

# HEALTH, SAFETY & EMERGENCY MANAGEMENT

## Emergency Response Plan 1 – General Response Plan

2019  
Bentley & Metro  
Campuses





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## REVISION HISTORY

| Revision # | Date       | Amendment Description |
|------------|------------|-----------------------|
| 1.0        | March 2019 | New plan issued       |

## 1. Emergency Contact List

**NB** – If dialling from any Curtin University phone (internal landline) please prefix all numbers with (0) to get an outside line.

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

## 2. Emergency Evacuation Procedures

Please be aware of the [Emergency Evacuation Procedures](#) at Curtin.

- Remain calm.
- Collect small personal belongings (e.g. wallet/car keys) DO NOT take computers and other large items.
- Ensure persons in your immediate vicinity are aware they are to evacuate.
- Assist people with disabilities in your immediate area.
- Immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point.
- DO NOT congregate around the exit doors.
- Remain at the assembly area/muster point until otherwise directed by a Warden, emergency services personnel or a member of the Safer Community Team.
- In a fire, DO NOT use the lifts.
- DO NOT carry hot liquids or food when evacuating a building. This will slow your evacuation and could cause a danger to another person i.e. spillage.
- DO NOT re-enter the building until the Warden, emergency services personnel or Safer Community Team have given the all clear.

For further information please refer to [Emergency Evacuation Guidelines](#).

## 3. Evacuation Procedures for People with Disability

The Evacuation Guidelines for People with Disability are designed to ensure people with disability have the same rights and considerations as other people at Curtin University in relation to emergency management. Safeguarding these rights aligns with the University's Health, Safety and Emergency Management strategic framework which recognises an individual's right not to be unduly disadvantaged during an emergency situation due to disability.

It should be recognised that people with disability are not always at a greater risk during an emergency situation. As such, it is incumbent upon the University to ensure the needs of the individual are met with respect to their specific limitations or impairment.

Ensuring people with disability become, and remain, an integral part of the University's emergency management arrangements requires a collaborative effort between professional, and academic staff, students and visitors of the University. This strategy will ensure Curtin continues to foster a safer, more resilient environment. The success of these guidelines are underpinned by a process of opening and maintaining clear lines of communication between all stakeholders. As such, a clear understanding of the processes and mechanisms of an emergency evacuation must be clearly understood. This will provide an individual with disability the tools required to risk assess an evolving situation allowing them to make informed decisions best suited to their abilities. This will be best achieved by encouraging all staff and students with disability to participate in the Personal Emergency Evacuation Planning (PEEP) process. For further information please refer to the [Evacuation Guidelines for People with Disability](#).

### 3.1 Emergency Evacuation Procedures – People with Disability

- Remain calm.
- Collect small personal belongings (e.g. wallet/car keys) **DO NOT** take computers and other large items.
- As detailed in your PEEP remain at your work station or place of study if you require assistance.
- 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.
- 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.
- In a fire, **DO NOT** use the lifts.
- **DO NOT** congregate around the exit doors.
- Upon arrival at assembly area/muster point report your location to a member of the Incident Response Team.
- 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.

- **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.

### 3.2 Guidance for Incident Response Teams

- If you are aware of an individual with disability in your area introduce yourself and explain your role during an emergency situation.
- It should be recognised that people with disability are not always at a greater risk during an emergency situation.
- Ask the individual if they require assistance during an emergency evacuation.
- Always respect the person's dignity, individuality and desire for independence. If help is required in a given situation, do not assist without asking first.
- Encourage all staff and students with disability to participate in the Personal Emergency Evacuation Planning (PEEP) process. The PEEP process is voluntary and designed to ensure the needs of the individual are met with respect to their specific limitations or impairment during an emergency situation.
- When communicating with a person with disability, you should treat them as you would any other person. This means you should:
  - make eye contact and speak directly to the person, not through their carer or other third party
  - not alter your actions or words in regards to their disability (i.e. it is acceptable to invite a person in a wheelchair to "go for a walk" or to ask a blind person if they "see what you mean")
  - put the person first, not the disability. Rather than saying 'a blind person' or 'a wheelchair bound person' say 'a person who is blind' or 'a person who uses a wheelchair'. If you are unsure ask the person how they would like to be referred to.
  - Highlight abilities rather than disabilities.
  - Relax – people with disability are just people.

For further information please contact the Emergency Management Team [emergency\\_manament@curtin.edu.au](mailto:emergency_manament@curtin.edu.au)

## 4. First Aid Requirements

The number and location of First Aiders is determined on the basis of a [risk assessment](#) on the needs of the building or facility. Factors to be considered in determining how many nominated First Aiders should be appointed for a building and where they should be located include:

- The type of work performed.
- The nature of hazards associated with the type of work – laboratories and workshops typically require a higher level of first aid coverage than office areas with mainly sedentary activities.
- The typical number and type of occupants of the building – for example, people with disabilities, staff, students, visitors, general public.
- The operating hours of the building – libraries and other areas operating outside normal office hours and may require additional coverage for the extended hours.
- Coverage for periods when the First Aider is on leave.
- The physical size and layout of the building e.g. multiple floors.
- The proximity of the building to on campus medical services.

The following ratios are recommended as a minimum standard<sup>1</sup>:

- low risk workplaces – one first aider for every 50 occupants.
- high risk workplaces – one first aider for every 25 occupants.

First Aid Risk Assessments are a consultative process and require input from Area Managers, Safety and Health Representatives and the Chief Warden as a minimum. Emergency Management can assist in determining the appropriate number of First Aiders required for a building or facility in consultation with staff. For further information please contact [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)

### 4.1 Duties of a First Aider

The duties of First Aider are as follows:

- Provide first aid services for the emergency treatment of injuries or illness

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<sup>1</sup> Safe Work Australia – First Aid in the Workplace, Code of Practice 2016



- Alert the relevant Emergency Services in life threatening situations by dialling 000
- Alert Safer Community Team in all situations on extension 4444
- Respond to requests for first aid assistance from the University as required
- To assist building wardens initiating a controlled evacuation, if required.
- To be familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram
- Ensure you are trained in accordance with training requirements of a First Aider
- Participate in a Curtin University emergency scenario exercise annually
- Ensure the contents of all first aid kits within their area/department are:
  - within date,
  - restocked monthly or more often as required,
  - the register within the kit is maintained monthly,
- Visually check the defibrillator/s within their areas/departments monthly for damage
- Alert Emergency Management if any defibrillator within their area/department has been tampered with or used since it was last inspected
- Maintain control of a first aid emergency until Emergency Services personnel arrive
- Supply certificate of competency and First Aider appointment form annually to Emergency Management [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)

For further information please refer to the [First Aid Guidelines](#).

## 5. Medical Emergency

- Remain calm.
- Contact your local First Aider and Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone.

- If it is a life threatening medical emergency immediately call (0)000 from an internal phone or 000 from an external phone.
- [Follow the DRSABCD Action Plan](#)
- Do not move a seriously injured person unless it is a life threatening situation.
- If conscious, keep the victim as calm and comfortable as possible. Place them in the recovery position and monitor.
- Notify the emergency services (as outlined above) of any change in the patient's status.
- Remain with the casualty until help arrives.

For Defibrillator (AED) locations across the Bentley campus refer to -  
[http://healthandsafety.curtin.edu.au/local/docs/AED\\_Map.pdf](http://healthandsafety.curtin.edu.au/local/docs/AED_Map.pdf)

#### 5.1 First Aid Action Plans provided by St John Ambulance:

- [DRSABCD Action Plan](#)
- [Heart Attack](#)
- [Severe Bleeding](#)
- [Burns or Scald](#)
- [Severe Allergic Reaction](#)
- [Fractures](#)

## 5.2 DRSABCD Action Plan<sup>2</sup>

# DRSABCD

IN AN EMERGENCY CALL **TRIPLE ZERO (000)** FOR AN AMBULANCE



**D** **Dangers?**  
Ensure the area is safe for yourself, others and the patient.



**R** **Responsive?**  
Check for a response: ask name, squeeze shoulders.  
**No response?** Send for help.  
**Response?** Make comfortable and monitor response.



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



**A** **Open Airway**  
Open the mouth and check the airway for foreign material.  
**Foreign material?** Place in the recovery position and clear the airway.  
**No foreign material?** Leave in position.  
**Open the airway by tilting the head back with a chin lift.**



**B** **Normal Breathing?**  
Check for breathing: look, listen, feel for 10 seconds.  
**Not normal breathing?** Ensure an ambulance has been called; start CPR.  
**Normal breathing?** Place in the recovery position and monitor breathing.



**C** **Start CPR**  
30 chest compressions : 2 breaths.  
Continue CPR until help arrives or the patient starts breathing.



**D** **Attach defibrillator (AED)**  
and follow the voice prompts.



<sup>2</sup> [http://www.stjohnambulance.com.au/docs/posters/ehs\\_drsabcd\\_a3.pdf](http://www.stjohnambulance.com.au/docs/posters/ehs_drsabcd_a3.pdf)

## 5.3 Heart Attack<sup>3</sup>

# First Aid Fact Sheet



## Heart Attack

### Signs & symptoms

The warning signs of heart attack vary and usually last for at least 10 minutes.

The casualty may get more than one of these symptoms:

- ▶ Discomfort or pain in the centre of the chest. It may come suddenly or start slowly over minutes. It may be described as tightness, heaviness, fullness, squeezing.
- ▶ Severe, moderate or mild pain.
- ▶ Pain may spread to the neck, throat or jaw, shoulders, the back, and either or both arms.

### Other signs and symptoms

- ▶ Shortness of breath
- ▶ Sweating
- ▶ Nausea / vomiting
- ▶ Dizziness



### First Aid

In a medical emergency call **Triple Zero (000)**

### What to do

- 1. Follow DRSABCD**
- 2. Advise casualty to rest**
  - ▶ Advise casualty to immediately stop what they are doing, and sit or lie down and rest.
- 3. Casualty to take medication**
  - ▶ If casualty has been prescribed medication such as a tablet or oral spray for angina, get it and assist the casualty in taking it as they have been directed.
- 4. Seek urgent medical attention**
  - ▶ If unconscious, follow **DRSABCD**
  - ▶ If symptoms last 10 minutes, get worse quickly or are severe, call triple zero (000) for an ambulance immediately.
- 5. Give aspirin**
  - ▶ Give 300mg (one tablet) of aspirin with water. Do not give aspirin to those allergic to it or if their doctor has warned them against taking aspirin.
- 6. Stay with the casualty and monitor vital signs**
  - ▶ Monitor consciousness, breathing and movement, and be prepared to give CPR.

### FIRST AID SAVES LIVES

1300 STJOHN | [stjohnambulance.com.au](http://stjohnambulance.com.au)

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<sup>3</sup> [http://www.stjohnambulance.com.au/docs/training\\_brochures/heart-attack-a3-poster\\_jan-2015.pdf](http://www.stjohnambulance.com.au/docs/training_brochures/heart-attack-a3-poster_jan-2015.pdf)

## 5.4 Severe Bleeding<sup>4</sup>

# First Aid Fact Sheet



## Severe bleeding

### For severe external bleeding:

- ▶ wear gloves, if possible, to prevent infection
- ▶ do not apply a tourniquet
- ▶ if an object is embedded in or protruding from a wound apply pressure either side of the wound and place pads around it before bandaging
- ▶ give nothing by mouth.

### What to do

#### Unconscious casualty

1. Follow DRSABCD

#### Conscious casualty

1. Follow DRSABCD
2. Lie the casualty down and remove or cut their clothing to expose the wound.
3. Apply direct pressure over the wound using a pad or your hands (use gloves if available). Instruct the casualty to do this if possible.
4. Squeeze the wound edges together if possible.
5. Raise and support the injured part above the level of the heart. Handle gently if you suspect a fracture.
6. Apply a pad over the wound if not already in place and secure by bandaging over the padded wound.
7. If bleeding is still not controlled, leave initial pad in place and apply a second pad and secure with a bandage.
8. Check circulation below wound.
9. Ensure an ambulance has been called.



### First Aid

In a medical emergency  
call **Triple Zero (000)**

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<sup>4</sup> [http://www.stjohnambulance.com.au/docs/training\\_brochures/severe-bleeding-a3-poster\\_jan-2015.pdf](http://www.stjohnambulance.com.au/docs/training_brochures/severe-bleeding-a3-poster_jan-2015.pdf)

## 5.5 Burn or Scald<sup>5</sup>

# Burn or scald



**IN A MEDICAL EMERGENCY CALL TRIPLE ZERO (000) FOR AN AMBULANCE.**

**DRSABCD** Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

The DRSABCD Action Plan is the first step when providing first aid. Use this to assess the immediate situation.

### WARNING

- Do not apply lotions, ointments, fat or ice to a burn.
- Do not touch the injured areas or burst any blisters.
- Do not remove anything sticking to the burn.
- If the burn is larger than a 20 cent piece, or deep, seek medical aid.

### SIGNS AND SYMPTOMS

**Superficial burns** The area is:

- red
- very painful
- blistered.

**Deep burns** The area is:

- mottled red and white
- dark red or pale yellow
- painful
- blistered.

**Full thickness burns** The area:

- is white or charred
- feels dry and leathery.
- Because the nerves are destroyed, the pain will not be as great as in a superficial burn.

### WHAT TO DO

#### If the patient's clothing is on fire

- 1 Stop the patient from moving around.
- 2 Drop the patient to the ground and cover or wrap them in a blanket or similar, if available.
- 3 Roll the patient along the ground until the flames are extinguished.
- 4 Manage the burn.

#### For all other burns

- 1 Follow DRSABCD.
- 2 If the burn is severe or if it involves the airway, **call triple zero (000)** for an ambulance.
- 3 As soon as possible, hold the burnt area under cool running water for 20 minutes.
- 4 Remove any clothing and jewellery from the burnt area, unless they are stuck to the burn.
- 5 Cover the burn with a light, loose nonstick dressing, preferably clean, dry, non-fluffy material (eg plastic cling film).
- 6 Continue to check the patient for shock, and treat if necessary.

*A 'cold' burn is actually tissue damage from extreme cold, and accordingly treatment is different from other burns. See the fact sheet on frostbite.*

<sup>5</sup> [http://stjohn.org.au/assets/uploads/fact%20sheets/english/FS\\_burns.pdf](http://stjohn.org.au/assets/uploads/fact%20sheets/english/FS_burns.pdf)



## 5.6 Severe Allergic Reaction<sup>6</sup>

# Severe allergic reaction (anaphylaxis)



**St John**

**IN A MEDICAL EMERGENCY CALL TRIPLE ZERO (000) FOR AN AMBULANCE.**

**DRSABCD** Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

The DRSABCD Action Plan is the first step when providing first aid. Use this to assess the immediate situation.

### WARNING

- Anaphylaxis is potentially life-threatening.
- People diagnosed with severe allergies should have an anaphylaxis action plan and an adrenaline auto-injector. They may also wear a medical alert device.
- In a severe allergic reaction, you should use any available adrenaline auto-injector.

### SIGNS AND SYMPTOMS

The following signs and symptoms of a **MILD TO MODERATE ALLERGIC REACTION** may precede anaphylaxis:

- swelling of face and tongue
- hives, welts or body redness
- tingling mouth
- abdominal pain, vomiting, diarrhoea

The main symptoms of a **SEVERE ALLERGIC REACTION** are rapidly developing breathing and circulation problems.

Other signs and symptoms may include:

- wheeze or persistent cough
- difficult or noisy breathing
- difficulty talking or a hoarse voice
- swelling or tightness in throat
- faintness, dizziness
- confusion
- loss of consciousness
- pallor and floppiness (in young children)

### WHAT TO DO

- 1 Follow DRSABCD.
- 2 If the patient is carrying an adrenaline auto-injector, use it immediately.
- 3 Ask the patient if they need help with their action plan if they have one. Only help the patient if they request it. If the patient is unable to give verbal consent, administer an adrenaline auto-injector immediately.
- 4 Do not allow the patient to stand or walk. Help the patient to lie down flat, or if breathing is difficult, allow the patient to sit.
- 5 **Call triple zero (000)** for an ambulance.
- 6 Monitor the patient. If there is no improvement after 5 minutes, use another adrenaline auto-injector, if available.
- 7 If breathing stops, follow DRSABCD.

### HOW TO GIVE AN EPIPEN® OR EPIPEN JR®

- 1 Form a fist around the EpiPen® and **PULL OFF THE BLUE SAFETY RELEASE**.
- 2 Hold the patient's leg still and **PLACE THE ORANGE END** against the patient's outer mid-thigh (with or without clothing).
- 3 **PUSH DOWN HARD** until a click is heard or felt, and hold in place for 3 seconds.  
*All EpiPens® should be held in place for 3 seconds regardless of instructions on the device's label.*
- 4 **REMOVE** the EpiPen®.

FOR MORE INFORMATION SEE [WWW.ALLERGY.ORG.AU](http://WWW.ALLERGY.ORG.AU)

<sup>6</sup> [http://stjohn.org.au/assets/uploads/fact%20sheets/english/FS\\_allergic.pdf](http://stjohn.org.au/assets/uploads/fact%20sheets/english/FS_allergic.pdf)

## 5.7 Fractures<sup>7</sup>

# First Aid Fact Sheet



## Fractures

It can be difficult for a first aider to tell whether the injury is a fracture, dislocation, sprain or strain. If in doubt, always treat as a fracture.

DO NOT attempt to force a fracture back into place as this could cause further injuries.

If collarbone is fractured, support arm on injured side in a St John sling.

### Signs and symptoms

- ▶ pain at or near the site of the injury
- ▶ difficult or impossible normal movement
- ▶ loss of power
- ▶ deformity or abnormal mobility
- ▶ tenderness
- ▶ swelling
- ▶ discolouration and bruising.

### What to do

1. Follow DRSABCD
2. Control any bleeding and cover any wounds.
3. Check for fractures: open, closed or complicated.
4. Ask the casualty to remain as still as possible.
5. Immobilise the fracture:
  - ▶ use broad bandages (where possible) to prevent movement at joints above and below the fracture
  - ▶ support the limb, carefully passing bandages under the natural hollows of the body
  - ▶ place a padded splint along the injured limb
  - ▶ place padding between the splint and the natural contours of the body and secure firmly.For leg fracture, immobilise foot and ankle apply figure of eight bandaging.
6. Check that bandages are not too tight (or too loose) every 15 minutes and watch for signs of loss of circulation to hands or feet.
7. Ensure an ambulance has been called.



### First Aid

In a medical emergency  
call **Triple Zero (000)**

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<sup>7</sup> [http://www.stjohnambulance.com.au/docs/training\\_brochures/fractures-a3-poster\\_jan-2015.pdf](http://www.stjohnambulance.com.au/docs/training_brochures/fractures-a3-poster_jan-2015.pdf)



## 6. Fire / Smoke

Upon discovering a fire or smoke -

- Remain calm.
- If safe to do so ensure the immediate safety of anyone within the vicinity of the fire or smoke.
- Raise the alarm if not already sounding, using a break glass alarm panel (red box) or by shouting 'Fire, Fire, Fire'.
- Ensure persons in your immediate vicinity are aware they are to [evacuate](#) the building.
- Assist people with disability in your immediate area.
- Immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point.
- DO NOT use the lifts
- Close doors and windows as you exit (if safe to do so).
- DO NOT congregate around the exit doors.
- As soon as it's safe to do so, call 000 from your mobile phone, advise the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone and provide as much information as possible.
- 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.
- 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





### 6.1 Fire Fighting

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.

## 6.2 How to operate a Fire Extinguisher





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

## 6.3 Portable Fire Extinguisher Guide<sup>8</sup>

| Portable Fire Extinguisher Guide |   |             |                               |  |                         |   |                             |
|----------------------------------|---|-------------|-------------------------------|--|-------------------------|---|-----------------------------|
| Extinguisher Type                |   | Band Colour | Fire Class                    |  |                         |   |                             |
|                                  |   |             | A<br>Wood<br>Paper<br>Plastic | B<br>Flammable &<br>Combustible<br>Liquids | C<br>Flammable<br>Gases | E<br>Electrically<br>Energised<br>Equipment | F<br>Cooking<br>Oils & Fats |
| Water                            |   | Red         | ✓                             | ✗  | ✗                       | ✗   | ✗                           |
| Wet<br>Chemical                  |  | Oatmeal     | ✓                             | ✗  | ✗                       | ✗   | ✓                           |
| Foam                             |  | Blue        | ✓                             | ✓  | ✗                       | ✗   | LIMITED                     |
| Powder<br>(ABE)                  |  | White       | ✓                             | ✓  | ✓                       | ✓   | ✗                           |
| Powder<br>(BE)                   |   |             | ✗                             | ✓  | ✓                       | ✓   | ✓                           |

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[https://www.dfes.wa.gov.au/safetyinformation/fire/fireinthehome/FireintheHomeManualsGuidelines/DFES\\_FireintheHome-Fire\\_Extinguishers.pdf](https://www.dfes.wa.gov.au/safetyinformation/fire/fireinthehome/FireintheHomeManualsGuidelines/DFES_FireintheHome-Fire_Extinguishers.pdf)

| Portable Fire Extinguisher Guide |  |        |         |         |         |   |   |
|----------------------------------|--|--------|---------|---------|---------|---|---|
| Carbon Dioxide                   |   | Black  | LIMITED | LIMITED | ✘       | ✔ | ✘ |
| Vaporising Liquid                |   | Yellow | ✔       | LIMITED | LIMITED | ✔ | ✘ |
| Fire Blanket                     |   |        | LIMITED | LIMITED | ✘       | ✘ | ✔ |
| Fire Hose Reel                   |  |        | ✔       | ✘       | ✘       | ✘ | ✘ |

## 7. Gas Leak

### Inside the Building

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

## Outside the Building

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

## 8. Traffic Crash

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.

If the incident is not life-threatening call the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone and provide as much information as possible. Please also follow the following procedures, if safe to do so:

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

### 8.1 Reporting traffic crash to Police<sup>9</sup>

The driver of a vehicle must report a traffic crash when the incident occurred on a road or any place commonly used by the public, e.g. carparks; and

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<sup>9</sup> WA Police Force

- the incident resulted in bodily harm to any person; or
- the total value of property damaged to all involved parties exceeds \$3000; or
- the owner or representative of any damaged property is not present.

Reports of a traffic crash can be submitted to [Police online](https://www.crashreport.com.au/ocrf/) – <https://www.crashreport.com.au/ocrf/>

## 9. Civil Disorder

World events, industrial or financial unrest, unpopular political decisions and emotional international situations can lead to public demonstrations that could threaten the safety and security of the campus.

If an incidence of civil disorder is occurring the following procedures should be adopted.

- Remain calm
- Ensure your personal safety and remain a safe distance from disturbance
- DO NOT approach or participate in the incident
- If you cannot leave the area affected seek a secure place to seek shelter
- If you can lock the door, do so and stay away from windows
- As soon as it's safe to do so, advise the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone and provide as much information as possible
- If in danger or a life-threatening situation, immediately call (0)000 from an internal phone or 000 from an external phone and provide as much information as possible to Police.

## 10. Personal Threat

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:

- Remain calm and do not confront, provoke or attempt to physically subdue the offender, be compliant if challenged.

- Obtain assistance where possible.
- If possible and safe to do so, escape the location / incident quietly and quickly.
- If unable to safely leave, lock yourself in a secure location, turn off lights, remain quiet and keep away from doors and windows.
- 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.
- Consider, if safe to do so, to press the silent Duress Alarm on your [Safezone](#) App – this will identify your location to SCT.
- Note the offenders' description; gender, ethnicity, height, build, clothing, distinguishing marks (tattoo's, scars etc.) and any weapons or vehicles involved.
- Do not open the door or respond to any voice commands until you confirm it is a Police officer or the Safer Community Team.
- If safe to do so, treat any medical injuries.
- Preserve any evidence of proof of a criminal offence.
- Identify any witnesses.
- 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](#).

Other useful links –

[WA Police Force – Personal Safety Tips](#)

[WA Police Force – Safety & Security](#)

[WA Police Force – How to reduce your risk](#)

## 11. Active Armed Offender

An Active Armed Offender is a person(s) who is actively engaged in killing or attempting to kill people, and who demonstrated their intention to continue to do so while having access to additional potential victims<sup>10</sup>. Crowded places present a particularly attractive target for these types of attack, due

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<sup>10</sup> NSW Police Force Active Armed Offender Manual ver.2

to the ready access to large numbers of potential victims. Active armed offender attacks have occurred, and continue to occur, in crowded places around the world such as sporting stadiums, transport hubs and entertainment venues<sup>11</sup>.

Curtin University has comprehensive security and emergency response arrangements in place however, during an [Active Armed Offender situation your actions can save lives](#). There are a number of things [you can do](#) to make a difference<sup>12</sup>. [ESCAPE](#), [HIDE](#), and [TELL](#).

<https://www.youtube.com/watch?v=-4a7pKXmgUM&feature=youtu.be>

## 11.1 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. The following actions may influence the decisions you make in safely assessing your available options:

**Under immediate attack** – Take cover initially, but attempt to leave the area as soon as it is safe to do so.

- Leave most of your belongings behind (except for mobile phone).
- Do not congregate in open areas or wait at evacuation points.
- Provide guidance to people that might be unfamiliar with the area.
- Make good use of available cover and concealment opportunities.
- Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender.

**Nearby attack** – Leave the area immediately and move quickly from where the attack is located, but only if it is safe to do so.

### Cover from gunfire

- Brickwork or concrete walls;

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<sup>11</sup> Active Armed Offender Guidelines For Crowded Places

<sup>12</sup> Appendix C: Active Armed Offender attack – initial action advice for individuals

- Vehicles (engine block area);
- Large trees & fixed objects; and
- Earth banks/hills/mounds.

#### **Concealment from view** (in addition to above options)

- Building walls and partitions (internal and external);
- Vehicles;
- Fences and other large structures; and
- Blinds/curtains

### 11.2 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.

- Avoid congregating in open areas, such as corridors and foyers;
- Consider locking or barricading yourself and others in a room or secure area;
- Secure your immediate environment and other vulnerable areas;
- Move away from the door, remain quiet and stay there until told otherwise by appropriate authorities, or you need to move for safety reasons;
- Silence mobile phones and other devices that may identify your presence;
- Try to contact police (000) or others to advise of your location and situation;
- Assess and re-assess better options for sheltering in place either within your current location or at an alternative location;
- Choose a location which may enable access to a more secure area; and
- Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender

### 11.3 TELL

The more information you can pass on to the police or owners and operators the better, but NEVER at the risk of your own safety or the safety of others.



*If it is safe to do so, think about obtaining the following information:*

- Exact location of the incident;
- Description of the offender/s and whether they are moving in any particular direction;
- Details of any weapons being used;
- Number of people in the area and any that have been injured; and
- The motive or intent of the offender/s (if known or apparent).

Provide this information immediately to the police via 000 if this can be achieved safely. You may be asked to remain on the line and provide further information that the operator requests or if the situation changes.

Consider providing information and advice to others that may be in your area that may be unsure of the current location of the threat and what they should do. Whether you are able to safely do this, and the communication methods available to you, will be determined by the circumstances and your own assessment of the situation.

#### 11.4 Police Response

In an Active Armed Offender scenario a police officer's priority is to protect lives. One of their priority actions to achieve this will be to locate the offender and effectively manage that threat as quickly as possible, which could mean initially moving past people who need help.

As more police resources become involved they will attempt to quickly provide support and guidance to persons affected by the incident.

At some stage they will conduct a 'clearance' search of the location to ensure that all persons involved or impacted by the incident are located, and to make the scene safe.

#### **Please remember:**

- Upon arriving at the scene, it is possible police officers may initially not be able to distinguish you from the offender(s);
- Police officers will be armed and could point guns in your direction;
- Avoid quick movements or shouting and keep your hands in view;
- They may initially move past you in search of the offender/s;

- Be aware that police may enter your location at some stage to secure the building and locate people that have hidden from the threat; and
- Promptly follow any instructions given by emergency responders.

## 12. Terrorism

Terrorism poses a direct and ongoing threat to the safety and wellbeing of Australians both in Australia and abroad. The threat associated with violent extremist ideologies is of paramount concern. The ideological justifications for attacks are not limited to Islamist extremist ideologies but also include terrorism based on other ideological, political or religious beliefs – such as right or left wing extremists<sup>13</sup>.

The current terrorism threat to Australia and Australian interests is unprecedented in our history. The national terrorism threat level in Australia was raised in September 2014 and remains **PROBABLE** - credible intelligence, assessed by our security agencies indicates that individuals or groups continue to possess the intent and capability to conduct a terrorist attack in Australia<sup>14</sup>.

The safety and security of Curtin University, its staff, students and visitors is of paramount importance. In an effort to build a robust and comprehensive security culture the [reporting of suspicious behaviour](#) is strongly encouraged.



### Staff, students and visitors should:

1. Report suspicious behaviour even if you think it's probably nothing
2. The smallest piece of information can be valuable
3. If something doesn't add up, speak up
4. Report all suspicious behaviour to [National Security Hotline 1800123400](#) and [Curtin Safer Community Team 9266 4444](#).
5. Reports can remain anonymous

***Safety and Security is everyone's responsibility***

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<sup>13</sup> National Counter-Terrorism Plan

<sup>14</sup> National Terrorism Threat advisory System

### 13. Improvised Explosive Device (IED) attack—advice for individuals

Attacks involving IEDs may be unlikely but it is important to be prepared to respond to such an incident. [The advice below will help you plan a response.](#)

IED's are physically diverse. They can be a range of shapes and sizes, can employ a number of different methods to initiate the explosion, and may be concealed in a number of different ways. They can be carried by a person or by a variety of different vehicles. They may be triggered by various methods, including radio control, timer, electronic sensors or pressure plates, trip wires, or a handheld switch. IEDs can explode, deflagrate (partially detonate), ignite or fail to activate. They may be triggered by various methods, including radio control, timer, electronic sensors or pressure plates, trip wires or even a handheld switch<sup>15</sup>.

If you are at the immediate site of an IED attack, your top priority is to get out of the area. This increases your safety in case a secondary device is present in the area and minimizes your exposure to dust, smoke, and any hazardous substances that may have been released as a result of the blast. This allows emergency responders to find and assist the most critically injured victims.

#### **If you are in a building:**

- Get under a sturdy table or desk if objects are falling around you.
- Exit as quickly as possible, without stopping to retrieve personal possessions or make phone calls.
- Help other victims to leave the area if possible.
- Use stairs instead of elevators.
- Be aware of weakened floors and stairways, and watch for falling debris as you exit the building.

#### **Once you are out of the building:**

- Move away from windows, glass doors or other potentially hazardous areas.
- Use caution to avoid debris that could be hot, sharp, or cause puncture wounds.

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<sup>15</sup> Improvised Explosive Device Guidelines for Crowded Places

- Continue moving away from the blast site and look for emergency officials who will direct you to a safe location.
- Be aware that secondary explosions may occur at or near the original bombing site, especially as rescue personnel arrive.
- Limit your use of phones and other communications devices as much as possible (communications systems may become overloaded).

**If you become trapped:**

- Cover your nose and mouth with anything you have on hand to avoid inhaling dust or other hazardous materials. Dense-weave cotton material can act as a good filter.
- Avoid unnecessary movement so you don't kick up dust.
- Signal your location to rescuers by using a flashlight, whistle, or by tapping on a pipe or wall.
- Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust and drain your energy.

**If you are nearby, but not at the immediate site of an attack:**

- Assess the environment around you before taking any action.
- Avoid being lured closer to see what is happening because the risks from secondary attacks or hazardous materials could be extremely high.
- Listen for, and follow, instructions from local authorities and building personnel. If no information is immediately available from local officials, stay away from windows and doors and move to an inner area of a building until directed differently by authorities.

**If you are in a train or on a bus:**

- In general, it is best to remain inside the train car unless you are in immediate danger.
- Listen to the communication system/staff to receive instructions.
- If you are in danger and must leave the train car, be aware of hazards on the tracks or in the tunnel and move with caution to the nearest station or point where you can contact emergency personnel.
- Open windows or doors if possible and if it is safe to do so. It can reduce the severity and number of injuries from a secondary explosion.

## Caring for the injured:

- First aid you provide may save lives. The most likely help you may need to provide is to control bleeding. Apply direct pressure to the bleeding site.
- Nearby hospitals may be overwhelmed with victims. If you need to transport victims who are not severely injured, go to a hospital that is further from the explosion site.

## 14. Bomb Threat

Curtin University takes all threats to its staff, students and campuses seriously. The following procedures provide guidance to evaluate the validity of a threat and to formulate a safe course of action. Information provided in this section has been obtained from Australian Federal Police, Australian Bomb Data Centre publication, [“Bombs Defusing the Threat”](#).

Bomb threats are usually a form of communication either written or verbal. These messages can be delivered a number of ways; email, letter, text or phone call to name but a few. Bomb threats cause significant disruption and cause alarm. Communicated threats can disrupt normal business activity without actually risking life or damage to property. Statistically, most threats are received by telephone so the person who answers the call has a critical role and must be prepared to effectively gather all relevant information. All communicated threats are to be reported to WA Police. It is a criminal offence for anyone to threaten to kill or cause bodily harm to any person or damage, destroy or burn property<sup>16</sup>.

### 14.1 Telephone Threat Procedures:

If you receive a bomb threat by telephone use the [bomb threat checklist](#) located at the end of this document and follow the directions below:

- Remain calm
- If possible keep the caller engaged in a conversation and ascertain as much information as possible about the threat (i.e. location, type of package, timeframes etc.)
- 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

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<sup>16</sup> Improvised Explosive Device Guidelines for Crowded Places

contact the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone. Then notify the building Chief Warden (CW)

- **Don't hang up** – it may be possible for Police to trace the call
- Do not use the break-glass alarm or public address system in this instance as an evacuation will be dealt with differently
- Be prepared to evacuate but await further instructions from the CW, Safer Community Team or emergency services personnel
- Assembly areas will be checked prior to commencement of an evacuation. Should you be required to evacuate **ONLY** take personal belongings ( i.e. purse/wallet, keys and mobile phone)
- If you are a **lecturer or tutor** in a classroom, lecture theatre or laboratory it is your responsibility to maintain control over your class during an emergency until you are released by the Chief Warden, Safer Community Team or emergency services personnel.

## 14.2 Written Threat

On receipt of a written threat, regardless of the medium used, immediate steps must be taken to maintain the integrity of the document. These are:

- Place the threat document in a paper envelope or folder to preserve the condition and prevent contamination
- **DO NOT photocopy** – this process could destroy useful information
- Restrict access – the document is physical evidence and should be surrendered to Police
- If received by electronic means, take steps to secure the information, such as saving and printing
- Contact the Safer Community Team on 4444 from an internal phone or 9266 4444 from an external phone. Then notify the building Chief Warden.

## 14.3 Threat Assessment

Before evacuating a building and to ensure the appropriate course of action is determined an assessment of the threat must first occur. This assessment is a collaborative process and involves the building Chief Warden and Safer Community Team as a minimum. Other stakeholders who may be involved

include Curtin Emergency Management Team and WA Police. The following two definitions may help in the assessment of written or oral threats.

### **Non-specific threat**

A simple statement that a device has been placed – generally with scant additional information volunteered.

### **Specific threat**

A more detailed warning statement that might describe the type and placement of a device, the reason or motive and/or additional, specific information.

In general, specific threats are cause for greater concern and generate a need for urgent decisive action. A decision to evacuate a building due to a high threat level will be made by the building Chief Warden and/or Safer Community Team and/or Curtin Emergency Management Team. Before any decision is made, all the facts in relation to the threat should be assessed to ensure the response is relative to the threat.

There are three alternative course of action when faced with a bomb threat:

1. [Assess and discount the threat](#)
2. [Assess and evacuate immediately](#)
3. [Assess, inspect and evacuate](#)

### **1. Assess and discount the threat**

Discounting a threat completely without an assessment is not recommended. It may be tempting, when receiving a threat from an intoxicated person or a child, to adopt this course of action. The Chief Warden and Safer Community Team must be absolutely sure it is a hoax call. If there is the slightest doubt, the Chief Warden and Safer Community Team must adopt one of the other two options. However, provided the threat has been given a proper assessment and subsequently determined to be a hoax, no further action may be an option.

### **2. Assess and evacuate immediately**

Evacuating immediately after a bomb threat is received may be the preferred option; however, there are negatives with this approach too. The obvious result of immediate evacuation is the disruptive effect on business.

If the bomb threat caller knows the policy is to evacuate each time a call is made, they can continually call and force the business to a standstill. An employee, knowing the policy is to evacuate immediately, may make a threat to get out of work. A student may use a bomb threat to avoid a class or miss a test. Similarly, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate then call in a threat.

### 3. Assess, inspect and evacuate

The preferred and recommended option at Curtin University is to initiate a search after a threat is received and evacuating a building after a suspicious package or device is found. This option reduces the risk of injury posed by an unnecessary evacuation and reduces the impact to business. If a suspicious package or device is located a controlled evacuation can occur quickly while addressing potential security concerns relating to unchecked evacuation routes and assembly areas.

**Remember, a threat is only a threat until something tangible is found.**

#### 14.4 Conducting an Inspection

The prime objective is to ensure a coordinated inspection is conducted in a safe, thorough, timely and effective manner. There are two methods of inspection recommended in this plan, each has advantages and disadvantages as outlined below. These inspections are also referred to as a White Level Inspections.

A white level inspection is an inspection by all staff members of their respective workplace for any articles that are unusual, suspicious or unable to be accounted for. The people in the best position to conduct these inspections are the people who know and work within that area. A white level inspection is not a search for bombs<sup>17</sup>.

#### Supervisory Inspection

Discreetly undertaken by supervisory staff without alerting staff members to the threat. Each supervisor inspects their own area of responsibility; however, because this is only a superficial 'walk through' inspection, it is only 50 – 65 per cent effective.

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<sup>17</sup> Improvised Explosive Device Guidelines for Crowded Places



## Occupant Inspection

Generally occupants are best qualified to inspect their respective areas and should be readily able to assess items that do not belong, are unusual, suspicious or unable to be accounted for. This type of inspection is relatively fast and efficient and may avoid privacy problems, but may require additional staff training. Some staff may balk at the risk of searching if not adequately briefed and reassured. This form of inspection is gauged to be 80 – 90 per cent effective<sup>18</sup>.

### 14.5 Assessing unattended or suspicious items

In most cases, unattended items or items left in conspicuous areas have simply been forgotten or discarded. To distinguish harmless items from those that should arouse suspicion, there are some basic, common sense principles to follow before undertaking any response activities.

#### Who is the owner?

Every object has an owner. Interviewing people in the vicinity and reviewing CCTV footage could help to identify the owner and establish the item's origin.

#### Is the item HOT?

Use the HOT-UP assessment tool to distinguish if an item is Hidden, Obviously suspicious or not Typical to its environment that could be deemed a security risk.

### 14.6 HOT-UP Assessment Tool

'HOT-UP' is an assessment tool used by an individual in consultation with Curtin Safer Community Team, Emergency Management Team or Emergency Services to help determine a course of action. Meeting the HOT-UP considerations does not necessarily mean the item is an Improvised Explosive Device (IED), it simply means the item requires further investigation. The HOT-UP model allows a searcher greater awareness and the ability to make informed decisions ensuring the ongoing safety of all people involved.

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<sup>18</sup> Australian Federal Police – Defusing the Threat

| HOT-UP Assessment Tool   |  |
|--|--|
| <p><b>Is the item:</b><br/> <b>H</b>idden?<br/> <b>O</b>bviously a bomb?<br/> <b>T</b>ypical of its environment?</p> | <p><b>Has there been:</b><br/> <b>U</b>nauthorised access?<br/> <b>P</b>erimeter breach?</p> |

### 14.7 Procedures upon finding a suspicious item

- Do not touch or disturb the item
- Move away from the item and inform the Chief Warden, and Curtin Safer Community Team
- Turn your mobile phone to aeroplane mode
- Take a photograph of the item, if safe to do so
- Record the following information, if safe to do so:
  - Physical characteristics of the item (shape, dimensions, construction, marks and inscriptions and exact position of the item)
  - Characteristics of the place located (office space, kitchen, furniture, etc.)
  - Why is the item a suspicious item?

For further information please contact [Emergency Management](#).

### 14.8 Conducting an Evacuation

A decision to evacuate a building due to a high threat level will be made by the building Chief Warden and/or Safer Community Team and/or Curtin Emergency Management Team. The following procedures relate to Incident Response Teams (IRT) and Safer Community Team facilitating a controlled evacuation.

- Remain calm
- Ensure IRT and Safer Community Team are aware of the suspicious item, its location and the decision to evacuate
- Police to be informed of the situation and decision to evacuate

- If safe to do so, evacuation routes and assembly areas must be searched for suspicious items to ensure personnel are not unnecessarily exposed to danger during the evacuation
- Do not activate the building alarm
- Direct building occupants to collect personal belongings to eliminate superfluous 'suspicious items' and to reduce the number of items to be checked
- Direct building occupants to evacuate the building in a controlled manner
- Assist people with disability to evacuate safely in accordance with '[Emergency Evacuation Guidelines for People with Disability](#)'
- Ensure an orderly flow of persons during the evacuation
- Ensure all doors remain open
- On successful evacuation, report to the Chief Warden, provide status report and await further instructions
- Direct persons to relevant assembly area/muster point. Ensure assembly area/muster point is a safe distance from the evacuation zone or building. A minimum distance of 150 metres is recommended
- Prevent persons from re-entering the evacuation zone or building
- Control and account for personnel at assembly point
- Monitor the evacuation process and assess any potential need to move assembly area/muster point to a safer location

### Post - Emergency

- When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, IRT are to direct occupants back to their building
- If there are any people with disability at the assembly area/muster point ensure they are made aware of the situation. IRT to assist people with disability to return to work/study area (if assistance is required)
- Compile notes of the incident and actions you undertook
- Chief Warden to liaise with the Emergency Planning Manager regarding a debriefing for entire IRT involved in the incident

## 15. Suspicious Mail or Package – Bomb/IED

Improvised Explosive Devices (IED) can be disseminated in a variety of ways, including placement within letters or packages. The [EXPLOSIVE PARCEL](#)<sup>19</sup> acronym is an assessment tool used by an individual to help determine a safe course of action. Meeting these considerations does not necessarily mean the package contains an Improvised Explosive Device (IED), it simply means the item requires further investigation.

| EXPLOSIVE PARCEL Assessment Tool        |   |
|---|---|
| <b>E</b> XCESSIVE SECURING MATERIAL     | <b>P</b> ROPER NAMES AND TITLE NOT, OR INCORRECTLY USED |
| <b>X</b> CESSIVE WEIGHT                 | <b>A</b> DDRESS – HANDWRITTEN OR POORLY TYPED           |
| <b>P</b> ROTRUDING WIRES OR TIN FOIL    | <b>R</b> ESTRICTIVE MARKINGS E.G. 'CONFIDENTIAL'        |
| <b>L</b> OPSIDED OR UNEVENLY WEIGHTED   | <b>C</b> OMMON WORDS MISSPELT                           |
| <b>O</b> ILY STAINS AND DISCOLOURATIONS | <b>E</b> ITHER UNUSUAL OR FOREIGN ORIGIN                |
| <b>S</b> TIFF OR RIGID ENVELOPE         | <b>L</b> ACKS ADDRESS OF SENDER                         |
| <b>I</b> S PACKAGE EXPECTED             |   |
| <b>V</b> ISUAL DISTRACTIONS             |   |
| <b>E</b> XCESSIVE POSTAGE               |   |

If a letter or package suspected of being an IED, [follow these procedures](#).<sup>20</sup>

- Remain calm
- Do not handle the package unless absolutely necessary
- Put the package down and do not disturb it any further
- Do not open or touch the item
- Do not use mobile phone, electronic devices or two-way radios near the item

<sup>19</sup> Australian Federal Police – Defusing the Threat

<sup>20</sup> Australian Federal Police – Defusing the Threat

- 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 package
  - d. Action taken
- Wait for assistance to arrive
- Follow the directions of Incident Response Team, Safer Community Team, and/or Curtin Emergency Management.

If an evacuation is deemed necessary follow [‘Bomb Threat - Conducting an Evacuation’](#).

## 16. Suspicious Mail or Package – Biological or Chemical Agent

Biological and chemical agents can be disseminated in a variety of ways, including placement within letters or packages. If a letter or package suspected of contamination is received, [follow these procedures](#):<sup>21</sup>

- Do not handle the package unless absolutely necessary
- Put the package down and do not disturb it any further
- Isolate the item, if possible cover it or seal it in a secondary container
- If possible, shut down the air conditioning or ventilation system
- Do not open, smell, taste or touch the item
- Wash your hands with soap and water as soon as possible
- Stay in your immediate work area and prevent others from entering the area and potentially becoming contaminated
- 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

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<sup>21</sup> Australian Federal Police – Defusing the Threat

- b. Location
  - c. Number of people potentially exposed
  - d. Description of the package
  - e. Action taken
- Wait for assistance to arrive
  - Follow the directions of Incident Response Teams, Safer Community Team, and/or Emergency Services.

## 17. Severe Weather / Storms

Storms may bring heavy rain, damaging winds, lightning, hail, floods and tornados to the southern half of Western Australia between May and October each year. However, storms can occur during the warmer months so it is important to stay prepared all year round. The following procedures should be followed before, during and after a severe weather incident<sup>22</sup>.

- Store or secure any loose items external to the buildings whenever possible prior to a storm
- If caught outside find safe shelter away from trees, powerlines, metal objects, storm water drains, rivers and streams
- Protect equipment wherever possible and disconnect electrical equipment, move equipment away from windows
- Ensure that all power boards and electrical cords are raised off the floor if flooding is likely and disconnect from power source
- 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:
  - a. Assemble in a safe area near exit points but away from windows, ready to evacuate should it be necessary. Await instructions from Incident Response Team, Safer Community Team or Curtin Emergency Management Team who will assess the incident
  - b. Do not evacuate a building during a severe hail storm, cyclone, lightning storm or flooding unless advised to do so by the

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<sup>22</sup> Department Fire and Emergency Services

Incident Response Team, Safer Community Team or Curtin Emergency Management Team

- c. 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
  - Keep away from fallen powerlines as they are dangerous and should always be treated as live. Be careful of fallen trees and damaged buildings

## 18. Cyclone

Information obtained from [Department of Fire and Emergency Services](#).

Experiencing a cyclone can be frightening and traumatic. A cyclone is a low pressure system that forms over warm tropical waters, characterised by wind gusts of up to 280 kilometres per hour around a calm centre. These strong winds can cause injury, loss of life, major structural damage to communities, disruption of utility and telecommunication services, and turn debris into dangerous missiles.

In Western Australia, cyclone season starts in November and continues through to April. During this time coastal regions of WA are at risk of being impacted by cyclones. Cyclone activity produces strong onshore winds and flooding rains increasing the threat of storm surge. This is a rapid rise in sea level that accompanies a cyclone as it moves ashore. People can drown or be fatally injured during or after a cyclone by collapsing buildings and moving debris during severe winds<sup>23</sup>.

The Bureau of Meteorology (BoM) issues cyclone advice to the public in the form of a Cyclone Watch and Cyclone Warning. DFES then issues Community Alerts to keep the community informed and safe.

The alert level changes to reflect the increasing risk to your life and advises what you need to do before, during and after a cyclone.

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<sup>23</sup> Department of Fire and Emergency Services

When a cyclone is forecast DFES issues community alerts to keep people safe and informed.

There are four stages of community alerts issued for a cyclone; Blue, Yellow, Red and All Clear.

- **Blue Alert** means prepare for dangerous weather
- **Yellow Alert** means take action and get ready to go to shelter
- **Red Alert** means go to shelter immediately
- **All Clear** means that wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage

When a Blue Alert is issued you need to start preparing -

- Keep up to date with the development of the cyclone through radio, television or internet
- Find out when shops and businesses will close, and when to collect your children from school
- Secure or remove loose material and rubbish from around your home or work
- Organise your emergency kit including first aid kit, essential medications, torch, portable radio, spare batteries, food and water
- Consider relocating people with special needs including people who are pregnant, elderly or have disabilities
- Identify the strongest part of your house or the closest welfare centre
- Identify a safe place for your pet (most welfare centres do not accept pets, but do accept guide dogs)
- Ensure you have adequate tie down materials or anchor points for loose items
- Organise a gas barbeque or portable stove to use outside in a dry, ventilated area, in case electricity is cut
- Remind your family of cyclone procedures



When a Yellow Alert is issued you need to take action -

- Monitor radio, television or internet for information on the cyclone's progress, particularly any storm surge advice
- Know where your family and pets are located
- Consider sheltering pets early
- Secure boats, caravans, trailers, garden sheds, rainwater tanks and LPG bottles to tie down points
- Store or secure other loose items like outdoor furniture that is likely to be thrown about by destructive winds
- Be aware that shops will now be closing
- Obtain cash as banking services may not be available.
- Put fuel in your vehicle and park it in a sheltered area with the handbrake on and in park or first gear
- Ensure your emergency kit is complete and fill emergency containers with water
- Make sure your neighbours have received this warning. If you are ready and they need help, give them a hand
- Fasten all cyclone screens. Board up or heavily tape exposed windows. Close curtains and lock doors
- Pack a relocation kit, including warm clothes. Place valuables, important papers and photos in waterproof bags to be taken with your kit
- Prepare to move quickly to the strongest part of your house or relocate to the nearest relocation centre if required
- If you live in a low-lying coastal area and the cyclone is likely to create a storm surge, you may be advised to relocate now
- Refer to your family cyclone plan

When a Red Alert is issued you need to take shelter immediately

- Keep listening to your portable radio for information on the cyclones progress
- Disconnect electrical appliances and turn off gas supply valves
- Ensure that pets and animals are safely sheltered

- Go immediately to the strongest, safest part of your house or the building you are in (i.e. internal hallway, bathroom or toilet) or to the closest welfare centre
- Keep your emergency kit with you
- Take your relocation kit with you if you have been advised to relocate
- Stay away from doors and windows, and keep them closed and locked
- Stay inside until the All Clear is given by authorities
- When an All Clear is issued you need to take care to avoid dangers caused by damage
- Listen for information and follow advice from authorities
- If you need to go outside, be careful because power lines could be down and there may be fallen trees, broken water and sewage lines, loose roof sheeting and other material
- Check to see if your neighbours are safe
- Check whereabouts of pets and animals.
- If your property has sustained serious damage and you need help, call the SES for assistance on 132 500
- For life threatening emergencies call 000
- Avoid using the telephone except for emergencies.
- Start cleaning up around your home, stack loose material clear of water meters, valves and telephone lines
- If you relocated from your home, wait for advice before you go back
- If returning home take the roads recommended by authorities and do not hurry

## 19. Earthquake

[Earthquakes](#) are unpredictable and can occur at any time. They can last for seconds or minutes and are usually followed by a series of aftershocks. They have the ability to cause serious damage, injury or death. The following procedures are recommended if an earthquake occurs<sup>24</sup>:

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<sup>24</sup> Department of Fire and Emergency Services

### **If an earthquake strikes and you are indoors:**

- Remain calm
- Stay indoors until the shaking stops
- Move away from windows
- Move away from book cases, shelving, light fittings or any other furniture that may fall or move
- 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
- Do not use escalators or lifts
- Do not use matches, candles or any naked flame
- If anyone is injured and you are prepared to offer First Aid follow [DRSABCD action plan](#)

### **If you are outdoors:**

- Stay outside until the shaking stops
- Keep well clear of buildings and other structures, power lines, trees and vehicles
- If in a vehicle, stop in an open area and listen to your car radio for advice

### **When the earthquake stops:**

- If people are injured apply [first aid](#)
- Do not move the seriously injured people unless in immediate danger
- If in danger or a life-threatening situation, immediately call (0)000 from an internal phone or 000 from an external phone and provide as much information as possible
- Await instructions from Incident Response Team, or Safer Community Team or Emergency Management. Do not contact security unless immediate assistance is required
- Leave the building if it is badly damaged and threatens your safety
- Check for signs of fire, chemical spill or major structural damage and report this to the Safer Community Team on 4444 from an internal



phone or 9266 4444 from a mobile phone or if life threatening call (0) 000 from an internal phone or 000 from a mobile

- Stay calm and help others if possible
- Expect Aftershocks.