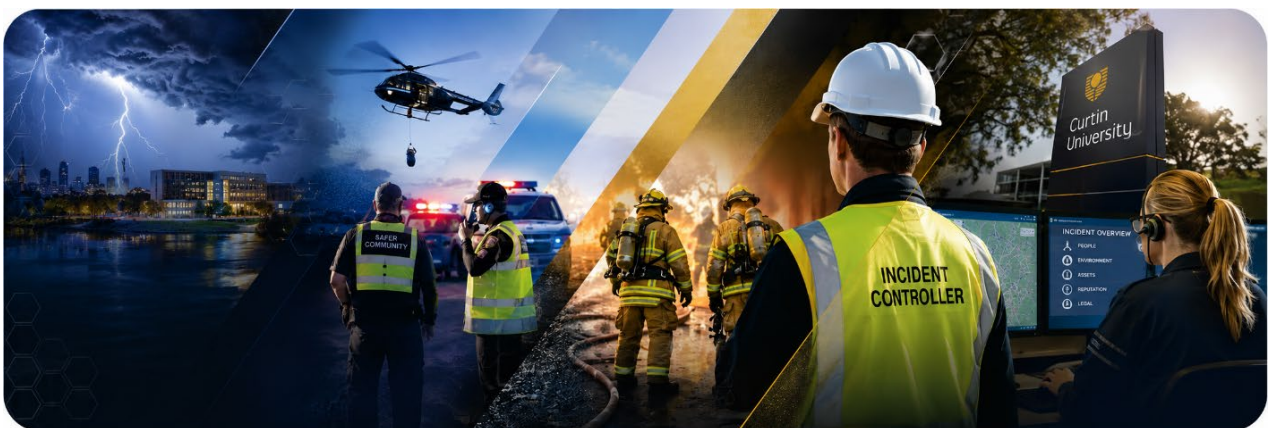


CURTIN EMERGENCY MANAGEMENT

Emergency Management Plan

2026



SCT-EM-PL-001



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Amendment Record

VERSION NO.	DATE	AMENDMENT DETAILS	REVIEWED BY
1.	September 2015	New plan issued for use	Nadine McLoughlin
2.	January 2016	Review and amendment of plan	Nadine McLoughlin
3.	April 2019	Review and amendment of plan Addition of Kalgoorlie Campus to plan	Kate Oliver
4.	March 2025	Review with minor updates	Jacqui Allison
5.	September 2026	Detailed review and amendment of plan	Greg Hesketh

Review Schedule

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

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

- Every two years, or
- When the occupancy and/or usage of buildings has significantly changed, or
- When emerging risks have been identified that alter the University's Risk Profile, or
- After a significant or critical incident where learnings can be applied.



Distribution List

DEPARTMENT / ORGANISATION		TYPE OF COPY
		E = ELECTRONIC
INTERNAL		
Critical Incident Management Team (CIMT)		E
Emergency Planning Committee (EPC)		E
Health and Safety		E
Safer Community Team (SCT)		E
Properties, Facilities and Development (PF&D)		E
Emergency Management Website		E
EXTERNAL		
WA Police		E
Department of Fire and Emergency Services		E
St John Ambulance		E

1. PLAN OVERVIEW

1.1 Introduction

Curtin University is an innovative, global university with over 60,000 students enrolled across its global campuses¹. It is known for its high-impact research, strong industry partnerships and commitment to preparing students for jobs in the future. Curtin's vision of becoming a global leader in research, education and engagement has seen the university expand its international footprint with campuses in Singapore, Malaysia, Dubai, Mauritius and Colombo.

Curtin is Western Australia's largest and most culturally diverse university with more than 57,000 students and 3,900 employed staff¹. The main campus is in Bentley, eight kilometres southeast of the centre of Perth, with additional facilities located within Perth CBD, Midland, and regionally in Kalgoorlie, WA.

The development and implementation of this Emergency Management Plan (EMP) is to demonstrate the structure and processes that Curtin has employed to support the safety and wellbeing of the Curtin community utilising any of the Western Australian campus facilities. Additionally, it is there to assist with the protection of property, assets, and the surrounding environment.

This Emergency Management Plan (EMP) is founded on the principles of the Western Australian State Emergency Management Framework and adopts an all-hazards approach to emergency management.

1.2 Purpose

The purpose of this Emergency Management Plan (EMP) is to establish the governance framework, roles, responsibilities and response arrangements that support the effective management of emergencies across Curtin University's Western Australian campuses.

For the purposes of this Plan, an **emergency** is defined in the *Emergency Management Act 2005 (WA)* as:

"the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response."

This legislative definition underpins the University's emergency management arrangements and provides the basis for the activation and implementation of this Plan.

¹ 2024 statistics summary – Retrieved via https://curtin.outsystems.app/OfficeOfStrategyAndPlanning/UniStats_Home?ContainerIdToShow=UniStats_Home

1.3 Objectives

The objectives of this EMP are to:

1. Embed emergency management into the organisation at all levels, to minimise the adverse impacts of an emergency at the University.
2. Deliver an emergency management system and resources capable of dealing with all emergencies that could affect people, property or the environment.
3. Define the roles and responsibilities of staff, students, tenants, and visitors during an emergency incident, to support them in responding quickly and efficiently to manage an emergency until help arrives.
4. Facilitate coordination between emergency managers, response teams, incident management personnel, emergency services and external support agencies, across all elements of PPRR.
5. Comply to all regulatory requirements.

1.4 Scope

This Curtin Emergency Management Plan applies to all staff, students, tenants, contractors, and visitors whilst on any of Curtin's Western Australian campuses and/or locations. Additionally, this Plan has been designed to provide information to Curtin University emergency planning and response personnel and those that have a role in implementing the plan, such as:

- Emergency Planning Committee (EPC)
- Incident Response Teams (IRT)
- Safer Community Team (SCT)
- Critical Incident Management Team (CIMT)
- Key faculty members
- University Council
- Affiliate agencies

This Plan has been developed for the following Curtin University locations:

- Bentley Campus – Kent Street, Bentley
- Technology Park – Hayman Road, Bentley
- Law School – 57 Murray Street, Perth
- Graduate School of Business – 78 Murray Street, Perth
- Old Perth Boys School – 139 St Georges Terrace, Perth
- Midland Campus – 21 Centennial Place, Midland
- Kalgoorlie Campus – 95 Egan Street, Kalgoorlie

Other campuses or property owned or leased by Curtin are covered in separate emergency management plans. Under the current lease agreement, emergency arrangements for the campus at 137 St Georges Terrace are contained within the Brookfield Emergency Management Plan.

1.5 University Profile

CAMPUS OVERVIEW	
Bentley Campus Kent Street, Bentley	LOCATION Located in the south-eastern suburb of Bentley, 8 kilometres from Perth CBD. The campus is set within an area of approximately 116 hectares and contains over 150 buildings including residential student housing situated on its core periphery. The campus operates 24 hours a day, 7 days a week, with the majority of its facilities being utilised Monday to Friday (0800 – 1800hrs). FACILITIES The large campus comprises academic teaching, learning, research, and study spaces interspersed with: - indoor and outdoor social areas. - library. - retail and food outlets. - gymnasium and indoor stadium. - sport and recreation facilities (including hockey stadium). - art gallery. - faith and religious facilities. - a hotel and apartment complex. - student housing complexes; and - other conveniences such as a childcare centre and a medical centre. The educational facilities include substantial laboratory facilities, and other facilities which contain radioactive materials, chemicals, and biological hazards. Some buildings and sections of buildings have restricted access. During normal weekdays, the Curtin bus terminals have two of the highest passenger usage of any bus terminals in Perth. They also operate with frequent scheduled bus services throughout the weekend.
Technology Park Hayman Road, Bentley	LOCATION Located immediately north of the Bentley campus and north of Hayman Road, Bentley. FACILITIES Curtin utilises approximately 15 buildings within Technology Park, home to technology and innovation-driven research and teaching.
Law School 57 Murray Street, Perth	LOCATION Located in the Perth CBD within a 1912 heritage-listed building. FACILITIES The building houses a technologically equipped moot court, and the John Curtin Law Clinic.
Graduate School of Business 78 Murray Street, Perth	LOCATION Located in the Perth CBD within a refurbished 1894 heritage-listed building. FACILITIES The campus offers post-graduate business courses. Courses run in the evenings and at weekends to cater for students employed in day jobs.
Old Perth Boys School 139 St Georges Terrace, Perth	LOCATION Located in the Perth CBD within a heritage-listed building completed in 1854 and recently refurbished to a 6 Green Star rating. FACILITIES



CAMPUS OVERVIEW	
	The building houses a Main Hall that can be hired to external parties for functions and exhibitions, boardroom, and office space for two permanent staff and 'hot desk' workspaces.
Midland Campus 21 Centennial Place, Midland	LOCATION Curtin Midland forms a key component of the state government's plan to transform Midland's historic Workshops Precinct into a medical and education hub. It is located in close proximity to Midland train station. FACILITIES The three-storey Curtin Midland features contemporary learning spaces and immersive simulation-based environments for health science disciplines. The facility is predominantly used by medicine and allied health students carrying out clinical placement in nearby health facilities.
Kalgoorlie Campus 95 Egan Street, Kalgoorlie	LOCATION Located 593 kilometres north-east of Perth in WA's most historic mining region. FACILITIES The campus is home to the WA School of Mines. The campus, as well as the adjacent student accommodation village, Agricola, features a variety of recreational facilities including a gymnasium and sport courts.

1.6 Key Accountabilities

KEY ACCOUNTABILITIES	
Operations and Maintenance Director	• Ensure that a plan for dealing with emergencies is prepared, communicated, regularly reviewed, and updated whenever it is deemed necessary due to any change in risk, operations, equipment, systems or procedures. • Act in the role of Emergency Management Team Leader, when required. • Act in the role of CIMT member, when required. • Allocation of appropriate Resources (including infrastructure, equipment and training) to ensure a state of emergency preparedness across the university.
Portfolio Manager – Safer Community Team	• Assist with the implementation, management and administration of this Plan • Act in the role of (Alternate) Emergency Management Team Leader, when required. • Act in the role of CIMT member, when required. • Articulate and assign responsibility for preparedness and response. • Ensure the allocation of appropriate resources to develop, implement, maintain, and improve the training of Safer Community Team Officer's (First Responders) in security and emergency procedures.
Manager – Emergency Planning	• Accountable for administration of this Plan and ensure the Plan is in accordance with all legislative requirements, including regular reviews and amendments as required. • Facilitate and/or participate in internal monitoring processes and audits to ensure Curtin emergency procedures, evacuation drills, and exercises are sufficient. • Act in the role of Forward Liaison Officer, when required. • Ensure appropriate emergency preparedness training is delivered to building Incident Response Teams (Emergency Control Organisations) • Implementation and maintenance of emergency preparedness procedures and processes including emergency management documentation, evacuation diagrams and equipment. • Ensure that this Plan is regularly tested and exercised.
Safer Community Team (SCT) Security Operations Coordinator/s	• Oversee and direct Safer Community Team Security Operations personnel • Provide technical guidance to SCT members during an emergency incident • Implement the escalation process (Incident Alert Matrix) when required
SCT Supervisors/ Control Room Operators	• Provide coordination of SCT Officers (first responders) to incidents and requests for assistance and enact incident escalation process (where required). • Complete detailed Incident log during security and emergency incidents. • Liaise with and coordinate escorting of responding external emergency services onto campus to/from incident site. • Gatekeepers for the Gallagher Access Control System across Curtin's WA campuses.
SCT Officers	• Provide 24/7 first response support to all security, medical and emergency incidents across Curtin campuses/locations. • Provide support during building emergency evacuations including the provision of building Wardens and traffic management, when required. • Escorting of external emergency response agencies onto campus to/from incident site.
Risk, Compliance and Audit Team	• Responsible for developing and maintaining a Critical Incident Management System and related processes for Curtin. • Facilitating Critical Incident Management Team (CIMT) meetings when activated.
CIMT Members	• Upon activation of the CIMT, work as a cohesive team to provide support to internal first responders and external emergency agencies, assist with a resolution to an incident, coordinate resources, provide appropriate communication to the greater Curtin community (where required), plan and enact recovery and business continuity strategies.



	• Ensure familiarisation of Curtin's CIMT process and role responsibilities.
Health and Safety Team	• Support the integration of this plan within the Curtin community. • Provide safety and risk identification advice during critical incidents and CIMT operations.
Curtin Communications / Legal Departments	• Oversee the planning and distribution of internal and external (public information) communications during emergency and critical incident events. • Determine most appropriate and effective communication methods prior (where applicable), during and post emergency/critical incident events.
Building Manager / School Business Manager	• Ensure the building has a functional Incident Response Team (IRT) in place so that an effective emergency evacuation process can take place. • Recruit, coordinate and maintain the building IRT, or delegate as appropriate. • Ensure Business Continuity processes and arrangements are planned and implemented for their respective area.
Faculty Heads	• Ensure that employees within their area of responsibility have completed the Employee Induction and are aware of their responsibilities. • Ensure that teaching staff are trained in emergency procedures for classes and aware of their responsibilities during an emergency evacuation.
Teaching Staff	• Complete the Employee Induction before undertaking any University activities. • Assume responsibility for the class during an emergency until help arrives. • Direct and escort students to the assembly point during any emergency event.
Non-Teaching Staff and Volunteers	• Complete the Employee Induction before undertaking any University activities. • Ensure awareness of the locations of emergency equipment including alarm activation points, firefighting equipment, first aid equipment and emergency exits.
Curtin Responsible Person (for Contractors)	• Ensure that contractors within their area of responsibility have completed the Contractor Induction and are aware of their responsibilities. • Ensure that contractors have developed an Emergency Management Plan for their area of activities.
Contractors	• Complete the Contractor Induction before undertaking any activities on site, unless other arrangements are stipulated in the Safety Management Plan for the contract. • Follow emergency procedures set out in the Emergency Management Plan for the contract. • Ensure awareness of the locations of emergency equipment including alarm activation points, firefighting equipment, first aid equipment and emergency exits. • Follow instructions from university employees or emergency services personnel.
Students	• Complete the Student Induction within the first week of semester. • Follow the instructions of university employees during an emergency.
Tenants	• Note the locations of emergency equipment including alarm activation points, firefighting equipment, first aid equipment and emergency exits. • Follow the instructions of University employees or emergency services personnel during an emergency. • Provide building wardens (where required) and direct patrons/visitors from the premises to assembly points during an emergency event or an evacuation drill. • Recommended to keep a copy or have access to the Curtin Emergency Response Handbook to be used as a reference.
Visitors	• Follow the instructions of University employees or emergency services personnel during an emergency.
Venue Hirer	• Comply with Curtin's Health and Safety Management System as directed by the University and direct attendees to the assembly point during an emergency event.

1.7 Legislative Context

The following Legislation, Policies and Standards provide a broad framework for which this Plan must operate and with which it needs to comply.

ACTS, REGULATIONS, POLICIES AND STANDARDS	
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.
Work Health and Safety Act (2020)	An Act to promote and improve standards for occupational Health and Safety in Western Australia (WA).
Work Health and Safety Regulations (2022)	Subsidiary legislation under the Health and Safety Act that aim to protect the physical and psychological health, safety, and welfare of workers and others affected by work activities.
AS 3745 – 2010 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.
State Emergency Management Policy	The policy that provides a strategic framework for emergency management in Western Australia and covers the aspects of Prevention, Preparedness, Response and Recovery.
State Emergency Management Plans	Comprising the State Emergency Management Plan, State Hazard Plans, Support Plans and National Plans.
State Emergency Management Procedures	Procedures developed when an activity needs to be explained through a step-by-step process, allowing emergency management agencies and personnel to complete tasks in compliance with State Emergency Management Policy.
ISO 31000-2018 Risk Management Guidelines	A standard to provide principles, framework and a process for managing risk.

1.8 Supporting Documentation

The following documentation and information support the effectiveness of this Plan.

SUPPORTING DOCUMENTS	
Curtin (Area) Emergency Response Plans	Area specific plans that outline the hazards, mitigating controls, preparations and response procedures relevant to that specific area.
Curtin Emergency Response for Tenants	A dedicated plan developed for Curtin's commercially contracted tenants that details the expectations of the tenant and the procedures to be followed in the event of an emergency incident.
Curtin Emergency Evacuation Guidelines	Guidelines that outline the process to conduct an effective building evacuation which also includes the responsibilities of each role within the building Incident Response Team.
Curtin Evacuation Guidelines People with Disability	Guidelines that provide information to people with disability/mobility issues that may require assistance during a building emergency evacuation and to those designated people that provide the assistance.
Curtin First Aid Guidelines	Guidelines that provide information around the provision of first aid across Curtin campuses including requirements and responsibilities of a designated First Aider.
Curtin Chemical Management Plan	A plan outlining the details associated with the management of chemicals at all Curtin University sites.
Curtin Critical Incident Management Team Procedures and Framework	A framework that comprises a series of documents that includes the Incident Alert Matrix for escalation and notification to the CIMT, the Response PEARL Matrix and the CIMT Incident Communications Plan.
Curtin Risk Management Framework	A plan and framework that comprises a series of documents that promotes a consistent approach to opportunity realisation and risk mitigation. Documents include The Risk Management Framework, Risk Policy, Risk Appetite Statement, Risk rating and Acceptance Tables.
Code of Conduct – First Aid in the Workplace	The Code provides practical guidance to PCBUs on how to effectively provide first aid in the workplace. It includes information on first aid kits, procedures, facilities and training for first aiders.
Australia's Strategy for Protecting Crowded Places from Terrorism	A strategy designed to protect the lives of people working in, using, and visiting crowded places by making these places more resilient. Accessible via the Australian Government - National Security website.
Active Armed Offender Guidelines for Crowded Places	Guidelines to increase the awareness of owners and operators of crowded places of the dynamic terrorism threat, while providing guidance on the issues and options which can be considered during risk mitigation and contingency planning activities. Published by the Australia-New Zealand Counter-Terrorism Committee (2023).
Hostile Vehicle Guidelines for Crowded Places	This publication provides an overview of hostile vehicle mitigation to all owners and operators responsible for the management of crowded places. Published by the Australia-New Zealand Counter-Terrorism Committee (2017).

1.9 Acronyms

ACRONYMS	
CW	Chief Warden
CIMT	Critical Incident Management Team
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoH	Department of Health
ECO	Emergency Control Organisations
EMP	Emergency Management Plan
EMT	Emergency Management Team
ERP	Emergency Response Plan
EOC	Emergency Operations Centre
EPC	Emergency Planning Committee
ERP	Emergency Response Plan
FLO	Forward Liaison Officer
HMA	Hazard Management Agency
HMTAG	Hazardous Materials Technical Advisory Group
H&S	Health and Safety
IRT	Incident Response Team
LEMC	Local Emergency Management Committee
PEEP	Personal Emergency Evacuation Plan
PPRR	Prevention, Preparedness, Response, Recovery
SCT	Safer Community Team
SJA	St. John Ambulance Australia
SOP	Standard Operating Procedure
WAPOL	Western Australia Police Force

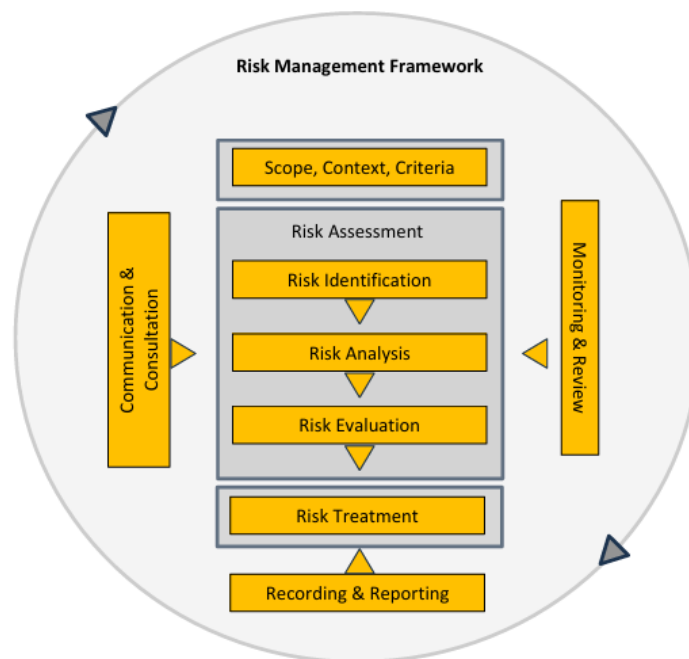
2. RISK IDENTIFICATION AND MANAGEMENT

2.1 Risk Management Framework

Curtin's Risk Management Framework provides the foundations and organisational arrangements for designing, implementing, monitoring, reviewing, and continually improving risk management throughout the organisation. Risk management is a live and dynamic process and is designed to use best available information to deliver point in time assessments of risks and opportunities, linked back to strategic objectives.

Curtin applies ISO 31000:2018 Risk Management Guidelines throughout its management activity, as illustrated below:

Figure 1. Curtin Risk Management Framework



Risk Management Process ISO 31000:2018 Risk Management Guidelines

2.2 Risk Assessment

Risk assessment is the overall process of risk identification, analysis and evaluation. Curtin's approach to Risk Assessment utilises a 6-step process.

- **Establish the Context** – is a crucial step to identifying your area's key operating priorities within Curtin's Risk Environment.
- **Identify the Risk** - The purpose of risk identification, is to recognise and describe sources of risks and events that might prevent Curtin from achieving its operational or strategic objectives and values.

- **Analyse the Risk** - Risk analysis is the process used to understand the controls, control effectiveness, impact level of the consequences and the likelihood of the risk occurring, to determine the potential severity level of the risk.
- **Evaluate the Risk** - The purpose of risk evaluation is to make decisions about which risks are acceptable, which need to be treated based on the outcomes of the residual risk analysis and if it is necessary to escalate the risk to senior management for further consideration.
- **Treat the Risk** - Treating the risk using an Enabling Activity/ Treatment Action Plan (TAP) is part of the process where strategies are put in place to minimise the frequency and severity of the identified risk. An Enabling Activity/ TAP is used to develop actions and implement treatments that better control the risk.
- **Monitoring and Review** - Risk management occurs in a dynamic environment. With change being a constant factor within Curtin's internal and external environments, it is critical that monitoring and review activities are undertaken. To stay on top of risks, Curtin will monitor changes to the source and context of risks, the tolerance to certain risks and the adequacy of controls.

2.3 University Specific Risks

Due to the diverse nature of Curtin University's teaching, research, commercial activities, campus operations and infrastructure, a range of hazards and risks exist that require specific risk management measures, emergency preparedness arrangements and compliance with relevant legislative and regulatory requirements.

These hazards may arise from academic and research activities, operational and maintenance works, construction projects, public events and the day-to-day operation of University campuses. Examples include, but are not limited to:

- Hazardous materials and dangerous goods
- Laboratory and research activities
- Major events and crowd management
- Criminal and security-related incidents
- Construction, maintenance and infrastructure works
- High-risk plant and equipment
- Utility and critical infrastructure failures
- Environmental incidents and pollution events

These risks are managed through a combination of risk assessments, engineering and administrative controls, specialised emergency procedures, training, regulatory compliance and ongoing monitoring to minimise their potential impact on the University community, property, operations and the environment.

2.3.1 Areas of Special Consideration

An area of special consideration is a location within the University where additional information and procedures are required to guide an emergency response. These areas are defined by the nature of the facility, or the nature of the activity/hazard occurring within or both. Areas of special consideration include, but are not limited, to the following areas:

- B205 - Mixed chemical usage, flammable liquids, toxic and corrosive substances, Hydrogen
- B300 - Level 1 - OGTR PC2 labs, OGTR PC2 animal labs
- B301 – Mixed chemical usage, flammable liquid, toxic and corrosive substances
- B305 - Level 1 - 152 - mixed chemical store, flammable liquids, Ammonium Nitrate
- B305 - Level 2 - OGTR PC2 certified labs, significant chemical holdings, radiation lab
- B305A – External flammable store
- B306 - CHIRI-BRP Laboratory Area, mixed chemical usage, corrosives, toxic substances
- B308 - (Room 152) – Radiation Store / radioactive substances & radiation equipment storage
- B308 – Level 1 - 140 OGTR PC2 certified lab
- B312 - Mixed chemical usage, flammable gas, oxidising, toxic and corrosive substances
- B314 – Defence Research
- B500 - Resources and Chemistry Precinct / significant quantities of mixed Dangerous Goods, Ammonium Nitrate, Hydrogen, flammable gases / DVMS storage / DTS critical Infrastructure
- B500 - Cyanide Lab 1205, soluble Cyanide salts
- B611 – Significant quantities of oxidising and corrosive substances, Hydrogen and flammable gases, Hydrofluoric Acid
- B613 – Micro-CT / X-ray equipment and associated sealed source
- B614 – (Room 161) Sour gas lab - Hydrogen Sulphide gas - flammable gas and highly toxic atmosphere, soluble Cyanide salts
- B706 - (Kalgoorlie) – X-ray analysis equipment / NORM
- Data Centre/s

Specific arrangements for these locations are detailed in the Curtin Emergency Response Plan 2 – Areas of Special Consideration, available upon request to the Safer Community Team – Emergency Management: emergency_management@curtin.edu.au

2.3.2 Hazardous Materials and Dangerous Goods

Curtin University undertakes a range of teaching, research and operational activities that involve the use, handling, storage and disposal of hazardous materials and dangerous goods. These include chemicals, biological agents, radioactive substances, lasers, medicines, poisons, asbestos and other regulated materials that have the potential to impact the health and safety of people, property and the environment. The risks associated with hazardous materials are managed through a comprehensive framework of engineering, administrative and procedural controls.

Management of hazardous materials is the responsibility of the Risk Owner in the relevant faculty/area to ensure they comply with regulatory requirements and all hazardous material processes in place. Curtin University's Hazardous Materials Technical Advisory Group (HMTAG) is a working group that provides education around the safe management of hazardous materials and dangerous goods across the University. Further information regarding the management of hazardous materials and dangerous goods is provided in the Curtin University Chemical Management Plan.

Specific response arrangements for hazardous materials and dangerous goods are detailed in the Curtin Emergency Response Plan 3 – Hazardous Materials and Dangerous Goods, available upon request to the Safer Community Team - Emergency Management:

emergency_management@curtin.edu.au

2.4 Risk Register

Curtin University maintains an Emergency Management Risk Register to identify, assess and monitor hazards that have the potential to impact the safety of the University community, its operations, property, infrastructure and the environment. The risk assessment process provides a structured basis for understanding the University's emergency risk profile and identifying those hazards that require targeted planning, mitigation and preparedness activities.

Appendix 3 contains a summary of the University's Emergency Management Risk Register, which identifies the principal emergency hazards, raw risk ratings, adequacy of controls and residual risk ratings. The methodology used to determine risk ratings, including the likelihood and consequence criteria and risk matrix, is provided in Appendices 3, 4 and 5. The full version of the Risk Register that details the existing controls measures is available upon request to the Safer Community Team – Emergency Management: emergency_management@curtin.edu.au

3. EMERGENCY PREVENTION AND PREPAREDNESS

3.1 Emergency Management Framework

Curtin University's Emergency Management Framework provides the governance structure, principles, and organisational arrangements that underpin the University's approach to emergency preparedness, response, and recovery. It establishes a coordinated and systematic process for developing, implementing, monitoring, reviewing, and continuously enhancing emergency management capability across the institution. The framework comprises the plans, procedures, guidelines, systems, and supporting processes required to build organisational resilience, safeguard people, assets, operations, and reputation, and enable the University to achieve its strategic objectives.

3.2 Emergency Management Principles

This EMP takes a holistic 'all hazards' approach to emergency management and focuses its efforts on the Prevention, Preparedness, Response and Recovery (PPRR) of an emergency incident.

Prevention and mitigation activities at Curtin seek to eliminate or reduce the effect of hazards on the Curtin community, or to reduce the likelihood of the hazards occurring.

Preparedness activities which establish plans and arrangements and provide education and information to prepare the Curtin community to deal with emergency incidents.

Response activities that activate preparedness arrangements and plans to implement effective measures when emergencies occur.

Recovery activities assist the Curtin community affected by an emergency to reconstruct the physical infrastructure and restore emotional, social, economic and physical wellbeing.

3.3 Emergency Management Planning

3.3.1 Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) is a consortium of subject matter experts representing a cross section of the university, brought together to review and endorse this Emergency Management Plan and by providing advice to support a robust emergency management framework. The EPC is guided by the requirements of *AS3745 – Planning for emergencies in facilities*. The EPC meets, as a minimum annually, and reports via the Chair to the Operations and Maintenance Director. It is not directly involved in an emergency response, although members of the EPC may hold membership on either the CIMT or EMT.

The committee is responsible for the following duties:

- Ensure this EMP is comprehensive, inclusive of all Curtin entities, and meets the necessary legislative requirements.
- Preparing, maintaining and implementing this EMP guided by the Emergency Management Principles of prevention, preparedness, response and recovery.
- Ensuring adequate resources are available for the development and implementation of a response to emergencies.
- Ensuring adequate training and information awareness occurs.
- Ensuring appropriate and adequate testing and exercising of this EMP occurs and reviewing any outcomes for deficiencies.
- Providing a point of liaison for key stakeholders in the emergency management environment.
- Reviewing the effectiveness of this EMP and where appropriate arranging for amendments to be made.
- Identify opportunities to continually improve emergency management practices at Curtin.

The table below provides a suggested representation of membership roles for the Curtin Emergency Planning Committee, subject to change as required.

EMERGENCY PLANNING COMMITTEE (EPC) MEMBERS	
Role	Area
Operations and Maintenance Director (or delegate)	Properties, Facilities and Development
Portfolio Manager - Safer Community Team	Properties, Facilities and Development
Manager - Emergency Planning (Chair)	Properties, Facilities and Development
Manager – Business Continuity & Assurance (or delegate)	Risk, Compliance and Audit
Manager – IT Risk & Assurance	Digital and technology Solutions
Director – Health & Safety (or delegate)	Health & Safety
Director – Corporate Communications (or delegate)	Corporate Communications
Portfolio Manager – Compliance	Properties, Facilities and Development
Portfolio Manager – Technology & Systems	Properties, Facilities and Development
Portfolio Manager – Maintenance	Properties, Facilities and Development
Managing Director – Student Guild Staff (or delegate)	Student Guild
Manager – AccessAbility (or delegate)	Student Life & Community
Senior Manager – Technical Operations	Faculty of Science & Engineering

3.3.2 Emergency Response Plans

Curtin has developed Emergency Response Plans focusing on responding to the broader risks found across its campuses and locations. The following Response Plans can be found either on the [Emergency Management](#) web page on the staff portal or upon request to the Safer Community Team – Emergency Management

- Plan 1 - General Response Plan
- Plan 2 - Areas of Special Consideration Response Plan
- Plan 3 - Hazardous Materials and Dangerous Goods Response Plan
- Emergency Response by Tenants

Curtin Emergency Management along with designated stakeholders are currently developing individual Area Specific Emergency Response Plans, dedicated to those areas identified as having a higher level of risk and/or additional requirements.

3.3.3 Emergency Response by Tenants

Curtin University maintains commercial tenancy agreements with a range of organisations across the Bentley Campus. To support a coordinated approach to emergency management, each tenant is provided with the **Emergency Response by Tenants** document, which sets out the emergency response expectations, roles and responsibilities applicable under their tenancy agreement. These arrangements are designed to ensure tenant activities are aligned with the University's emergency management framework and response procedures. A summary of tenant responsibilities is included in the Key Accountabilities table in Section 1.6 of this Plan.

3.3.4 Planning for Large Crowd Events

Curtin University hosts a diverse range of events throughout the year across its campuses, including graduation ceremonies, community events, exhibitions, sporting activities and other large-scale gatherings. Many of these events are held at the Bentley Campus and may attract significant numbers of attendees, with attendance occasionally exceeding 20,000 people over the course of a single day.

As event attendance increases, so too does the potential risk to the safety of participants, emergency response arrangements, security operations and business continuity. Accordingly, event organisers must adopt a **risk-based approach** to planning that considers the nature, size, location and complexity of the event, together with the potential consequences of an emergency or critical incident. For events expected to attract more than **1,000 attendees and/or complex or sensitive social or political events**, the following minimum emergency management requirements must be addressed:

- A comprehensive **Event Risk Assessment** must be completed, taking into consideration the anticipated attendance, event activities, venue characteristics and credible emergency scenarios.
- Appropriate emergency arrangements must be established, including suitable Emergency Assembly Areas, evacuation procedures, communication arrangements and an appropriately resourced Building Incident Response Team or event warden structure.
- An **Event Management Plan** which must include specific details regarding the event Emergency Evacuation Procedure for that event, must be developed, documented and communicated to all relevant stakeholders before the event.
- Consideration must be given to the provision of additional resources necessary to support the event, including security personnel, first aid services, emergency wardens, personal protective equipment (PPE), high-visibility identification (e.g. warden tabards), communication equipment, traffic management and other emergency response resources appropriate to the assessed level of risk.
- Event organisers must consult with the **Safer Community Team**, Health and Safety, Properties, Facilities and Development, and other relevant stakeholders to ensure emergency management arrangements are appropriate for the event and any identified risks are effectively managed.

Where the event presents a heightened risk due to attendance numbers, the nature of the activities, or the presence of high-profile attendees, additional emergency management controls may be required. These may include liaison with external emergency services, increased security resources, dedicated incident management arrangements and the establishment of an Event Control Centre where appropriate.

3.3.5 Emergency Response Handbook

Curtin Emergency Management has developed an Emergency Response Handbook that details initial procedures to follow across a variety of emergency incidents. The handbook is designed to be a quick reference for initial guidance, contains key emergency contacts, and is also smartphone compatible. It is recommended that all building Incident Response Team members, staff, and tenants ensure they

have access to the Handbook. The Handbook can be accessed on the [Emergency Management](#) web page on the staff portal or by the below QR code.



3.3.6 Emergency Response Priorities (PEARL)

Curtin University uses the PEARL Response Prioritisation Framework to guide decision-making and resource allocation during emergency incidents. The framework establishes a structured hierarchy of priorities to guide response activities and ensure that efforts remain focused on protecting those elements most critical to the University's operations and community.

Curtin recognises that the safety and wellbeing of its people are paramount. Consequently, the preservation of life, health and safety is the primary consideration during all emergency response activities. Response decisions and actions are undertaken in accordance with the following order of priority:

1. **People** – Protection of life, health, safety and wellbeing.
2. **Environment** – Prevention or minimisation of environmental harm and contamination.
3. **Assets** – Protection of physical infrastructure, property, equipment and information.
4. **Reputation and Recovery** – Protecting the University's reputation and supporting business recovery.
5. **Leadership, Loss of Productivity and Liability** – Minimising operational disruption, financial impacts and legal exposure.

The Curtin Initial Response PEARL Matrix (Appendix 7) provides a consistent and transparent basis for prioritising response actions and supports effective decision-making throughout all phases of emergency management, including preparedness, response and recovery. The Curtin Response PEARL Matrices (both initial and full versions) can be found on the [Critical Incident Management](#) web page of the staff portal.

3.3.7 Incident Alert Levels and Escalation Criteria

Curtin's Incident Alert Matrix outlines incidents with the potential to affect the four key aspects of the university:

1. People
2. Facilities/Environment
3. Governance/Reputation
4. Data/Information Technology

The matrix divides events into their possible severity (Incident Alert Levels) and summarises which stakeholders should be informed, and which positions need to be appointed during an event. These incident levels pertain to Curtin only. The Critical Incident Alert Matrix (Appendix 6) can be found on the [Critical Incident Management](#) web page of the staff portal.

CURTIN UNIVERSITY INCIDENT ALERT LEVELS	
Localised Incident	Any incident that is managed within the work area using standard operating procedures (SOPs) and have a low probability of escalation.
Level 1 Alert (Yellow)	An incident that Curtin has control over and needs a co-ordinated response across business areas.
Level 2 Alert (Orange)	An incident that Curtin usually has control over however the complexity of the incident means that it is difficult to manage, and Curtin may be working with external parties.
Level 3 Alert (Red)	A critical incident where the complexity or requirements result in external parties (e.g. emergency services, regulators, investigators or third parties) assisting in a coordinated response.

3.4 Emergency Management Structure

At Curtin, the Emergency Management Framework (Appendix 2) is embedded into the organisation via building-specific Incident Response Teams (IRTs) and the Safer Community Team (SCT), who are trained to deal with the first few minutes of an emergency until additional help arrives. If an incident escalates, guidance and leadership will come from the Emergency Management Team (EMT) and the Critical Incident Management Team (CIMT), who lead the University during a critical incident.

3.4.1 Incident Response Teams (IRT)

Incident Response Teams (IRT) are skilled, building-specific teams, trained to direct and control the implementation of the University's emergency response procedures until additional support arrives. IRTs are termed Emergency Control Organisations (ECOs) in *AS 3745-2010 - Planning for emergencies in facilities*. IRTs are crucial to the University's emergency response planning, as they provide timely and initial first response in emergency situations.

The Incident Response Team consists of voluntary roles that comprise a Chief Warden, one or more Deputy Chief Wardens, Floor/Area Wardens and First Aiders. Key responsibilities of an IRT member include, but not limited to, the following:

- Participate in training, exercises and team meetings, as required.
- Ensure all required training for their specific role is current.

- Become familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram, relevant to their area.
- Identify people with disabilities in their area and discuss the Emergency Evacuation Guidelines for People with Disability.
- Ensure their own personal safety during an emergency.
- Take a leadership role during an emergency evacuation by directing building occupants to a safe place of assembly.
- Assist people with disabilities to evacuate safely in accordance with Emergency Evacuation Guidelines for People with Disability.
- Provide First Aid assistance, as required.
- Protect property endangered by an emergency, if safe to do so.
- Assist external emergency services as directed (i.e. DFES, WAPOL, SJA).
- Assist other Curtin departments in the restoration of normal operations after an emergency.

The responsibility of recruiting, coordinating, and maintaining the building Incident Response Team sits with the relevant Building Manager, School Business Manager and/or Area/Department Heads.

Further details of the responsibilities of Incident Response Team member roles can be found in the following Position Descriptions: Chief Warden & Deputy Chief Warden, Warden and First Aiders, available from the Safer Community Team – Emergency Management, emergency_management@curtin.edu.au

All members of an IRT are identifiable by a coloured tabard issued by the University. These tabards are used to enable quick identification of IRT members by staff, students and emergency services. This will greatly assist situational control and support timely emergency response activities.

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

3.4.2 Safer Community Team (SCT)

In the context of emergency response, the role of the SCT is to support the control of an incident or emergency by providing a first response capability. This is achieved through the dispatch of SCT Officers to the scene and where required, the provision of equipment, facilities, services and materials. It offers a 24/7 security and response service to the Bentley Campus and Technology Park and oversees the security contractors assigned to the Graduate School of Business, Law School, 139 St Georges Terrace, Midland and Kalgoorlie campus.

With regards to an emergency incident, a summary how the SCT supports a response, is as follows:

- Responding to calls for assistance and providing an initial response to emergency events.
- Maintain control and order of pedestrian and vehicular movements.
- Overseeing CCTV surveillance.
- Ensuring the Curtin escalation process (Incident Alert Matrix) is followed.
- Liaising with and taking direction from external emergency services (i.e. DFES, WAPOL, SJA).
- Reporting emergency management-specific incidents through to the Emergency Management Team, as appropriate.
- Provide ongoing support throughout the duration of an emergency incident.
- Ensuring measures are in place for the security of an incident scene to preserve evidence.

To request emergency/non-emergency assistance, contact the SCT:

- Call **4444** from an internal phone
- Call (08) **9266 4444** from an external or mobile phone

Further details on the responsibilities of the SCT during emergencies can be found in the Position Description – Safer Community Team Member, available from the Safer Community Team – Emergency Management, emergency_management@curtin.edu.au

3.4.3 Emergency Management Team (EMT)

Emergency management-related incidents are typically those that pose an immediate risk to health, life, property, or environment from man-made or natural sources. The Emergency Management Team (EMT) manages the initial response and treatment of specific Level 1, 2, and 3 incidents, and escalates them where appropriate to the CIMT.

Once the CIMT is in place, the EMT continues to manage the response phase of the incident under the direction of the CIMT Leader until, where applicable, the external emergency services and designated Hazard Management Agency have taken control of the incident. The EMT will then support the Hazard Management Agency as directed. The responsibilities of the EMT include:

- Notifying the CIMT of the incident.
- Directing, implementing and coordinating the emergency response.
- Acting as an intermediary between the University and external emergency services personnel.
- Providing situation reports to the CIMT.
- Assist and support external emergency services, where directed.
- Assist with the initial recovery phase of the incident, as directed by the CIMT.

EMERGENCY MANAGEMENT TEAM (EMT) MEMBERS
Director, Operations and Maintenance (EMT Leader)
Director, Health and Safety
Portfolio Manager – Safer Community Team (Alternate EMT Leader)
Manager, Emergency Planning (Forward Liaison Officer)
Director, Accommodation and Community Services
Director, Corporate Communications
Portfolio Manager, Maintenance

Further details on the responsibilities of EMT members can be found in the Position Descriptions - EMT Leader, EMT Members and Forward Liaison Officer, available from the Safer Community Team – Emergency Management, emergency_management@curtin.edu.au

3.4.4 Critical Incident Management Team (CIMT)

The Curtin CIMT is a team of University Executives, Directors and Managers accountable to the Vice Chancellor and University Council, who together, provide stewardship in times of crisis. In the event of a Level 2 or 3 incident, the CIMT may be activated. The composition of the CIMT will depend on the nature, complexity and duration of the emergency.

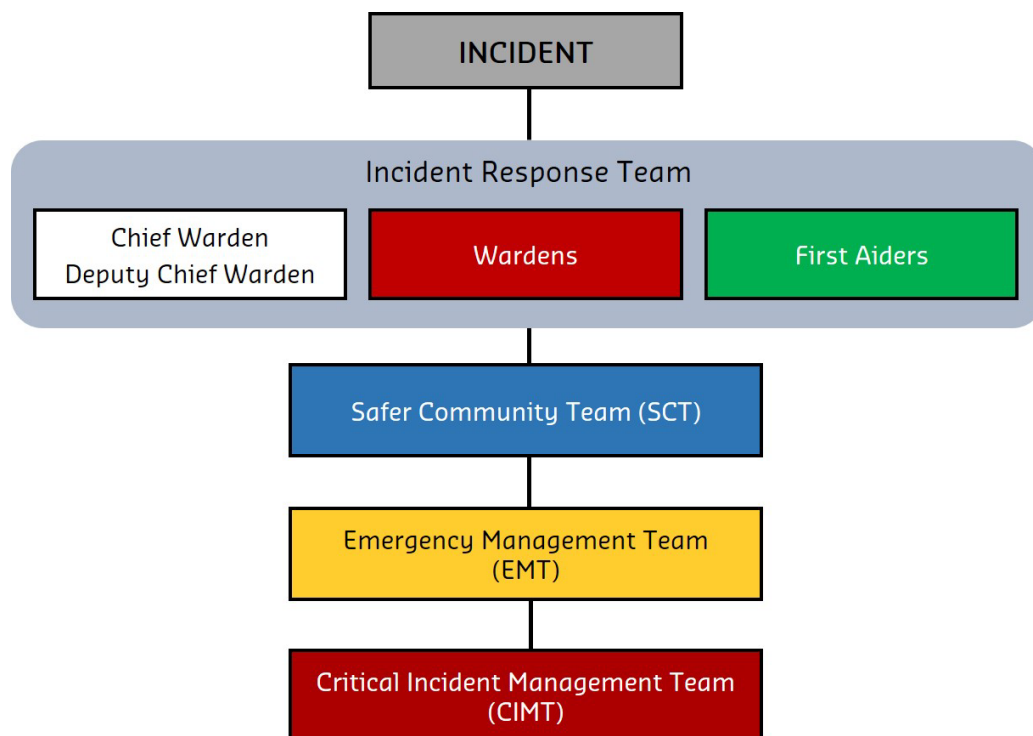
The responsibilities of the CIMT in an emergency may include, but are not limited to:

- Undertaking a strategic assessment of the situation.
- Ensuring that the safety and wellbeing of all members of the Curtin community is prioritised.
- Providing support to external emergency services and designated Hazard Management Agencies.
- Approving and prioritising the provision of resources including, people, premises, equipment, and funding to manage the incident.
- Coordinating and approving the release of all official information to the University (internal) and the public (external).
- Declaring a University-wide emergency if the situation warrants.
- Approving and prioritising the business continuity and business resumption requirements of the University.

CRITICAL INCIDENT MANAGEMENT TEAM (CIMT) MEMBERS
Chief Operating Officer – (CIMT Leader)
Provost
Deputy Vice Chancellor, Academic
Deputy Vice Chancellor, Global
Deputy Vice Chancellor, Research
Director, Health and Safety
Director, Risk, Compliance and Audit
Director, Data & Information Governance
Chief People Officer, People and Culture
Chief Financial Officer
Chief Legal Officer
Chief Information Officer
Director, Properties, Facilities & Development
Portfolio Manager – Safer Community Team

During non-emergency periods, CIMT administration is managed by Curtin Risk, Compliance and Audit.

Figure 2. Curtin Emergency Response Structure.



3.5 Evacuation Planning and Procedures

The decision to evacuate any building, part of or the whole campus will be based on:

- An assessment of the nature and extent of the hazard.
- The anticipated speed of onset.
- The number and category of people to be evacuated.
- Evacuation priorities; and
- The availability of resources.

The above considerations should focus on providing for the needs of those being evacuated to ensure their safety and on-going welfare.

3.5.1 Evacuation Process

The evacuation process encompasses the following five stages:



Decision: This is the initial stage when it is determined that an evacuation is necessary. This decision may be prompted by an audible alert/alarm sounding, or it may be made by a member of the Incident Response Team (IRT), emergency services personnel or a member of the Safer Community Team after assessing the situation. The decision considers the severity of the hazard, its potential impact and the safety of the occupants.

Warning: The warning stage involves notifying the occupants of the need to evacuate the building or area. The Emergency Warning Intercommunication System (EWIS) is used to effectively and efficiently evacuate occupants of a building in 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. Most, but not all buildings at Curtin have a EWIS system installed.

Withdrawal: During this stage, the occupants leave the building or area in an orderly manner, following established evacuation routes. It is crucial that evacuation procedures are followed correctly to prevent congestion and ensure safe and efficient withdrawal away from the hazard.

Shelter: After evacuating, all occupants proceed to the designated assembly area/muster point as indicated on the building’s evacuation diagram. Occupants remain at the assembly area/muster point until further instructions are provided by a member of the Incident Response Team, emergency services personnel or a member of the Safer Community Team.

Return: At this stage, the occupants are permitted to return after the building or area has been declared safe. A member of the Incident Response Team, emergency services personnel or a member of the Safer Community Team will notify occupants when it is safe to return to their building or area.

Evacuation off site may be a necessity and therefore effective communication with external agencies and in particular surrounding local governments is essential.

3.5.2 Evacuation Guidelines

Curtin has developed the Emergency Evacuation Guidelines to provide guidance to all Curtin staff, students, tenants, and visitors, to:

- Enable a safe and efficient evacuation during an emergency.
- Minimise the adverse impacts of an emergency evacuation on people, the environment and property and
- Ensure regulatory requirements are fully met.

The Curtin Emergency Evacuation Guidelines are available from the Safer Community Team – Emergency Management, or online via the [Emergency Management](#) web page of the Curtin Staff Portal.

3.5.3 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).

The decision to shelter in place is an emergency response 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 higher degree of hazard or danger. 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.

3.5.4 Lockdown (Secure in Place)

Lockdown also known as “Secure in place” is used to limit the exposure of building occupants to an imminent hazard or threat outside. Lockdown may be instructed during situations such as the presence of an armed or hostile intruder on campus. During a lockdown, all doors will be remotely locked by the Safer Community Team to prevent entry into the building and swipe card access will not work. Egress out of the building will always be possible.

The instructions to lockdown may come from emergency services personnel or it may originate from the building occupants in response to an immediate threat observed. The purpose of the lockdown is to establish a secure physical location where a threat may be prevented from entering the facility to keep the occupants safe inside.

3.5.5 Evacuation Diagrams

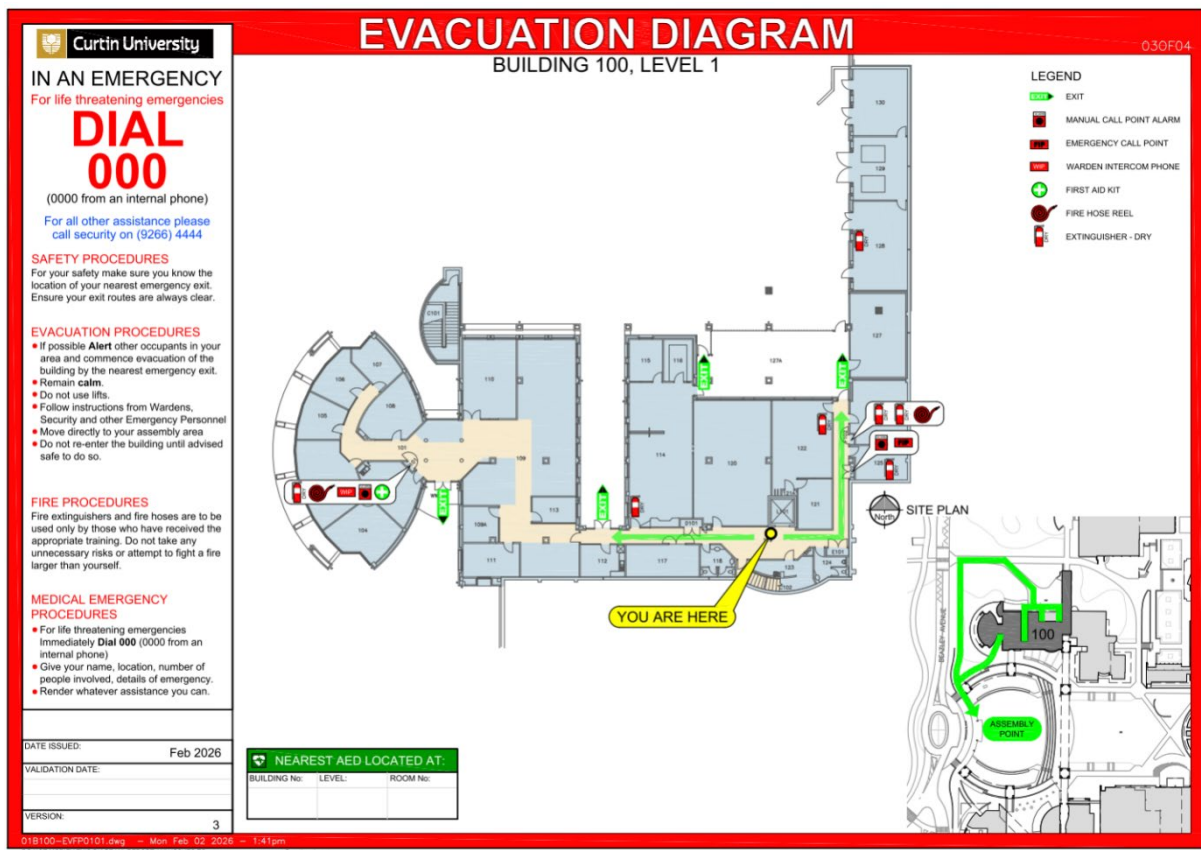
Emergency Evacuation Diagrams (Example in Figure 3 below) are required in all Curtin University buildings and premises. Diagrams provide information about what to do in the event of an emergency on Curtin University Property, and include the locations of emergency exits, designated assembly

areas, fire equipment, and alarm activation points. Emergency evacuation diagrams should be regularly reviewed for accuracy by building Health and Safety Representatives and IRT members. Curtin Emergency Management will ensure all evacuation diagrams are formally reviewed within the maximum 5-year validity period.

Evacuation diagrams must be displayed in appropriate locations, such as main entrances and access paths, to enable occupants and visitors easy access and guidance. Curtin Emergency Management will assist in identifying appropriate locations for the placement of evacuation diagrams. They will be produced in accordance with the format described in *AS 3745-2010 - Planning for emergencies in facilities (Section 3.5)*.

Requests for checks or amendments to emergency evacuation diagrams should be directed to the Safer Community Team - Emergency Management: emergency_management@curtin.edu.au

Figure 3. Example of an Emergency Evacuation Diagram



3.5.6 Emergency Assembly Areas

Curtin University has designated Emergency Assembly Areas across its campuses and operational locations to provide safe, identifiable locations where building occupants can assemble following an emergency evacuation. Emergency Assembly Areas are selected and maintained to ensure they:

- Are clearly identified on the relevant Building Evacuation Diagram.

- Are located at a safe distance from buildings and any associated hazards.
- Provide sufficient capacity to safely accommodate the expected number of occupants.
- Are accessible and suitable for the intended purpose.
- Do not obstruct emergency access routes, evacuation paths or emergency service operations.

Building occupants must remain within the designated Emergency Assembly Area until authorised by the Incident Controller, Chief Warden or Emergency Services to leave or re-enter the building.

3.5.7 Evacuating People with a Disability

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, tenants, and visitors of the University.

The Curtin Evacuation Guidelines for People with Disability have been developed to provide advice and guidance to all Curtin staff, students, tenants and visitors, to enable a safe and efficient evacuation of people with disability during an emergency. The Evacuation Guidelines for People with Disability are available from the Safer Community Team – Emergency Management, or online via the [Emergency Management](#) web page of the Curtin Staff Portal.

3.5.8 Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans are individually designed plans that apply to individuals with a disability, medical condition or mobility impairment who may need assistance during an emergency. Each PEEP is an individual plan for means of escape from fire or emergency and is completed by the individual. It is a self-nominated process for individuals to have a PEEP and although not mandatory, it is recommended and promoted at Curtin. A brief summary of the PEEP implementation process is as follows:

- In most cases, Curtin AccessAbility Services and/or other Curtin departments/faculties will identify persons that may benefit from a PEEP and then advise Curtin Emergency Management.
- Curtin Emergency Management will contact the identified person/s to explain the PEEP process and offer them a personalised plan.
- If the individual accepts the offer, then they will work in collaboration with Curtin Emergency Management in completing the plan. Information contained in the plan will include, emergency contact details, identifying stakeholders that can assist during an emergency evacuation, buildings where the individual will most often be located, and type of assistance required.
- Once approved by the Manager – Emergency Planning, the PEEP is shared only with those directly involved in supporting the person during an emergency evacuation, such as the relevant building Chief Warden, Unit Coordinator/s and lecturers. Distribution must protect

the individual's privacy and be limited to those who need the information to provide assistance.

- Should there be any changes that may affect an individual's PEEP for any reason, for example, building construction works, changes to evacuation routes etc., then the PEEP will be updated by Curtin Emergency Management and communicated to relevant stakeholders.

The PEEP template is available from the Safer Community Team – Emergency Management, or online via the [Emergency Management](#) web page of the Curtin Staff Portal.

3.5.9 Emergency Evacuation Chairs

Curtin has a small number of Emergency Evacuation (Stair) Chairs that assist mobility impaired persons to descend stairs during an emergency evacuation, if required. The Evac Chairs must only be operated by persons that have had relevant training in the operation of the Evacuation Chair within the previous two years, or by the responding emergency services (DFES, SJA). The Safer Community Team also has an Evacuation Chair that can be deployed as necessary and upon request by contacting the Safer Community Team on (08) 9266 4444.

Currently, Evacuation Chairs are located at the following Bentley campus buildings.

- Building 108
- Building 109
- Building 401
- Building 115 (Safer Community Team)

3.6 Training

Training and capability development are fundamental components of emergency preparedness. Curtin will provide training and development opportunities for personnel who undertake a first response function, including Incident Response Team (IRT) members and Safer Community Team Officers. This training is designed to ensure personnel understand their roles, responsibilities, authority and reporting requirements, and are capable of effectively implementing the University's emergency management arrangements and response procedures.

The minimum training requirements for IRT members and SCT Officers are set out below:

POSITION	TRAINING REQUIREMENTS	FREQUENCY
Chief Warden and Deputy Chief Warden	Curtin Fire Awareness – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden / Fire Awareness - Practical	Every 2 years
	Participate in one evacuation drill and/or emergency exercise	Annually
Warden (Floor/Area)	Curtin Fire Awareness – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden / Fire Awareness - Practical	Every 2 years
	Participate in one evacuation drill and/or emergency exercise	Annually

First Aider	HLTAID011 Provide First Aid Training	Every 3 years
	HLTAID009 Provide Cardiopulmonary Resuscitation	Annually
	Mental Health First Aid	Every 3 years
	Curtin Fire Awareness – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden / Fire Awareness - Practical	Every 2 years
	Participate in one evacuation drill and/or emergency exercise	Annually
Safer Community Team (SCT) Officers	Curtin Fire Awareness – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden – Theory (iPerform)	Every 2 years
	Curtin Emergency Warden / Fire Awareness – Practical	Every 2 years
	HLTAID009 Provide Cardiopulmonary Resuscitation	Annually
	Mental Health First Aid	Every 3 years
	Participate in one evacuation drill and/or emergency exercise	Annually

3.7 Emergency Equipment and Infrastructure

Curtin University has integrated safety and emergency equipment and resources strategically placed throughout its campuses and locations, that meets or exceeds legislative and industry requirements. Inspections of emergency equipment will be undertaken as part of the Workplace Inspection Procedure.

Curtin Properties, Facilities and Development is responsible for the maintenance, testing and repair of university emergency infrastructure, including fire detection, warning and suppression systems. The Curtin Fire Services Team coordinates the inspection, testing and servicing of fire protection systems and associated equipment to ensure compliance with relevant Australian Standards and regulatory requirements.

Emergency equipment and resources may include, but are not limited to:

- Fire Indicator Panels (FIP)
- Emergency Warning and Intercommunication Systems (EWIS)
- Fixed fire protection systems, including hydrants, hose reels and associated infrastructure
- Portable fire extinguishers
- Emergency showers and eyewash stations
- Emergency exits, evacuation signage and emergency lighting
- Hydrocarbon, chemical, and other hazardous material spill response kits
- Safety Data Sheets (SDS) and access to chemical management information through ChemAlert
- Building emergency information and evacuation diagrams

3.7.1 Emergency Warning Intercommunication System (EWIS)

The EWIS is used to effectively and efficiently evacuate occupants of a building in an emergency. This is achieved using special "Alert" and "Evacuation" tones coupled with systematic voice-over commands using the Emergency Public Address facility. Most, but not all buildings at Curtin have an EWIS system installed.

It is the responsibility of the building Chief Warden to communicate over the EWIS. Other agencies (such as DFES) or those acting in the Chief Warden role (such as the SCT) may also use EWIS to communicate to the building occupants.

3.8 First Aid Provision

3.8.1 First Aider Requirements

First Aiders provide first aid services for the emergency treatment of injuries or illness. They have the authority to direct University staff, students, tenants, contractors and visitors following the declaration of an emergency or during an exercise.

The number and location of First Aiders are determined based on a risk assessment of the needs of the building or facility. First Aid Risk Assessments are a consultative process and require input from various stakeholders that includes Area Managers, Safety and Health Representatives, First Aiders and the Chief Warden. Factors to be considered in determining how many nominated First Aiders should be appointed for a building and where they should be located depend largely on the building, its use and its capacity.

Curtin Emergency Management can assist in determining the appropriate number of First Aiders required for a building or facility in consultation with staff. The Curtin First Aid and First Aid Risk Assessment Guidelines provide further information and are available from the Safer Community Team – Emergency Management, or online via the [Emergency Management](#) web page of the Curtin Staff Portal.

3.8.2 First Aid Kits

Curtin University provides appropriately equipped first aid kits across its campuses and operational locations to support the timely treatment of injuries and illnesses. First aid kits are strategically located to ensure they are readily accessible, with additional provision made for areas where the nature of work or activities presents an increased risk of injury or illness. All first aid kits must be clearly identified with the recognised first aid symbol (a white cross on a green background) and positioned to enable prompt access by staff, students, contractors, tenants and visitors, including personnel working in isolated or remote locations, where applicable.

The inspection, maintenance and replenishment of first aid kits are the responsibility of the designated building First Aider(s), unless alternative arrangements have been established through an approved external service provider. First aid kits are to be routinely inspected and restocked to ensure they

remain fully equipped, serviceable and compliant with relevant University procedures and applicable Australian Standards.

3.8.3 Automated External Defibrillator (AED)

Curtin University provides Automated External Defibrillators (AEDs) across its campuses as part of its emergency response capability. AEDs are strategically located to facilitate the rapid treatment of individuals experiencing a suspected sudden cardiac arrest and are available for use by trained or untrained responders.

AED locations are identified through campus signage and can be accessed via the [Campus Maps](#) available on the Curtin Staff Portal. AEDs are routinely inspected and maintained to ensure operational readiness and compliance with University maintenance requirements.

3.9 Emergency Exercises and Drills

Curtin University conducts a program of scheduled emergency evacuation drills and non-scheduled emergency exercises to enhance the preparedness, knowledge, and capabilities of the Curtin community and designated emergency response personnel. These activities provide opportunities to validate emergency procedures, test response arrangements, and develop the skills and confidence required to respond effectively to emergency incidents. Participants may include members of building Incident Response Teams (i.e. Chief Wardens, Deputy Chief Wardens, Wardens, First Aiders) and Safer Community Team Officers. Members of the Curtin community (i.e. staff, students, tenants, contractors, visitors) may also be directly involved as part of any evacuation drill. This provides familiarity of the emergency evacuation process.

Curtin Safer Community Team – Emergency Management, is responsible for developing, coordinating, and implementing an annual emergency evacuation drill program across identified campuses, facilities, and operational areas. The program is designed to support compliance requirements, assess emergency preparedness, identify opportunities for improvement, and promote a culture of safety and resilience throughout the University.

3.9.1 Exercise Methodology

Emergency response exercises are designed to be consistent with the risks identified in the Emergency Management Risk Register. Exercises can be adapted to suit specific locations and activities. Some examples of exercise types include, but are not limited to:

- Evacuation drills
- Desktop or discussion exercises
- First aid scenarios
- Multi-agency exercises

All areas of a facility or building must participate in at least one emergency response exercise involving an evacuation each year. Each exercise shall have a nominated observer.

Prior to conducting any exercise, the Chief Warden/s will be advised of an impending exercise by a representative from Emergency Management. At the completion of any drill or exercise, a debrief shall be provided to those persons directly involved in the exercise, to review performance, to identify strengths, and opportunities for improvement. If a real emergency occurs whilst an exercise is underway, the phrase “No Duff” will be used to signify that the exercise is to be suspended.

3.10 SafeZone App

SafeZone is a free app for students, staff, tenants, and visitors, which directly connects an individual to the Safer Community Team from their device if they need non-urgent help, first aid or immediate assistance. It can also be used to report an emergency to the SCT when used within the campus boundaries. Curtin Safer Community Team recommends all staff and students download the app from the relevant Android or IOS app store.

Help - When general, non-emergency assistance from the Curtin Safer Community Team is required, tap the HELP CALL button and then CALL to speak directly to a Safer Community Team member. They will be able to see the location of the call and respond to the situation.

First Aid – If medical assistance is required, tap the FIRST AID button and then CALL to request first aid help.

Emergency - If emergency or urgent help is required, by tapping the EMERGENCY button will let the SCT know of the exact location of the call and immediately dispatch assistance.

3.11 External Arrangements

In accordance with Section 38 of the *Emergency Management Act 2005 (WA)*, local governments are required to establish one or more Local Emergency Management Committees (LEMCs) to support emergency management planning, coordination and preparedness within their respective districts. Curtin University actively participates in the Local Emergency Management Committees relevant to its Western Australian campuses, including:

- City of Belmont / Town of Victoria Park LEMC
- City of Canning / City of South Perth LEMC
- City of Perth LEMC
- City of Kalgoorlie-Boulder LEMC

Participation in these committees enables the University to collaborate with local governments, emergency services, government agencies and other key stakeholders to strengthen emergency preparedness, facilitate information sharing, coordinate planning activities and support a consistent, all-hazards approach to emergency management. Emergency management at Curtin is directly supported externally by DFES, WAPOL and St John.

4. EMERGENCY CALL PROCEDURE

Emergencies at Curtin can be reported via several channels.

4.1 Report a Life-Threatening Emergency

For Life-threatening emergencies (Fire, Police or Ambulance), call the below national emergency number for direct contact to emergency services:

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

At Bentley campus, call the Safer Community Team as soon as possible on (08) 9266 4444 (or 4444 from an internal phone) for assistance to be dispatched to the required location. The Safer Community Team will coordinate meeting and escorting any responding emergency service/s to the incident location.

4.2 Report an Emergency – Hearing, Speech or Communication Difficulties

There are five ways to contact the Emergency Services (Police, Fire, and Ambulance) using the [National Relay Service](#):

- [NRS Chat](#) – ask for **Triple Zero (000)**
- [SMS Relay](#) – text **0423 677 767**
- [Voice Relay](#) (ordinary phone) – **1800 555 727** and ask for **Triple Zero (000)**
- [NRS Captions](#) – ask for **Triple Zero (000)**
- [TTY \(teletypewriter\)](#) – dial **106**

4.3 Report Non-Life-Threatening Emergencies or Requesting General Assistance

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

Alternatively, the **SafeZone App** can also be utilised to request assistance from the Safer Community Team.

4.4 Report Suspicious Behaviour

The safety and security of the University, and of its staff, students and visitors are of paramount importance. To build a robust and comprehensive security culture, the reporting of suspicious behaviour to the Safer Community Team is strongly encouraged.

5. EMERGENCY RESPONSE

5.1 Initial Response

The initial response to an emergency incident will be determined by the nature, location and severity of the event, together with any immediate risks to life, property, the environment and University operations. The priority during the initial response is to preserve life, protect people from harm, notify the appropriate emergency services where required, and implement immediate control measures to minimise the impact of the incident, providing it is safe to do so. As detailed in section 3.3.4 of this Plan, Emergency Response Priorities, the Curtin Initial Response PEARL Matrix (Appendix 7) should always be enacted throughout the response and management of an emergency event.

Personnel with designated emergency response responsibilities, including building Incident Response Team members, Safer Community Team Officers and relevant tenants, should implement the appropriate initial actions in accordance with the Curtin University Emergency Response Handbook. The Handbook provides incident-specific guidance to support a safe, coordinated and effective response until the incident is resolved or responsibility is transferred to the appropriate emergency response agency.

5.2 Incident Response Team Members

Upon activation of a building “Evacuation” tones via the EWIS panel, the building Incident Response Team will begin the process of evacuating occupants and directing them to an external designated Emergency Assembly Area. Initial actions to be undertaken by IRT members during an emergency evacuation are as follows:

5.2.1 Chief Warden

- Put on White tabard and remain calm.
- Ensure the safety of yourself and other personnel.
- Ascertain the nature of the emergency (refer to Fire Indicator Panel in the event of a Fire Alarm.)
- Establish communication with your team and determine the most appropriate course of action.
- Assume control of the situation and initiate a safe evacuation of the building/area if necessary.
- If there are any people with disabilities in the building direct nearest Warden(s) to assist the individual(s) to evacuate if required.
- Notify the appropriate Emergency Services/Safer Community Team and wait for the status updates from your team.
- If appropriate, brief Emergency Services upon arrival and standby for their direction.
- Monitor the evacuation process and assess any potential need to move emergency assembly area to a safer location.
- Ensure a log is maintained throughout which can be used during the debrief and secured for future reference.

5.2.2 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 Warden and assist as required.

5.2.3 Warden (Floor/Area)

- Put on Red tabard and remain calm.
- Ensure the safety of yourself and other personnel.
- Ascertain the nature of the emergency.
- Establish communication with your team and determine most appropriate course of action.
- If immediate evacuation is required e.g. the building alarm is activated, initiate controlled evacuation, otherwise wait for instructions from the Chief Warden.
- If safe to do so, search your designated area to ensure that all staff, students, tenants, contractors and visitors have evacuated.
- Assist people with disabilities to evacuate safely in accordance with Emergency Evacuation Guidelines for People with Disability and their Personal Emergency Evacuation Plan (PEEP).
- Ensure orderly flow of people during an evacuation.
- Direct people to relevant emergency assembly area.

5.2.4 First Aider

- Put on Green tabard and remain calm.
- Ensure the safety of yourself and other personnel.
- Ascertain the nature of the emergency.
- Establish communication with your team and determine most appropriate course of action.
- If immediate evacuation is required e.g. the building alarm is activated, collect your first aid kit and assist in initiating a controlled evacuation, otherwise wait for instructions from the Chief Warden.
- Report to the Chief Warden who will direct you to provide first aid care to anyone who may need it.

Further details of the responsibilities of Incident Response Team member roles can be found in the following Position Descriptions: Chief Warden & Deputy Chief Warden, Warden and First Aiders, available from the Safer Community Team – Emergency Management;
emergency_management@curtin.edu.au

5.3 Safer Community Team Members

The Safer Community Team is pivotal to the effective response to an emergency situation. The role of the SCT is to support the initial control of an emergency incident through the provision of personnel and resources. Upon notification of an emergency incident, initial actions undertaken by SCT members may include the following:

5.3.1 Shift Supervisor / Control Room Operator

- Confirm the Exact location of the incident and other relevant incident details.
- Dispatch SCT Officers to respond to the incident scene.
- Monitor CCTV cameras of incident location and provide support where required.
- Liaise with and coordinate the escorting of external emergency services to the incident scene, when required.
- Escalate the incident to the Security Operations Coordinators, where appropriate.
- Ensure the escalation process (Incident Alert Matrix) if required, is implemented when directing an incident.
- Complete detailed incident log throughout the incident.
- Provide ongoing support.

5.3.2 SCT Officers

- Respond to the incident scene and provide support.
- Gaining a clear understanding of the incident, and relaying information back to the SCT control room.
- Liaising with and providing immediate support to building IRTS during an emergency evacuation.
- Coordinate building evacuations, when required after normal business hours.
- Provision of first aid, as required.
- Maintain control and order of pedestrian and vehicular movements, if required.
- Escorting of external emergency services onto campus to/from the incident site.
- Acting as a Forward Liaison Officer during an emergency, if required (after-hours).

5.3.3 Security Operations Coordinators

- Provide technical guidance to the SCT and other Curtin departments, as appropriate.
- Liaise with SCT – Emergency Management as incident escalates.
- Ensure the escalation process (Incident Alert Matrix) is implemented, when required.
- Provide support to the broader Curtin Emergency Management Team.
- Provide support to CIMT.
- Assist with the provision of resources, as appropriate.

Further details on the responsibilities of the SCT during emergencies can be found in the Position Description – Safer Community Team Member, available from the Safer Community Team – Emergency Management; emergency_management@curtin.edu.au

5.4 Decision to Escalate

An accordance with the Incident Alert Matrix, the decision to escalate and emergency incident may be enacted by various roles within Curtin such as, but not limited to, the following:

- SCT Shift Supervisors / Control Room Operators
- SCT Security Operations Coordinator

- SCT Emergency Management
- Emergency Management Team members
- CIMT
- Executive Leadership Team
- External Emergency Services / Hazard Management Agency

Emergency incidents are dynamic and often evolve rapidly, requiring response arrangements that are adaptable to changing circumstances. Curtin University adopts a flexible and scalable approach to emergency management, allowing incident management structures, resources and response activities to be expanded or reduced in accordance with the complexity, impact and operational requirements of the incident.

6. EMERGENCY MANAGEMENT

6.1 CIMT Activation

In accordance with the Curtin Incident Alert Matrix, should an emergency incident escalate that warrants the activation of the CIMT (usually level 2 or 3 incident), the designated CIMT Leader will ensure that all required parties will be summonsed to meet at a nominated CIMT Command Centre.

The key responsibilities of the CIMT are outlined in section 3.4.4 of this Plan.

6.2 CIMT Command Centre

If activated, the CIMT will command and control the critical incident response from a CIMT Command Centre. The following facilities may be designated CIMT Command Centres:

- Building 100.322 – Meeting Room 1
- Building 309 – Level 2 Boardroom (ICT Hub)
- Building 500 – Common Room 4106

6.3 Emergency Operations Centre (EOC)

The University has three Emergency Operations Centres (EOCs) at the Bentley Campus, to be utilised if required. The purpose of an EOC is to provide the EMT an operational area to control and coordinate the response and support to an emergency incident.

During an emergency, the following buildings may be used as an EOC:

- Building 115 (Safer Community Team)
- Building 502B (Health and Safety)
- Building 110 (Operations and Maintenance)

The CIMT Command Centre is designed to operate cohesively with the Emergency Operations Centre; depending on the type of emergency, both centres may operate out of the same room.

6.4 External Emergency Services Support

Where an emergency incident requires the attendance of external emergency services, the designated Hazard Management Agency (HMA), as prescribed under the *Emergency Management Act 2005 (WA)*, will assume responsibility for the management of the incident in accordance with its legislative functions and operational authority. Depending on the nature of the incident, this may include the Department of Fire and Emergency Services (DFES), Western Australia Police Force (WAPOL), St John WA (SJA) or another authorised agency.

Once the Hazard Management Agency has assumed control of the incident, the Curtin University Critical Incident Management Team (CIMT) will work in close collaboration with the Incident Controller and supporting agencies. The CIMT will provide appropriate assistance, resources and operational support as requested, while continuing to manage the University's internal response, business continuity arrangements, stakeholder communications and recovery activities.

Throughout the incident, Curtin University will maintain effective liaison with the Hazard Management Agency to ensure a coordinated response, support the safety and wellbeing of the University community, and facilitate the timely restoration of normal operations.

6.5 Forward Liaison Officer

The Forward Liaison Officer's (FLO) role is enacted during an incident or emergency by the EMT, as required. The position is staffed by either the Emergency Planning Manager or Coordinator, Security Operations Coordinator, or another member of the Safer Community Team. The FLO's role is to support the University in its response to an incident by acting as the conduit between CIMT and the Emergency Services assigned to an incident. To provide an appropriate response to an incident or emergency, the FLO shall assume the responsibilities set out below.

- Only if appropriate to do so, attend the incident scene whilst maintaining personal safety.
- Gain a clear understanding of the incident.
- Ensure life safety takes precedence over asset protection during an emergency.
- Liaise with the Incident Response Team (Chief Warden) for situation report.
- Establish number and location of scenes and assist with evacuations where appropriate.
- Liaise with the Emergency Services Incident Controller, provide situation report and make available University resources, where required.
- Ensure measures are in place for security of the scene to both preserve evidence and, where possible, control offender(s).
- Identify the need for specialist resources.
- Relay communications from the designated HMA to the CIMT, and vice versa.
- Assist the University to resume normal operations after an emergency.

6.6 Briefings and Handovers

Effective communication is critical to the successful management of emergency incidents. To promote a consistent approach to operational briefings, taskings and handovers, an effective method to use is the **SMEACS** briefing framework. The framework provides a structured method for communicating essential information, ensuring all personnel have a shared understanding of the incident, response objectives, assigned responsibilities and safety considerations.

The SMEACS framework should be used during incident briefings, operational updates and handovers to maintain situational awareness and support informed decision-making throughout the incident.

SMEACS	DESCRIPTOR
Situation	Provides an overview of the current incident, including known information, hazards, risks and the operational environment.
Mission	Defines the incident objectives and the desired outcome of the response.
Execution	Describes the actions to be undertaken, task allocations and the strategy for achieving the incident objectives.
Administration	Identifies the personnel, equipment, facilities, logistics and other resources required to support the response.
Command, Control & Communications	Outlines the incident management structure, reporting lines, communication methods and coordination arrangements.
Safety	Identifies actual or potential safety risks, control measures and critical safety information for personnel involved in the response.

6.7 Emergency Communications During a Critical Incident

The CIMT will implement the Curtin Critical Incident Communications Plan, which establishes the governance, roles, responsibilities and processes that guide Curtin University's communications response during a critical incident. The Plan supports timely, accurate, coordinated and audience-focused communications that protect the safety and wellbeing of people, meet legal and regulatory obligations, support operational response activities and maintain trust and confidence in Curtin University. The implementation of the plan is overseen by the Incident Communications Lead or delegate, who provides strategic oversight of all incident communications.

The Plan may also be applied, in full or in part, to significant issues, emerging incidents or reputational matters that do not yet meet the threshold for CIMT activation but require coordinated, time-sensitive communications management. In these circumstances, the Incident Communications Lead or delegate may activate an Incident Communications response on an interim basis pending escalation, de-escalation or formal CIMT activation.

6.8 Communication Methods

Various communication methods may be engaged for the provision of emergency information, both internally and externally, throughout an emergency incident. The appropriate communication method

to be utilised will be at the direction of the Incident Communications Lead on approval from the CIMT Leader. These may include the following:

Curtin Alert - Curtin Alert enables text and/or email alerts to be sent to staff and students whose mobile numbers are recorded in either the Alesco or Student One systems. The decision to issue a Curtin Alert during an emergency is made by the CIMT Leader in consultation with the Incident Communications Lead and CIMT members.

Critical Incident Hotline - In the event of a critical incident, the University may activate its Critical Incident Hotline on 1300 004 444. It is designed to direct calls from the University community and the public to one central point, where approved information can be given out and intelligence gathered, if applicable. It is particularly useful when the University expects a high volume of calls. The decision and authority to activate the Hotline is held by the CIMT Leader and is facilitated by the Director, Risk, Compliance and Audit and the Incident Communications Lead.

University Website and Social Media - During an emergency, regular updates may be posted on the University's website (www.curtin.edu.au) and social media pages (Facebook, Twitter and Instagram). Curtin's online channels are managed by the Digital Student Engagement Team. It is the responsibility of the Manager, Student Lifecycle Engagement to publish all emergency information on the website and social media, as appropriate, and as directed by the Incident Communications Lead.

Curtin FM – Curtin FM broadcasts from studios on the Bentley Campus. It has a weekly cumulative listenership more than 239,000 people and has over 4,000 subscribing members, making it a useful tool for the distribution of public information in an emergency. The decision and authority to release information via Curtin FM and other radio channels is held by the Incident Communications Lead, or an approved delegate.

6.9 Financial Arrangements

The principles of funding for emergencies are to ensure accountability for the expenditure incurred. The organisational unit with operational control of any resource shall be responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established. The CIMT Leader and/or nominee has the delegated authority to authorise and incur expenses associated with a critical incident.

6.10 Scene Security and Preservation of Evidence

A person must not disturb a scene where an accident resulted in death or serious injury unless with:

- A view to saving life or preventing injury to a person; or
- The permission of a Department of Local Government, Industry Regulation and Safety (LGIRS) District Inspector or, in the case of a fatal incident, the permission of a Coroner.

The Curtin University CIMT Leader will be responsible for implementing scene security of the incident scene in the above-mentioned circumstances and will be coordinated through the Curtin Safer Community Team.

7. RECOVERY STRATEGIES

7.1 Transition to Recovery

Once the Critical Incident Management Team (CIMT) Leader is satisfied that the immediate risks have been controlled, incident objectives have been achieved, and critical services and business processes have been stabilised or restored, responsibility for the ongoing management of recovery activities will transition to the CIMT Business Response Team Leader, or an authorised delegate.

The Business Response Team Leader will coordinate the University's recovery activities in collaboration with relevant internal stakeholders and external agencies, where required. Recovery efforts will focus on restoring normal operations, supporting the wellbeing of the University community, addressing outstanding recovery actions, and facilitating the timely resumption of teaching, research and business activities.

The recovery process also includes identifying lessons learned, implementing improvement actions, and rebuilding confidence among staff, students, partners and other stakeholders following the incident.

7.2 Recovery Priorities and Responsibilities

When determining recovery priorities and allocating resources following a critical incident, the Critical Incident Management Team (CIMT) Leader and Business Response Team Leader should adopt a risk-based approach that considers the University's strategic objectives, stakeholder needs and operational priorities. Recovery activities should, where appropriate, prioritise the following:

- The health, safety and wellbeing of staff, students, contractors, tenants and visitors, including psychological wellbeing.
- Environmental restoration and remediation.
- Community welfare and social recovery.
- The safety, integrity and functionality of buildings, infrastructure and other physical assets.
- Restoration of critical teaching, research and business operations.
- Financial and economic recovery.
- Business continuity and the progressive return to normal operations.
- Protection of the University's reputation and stakeholder confidence.

The Business Response Team Leader, or an authorised delegate, is responsible for coordinating recovery activities, monitoring progress and reporting on the implementation of recovery objectives.

The CIMT retains governance oversight of the recovery process and is accountable for ensuring that recovery actions are appropriately prioritised, coordinated, completed and formally closed, with lessons identified and improvement opportunities incorporated into the University's continuous improvement processes.

7.3 Long Term Recovery and Business Continuity

The Risk, Compliance and Audit team facilitates business continuity activities in consultation with the CIMT. Each Curtin Business Area is responsible for developing Recovery / Business Continuity Plans for identified business continuity risks for their respective area/s.

7.4 Debriefing

A structured debrief should be conducted following an emergency or critical incident to evaluate the effectiveness of the University's response and identify opportunities for improvement. The debrief provides participants with an opportunity to review the incident, discuss what worked well, identify challenges encountered, and recommend actions to strengthen future preparedness and response capability. It is recommended that a "Hot" debrief is conducted immediately after the response to a critical incident and a more formal "Cold" debrief be facilitated within 72 hours of a critical event. In both cases, the Curtin Incident Debrief Tool (Appendix 8) may be used to guide the debrief process.

Debriefings shall be conducted to include the below considerations.

- The welfare of all personnel involved in the emergency incident.
- Situation overview and sequence of events.
- Progress towards achieving objectives.
- Effectiveness of strategies implemented.
- Adequacy of resources including personnel.
- Adequacy of training.
- Risks identified during the response and factors affecting safety.
- Emergency Management Plan effectiveness.
- Communications Plan effectiveness.
- Opportunity for those involved to ask questions and share concerns.
- Completion of relevant paperwork.

All debriefs will be documented and actions resulting from debriefs will be entered into RISE at the earliest opportunity, and form part of the corrective action program coordinated by Curtin Emergency Management.

7.5 Corrective Action Planning

Gaps and deficiencies identified during event debriefing shall be collated and built into a corrective action program by Curtin Emergency Management. The aim of this process is to address any issues, shortfalls, and non-compliance and to improve performance and reduce risk for future events.

Each corrective action shall be prioritised according to its severity and significance, then assigned to a person responsible for making the required changes and reporting back on the outcomes within agreed timeframes.

7.6 Critical Incident Stress Debriefing

Curtin University engages the services of an external Employee Assistance Program (EAP) Provider when Critical Incident Response is required. The response provides psychological assistance to employees and family members who are affected by the stressful impact of an incident. After an evaluation of the needs according to location and numbers involved, the EAP may be able to provide a rapid deployment of counsellors to site where support is required. Curtin's nominated EAP Provider is **PeopleSense**, for general enquiries or for Critical Incident support TEL: **1300 307 912**

7.7 Curtin Support Services

Curtin offers a range of services that support the wellbeing and welfare of staff and students. These services include:

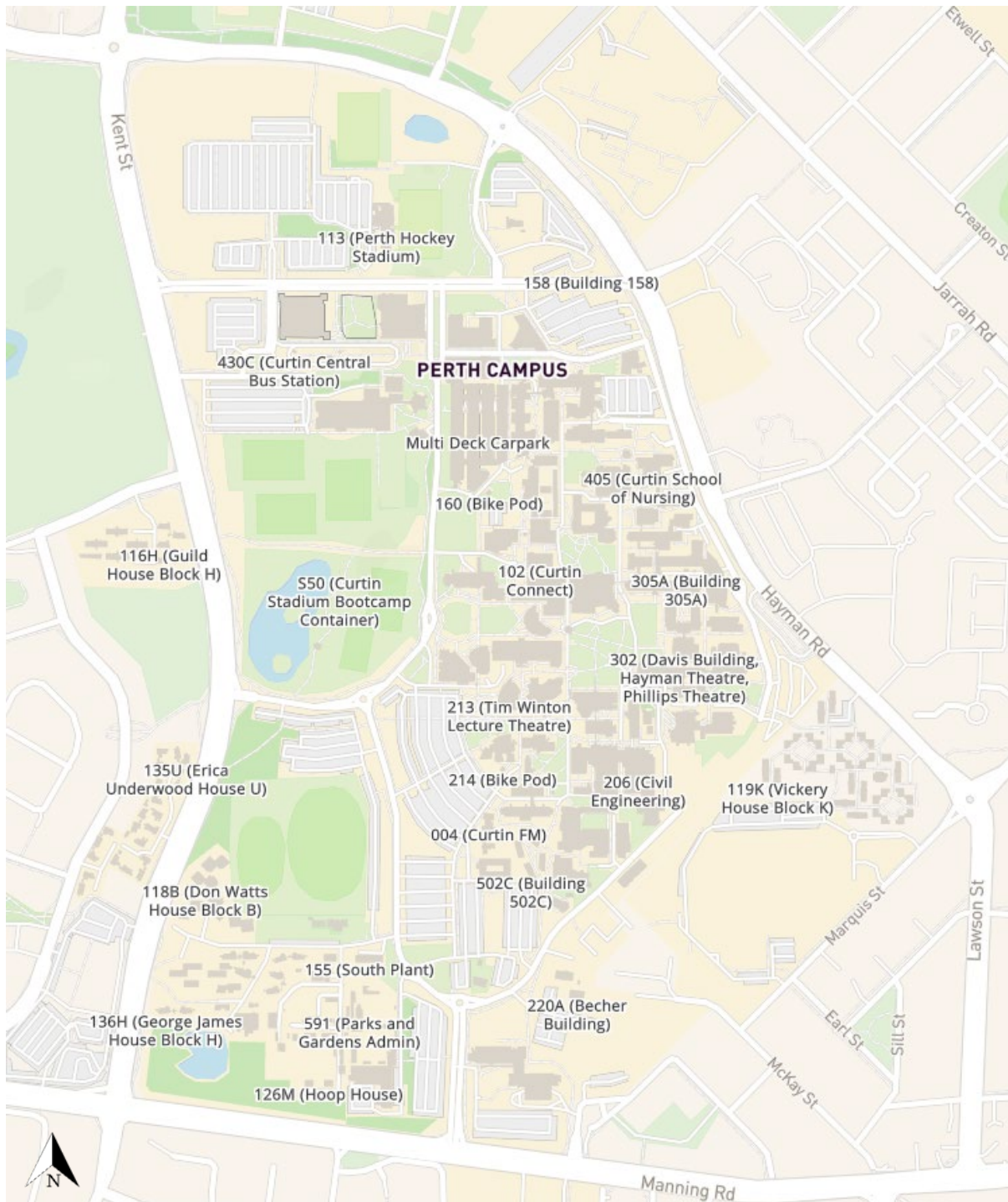
- Employee Wellbeing Team – TEL: (08) 9266 4468
- Employee Assistance Program (EAP) – PeopleSense – TEL: 1300 307 912
- Health Services – TEL: (08) 9266 7345
- AccessAbility Services (students) – TEL: (08) 9266 7850
- Student Support - Student Wellbeing Advisory Service (SWAS) – TEL: 1800 244 043
- Student Support – Psychological and Counselling Services – TEL: (08) 9266 7850
- Student Support – Curtin Social Support – TEL: (08) 1800 651 878

Further information regarding support services offered at Curtin can be accessed on the [Inclusion and Wellbeing](#) web page of the staff portal.



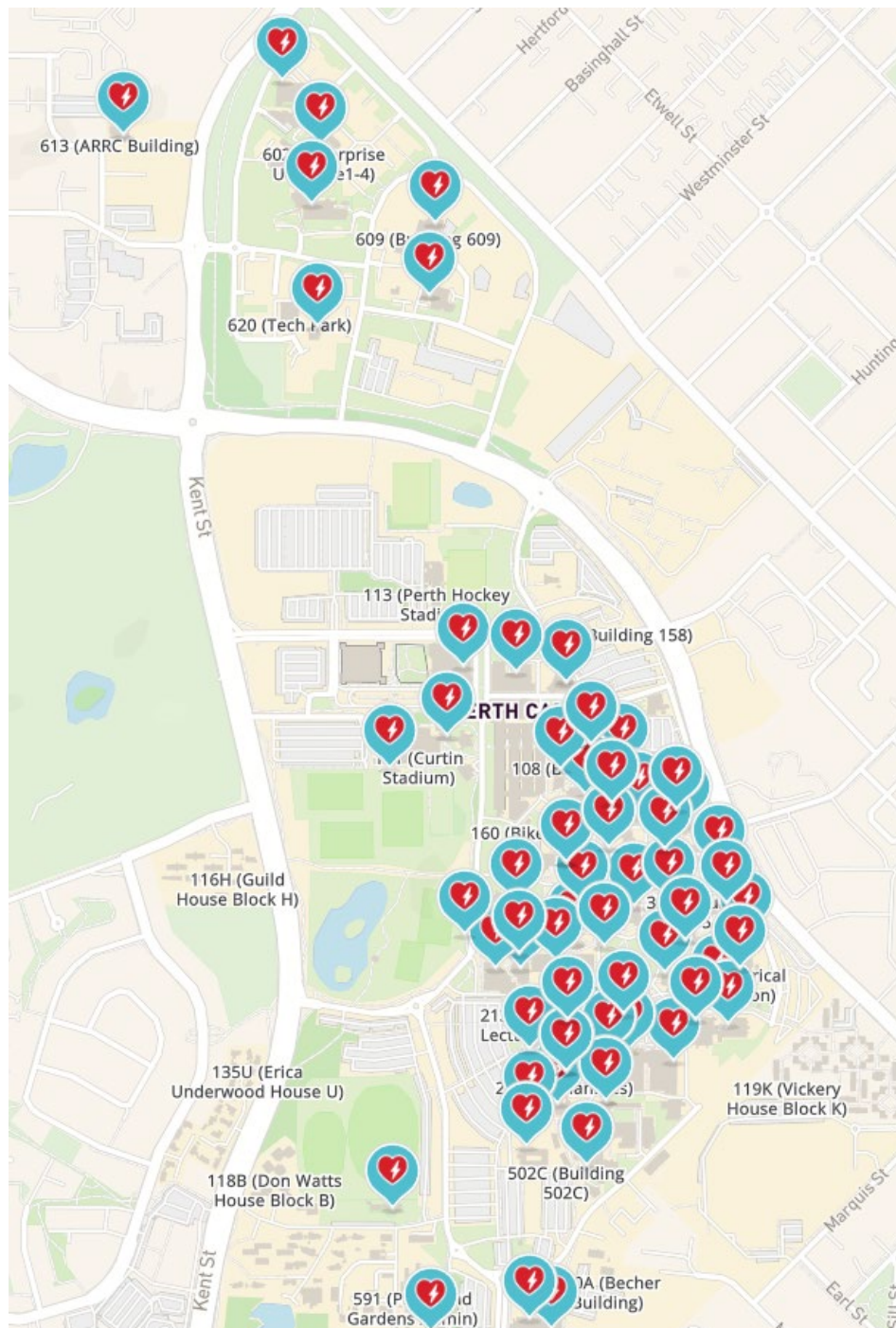
Campus Maps

Map 1 Bentley Campus ([Interactive Map](#))



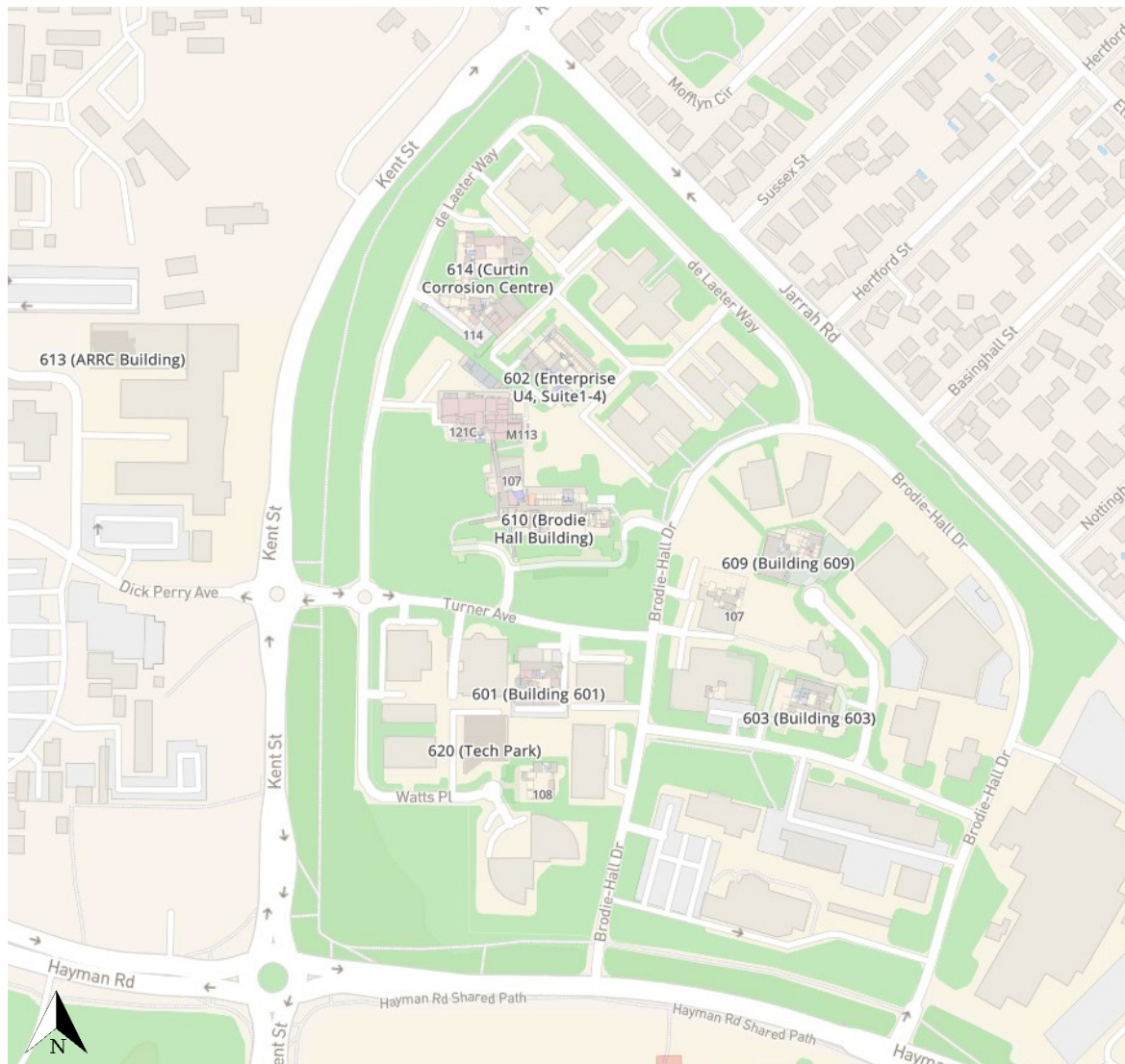


Map 1A Defibrillator (AED) [Interactive Location Map](#)
(Bentley Campus)

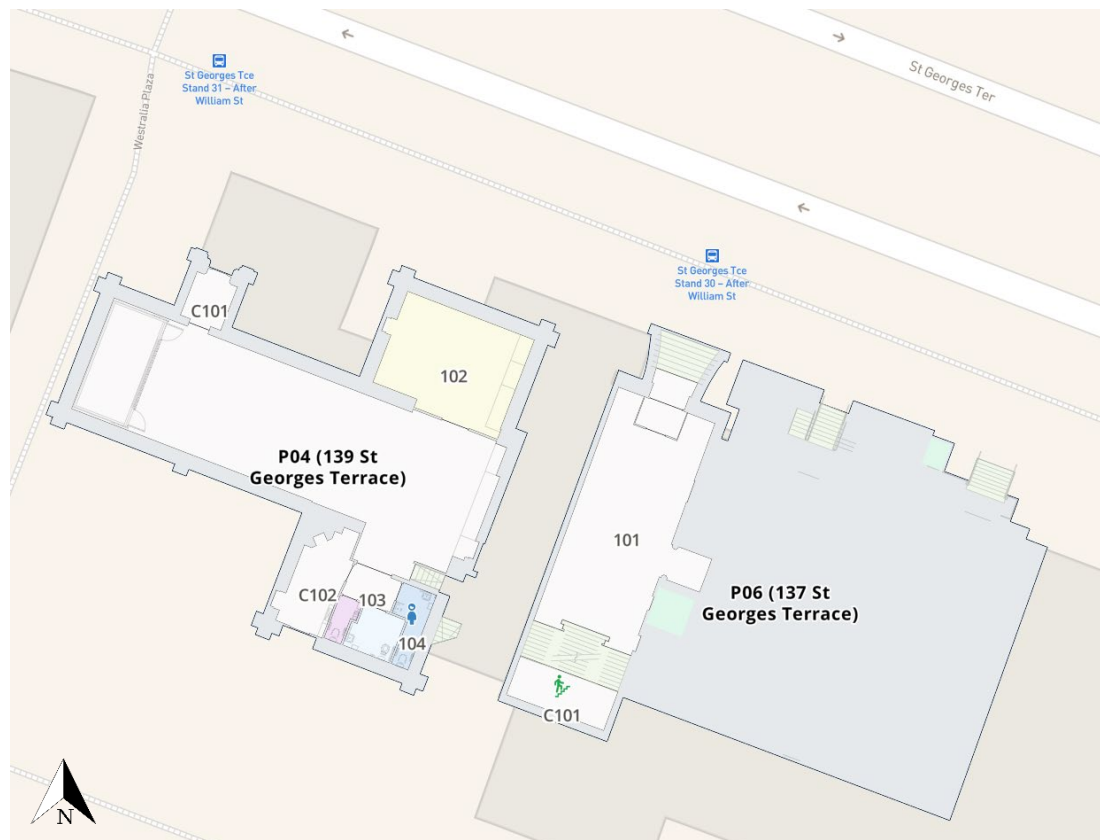
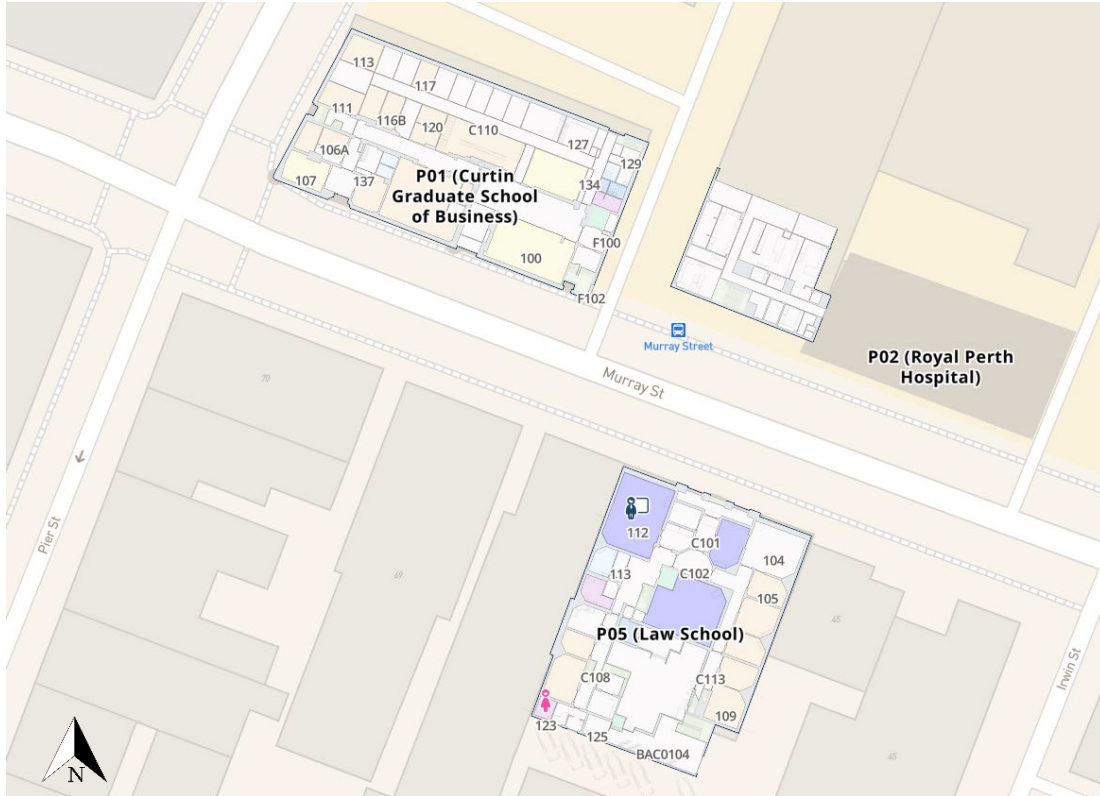




Map 2 Technology Park ([Interactive Map](#))



Map 3 Perth CBD Locations ([Interactive Map](#))



Map 4 **Midland Campus ([Interactive Map](#))**





Map 5

Kalgoorlie Campus ([Interactive Map](#))





Appendices

Appendix 1 - Emergency Contact List

Appendix 2 - Emergency Management Framework

Appendix 3 - Emergency Management Risk Register (Summary) and Curtin Risk Matrix

Appendix 4 - Controls Rating and Likelihood Tables

Appendix 5 - Consequence Table

Appendix 6 - Critical Incident Alert Matrix

Appendix 7 - Initial Response PEARL Matrix

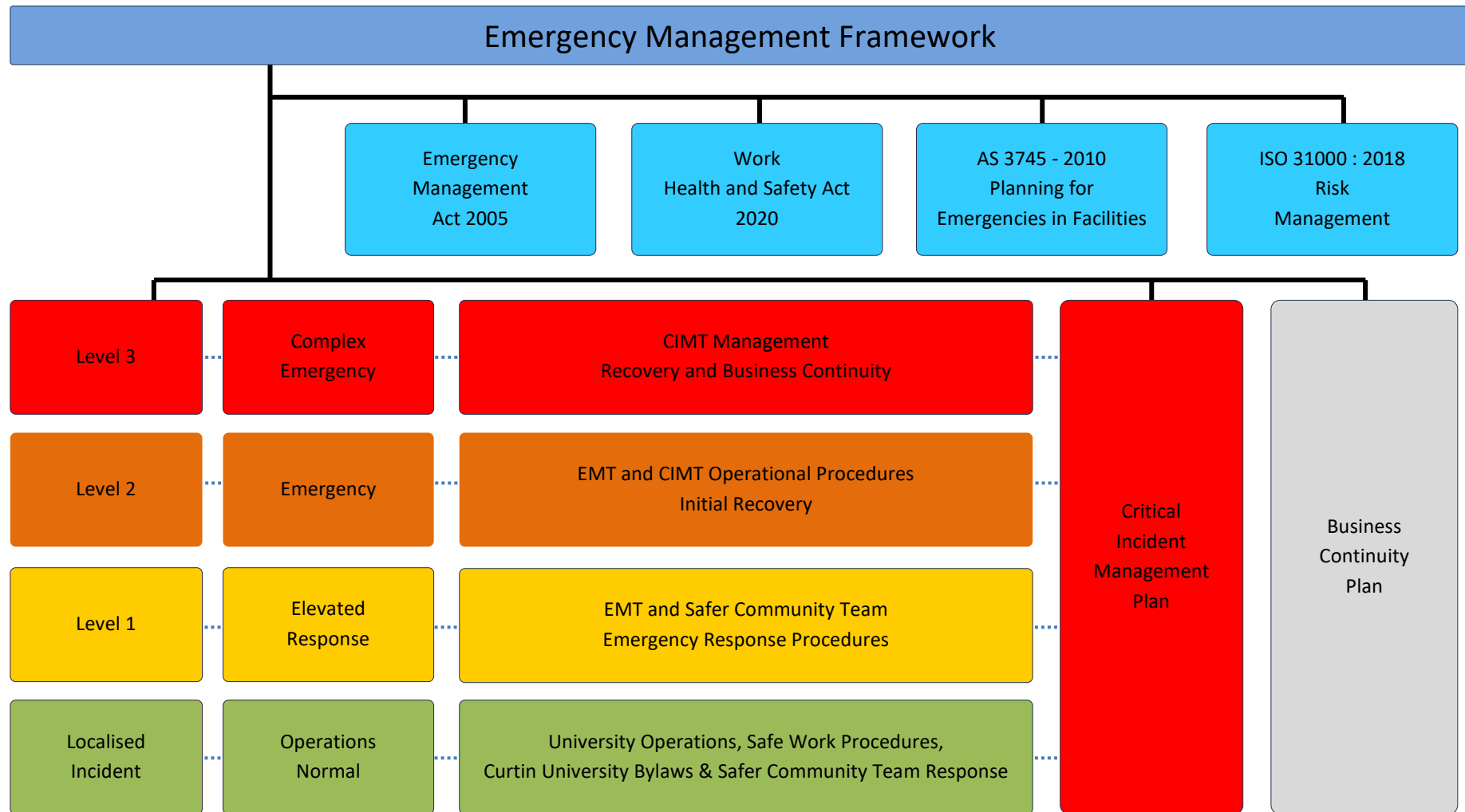
Appendix 8 - Incident Debrief Tool

Appendix 9 - Glossary

**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 4444 from an internal phone
WA Poisons Information Centre	13 11 26
PeopleSense (Employee Assistance Program) Provider	1300 307 912
Curtin Health Service	(08) 9266 7345
Student Support Psychological and Counselling Service	(08) 9266 7850
AccessAbility Services (students)	(08) 9266 7850 1800 651 878
Curtin PF&D's Service Coordination Centre (SCC) for emergencies involving: - Gas or water leaks - Chemical or other spills - Electrical - Environmental	(08) 9266 2020 2020 from an internal phone
Multilingual Telephone Interpreter Service (24 hours)	13 14 50
National Security Hotline	1800 123 400

Appendix 2 – Emergency Management Framework



Appendix 3 - Emergency Management Risk Register (Summary) and Curtin Risk Matrix

Risk / Risk Source	Raw Assessment - Likelihood	Raw Assessment - Consequence	Raw Risk Rating	Existing Controls	Residual Assessment - Likelihood	Residual Assessment - Consequence	Residual Risk Level
Medical Emergency	Almost Certain	Critical	Extreme	Effective	Possible	Major	High
Fire / Smoke / Explosion	Almost Certain	Critical	Extreme	Effective	Unlikely	Moderate	Medium
Gas Leak	Likely	Minor	Medium	Effective	Unlikely	Minor	Low
Traffic Crash / Transport Incident	Likely	Moderate	High	Effective	Unlikely	Moderate	Medium
Civil Disorder	Possible	Minor	Medium	Effective	Unlikely	Minor	Low
Personal Threat	Possible	Moderate	Medium	Mostly Effective	Unlikely	Moderate	Medium
Active Armed Offender	Possible	Critical	High	Mostly Effective	Unlikely	Critical	High
Terrorism	Possible	Critical	High	Mostly Effective	Rare	Critical	Medium
Kidnapping	Unlikely	Critical	High	Mostly Effective	Rare	Critical	Medium
Improvised Explosive Device (IED) Attack	Unlikely	Critical	High	Mostly Effective	Rare	Critical	Medium
Bomb Threat	Possible	Critical	High	Mostly Effective	Rare	Critical	Medium
Suspicious Mail or Package – Bomb/IED	Possible	Critical	High	Mostly Effective	Rare	Critical	Medium
Suspicious Mail or Package – Biological or Chemical Agent	Unlikely	Moderate	Medium	Mostly Effective	Rare	Moderate	Low
Sever Weather / Storms / Cyclone	Almost Certain	Minor	High	Effective	Possible	Minor	Medium
Earthquake	Rare	Critical	Medium	Mostly Effective	Rare	Major	Low



Risk / Risk Source	Raw Assessment - Likelihood	Raw Assessment - Consequence	Raw Risk Rating	Existing Controls	Residual Assessment - Likelihood	Residual Assessment - Consequence	Residual Risk Level
CBRN Incidents	Possible	Critical	High	Effective	Unlikely	Major	Medium
Pandemic	Unlikely	Moderate	Medium	Effective	Unlikely	Minor	Low
Flood	Possible	Minor	Medium	Effective	Unlikely	Minor	Low
Heatwave	Possible	Moderate	Medium	Effective	Unlikely	Minor	Low
Disruption to Fuel & Gas Services	Unlikely	Minor	Low	Mostly Effective	Unlikely	Minor	Low
Disruption to Water Supply	Possible	Minor	Medium	Mostly Effective	Unlikely	Minor	Low
Disruption to Power	Likely	Minor	Medium	Mostly Effective	Unlikely	Minor	Low
Disruption to Telecommunications	Possible	Major	High	Mostly Effective	Unlikely	Major	Medium
Structural Instability / Collapse	Unlikely	Critical	High	Effective	Rare	Critical	Medium

Curtin Risk Matrix

CURRENT RISK RATING		LIKELIHOOD LEVEL				
		1. Rare	2. Unlikely	3. Possible	4. Likely	5. Almost Certain
CONSEQUENCE LEVEL	5. Critical	5 - Medium	10 - High	15 - High	20 - Extreme	25 - Extreme
	4. Major	4 - Low	8 - Medium	12 - High	16 - High	20 - Extreme
	3. Moderate	3 - Low	6 - Medium	9 - Medium	12 - High	15 - High
	2. Minor	2 - Low	4 - Low	6 - Medium	8 - Medium	10 - High
	1. Insignificant	1 - Low	2 - Low	3 - Low	4 - Low	5 - Medium

Appendix 4 – Controls Rating and Likelihood Tables

Descriptor	Short Description	Detailed Description
Effective	Controls are in place and working effectively.	Controls are well documented, consistently implemented and reliable in addressing the source/ root cause of the risk. There is high degree of confidence in the mitigation or prevention that the controls provide over the risks.
Mostly Effective	Most controls are in place and are mostly working effectively	50% or more of the controls are designed correctly, are in place, and are effective. Some more work to be done to improve the operating effectiveness of the controls.
Partially Effective	Some controls are in place but could be improved	Less than 50% of the controls are designed correctly, in place, and are effective. While the design of controls may be largely correct in that they treat most of the root causes of the risk, they aren't currently very effective.
Ineffective	Very few or no controls are in place and/or they are not working effectively	Significant controls gaps or no credible controls are in place. There is no confidence that any degree of control is being achieved due to poor control design or very limited operational effectiveness.

Likelihood Table

Level	1. Rare	2. Unlikely	3. Possible	4. Likely	5. Almost Certain
LIKELIHOOD	The event may occur only in exceptional circumstances.	Not expected but the event may occur at some time.	The event could occur at some time.	The event will probably occur in most circumstances.	The event is expected to occur or has occurred and is continuing to impact.
FREQUENCY	Less than once in 10 years.	At least once between 5 and 10 years.	At least once between 1 and 5 years.	Once per year.	More than once per year.
PROBABILITY	<10%	10% to 39%	40% to 59%	60% to 90%	>90%

Appendix 5 – Consequence Table

Level	Consequence Category								
	Cumulative Cash / Opportunity Loss	Objectives & Performance	Health & Safety	Environment	Social Responsibility	Reputation & Image	Stakeholder (Student, Staff, Agent, Supplier, Contractor)	Liability & Compliance	Interruption to Services
(5) Critical	More than \$150 million or revenue / adverse impact more than 15% of operational / project budget.	Non-achievement of major key objectives; Adverse KPI variation > 20%.	Fatality; Permanent total disability.	Permanent environmental damage to an extensive area outside of campus; Sole contributor responsible.	Permanent adverse impact to the community, social infrastructure or highly valued areas / items of cultural significance.	Irreparable damage to brand.	Total loss of credibility with key stakeholders.	Breach of compliance obligation, requirement or commitment leading to: Institutional deregistration; Jail terms for Curtin individual; Penalties or costs of more than \$1.5 million.	Broad interruption to teaching or research services during peak period of > 1 week.
(4) Major	\$50 million - \$150 million or revenue / adverse impact 5% - 15% of operational / project budget.	Strategic initiatives not delivered; Adverse KPI variation > 20%.	Significant/ extensive injury or illness; Permanent partial disability. Significant safe work breach which stops operational activities on campus.	Long term environmental damage extending to a large area requiring high level of intervention; Significant contributor responsible.	Widespread and long-term community impact; Significant adverse economic / cultural impact to the community.	Escalating long term damage to brand; Significant adverse social or mainstream media for more than 2 weeks.	Damage to key stakeholder relationships; Loss of key staff.	Breach of compliance obligation, requirement or commitment leading to: Regulator intervention; Prolonged high-profile litigation; Loss of accreditation linked to professional registration; Penalties or costs of \$750K to \$1.5 million.	Broad interruption to teaching or research services during peak period between 3 days and 1 week.
(3) Moderate	\$15 million - \$50 million or revenue / adverse impact 1.5% - 5% of operational / project budget.	Deliverables on the critical path not met; Adverse KPI variation > 20%.	Serious injury or illness; Lost time injury ≥10 days. Moderate safe work breach likely to impact campus operations.	Short term environmental damage requiring some intervention; Partial contributor responsible.	Medium term community impact; Adverse economic / cultural impact to the community.	Medium term damage to brand; Escalating adverse social or mainstream media between 1 and 2 weeks.	Weakened relationships with a number of significant stakeholders; Sustained reduction in student / staff satisfaction, requiring specific measures to rectify.	Breach of compliance obligation, requirement or commitment leading to: Adverse findings from review by external auditor or regulator; High or extreme internal audit findings; Conditional institutional accreditation; Penalties or costs of \$150K < \$750K.	Broad interruption to teaching or research services during peak period between 1 day and < 3 days.
(2) Minor	\$1.5 million - \$15 million or revenue / adverse impact 0.15% - 1.5% of operational / project budget.	Delays in major deliverables or operational targets not met; Adverse variance in scope; Adverse KPI variation 10% - 20%.	Injury or illness requiring medical treatment; Lost time injury or illness <10 days. Minor safe work breach unlikely to impact campus operations.	Short term environmental damage affecting a small area, easily remediated; Partial contributor responsible.	Short term community impact; Limited adverse economic / cultural impact to the community.	Minimal damage to brand; Adverse social and mainstream media for less than 1 week.	Damage to some stakeholder relationships; Temporary adverse change to student / staff satisfaction.	Breach of compliance obligation, requirement or commitment leading to: Conditional accreditation linked to professional registration; Low or medium audit or regulator findings; Penalties or costs of \$20K < \$150K.	Broad interruption to teaching or research services during peak period between 1/2 day and < 1 day.
(1) Insignificant	Less than \$1.5 million or revenue / adverse impact less than 0.15% of operational / project budget.	Inconvenient delays; Adverse KPI variation < 10%.	Injury or illness requiring First Aid treatment; No lost time injury days.	Minimal environmental damage affecting a very small area, immediately remediated.	Isolated community impact; No adverse economic / cultural impact to the community.	Once off coverage; No damage to brand; Negligible social and mainstream media.	Insignificant weakening of a single stakeholder relationship; Little impact to student / staff satisfaction.	Breach of compliance obligation, requirement or commitment leading to: Penalties or costs of < \$20K.	Broad interruption to teaching or research services during peak period of < 1/2 day.



Appendix 6 – Critical Incident Alert Matrix

Alert Level	LOCALISED managed within area - low escalation probability					MODERATE (Level 1) Curtin has control and needs co-ordinated response across business areas								SERIOUS (Level 2) Curtin usually has control however level of incident means that it is difficult to manage and Curtin may be working with external parties						CRITICAL (Level 3) level of incident likely to result in external parties e.g., emergency services, regulators or third parties assisting in a coordinated response				
Category																								
People	Death of domestic student or staff member unrelated to Curtin activity	Individual(s) displaying mental health issues	Isolated case of infectious disease	Bullying / verbal abuse or individual(s) believed to be a danger to others	Routine breaches in security including theft or attempted theft	Death by natural causes on campus or Curtin activity	Self harm risk on campus or Curtin related activity	Death of int'l student unrelated to Curtin activity	Int'l student domestic violence, substance abuse	Missing int'l or on campus residential student - serious concern	Serious injury / illness, hospitalisation or assault during Curtin activity	Pandemic Standby Stage, virus not in Australia	Communicable disease notifiable to regulator	Pandemic at Targeted Action Stage	Disease DOH intervention	Security threat (mass protest, occupation, bomb, shooter)			National Pandemic Plan at Targeted Action Phase	Security incident (mass protest, occupation, bomb, shooter)	Evac assisted by International SOS/Federal Govt	Detainment or kidnapping	Fatality or permanent disability Curtin activity	
Facilities / Environment	Flooding in a work area	Asbestos on work site or occupied building	Temporary loss of utilities after hours	Local release of chemicals		Unauthorised access sensitive / critical infrastructure	Natural disaster - 1 quadrant or people - Curtin activity	Actual or potential evacuation or lockdown of one or more buildings for up to 6 hours	Lost utilities < 4hrs - business hours or sensitive research area 24/7	Theft or loss of controlled substances or hazardous goods	Loss of containment - no dangerous situation or reportable event			Natural disaster >1 quadrant - evacuated	Actual/ Potential evacuation of multiple buildings or a quadrant 6 to 24 hrs	Denial of access to premises or utilities 4 to 24 hrs	Loss of containment - dangerous situation or reportable event		Natural disaster impact majority of campus	Actual or potential evacuation of campus > 24 hrs	Denial of access or utilities > 24 hrs	Widespread loss of containment of pathogens, radiation, HS or DG		
Governance / Reputation	Vexatious or disgruntled individual	Misconduct - minor external notification	Minor breach of regulations	Potential foreign risk matter	Research misconduct matter including Code breach	Escalating student dissatisfaction affecting a group	Suspicious community member dealing illegal substances	Reportable matter to any regulator	Adverse media > 1 day or linked to race, religion, gender	Political, social or religious issue involving motivated group	Permanent cessation of a research centre/s incurring deficits	Temporary closure of border <2 months		Border closure > 2 months to one semester	Formal allegation community member dealing illegal substances	Research Code breach - deliberate or gross negligence	Accreditation loss of course relating to prof registration (systemic)	Serious misconduct reportable to external party	Adverse community reaction to activity likely > 1 week	Extended lockdown of borders likely to be longer than one semester	External investigation into senior executive or Council member	Regulator action which threatens TEQSA or CRICOS registration.	Strong criticism mainstream media - loss of confidence in leadership	Senior management succession plan invoked
Data / Information Technology	Priority 2 to 5 on IT Incident Matrix	Unauthorised or incidental release, access or loss of "Internal" information	Unauthorised or incidental disposal - "sensitive", "restricted" or higher			Priority 1 on IT Incident Matrix < 24hr								Priority 1 on IT Incident Matrix 24 hr to 1 week	Information / data breach "sensitive - general, legal, critical or personal"	Information maliciously disclosed to or stolen by foreign party			Priority 1 on IT Incident Matrix > 1 week	Information / data breach "restricted - general or personal"				

Alert Response	LOCAL AREA ACTION: 1) Activate the relevant Curtin response team 2) Implement SOPs, including internal notifications					LOCAL AREA ACTION: 1) Activate the relevant Curtin response team 2) Implement SOPs, including internal notifications								LOCAL AREA ACTION: 1) Activate the relevant Curtin response team 2) Implement SOPs, including internal notifications						LOCAL AREA ACTION: 1) Activate the relevant Curtin response team 2) Implement SOPs, including internal notifications				
	NOTIFY: 1) Relevant line manager (ASAP)					NOTIFY: 1) Relevant line manager (ASAP) 2) CIMT Coordinator 0478 369 175 (ASAP)								NOTIFY: 1) Relevant line manager (ASAP) 2) CIMT Coordinator 0478 369 175 (ASAP) 3) Corporate Communications (ASAP)						NOTIFY: 1) Relevant line manager (ASAP) 2) CIMT Coordinator 0478 369 175 (ASAP) 3) Corporate Communications (ASAP)				
	CIMT RESPONSE: No response required					CIMT RESPONSE: 1) CIMT Coordinator liaises with Corporate Communications (ASAP) 2) CIMT Coordinator liaises with Legal Services (ASAP) 3) CIMT Coordinator informs CIMT Leader (ASAP) 4) CIMT Coordinator to ensure all relevant personnel are notified (ASAP)								CIMT RESPONSE: 1) CIMT Coordinator informs CIMT Leader (ASAP) 2) CIMT Coordinator liaises with Corporate Communications (ASAP) 3) CIMT Coordinator liaises with Legal Services (ASAP) 4) CIMT Coordinator updates CIMT Leader & discusses activation of CIMT (ASAP) 5) CIMT Leader notifies VC / relevant Council Committee / Council (ASAP) 6) CIMT Coordinator to advise CIMT members of initial CIMT meeting (if required) 7) CIMT Coordinator to ensure all relevant personnel are notified (ASAP) 8) Activate CIMT SOPs						CIMT RESPONSE: 1) CIMT Coordinator informs CIMT Leader (ASAP) 2) CIMT Coordinator liaises with Corporate Communications (ASAP) 3) CIMT Coordinator liaises with Legal Services (ASAP) 4) CIMT Coordinator recommends CIMT Leader active CIMT (ASAP) 5) CIMT Leader notifies VC / relevant Council Committee / Council (ASAP) 6) CIMT Coordinator advises CIMT members of CIMT meeting (ASAP) 7) CIMT Coordinator ensures all relevant personnel are notified (ASAP) 8) Activate CIMT SOPs				



Appendix 7 – Initial Response PEARL Matrix

FOCUS / PRIORITIES - PEARL (11 October 2025)	
Response	
Actions taken immediately before, during, or directly after an emergency to save lives, protect property, and help communities recover.	
People Ensuring the safety and well-being of individuals involved and the wider Curtin community.	Ensure: ☐ situation is contained ☐ further harm prevented ☐ emergency services contacted (if required) ☐ Emergency Management Team, Student Response Team, and Staff Response Team are activated (if required) ☐ assistance provided to those impacted ☐ immediate notification to those impacted or at risk (Curtin Alert / SafeZone) ☐ ongoing communications with all parties across the University, incl. students ☐ relevant regulators / support partners (e.g., EAP / insurers) are informed ☐ ensure that support is provided for those involved in responding to the incident, ensuring appropriate boundaries and work breaks are in place
Environment Protecting the physical and ecological surroundings.	Ensure: ☐ situation is contained ☐ further harm / damage prevented ☐ hazardous materials are contained or isolated ☐ exclusion zones are appropriate to the situation ☐ Property / Facilities Team activated (if required) ☐ specialists incl. specialised clean up services are engaged (if required) ☐ relevant regulators / insurers are informed
Assets Safeguarding physical and information assets.	Ensure: ☐ situation is contained ☐ further damage / harm is prevented ☐ hazardous materials are contained or isolated ☐ appropriate evacuations are conducted ☐ utilities that could worsen the situation are isolated ☐ Property / Facilities Team and ICT Team are activated (if required) ☐ ICT infrastructure affecting critical systems are operational or recovery plans are activated ☐ ensure that critical facilities (e.g., PC 3 labs) remain operational, or mitigation and/or recovery plans are activated ☐ damage to assets including building / utilities / ICT infrastructure is assessed ☐ safe egress around campus ☐ relevant regulators / insurers are informed
Reputation Maintaining the organisation's public image and trust.	Ensure: ☐ Incident Communications Team activated ☐ media cordon has been established (if required) ☐ communication with all relevant stakeholders, incl. Curtin key leaders, government entities, research partners, industry (as appropriate)
Leadership Providing clear and effective guidance throughout the incident.	Ensure: ☐ maintain oversight of the evolving situation ☐ lead the CIMT and wider university response ☐ ensure CIMT teams are delivering to their roles ☐ keep VC informed and relay decision making ☐ determine the ongoing CIMT requirements, resources and structure ☐ ensure that support is provided for those involved in responding to the incident, ensuring appropriate boundaries and work breaks are in place

Appendix 8 – Incident Debrief Tool

DOCUMENT NUMBER	 Curtin University
Incident Debrief Tool	

Incident Date		Incident Location	
Time call received	Time at escort point	Time on scene	Time all clear given
Debrief Coordinator		Debrief Scribe	

TIMELINE OF EVENT	

Position	Team Members Name	Incident Role



DOCUMENT NUMBER	 Curtin University
Incident Debrief Tool	

KEY LEARNINGS / CHALLENGES / AREAS FOR IMPROVEMENT	
What Went Well	
Challenges	
Lessons Learnt	
Areas for Improvement	

HAZARDS / INCIDENTS / NEAR MISSES IDENTIFIED DURING EMERGENCY		
Description	Action Assigned	Responsible Person

ADDITIONAL TRAINING AND EQUIPMENT REQUIREMENTS		
Description	Action Assigned	Responsible Person



DOCUMENT NUMBER	 Curtin University
Incident Debrief Tool	

SUPPORT SERVICES		
Has Support Services been offered?	Service (EAP, Well-Being Team, etc.)	Yes ☐ No ☐ N/A ☐

OTHER COMMENTS OR ACTIONS		
Description	Action Assigned	Responsible Person

DEBRIEF COORDINATOR SIGN OFF		
Reviewed by:	Signature:	Date:

Appendix 9 – Glossary

TERM	DESCRIPTION
Accident	A sudden event in which harm is caused to people, property or the built or natural environment.
Australasian Inter-service Incident Management System (AIIMS)	A nationally adopted structure to formalise a coordinated approach to emergency incident management.
AIIMS structure	The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).
All-hazards approach	The 'all hazards' approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all-hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.
Assembly area	A designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.
Biological disaster	Disaster caused by the exposure of living organisms to germs and toxic substances.
Biohazard	Infectious agents that present a risk or potential risk to the health of humans or other animals, either directly through infection or indirectly through damage to the environment.
Briefing	The process of advising personnel of the details of the incident or event with which they will deal.
Bureau of Meteorology (BOM)	The overall mission of the Bureau is to observe and understand Australian weather and climate and provide meteorological, hydrological and oceanographic services in support of Australia's national needs and international obligations.
Business Continuity Plan	A plan to assist with post-incident coordination and recovery issues.
Chief Warden	A trained person responsible for the overall coordination of building evacuations.
Civil disorder	A riot, violent protest, demonstration, or illegal assembly that may affect public safety.
Combat	To take steps to eliminate or reduce the effects of an incident upon the community.
Combat agency	A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Command	The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by



	agreement with an organisation. Command relates to organisations and operates vertically within an organisation.
Communicable disease	A disease caused by germs such as bacteria and viruses that can be spread from one person to another.
Consequence	The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. In the emergency risk management context, consequences are generally described as the effects on people, social setting, public administration, and the environment and the economy.
Consequence analysis	The estimation of the effect of potential hazardous events.
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling agency	An agency nominated to control the response activities to a specified type of emergency.
Coordination	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
Critical Incident	A critical incident is a significant event that has, or is likely to have, serious consequences for the organisation, its people, reputation, operations, or stakeholders. It requires strategic leadership, multi-disciplinary coordination, and often extended recovery activities.
Critical Incident Management Team (CIMT)	A team of University executives and senior directors who are accountable to the Vice Chancellor and Council, who together, provide stewardship in times of crisis.
Damage assessment	A report on the extent of damage caused by an event.
Debrief (operational debrief)	A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.
Debriefing	The process of sharing the good and bad points of the response to an incident as a means to improving any future planning and responses.
Desktop exercise	An umbrella term for some types of indoor discussion exercise. They may feature a model of the area on which a prepared scenario is played out, or simply using a projected map, not in real time. The model or map is used to illustrate the deployment of resources, but no resources are actually deployed. Additionally, responses may be prepared in syndicate, in plenary, or under the guidance of a facilitator who maintains the pace and asks questions. A cost effective and highly efficient exercise method that should be conducted as a prelude to a field exercise as part of a graduated series.
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.
Emergency Assembly Area	A predetermined place where staff, students, tenants and visitors are directed or are assembled in the event of a building or area evacuation.



Emergency Operations Centre (EOC)	A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency.
Emergency plan	A documented scheme of assigned responsibilities, actions and procedures, required in the event of an emergency.
Emergency risk management	A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.
Emergency service	An agency responsible for the preservation of life and property from harm resulting from incidents and emergencies.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas (Emergency Assembly Point/s) and eventual return.
Exercise	Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.
Field exercise	An exercise activity in which emergency management organisations and agencies take action in a simulated situation, with deployment of personnel and other resources to achieve maximum realism. It is conducted actually on the ground, in real time but under controlled conditions, as though it were a real emergency.
Geographic Information System (GIS)	A computerised database for the capture, storage, analysis and display of location-based information. Commonly, a GIS portrays a portion of the earth's surface in the form of a map on which this information is overlaid.
Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.
Hazard identification	The process of recognising that a hazard exists and defining its characteristics.
Hazard Management Agency (HMA)	Public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.
Hazardous material (HAZMAT)	A substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.
Hazardous substance	A chemical, biological or radiological substance; or any other substance that is capable of causing loss of life, injury to a person or damage to the health of a person or to the environment.
Hot zone	The area immediately surrounding a dangerous goods incident which extends far enough to prevent adverse effects from dangerous goods releases to personnel outside the zone.
Incident	The occurrence or imminent occurrence of a hazard.
Incident controller	The person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.



Incident management	The process of controlling the incident and coordinating resources.
Legislation	A set of rules made by a State, Territory or Federal Government, and includes acts and regulations.
Likelihood	Chance of something happening. It is used as a general description of probability and may be expressed qualitatively or quantitatively.
Major incident	An event which requires response by police, emergency services and the community which may affect a wider area over a longer period of time but is not a declared emergency situation or state of emergency.
Management by objectives	A process of consultative management where the incident management team determine the desired outcomes of the incident. These outcomes or objectives are then communicated to the commander and crews involved in the operation.
Natural disaster	Any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado.
Operating procedures	Prescribed routine action to be followed by staff during operations.
PPRR	An abbreviation for prevention, preparedness, response and recovery.
Pandemic	Prevalent throughout an entire country or continent, or the whole world, as in a disease.
Public information	Information disseminated during an emergency or incident, to keep the community informed of developments and actions to take to remain safe. Occurs during the response phase.
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.
Resilience	The ability of a system, community or society, exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structure and functions. This is determined by the degree to which the community has the necessary resources and is capable of organising itself both prior to and during times of need.
Resources	All personnel and equipment available, or potentially available, for incident tasks.
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
Response time	The time taken between the report of an incident and arrival of responders at the scene. It includes both reaction time and travel time.
Risk management process	The systematic application of management of policies, procedures and practices to the tasks of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
Risk reduction	Actions taken to lessen the likelihood, negative consequences, or both, associated with a risk.
Significant Incident	In context of this EMP, has the same meaning as “Critical Incident”.
Situation Report (SITREP)	A brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.



Span of control	A concept which relates to the number of groups or individuals controlled by one person – a factor of 1:5 is recommended.
St John Ambulance Australia	A not-for-profit organisation dedicated to the relief of persons in sickness, distress, suffering or danger. In all States it provides first aid training and volunteer first aid and community care services, and in Western Australia and the Northern Territory it also runs the public ambulance service.
Staging area	A prearranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.
Standard Operating Procedures (SOP)	A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
Terrorist act	Defined in section 100.1 of the Commonwealth Criminal Code Act 1995 and adopted by the WA Emergency Management Act 2005 and Emergency Management Regulations 2006 to prescribe the hazard of Terrorist Act.
Triage	The process by which casualties are sorted, prioritised and distributed according to their need for first aid, resuscitation, emergency transportation and definitive care.