exits and assembly areas where necessary.

Who do we call with questions?

If you have any queries, please contact Emergency Management on 9266 4900 or email emergency_management@curtin.edu.au.

Date of Issue

31 March 2015