

EMERGENCY MANAGEMENT

Emergency Response by Tenants



SCT-EM-PL-002



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Document Control

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Amendment Record

Version No.	Date	Amendment Details	Reviewed by
1	July 2020	New document issued for use	Kate Dundas
2	March 2025	Minor amendments	Jacqui Allison
3	September 2026	Minor amendments	Greg Hesketh

Review Schedule

This document will be reviewed and approved by the Emergency Planning Committee and Director Commercial:

- Every two years, or
- If improvements have been identified during the normal course of business which includes the real or simulated activation of the Curtin Emergency Management Plan and Curtin auditing processes.

1. Introduction

This Emergency Response by Tenants document is prepared by Curtin to assist Tenants to understand what they must do in an emergency.

- ✓ Tick highlights that Tenant action is required.
- ✓ It is vital that Tenants and their staff know that they must always comply with instructions issued by Emergency Wardens (Incident Response Teams), the Safer Community Team, or Emergency Services responders including the police, the fire brigade or ambulance paramedics.

The obligations in this document are derived from relevant legislation and Australian Standard (AS) 3745 as listed in Appendix One.

2. Emergency Response Handbook

The quick reference Emergency Response Handbook tells you what to do in different emergency scenarios. Tenants should ensure their staff have access to the Handbook by leaving a printed copy in a visible location or by telling them to use the below smartphone compatible QR code.



3. Emergency Communications

3.1 Report a Life-Threatening Emergency

Life-threatening emergencies (Fire, Police or Ambulance) require you to immediately contact emergency services:

- Call **000** from an external or mobile phone
- Call **0 000** from an internal phone

After this, call the Safer Community Team on (08) 9266 4444 (or 4444 from an internal phone) so they can escort the emergency service to the right location.

Appendix Two lists the external agencies that can be contacted in an emergency.

3.2 Report Non-Life-Threatening Emergencies / Request Immediate Assistance

Call the Safer Community Team on (08) 9266 4444 (or 4444 from an internal phone).

3.3 Report Suspicious Behaviour

Call the Safer Community Team on (08) 9266 4444 (or 4444 from an internal phone).

3.4 SafeZone

[SafeZone](#) is a free smartphone app which connects an individual to the Safer Community Team if they need urgent assistance, first aid, wellbeing assistance, or non-urgent help.

- ✓ Tenants are requested to ask their staff to download and use SafeZone.

4. Incident Response Teams

Curtin coordinates Incident Response Teams (IRT) for each of their buildings.

A building IRT comprises a Chief Warden, Deputy Chief Warden/s, Fire Wardens and First Aiders. Members of the IRT are trained by Curtin.

IRT members must wear a coloured tabard issued by the University. These tabards are used to enable quick identification of IRT members by staff, students, visitors and Emergency Services.

- ✓ **Tenants must always comply with instructions issued by the IRT, Safer Community Team, or Emergency Services.**

INCIDENT RESPONSE TEAM MEMBER IDENTIFICATION			
Chief Warden	White tabard		
Deputy Chief Warden	White tabard		
Fire Warden	Red tabard		
First Aider	Green tabard		

- ✓ The Tenant must nominate Fire Warden Representatives for their Premises to provide adequate representation during the Tenant's normal operating hours. The Tenant's Fire Warden Representative/s must be trained by Curtin so they know what to do during an emergency.

By exception only, Curtin may advise that a Tenant does not need to nominate a Fire Warden. This will only be considered if the building has multiple Fire Wardens and if the Tenant's Premises are very small.

Email emergency_management@curtin.edu.au to book training dates. Fire Wardens must complete circa 4 hours of training every two years.

- ✓ Tenants should contact Curtin Emergency Management of any changes to the Tenant's Fire Warden Representative/s.

4.1 Evacuation Drills or Practice Exercises

- ✓ Tenants must participate in a maximum of two evacuation drills each year.

4.2 Emergency Evacuation Diagrams

Emergency Evacuation Diagrams (“Diagrams”) as shown in Figure 1 below are required in all Curtin University buildings and premises. Tenant Premises are within Curtin University buildings.

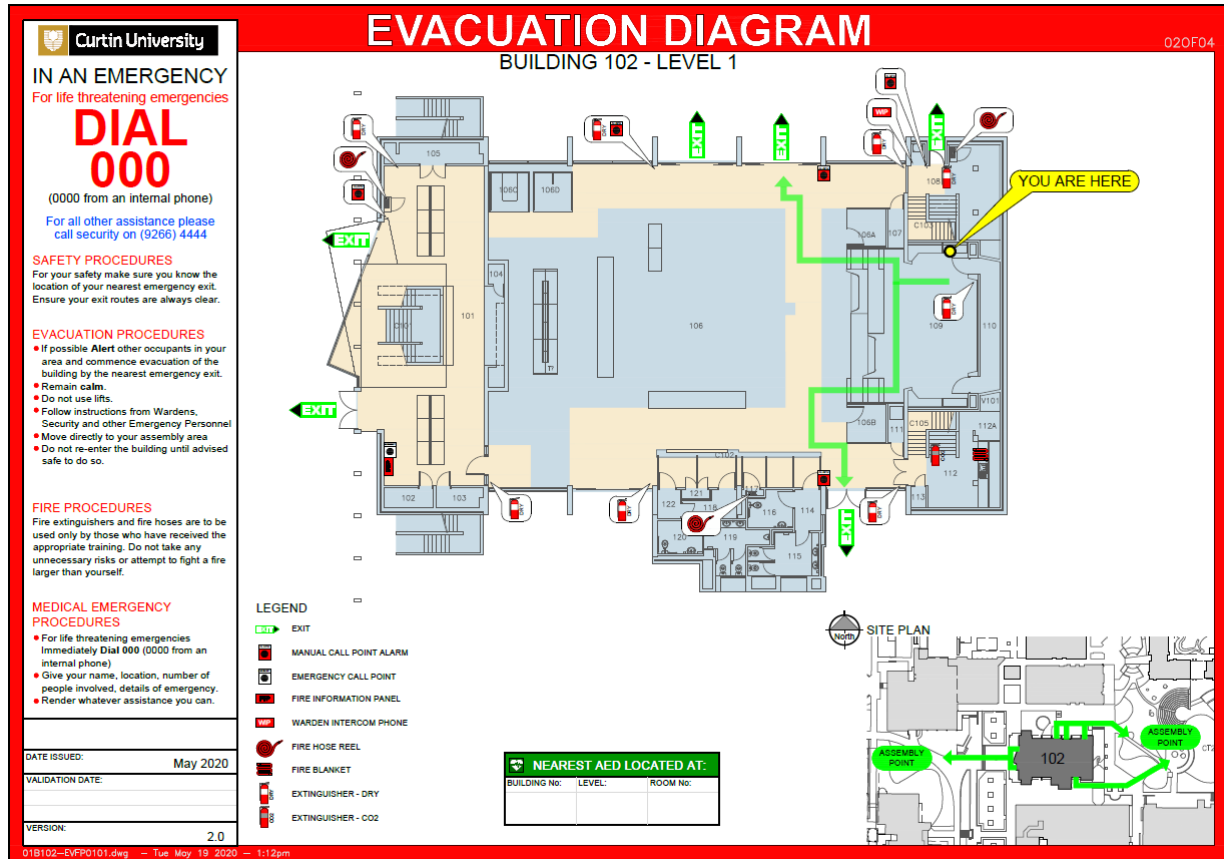


Figure 1. Example of a Curtin Emergency Evacuation Diagram which must include the locations of emergency exits, designated assembly areas, fire equipment, and alarm activation points.

During the lease period Curtin Emergency Management will confirm the required number and locations for Diagrams within the Premises and will update and install the Diagrams if required.



The Tenant must ensure Diagrams remain:

- Clearly visible i.e. not hidden behind shelves or fridges;
- Legible and undamaged; and
- Up to date by notifying Curtin Emergency Management of any minor changes to their Premises that may affect an emergency response such as finding emergency equipment or changing evacuation routes or obscuring evacuation signage. Minor changes include (but aren't limited to) furniture layouts, installing new equipment, and changing doors.

4.3 Evacuating People with Disability

Tenants should make themselves aware of any staff who may require additional assistance during an emergency and be mindful that there may be other individuals (customers etc) who may require extra support during an emergency and assist where possible.

4.4 Internal Evacuation Routes

All evacuation routes within the Premises must be kept free of obstruction, and exits must always be clearly signposted.

4.5 Shelter in Place

An alternate risk management strategy to an evacuation during an emergency is to shelter in place. “Shelter in place” means to take immediate refuge within a facility or structure to ensure protection.

Sheltering in place is a defensive action and serves as an alternative to an evacuation e.g. severe weather, environmental hazard (chemical release, air pollution) or local emergencies (nearby police activity). You may choose to shelter in place if you are being exposed to a hazardous situation, or you may be directed by the Safer Community Team, Incident Response Team or emergency services personnel to remain within a building for your safety.

4.6 Lockdown (Secure in Place)

Lockdown also known as “Secure in place” is used to establish a secure physical location to prevent a potential threat from entering a building or Premises.

Lockdown may be instructed during situations such as the presence of a hostile intruder on campus. During a lockdown, doors connected to Curtin’s security systems will be remotely locked by the Safer Community Team to prevent entry into the building so swipe card access will not work. It will still be possible to exit through swipe access doors that have been locked down.

If your Premises has key locked doors, you may be instructed to lock these doors and remain in place until you are advised it is safe to unlock and leave.

4.7 First Aid Requirements



Tenants should provide First Aid kits that are:

- Clearly signposted and placed in accessible locations for employees;
- In areas where there is a higher risk of an injury or illness occurring.



Tenants are responsible for deciding if they need trained first aiders during their operating hours. Standards recommend that each Tenant have a minimum one trained first aider.

4.8 Automated External Defibrillators (AED)

Curtin has installed AEDs across campus which are available for use in an emergency. Use [Curtin Campus Maps](#) to find the locations.

AEDs can be used by any individual and do not require prior training.



Appendix One - Information Sources

This Emergency Response by Tenants has been developed in accordance with information in the table.

SOURCE OF INFORMATION	DESCRIPTION
Emergency Management Act. 2005	An Act to provide for the prompt and coordinated organisation of Emergency Management (EM) in Western Australia (WA).
Emergency Management Regulations 2006	Subsidiary legislation under the EM Act which outlines the State Emergency Management Committee (SEMC), details the Hazard Management Agencies (HMA) and Combat Agencies for each hazard.
AS3745 – Planning for emergencies in facilities	A standard to enhance the safety of people in facilities, by providing a framework for emergency planning and preparedness, that includes minimum requirements to achieve an effective building/facility evacuation.

Appendix Two - Emergency Contact List

EMERGENCY CONTACT LIST	
Police / Fire / Ambulance (Life-threatening-emergencies)	000
<u>Police</u> (non-urgent)	13 14 44
<u>WA Poisons Information Centre</u>	13 11 26
<u>National Security Hotline</u>	1800 123 400