

EMERGENCY MANAGEMENT

Emergency Response by Tenants

2025



CONTENTS

Document Control	3
Amendment Record	3
Review Schedule	3
Introduction.....	4
Emergency Communications	4
Reporting a Life-Threatening Emergency	4
Reporting Non-Life-Threatening Emergencies and Requesting General Security Assistance	4
Reporting Suspicious Behaviour	4
SafeZone	4
Incident Response Teams.....	4
Evacuation Drills or Practice Exercises	5
Emergency Evacuation Diagrams (Diagrams).....	5
Evacuating People with a Disability	7
Internal Evacuation Routes.....	7
First Aid Requirements	7
Automated External Defibrillator (Defib).....	7
APPENDIX 1 – Emergency Contact List	8
APPENDIX 2 – Additional Information Resources	9
APPENDIX 3 – CAD Consultant Panel Contact Details.....	10

Document Control

DOCUMENT CONTROL	
Document Manager	Curtin Emergency Management
Contact	Emergency Management Tel: (08) 9266 9910 emergency_management@curtin.edu.au
Authority	Emergency Planning Committee
Next Review Date	March 2027

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

Review Schedule

Curtin University Emergency Management strives to establish a solid foundation of emergency preparedness by ensuring the existence and continual development of this Tenant Guide and other related guidelines and procedures.

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

- Every two years, or
- Whenever enhancements have been identified during the normal course of business; or
- Following activation of the Curtin Emergency Management Plan in a real or simulated emergency to incorporate any lessons learnt; or
- Following audits of this document.

Introduction

The Emergency Response by Tenants is part of Curtin's commitment to enhance the safety of people and to protect property and the environment.

Emergency Communications

Reporting a Life-Threatening Emergency

Life-threatening emergencies (Fire, Police or Ambulance) require an immediate response by emergency services:

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

Promptly notify the Safer Community Team on (08) 9266 4444 (or 4444 from an internal phone) involving a call or request for assistance from emergency services. The Safer Community will escort the emergency service to the location.

Reporting Non-Life-Threatening Emergencies and Requesting General Security Assistance

For immediate assistance on campus, the Safer Community Team can be contacted directly on (08) 9266 4444 (or 4444 from an internal phone).

Reporting Suspicious Behaviour

All suspicious behaviour should be reported to the Safer Community Team on (08) 9266 4444 (or 4444 from an internal phone), or the National Security Hotline on 1800 123 400.

SafeZone

[SafeZone](#) is a free app which directly connects an individual to the Safer Community Team from their device if they are in need of non-urgent help, first aid or immediate assistance.

During an emergency, it is also used for the purpose of mass communication by the Safer Community Team when used within the campus boundaries. The SafeZone app is in use at all WA Campuses.

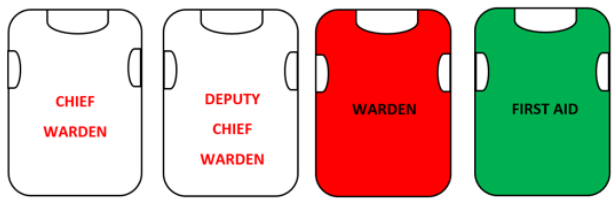
Tenants are requested to download and use SafeZone.

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 to direct and control the University's emergency response procedures until additional support arrives.

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.

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



Tenants must provide suitable Fire Warden Representatives for their tenancy to provide adequate coverage during the Tenant's normal operating hours. The Tenant Fire Warden Representative/s must be available to be trained by Curtin to enable them to direct fellow employees, customers, visitors and contractors during an emergency situation.

Training dates and bookings can be obtained by contacting [Curtin Emergency Management](#).

Tenants should know who the Fire Wardens for the building are, and Curtin Emergency Management must be notified of any changes to Tenant Fire Warden Representative/s.

Evacuation Drills or Practice Exercises

Tenants must participate in at least one evacuation drill each year. Tenants must participate in any emergency response practice exercise as reasonably requested by Curtin.

Emergency Evacuation Diagrams (Diagrams)

Emergency Evacuation Diagrams (as shown to Figure 1 below) are required in **all** Curtin University buildings and premises. Diagrams provide information about what to do in the event of an emergency on Curtin University Property, and include the locations of emergency exits, designated assembly areas, fire equipment, and alarm activation points.

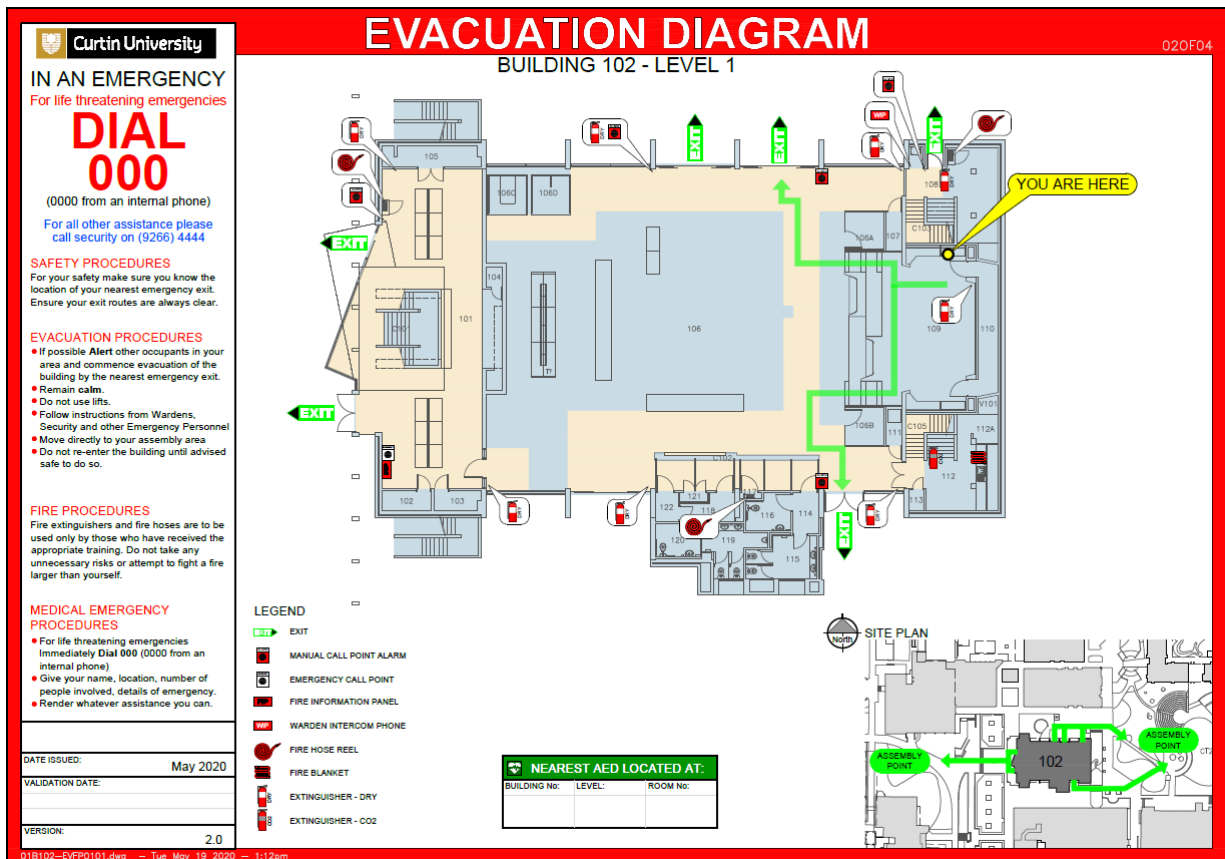


Figure 1. Example of a Curtin Emergency Evacuation Diagram

Prior to occupancy, the Tenant must:

- Contact [Curtin Emergency Management](#) to determine the required locations for Diagrams within the tenancy, this service is offered free of charge. Alternately Tenants may employ a fire consultant to coordinate diagram locations;
- Choose a pre-qualified CAD consultant (refer below) to draw Curtin compliant Diagrams for tenancy;
- Install the Diagrams into A3 'snap lock' aluminium frames at the required height;

During occupancy, the Tenant must ensure Diagrams within their tenancy are:

- Not obscured by furnishings or objects;
- Legible and undamaged; and
- Accurate and correct, including any changes made to their tenancy; changes to egress routes (including impact of loose furnishings); changes to emergency equipment or **any other** changes which may impact emergency situations.

To minimise cost and time impact to Tenants, Curtin Emergency Management have pre-qualified a number of companies to draw (and update) Diagrams, these companies are referred to as the CAD consultant panel. Contact details for the CAD consultant panel can be found in Appendix 3. Curtin Emergency Management can provide assistance if required.

Evacuating People with a Disability

All 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.

Internal Evacuation Routes

All evacuation routes within the tenancy must be kept free of obstruction, and exits must be clearly signposted at all times.

First Aid Requirements

Tenants must 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.

The Tenant's must determine if their business requires the presence of trained first aiders during operating hours. It is recommended that each Tenant have a minimum one **trained first aider** to administer first aid to occupants if required.

Automated External Defibrillator (Defib)

Curtin has a number of Defibs installed across its Campuses. They can be used by any individual and do not require prior training.

For details on the locations of Defibs refer to the [Curtin Campus Map](#). Tenants should familiarise themselves with the location of the closest Defib.

For further information or a demonstration on how to use a Defib, contact [Curtin Emergency Management](#).



APPENDIX 1 – Emergency Contact List

EMERGENCY CONTACT LIST	
Police / Fire / Ambulance (Life-threatening-emergencies)	000
Police (Non-urgent)	13 14 44
Curtin Safer Community Team (Non-life-threatening emergencies)	(08) 9266 4444 0 4444 from an internal phone securitycommsoffice@curtin.edu.au
Curtin Emergency Management	(08) 9266 9910 emergency_management@curtin.edu.au
Curtin PF&D's Service Coordination Centre (SCC) for emergencies involving: <ul style="list-style-type: none">- Gas or water leaks- Chemical or other spills- Electrical- Environmental	(08) 9266 2020 0 2020 from an internal phone
National Security Hotline	1800 123 400
WA Poisons Information Centre	13 11 26

APPENDIX 2 – Additional Information Resources

This Emergency Response by Tenants directs the preparedness and response efforts during a potential or actual emergency event. It has been developed in accordance with the legislation, plans, frameworks and information listed below

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.
Curtin University Emergency Response Plan 3 – Hazardous Materials and Dangerous Goods	A Curtin-specific plan outlining the emergency process for areas with hazardous materials and dangerous goods. To request a copy, follow the email link.
Curtin University Emergency Response Handbook	A handbook outlining all of the response procedures for a number of emergency scenarios, summarised from the Emergency Response Plan 1 – General Response Plan.
Emergency Evacuation Guidelines	A Curtin-specific guideline aimed at providing information to support a safe and efficient evacuation during an emergency situation to minimise the adverse impacts of an emergency evacuation on people, the environment and property.
Evacuation Guidelines for People with Disability	A Curtin-specific guideline providing provide advice on the safe and efficient evacuation of people with disabilities during an emergency situation to ensure an individual’s rights are not unduly disadvantaged during an emergency situation due to disability.

APPENDIX 3 – CAD Consultant Panel Contact Details

The organisations identified below are Curtin’s preferred CAD consultants and can provide services to the Tenant to update Evacuation Diagrams.

COMPANY NAME AND ADDRESS	PRIMARY CONTACT	EMAIL	PHONE
CaddWest Bureau 1/21 Rowe Ave, Rivervale WA 6103	Michael Coles	michael@advancedspatial.com.au	(08) 9367 2888
	Stuart Gray	stuart@advancedspatial.com.au	
	Xin Ying Lim	lim@advancedspatial.com.au	
Parametric 63/102 Railway St, West Perth WA 6005	Kandace Bowles	kandace.bowles@parametric.com.au	(08) 9322 5344
	Shaun Miller	Shaun.Miller@parametric.com.au	
Perth Cadcentre 2/4 Sarich Way, Bentley WA 6102	Lester Fildes	lester@perthcad.com.au	(08) 9470 7700
	Morgan Healy	Morgan@perthcad.com.au	
	Ross de Boer	ross@perthcad.com.au	
The Drafting Lab 6/7 Gympie Way, Willetton WA 6155	Lester Mulder	lester@tdlab.com.au	0400 219 966