EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITY

PURPOSE

These guidelines support the Health and Safety Policy and Health and Safety Management Standards.

The **aim** of these guidelines is to:

- provide advice and guidance to all Curtin staff, students and visitors, enabling a safe and efficient evacuation of people with disabilities during an emergency situation
- minimise the adverse impacts of an emergency evacuation on people, the environment and property
- ensure an individual's rights are not unduly disadvantaged during an emergency situation due to a disability
- ensure regulatory requirements are fully met.

The **objectives** of these guidelines include to:

- maintain a high level of preparedness amongst all Curtin staff, students and visitors
- respond quickly and efficiently to limit the impacts of an emergency situation
- protect Incident Response Teams, general staff, students and visitors from harm.

The **scope** of these guidelines includes:

Locations   These guidelines are prescribed for Curtin University Bentley campus, Kalgoorlie campus, Perth campus and Technology Park.

Audience   These guidelines are designed to assist people with disability make informed decisions regarding their personal safety during an emergency evacuation. They are also designed to assist Incident Response Teams and Curtin Safer Community Team to efficiently conduct their roles during an emergency evacuation considering the needs of people with disability.

Limitations   These guidelines **do not** provide advice regarding areas such as server rooms, electrical or mechanical plant rooms or spaces with a unique hazard. These locations are referred to as 'areas of special consideration'. Also, these guidelines **do not** provide advice relevant to an Active Armed Offender situation. For information on these locations or an Active Armed Offender situation, please refer to Curtin University Emergency Management Plan.

DEFINITIONS

DAIP   Disability Access and Inclusion Plan - A plan that commits to making Curtin's education, employment and services accessible to people with disability.

Disability   The definition of disability is broad and not limited to people who use a wheelchair or people who are blind or deaf. Individuals with a disability also include those with one or more activity limitations, such as a reduced ability or inability to walk, speak, learn, remember, manipulate or reach controls, and/or respond quickly. Some disabilities are quite visible, while others may be hidden, such as heart disease, emotional or

psychiatric conditions, arthritis, significant allergies, asthma, multiple chemical sensitivities, respiratory conditions, and some visual, hearing and cognitive disabilities.

The six general types of disability include:

1. **Physical Disability**	4. **Learning Disability**
2. **Sensory Disability**	5. **Neurological Disability**
3. **Intellectual Disability**	6. **Mental Health Disability**

'Disability', in relation to a person, means[1]:

a)   total or partial loss of the person's bodily or mental functions; or

b)   total or partial loss of a part of the body; or

c)   the presence in the body of organisms causing disease or illness; or

d)   the presence in the body of organisms capable of causing disease or illness; or

e)   the malfunction, malformation or disfigurement of a part of the person's body; or

f)   a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or

g)   a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour; and includes a disability that:

h)   presently exists; or

i)   previously existed but no longer exists; or

j)   may exist in the future; or

k)   is imputed to a person.

ECO	Emergency Control Organisation
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.[2]
Evacuation	A risk management strategy that may be used to mitigate the effects of an emergency. It involves the movement of people to a safer location and their return.[3]

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[1] Disability Discrimination Act 1992
[2] Emergency Management Act 2005

External Document

Incident Response Teams (IRT)	Multi-skilled teams suitably trained to direct and control the implementation of Curtin University's emergency response procedures.
Personal Emergency Evacuation Plan (PEEP)	An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.[4]
Shelter in Place	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 e.g. Active Armed Offender situation. 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.[5]

1. INTRODUCTION

The purpose of these guidelines is to ensure that people with disability have the same rights and considerations as other people at Curtin University (herein referred to as 'the University') in relation to emergency management. Safeguarding these rights aligns with the University's Emergency Management strategic framework, which recognises an individual's right not to be unduly disadvantaged during an emergency due to disability. It should be recognised that people with disability are not always at greater risk during an emergency. As such, it is incumbent upon the University to ensure the needs of the individual are met with respect to their specific limitations or impairments.

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 is 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 disability or limitation. This will be best achieved by encouraging all staff and students with disability to participate in the Personal Emergency Evacuation Planning (PEEP) process.

2. PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

The University is committed to ensuring people with disability become and remain an integral part of Curtin's emergency management arrangements. To achieve this goal, a clear understanding of the processes and mechanisms of an emergency evacuation must be understood in an effort to reduce the risks to all involved. It is best practice to plan out the assistance required (if any) well before any emergency occurs. This provides the individual with the respect, confidence and assistance they require, allowing them to make informed decisions best suited to their disability or limitation. This will be best

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[3] Curtin University Emergency Response Plan 2025
[4] AS3745 - Planning for emergencies in facilities
[5] Curtin University Emergency Response Plan 2025

achieved by all staff and students with a disability participating in the Personal Emergency Evacuation Planning (PEEP) process.

The aim of the PEEP is to provide affected persons with the necessary information to be able to manage their escape. This personalised plan also provides the University with information to ensure that the correct level of assistance is made available. If assistance with escape is required, the extent of such assistance should be identified in the PEEP. Once developed, the plan will describe the intended means of escape in the event of an emergency (including fire drills) and should contain all the necessary information to ensure that the individual concerned is able to evacuate the premises safely.

Once established, the PEEP will need to be reviewed under the following circumstances:

- The nature or severity of disability changes
- The work or study location physically changes (i.e. redevelopment or refurbishment)
- The individual moves to a different work or study location
- The individual requests a review of the plan

It should be noted that individuals may develop temporary mobility difficulty following an accident or surgical intervention, which might affect their ability to evacuate from their normal place of work or study. In such cases, a temporary PEEP can be created.

For further information relating to the PEEP process, please contact the Emergency Management Team at emergency_management@curtin.edu. PEEP Template

3. EMERGENCY COMMUNICATION

The University has a systematic and overlapping Emergency Communication strategy employed to provide early warning, real time messaging in the event of an emergency. The combination of one or more mediums of communication ensures emergency messages reach as many people as possible on campus.

3.1. EMERGENCY WARNING INTERCOMMUNICATION SYSTEM (EWIS)

Emergency Warning Intercommunication System (EWIS) – This is a piece of equipment in buildings that helps to save lives when used in conjunction with appropriate "Emergency Procedures ". It is used to evacuate occupants of a building effectively and efficiently in the event of an emergency. This is achieved by the use of special "Alert" and "Evacuation" tones coupled with systematic voice-over commands using the Emergency Public Address facility.

3.2. SAFEZONE

SafeZone - This is a free app for students, staff and visitors that directly connects an individual to the Safer Community Team if in need of urgent help or first aid. When using the app, not only is a person able to talk directly to the Safer Community Team but they will also be alerted to the person's exact location on campus. In an emergency or if first aid is required, it's the easiest, quickest and safest method of alerting us to your whereabouts and needs on campus. In the event of an emergency, messaging will be sent via this app to people with disability (if they choose to receive them). https://properties.curtin.edu.au/safetyatcurtin/safezoneapp.cfm

3.3. CURTIN DIGITAL BOARDS

Curtin has many digital advertising boards distributed throughout its Bentley Campus. In the event of an emergency these boards can be used to quickly display a visual emergency message.

3.4. CURTIN ALERT

Curtin Alert - Messaging facility that delivers short emergency warnings to staff and students via SMS and email.

4. INCIDENT RESPONSE TEAMS (IRT)

IRTs are building specific teams, otherwise referred to as an Emergency Control Organisation (ECO) in AS 3745-2010 - Planning for emergencies in facilities.

It is the responsibility of Facility Managers/Head of School/Head of Department to ensure an IRT exists and has adequate staffing levels to facilitate its function. In the event a building is shared between school(s)/departments, those school(s)/departments must cooperate and coordinate these arrangements and jointly share the responsibility.

Training and exercising the IRT will be directed by the University's Emergency Management Team. The capacity and capability of the IRT will be assessed appropriate to the facility or building. Considerations during the assessment include –

- the size of the building or facility
- the number of occupants and visitors
- the abilities and/or limitations of occupants
- awareness of PEEPs in place for users of the facility or building
- the installed occupant warning equipment
- the fire-engineered and life-safety features of the building or facility
- the hazards contained within the building or facility

4.1. OBJECTIVES OF THE INCIDENT RESPONSE TEAM

The primary objective of Incident Response Team members is to ensure their own personal safety and survival during an emergency. Life safety shall take precedence over asset protection during an emergency.

Other objectives include –

- taking a leadership role during an emergency evacuation, directing building occupants to a safe place of assembly
- protecting people endangered by an emergency (if it is safe to do so)
- protecting property endangered by an emergency (if it is safe to do so)
- assisting the emergency services
- assisting to restore normality after an emergency

External Document

4.2. IRT ROLES

All members of an Incident Response Team will be identifiable by a coloured tabard issued by the University. These tabards enable quick identification of IRT members by staff, students and Emergency Services. This will greatly assist situational control and timely emergency response activities.

- Chief Warden – White Tabard
- Deputy Chief Warden – White Tabard
- Warden – Red Tabard
- First Aid – Green Tabard
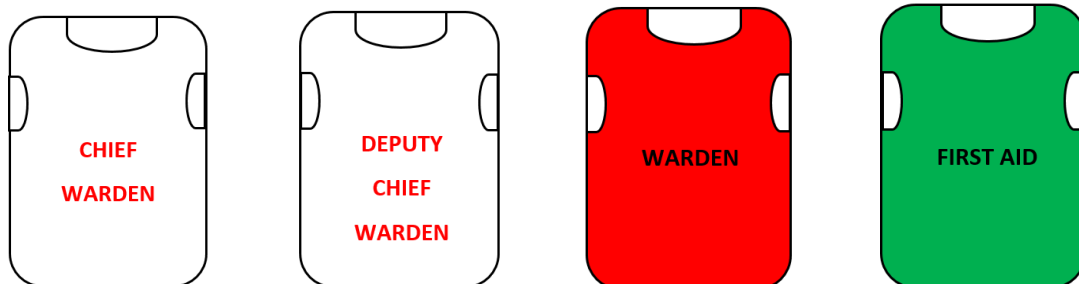
4.3. TRAINING AND COMPETENCE

Chief Warden and Deputy Chief Warden

- Complete Curtin Chief Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Participate in one emergency exercise annually

Warden

- Complete Curtin Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Participate in one emergency exercise annually

First Aid

- Complete HLTAID011 Provide First Aid Training every 3 years
- Complete HLTAID009 Provide Cardiopulmonary Resuscitation every other year
- Complete Mental Health First Aid every 3 years
- Complete Curtin Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Participate in one emergency exercise annually

5. EMERGENCY EVACUATION PROCEDURES

5.1. PEOPLE WITH DISABILITY

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

5.2. GUIDE FOR INCIDENT RESPONSE TEAM MEMBERS

- If you are aware of an individual with a disability in your area, introduce yourself and explain your role during an emergency.
- It should be recognised that people with disability are not always at greater risk during an emergency.
- 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.
- When communicating with a person with a disability, you should treat them as you would any other person. This means you should:
    - o make eye contact and speak directly to the person, not through their carer or other third-party
    - o Do not alter your actions or words regarding 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")
    - o 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.

> o Highlight abilities rather than disabilities.
> o Relax – people with disability are just people.

- For further information, please contact the Emergency Management Team at emergency_management@curtin.edu.au

5.3. MANUAL HANDLING

Assisting an individual on an evacuation chair requires some level of manual handling. Manual handling involves more than just lifting or carrying something. It refers to a range of activities, including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object or person. All manual handling can pose a risk of injury if performed incorrectly and can result in a number of common health problems, such as musculoskeletal disorders and hernias.

The following process can reduce the risk of manual handling injury;

- Know your limitations and physical ability
- Assess the weight of the load that needs to be lifted
- Does the person need to be lifted (Can you wait for the Emergency Services)?
- Is there another person capable of assisting you with the lift?
- Are you on a stable, non-slip floor?

LIFTING SAFELY – S.M.A.R.T. TECHNIQUE

After assessing the load in terms of its weight, how far it is being carried, its nature and how much force is required to carry the load, follow the S.M.A.R.T lifting techniques:

- **S**ize up the load.
- **M**ove the load as close to your body as possible.
- **A**lways bend your knees.
- **R**aise the load with your legs.
- **T**urn your feet in the direction that you want to move the load.

When setting down the load, use the same principles. Bend your knees (**NOT** your back) and use your leg muscles to lower the load. If there is a risk of injury, request assistance from others in your team.

TEAM LIFTING

Team lifting may help prevent injuries by distributing the load between two or more people. Team lifting is best used when there is no option but to manually handle a load, when a load is heavy and difficult to carry or manage because of its size, or when mechanical aids are not practical.

While team lifting:

- ensure that the team members are competent in lifting
- use the S.M.A.R.T lifting technique
- communicate with your team member(s) and agree on the steps you will take to move the item or person. This ensures that you will be working together
- all team members must lift at the same time
- ensure that the load is evenly distributed where possible.

5.4. USE OF EVACUATION CHAIR

Evacuation chairs are currently located in building 108 and 109 (Bentley Campus). The Safer Community Team also have access to a mobile unit.

Important Information

Evacuation Chairs are only to be used by trained personnel who are confident in using the equipment. Improper use or use by untrained personnel can cause serious injury.

For further information relating to training please contact emergency_management@curtin.edu.au.

The current model of evacuation chair located at Curtin is the Ferno Model 59T EZ Glide Evacuation Chair. Ferno Model 59T EZ Glide Evacuation Chair is an emergency patient-handling device designed to transport a seated patient up and down stairs and over flat surfaces. For more information click here.

About the Chair — **59T EZ** Glide®

3.4 Components

- Extending Lift Bar
- Patient Restraint (2)
- Removable ABS Back Panel with Restraint Slots
- Removable ABS Seat Panel with Restraint Slots
- Belt (2)
- Track (2)
- Chair Lock Bar
- Ankle Restraint
- Telescoping Lift Handle (2)
- Folding Footrest
- 4" Swivel Wheel (2)
- 6" Wheel with Lock (2)

External Document

5.5. CHIEF WARDEN ROLES AND RESPONSIBILITIES

Pre - Emergency

a) Identify people with disability in your area and discuss the Emergency Evacuation Guidelines. Supply them a copy of these guidelines
b) Explain how the Incident Response Team operates and how the team can assist the individual (if required) to evacuate the building
c) Refer the individual to Emergency Management if they would like a Personal Emergency Evacuation Plan (PEEP) created or for any further information
d) If there is a PEEP in place, ensure your team is aware of the details and appropriately trained to assist in its execution

During an Emergency

a) Put on a White tabard and remain calm
b) Ensure the safety of yourself and other personnel
c) Ascertain the nature of the emergency (refer to the Fire Indicator Panel in the event of a Fire Alarm)
d) Establish communications with your team and determine the most appropriate course of action
e) Assume control of the situation and initiate a safe evacuation of the area if necessary
f) If there are any people with disability in the building, direct the nearest Warden to assist the individual in evacuating (if required)
g) Notify the appropriate emergency services / Safer Community Team and wait for your team status reports
h) If appropriate, brief the emergency services and standby for their direction
i) Monitor the evacuation process and assess any potential need to move the assembly area/muster point to a safer location
j) Ensure a log is maintained throughout, which can be used during the debrief and secured for future reference

Post - Emergency

a) When the emergency incident is rendered safe, and authority is given by the emergency services, Emergency Management Team, or Safer Community Team, instruct Wardens to direct occupants back to their building
b) If there are any people with disability at the assembly area/muster point, ensure they are made aware of the situation and direct wardens to assist them to return to work/study area (if required)
c) Compile a report of the incident
d) Liaise with the Emergency Planning Manager regarding a debrief for the entire IRT involved in the incident

5.6. DEPUTY CHIEF WARDEN

The deputy chief warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable; otherwise, assume the role of the Warden and assist as required.

5.7. WARDEN

Pre - Emergency

a) Identify people with disability in your area and discuss the Emergency Evacuation Guidelines
b) Explain how the Incident Response Team operates and how the team can assist the individual (if required) to evacuate the building
c) Refer the individual to Emergency Management if they would like a Personal Emergency Evacuation Plan (PEEP) created or for any further information
d) If there is a PEEP in place, ensure your team is aware of the details and appropriately trained to assist in its execution

During an Emergency

a) Put on a Red tabard and remain calm
b) Ensure the safety of yourself and other personnel
c) Ascertain the nature of the emergency
d) Establish communications with your team and determine the most appropriate course of action
e) If immediate evacuation is required, initiate controlled evacuation otherwise, wait for instructions from the Chief Warden
f) If safe to do, search your designated area to ensure all persons are accounted for (staff, students, visitors and contractors)
g) Assist people with disability to evacuate safely. Refer to the individual's PEEP (if in place) otherwise, assist as directed by the individual concerned (Advise Chief Warden ASAP)
h) Ensure orderly flow of persons during an evacuation
i) Ensure that all fire and smoke doors are closed
j) On successful evacuation report to the Chief Warden, provide status report and await further instructions
k) Direct persons to the relevant assembly area/muster point
l) Prevent persons from re-entering the evacuation zone or building
m) Control and account for personnel at the assembly point if directed to do so by the Chief Warden

Post Emergency

a) When the emergency incident is rendered safe, and authority is given by the emergency services, Emergency Management Team, or Safer Community Team, and upon instruction of Chief Warden, assist building occupants to return to their building
b) If there are any people with disability at the assembly area/muster point, ensure they are made aware of the situation, ask them if they require assistance to return to the work/study area and inform the Chief Warden
c) Compile a report of your actions during the incident to provide to the Chief Warden
d) Attend debrief as directed by the Chief Warden / Emergency Management Team

5.8. FIRST AIDER

Pre – Emergency

a) Identify people with disability in your area and discuss the Emergency Evacuation Guidelines
b) Explain how the Incident Response Team operates and how the team can assist the individual (if required) to evacuate the building
c) Refer the individual to Emergency Management if they would like a Personal Emergency Evacuation Plan (PEEP) created or for any further information
d) If there is a PEEP in place, ensure your team is aware of the details and appropriately trained to assist in its execution

During an Emergency

a) Put on a Green tabard and remain calm
b) Ensure the safety of yourself and other personnel
c) Ascertain the nature of the emergency
d) Establish communications with your team and determine the most appropriate course of action
e) If immediate evacuation is required, collect your first aid kit and assist in initiating a controlled evacuation otherwise, wait for instructions from the Chief Warden
f) Report to the Chief Warden, who will direct you to provide first aid care to any injured personnel

Post Emergency

a) When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, and upon instruction of Chief Warden, assist building occupants to return to their building
b) If there are any people with disability at the assembly area/muster point, ensure they are made aware of the situation, ask them if they require assistance to return to the work/study area and inform the Chief Warden
c) Compile a report of your actions during the incident to provide to the Chief Warden
d) Attend debrief as directed by the Chief Warden / Emergency Management Team

EXEMPTIONS

Nil

RELEVANT DOCUMENTS/LINKS

Health and Safety Policy
Health and Safety Management Standards
Curtin University Disability Access and Inclusion Plan 2022 - 2030
AS 3745-2010 - Planning for emergencies in facilities
Emergency Management Plan
Emergency Evacuation Guidelines

CONTACT DETAILS	
Contact	Manager, Emergency Preparedness Ph: (08) 9266 9910 emergency_management@curtin.edu.au
Approval Authority	Emergency Planning Committee.

REVISION HISTORY		
Revision #	**Date**	**Amendment Description**
1	14/02/2018	New Guideline
1.1	26/03/2018	Minor amendment to the PEEP template
1.2	06/04/2018	Minor amendment
1.3	21/03/2025	Removal of roll out of evacuation chairs under DIAP and update to First Aider training to include Mental Health training.

Curtin University	
PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	
Name	
Preferred contact number	
Email address	
Emergency Contact	
Location (most frequent) Building	
Unit Coordinator/Lecturer/Line Manager/Supervisor(s)	
Is an assistance animal involved?	YES [] NO []
Have you been briefed regarding evacuation procedures at Curtin?	YES [] NO []
Have you read the Evacuation Guidelines for People with Disabilities?	YES [] NO []
Brief description of Disability or Limitations?	
Type of Assistance Required? (Please list procedures necessary for assistance, e.g. Transfer procedures, method of guidance, etc.)	
What equipment is required for evacuation?	
Egress procedure (Step by step details)	

External Document

Designated assistant	
Chief Warden details name/location/number/email	
Is your designated assistant(s) familiar with the evacuation procedures at Curtin University?	YES [] NO [] NA []
Has your designated assistant(s) read the Evacuation Guidelines for People with Disabilities?	YES [] NO [] NA []
Evacuation Diagram supplied?	YES [] NO []
SafeZone App	
Plan supplied to: • Chief Warden • Safer Community Team • AccessAbility Service • Lecturer(s)	YES [] NO [] N/A [] YES [] NO [] N/A [] YES [] NO [] N/A [] YES [] NO [] N/A []

PLEASE NOTE – This plan is specifically designed for you and the locations you most frequent. If you move work or study locations or if your ability or limitation changes in any way, please notify the Emergency Management Team to enable this plan to be reviewed and amended as needed.

Issue Date: Review Date:

Owner Approved: Date:

Manager, Emergency Preparedness: Date: