CURTIN EMERGENCY MANAGEMENT

Emergency Management Plan

2025

This Emergency Management Plan has been produced in compliance with *Australian Standard 3745-2010 – Planning for Emergencies in Facilities*, together with reference material supplied by State and Federal Government. The plan has been approved by the Operations and Maintenance Director and endorsed by the Curtin University Emergency Planning Committee.

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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

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 five years, or
- When the occupancy and/or usage of buildings has significantly changed, or
- After an incident.

Distribution List

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City of Canning / City of South Perth Local Emergency Management Committee (LEMC)	E*
City of Kalgoorlie-Boulder Local Emergency Management Committee (LEMC)	E*

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
EMP	Emergency Management Plan
EMT	Emergency Management Team
EOC	Emergency Operations Centre
EPC	Emergency Planning Committee
FLO	Forward Liaison Officer
HMA	Hazard Management Agency
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	Saint John Ambulance Australia
SOP	Standard Operating Procedure
WAPOL	Western Australia Police Force

Introduction

Curtin University is an innovative, global university 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 and Dubai.

Curtin is Western Australia's largest and most culturally diverse university with more than 58,000 students and 3,715 full-time employed staff[1]. The main campus is in Bentley, eight kilometres southeast of the centre of Perth, with additional facilities located within Perth CBD and regionally in Kalgoorlie, WA.

The development and implementation of this Emergency Management Plan (EMP) is part of Curtin's commitment to enhance the safety and well-being of people in its facilities and to protect property and the surrounding environment. The EMP is designed to be flexible, adaptable and applicable to all types of incidents that may occur on campus.

The core principles of this plan are based upon the Western Australian State Emergency Management Framework, which promotes an all hazards approach including prevention, preparedness, response and recovery strategies for emergency management.

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[1] 2022 statistics summary – Retrieved via https://planning.curtin.edu.au/stats/overview.cfm

Overview

1.   Aim

The aim of this plan is to specify the management structure, responsibilities, procedures, and guiding policies in place to assist Curtin University in preparing for and responding to an emergency event.

2.   Objectives

The objectives of the 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 and visitors during an emergency incident, to support them in responding quickly and efficiently to manage an emergency until help arrives.
4. Ensure coordination between emergency managers, response teams, incident management personnel, emergency services and external support agencies, across all elements of PPRR.
5. Ensure regulatory requirements are fully met.

3.   Reference Material

This EMP directs the preparedness and response efforts during an emergency event. It has been developed in accordance with the Acts, Regulations, Policies and Standards listed below. It should be also used in conjunction with standard operating procedures (SOPs) and department-specific plans, which complement and coordinate overall efforts and provide more depth and specific knowledge and expertise.

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).
Work Health and Safety Act 2020	An Act to promote and improve standards for occupational health and safety 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.
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 (Westplans), 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.
Australasian Inter-Service Incident Management System (AIIMS)	The AIIMS framework enables agencies to resolve incidents through an integrated, flexible and coordinated response. It is an integral part of emergency management doctrine for emergency services within Australia.
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, utilising the build facilities as appropriate.
Curtin University Disability Access and Inclusion Plan 2022 – 2030	A plan which commits to making Curtin's education, employment and services accessible to people with disability.
Curtin Chemical Management Plan	A plan outlining the details associated with the management of chemicals at all Curtin University sites.
HB 76:2010 Dangerous Goods – Initial Response Guide	Provides emergency response information for dealing with accidents, spills, leaks or fires involving dangerous goods.
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.
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.
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.
Improvised Explosive Device Guidelines for Crowded Places	Guidelines to help owners or operators of crowded places to be more aware of the threat posed by IEDs and provide guidance on considerations during risk mitigation and contingency planning activities.
Critical Incident Management Plan and Framework	A plan and framework that comprises a series of documents including the Incident Alert Matrix for escalation and notification to the Curtin Critical Incident Management Team.

4. Scope

Audience

This document has been designed to provide information to Curtin University emergency planning and response personnel, specifically the Emergency Planning Committee (EPC), Incident Response Teams (IRT), Safer Community Team (SCT), Critical Incident Management Team (CIMT) and Emergency Management Team (EMT).

The EMP may also be used as a reference tool by those who have a role in implementing the plan, or some part of it, such as:

- Emergency services
- Key faculty members
- University Council
- Affiliate agencies

Locations and Jurisdiction

This plan has been developed for the following Curtin University campuses:

- 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
- Old Perth Technical School – 137 St Georges Terrace, Perth
- 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 also contained within the Brookfield Emergency Management Plan.

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 80 buildings, plus residential housing on its periphery. The terrain is moderately undulating; the highest point is within the academic core and along the eastern boundary, grading down to a depression and lake in the west. Open spaces and abundant vegetation are integrated into the built environment. **POPULATION** Curtin is the largest and most culturally diverse university in WA, with Australia's third largest international student population. The campus operates 24 hours a day, 7 days a week. The maximum population on campus during the day (8am-8pm) may reach up to 13,000 people. Overnight (8pm-8am) there may be up to 4,700 people on the campus[2]. **FACILITIES** The large campus comprises teaching, learning and study spaces interspersed with: - indoor and outdoor social areas. - retail and food outlets. - sport and recreation facilities. - faith and religious facilities. - a hotel and apartment complex. - student housing complexes; and - other conveniences such as computer labs, 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. The Curtin bus terminal has the second-highest usage of any terminal in Perth, with more than 500 buses stopping each weekday during semester.
Technology Park **Hayman Road, Bentley**	**LOCATION** Located immediately north of the Bentley campus. **POPULATION** The maximum population at Technology Park during the day (8am-8pm) may reach up to 400 people. Overnight (8pm-8am) there may be up to 110 people on campus[2]. **FACILITIES** Curtin utilises approximately 15 buildings within Technology Park, home to technology and innovation-driven research and teaching.

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[2] Curtin University. (2019). Curtin University 2018 population statistics based on Wi-Fi usage. Produced by Alex Goh, Data Scientist.

CAMPUS OVERVIEW

Graduate School of Business **78 Murray Street, Perth**	**LOCATION** Located in the Perth CBD within a refurbished 1894 building. **POPULATION** The maximum population at the Graduate School of Business during the day (8am-8pm) may reach up to 85 people. Overnight (8pm-8am) there may be up to 40 people on the campus[2]. **FACILITIES** The campus offers post-graduate business courses. Courses run in the evenings and at weekends to cater for students employed in day jobs.
Law School **57 Murray Street, Perth**	**LOCATION** Located in the Perth CBD within a 1912 heritage-listed building. **POPULATION** The maximum population at the Law School during the day (8am-8pm) may reach up to 80 people. Overnight (8pm-8am) there may be up to 30 people in the school[2]. **FACILITIES** The building houses a technologically equipped moot court, and the John Curtin Law Clinic.
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. **POPULATION** The Main Hall holds a maximum capacity of 100, and the Boardroom up to 14 persons. Including the office space, there may be up to 120 persons in the building at any time. **FACILITIES** The building houses office space for two permanent staff and 'hot desk' workspaces, plus flexible function and exhibition space.
Old Perth Technical College **137 St Georges Terrace, Perth**	**LOCATION** Located in the Perth CBD in a recently refurbished heritage building completed in 1909. The building forms part of the Brookfield Place commercial precinct. **FACILITIES** The three-level building comprises a reception area, a boardroom and customised learning spaces, used to deliver postgraduate courses and professional development programs.
Kalgoorlie Campus **95 Egan Street, Kalgoorlie**	**LOCATION** Located 593 kilometres north-east of Perth in WA's most historic mining region. **POPULATION** On-campus student accommodation is located near the main academic precinct, housing up to 236 students. **FACILITIES** The campus is home to the WA School of Mines. It features a variety of recreational facilities for students, including a gymnasium, sport courts, table tennis and BBQ area.

6. Emergency Management Framework

6.1 Definition of an Emergency

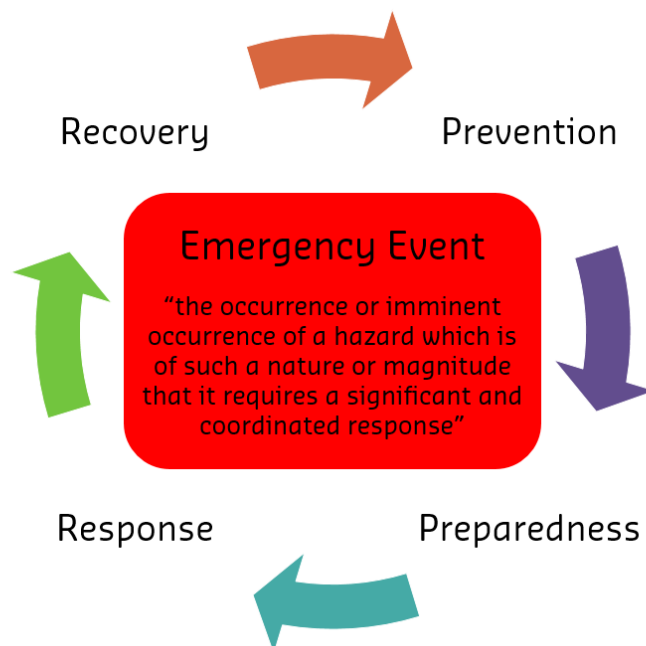An emergency, for the purposes of this document, is defined by the Emergency Management Act 2005 as:

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

Emergency Management Act 2005 (WA), s 3.

6.2 Prevention, Preparedness, Response, Recovery (PPRR)

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 (Figure 1). These elements are viewed as a cycle called the Emergency Risk Management Process, with recovery being a key driver for the prevention phase. Viewed in this fashion, the outcomes of the recovery phase are used to ignite the prevention and preparedness phases by building better, stronger environments, more robust plans and more resilient communities.

Figure 1. The Emergency Risk Management Process

Recovery → Prevention

Response ← Preparedness

Emergency Event

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

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

Preparedness activities occur before, during and after emergency actions and across all campuses, schools and business areas. These activities aim to increase the resilience

of the Curtin community by establishing arrangements and plans and providing information and training to enable the community to deal effectively with any emergencies that may eventuate.

Response activities activate the arrangements outlined within this plan and put in place effective measures to deal with emergencies and disasters, if they occur. Successful team coordination and communication across the University are instrumental to an efficient, timely response.

Recovery activities assist the Curtin community affected by an emergency to reconstruct the physical infrastructure and restore emotional, social, economic and physical wellbeing to conditions the same as or better than before the incident. Successful recovery is highly dependent on what happens during the other three phases.

6.3 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. Security/Safety & Health
2. Compliance/Conduct
3. Facilities/Environment
4. 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.

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.

6.4 Australasian Inter-Service Incident Management System (AIIMS)

Curtin has adopted the principles of the Australasian Inter-Service Incident Management System (AIIMS) for the management of emergencies on campus. AIIMS is a nationally recognised system of incident management and provides a scalable and flexible organisational structure able of responding to all levels of emergencies, from simple to complex. The AIIMS framework is universal and standardised and is employed by most emergency service organisations in Western Australia.

6.5 Emergency Management Structure

At Curtin, the Emergency Management Framework (Appendix 1) 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.

During this critical period, when people, the environment and assets are at risk or impacted, the University may be functioning without critical resources and may therefore need to prioritise the resumption of operations to re-stabilise the organisation. As a result, decision-making and delegations, line management roles and policies and procedures may be superseded.

Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) is a consortium of subject matter experts brought together to ensure the EMP is comprehensive, inclusive of all Curtin entities, and meets the necessary legislative requirements. The EPC meets regularly 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:

- Preparing, maintaining and implementing the EMP in conjunction with the Emergency Risk Management Process;
- 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 the EMP occurs and reviewing any outcomes for deficiencies.
- Providing a point of liaison for key stakeholders in the emergency management environment; and
- Reviewing the effectiveness of the EMP and where appropriate arranging for amendments to be made.

EMERGENCY PLANNING COMMITTEE (EPC) MEMBERS
Operations and Maintenance Director (Chair)
Portfolio Manager, Safer Community Team
Manager, Emergency Preparedness
A representative from all schools and areas of the University

6.6   Emergency Response Structure
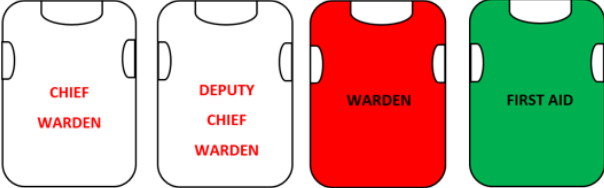
Figure 2. Curtin emergency response structure.
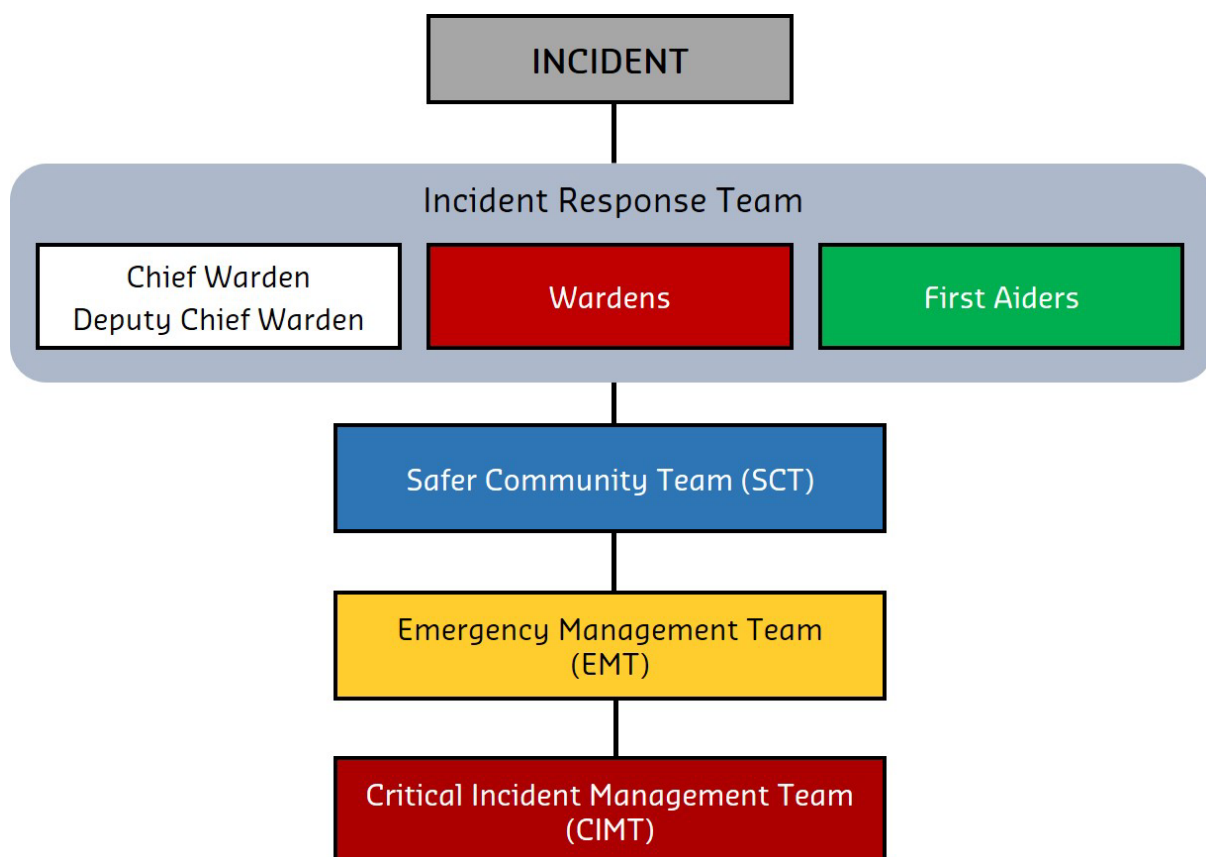
Incident Response Team (IRT)

Incident Response Teams (IRT) are multi-skilled, building-specific teams, suitably 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 effective first response in emergency situations.

The Incident Response Team comprises a Chief Warden, one or more Deputy Chief Wardens, Floor Wardens and First Aiders. The key role of an IRT member is to:

- Participate in training, exercises and team meetings, as required.
- Ensure their own personal safety and survival during an emergency.
- Take a leadership role during an emergency evacuation by directing building occupants to a safe place of assembly.
- Protect people endangered by an emergency.
- Protect property endangered by an emergency, if safe to do so.
- Assist emergency services as required; and
- Assist in the restoration of normal operations after an emergency.

All members of an IRT will be 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	

Further details on the responsibilities of the IRT during emergencies can be found in Appendix 2A-2C.

Safer Community Team (SCT)

The Safer Community Team (SCT) is vital to an effective emergency response. The role of the SCT is to support the control of an incident or emergency through the procurement and maintenance of human and physical resources, 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 and 139 St Georges Terrace.

Pertaining to emergency management at Curtin, the SCT has responsibility for:

- Conducting security patrols across the campuses.
- Overseeing CCTV surveillance.
- Responding to calls for assistance.
- Gaining a clear understanding of an incident, and relaying information back to the control centre.
- Liaising with and providing immediate support to IRTs during an emergency.
- Only if appropriate to do so, attending an incident scene whilst maintaining personal safety.

- Acting as a Forward Liaison Officer during an emergency, if required; and
- Ensuring measures are in place for security of an incident scene to both preserve evidence and, where possible, control the offender(s).
- Reporting emergency management-specific incidents through to the Emergency Management Team, as appropriate.

To 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 Appendix 2D.

Emergency Management Team (EMT)

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. Emergency management-related incidents are typically those that pose an immediate risk to health, life, property, or environment from man-made or natural sources.

Once the CIMT is in place the EMT continues to manage the response phase of the incident under the advisement of the CIMT Leader and emergency services Incident Controller (if applicable). The EMT provide a 24/7 all hazards, emergency response service. The responsibilities of the EMT include:

- Directing, implementing and coordinating the emergency response.
- Acting as an intermediary between the University and emergency services personnel.
- Notifying the CIMT of the incident.
- Providing situation reports to the CIMT; and
- Managing the initial recovery phase of the incident.

EMERGENCY MANAGEMENT TEAM (EMT) MEMBERS
Director, Operations and Maintenance (EMT Leader)
Director, Health and Safety
Manager, Emergency Preparedness (Forward Liaison Officer)
Associate Director, Housing and Recreation Services
Director, Strategic Communications
Portfolio Manager, Maintenance
Portfolio Manager, Safer Community Team (Alternate EMT Leader)

Further details on the responsibilities of the EMT Leader, EMT Members and Forward Liaison Officer can be found in Appendix 2E-2G.

Critical Incident Management Team (CIMT)

AIIMS allows for flexibility to respond to incidents that may escalate in severity. The successful operation of AIIMS relies on the formation of an Incident Management Team for command and control of an incident. 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. However, the CIMT is not structured around the University's usual hierarchy; rather, it is a selected team of people with the right knowledge, skills, experience, authority and accountability to resolve incidents and facilitate a coordinated response. The collective experience and knowledge of the CIMT is essential for informed, timely, and prudent decision-making, and it supports an effective recovery phase.

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

- Undertaking a strategic assessment of the situation.
- Declaring a University-wide emergency if the situation warrants.
- Coordinating and approving the release of all official information to the University and the public.
- Ensuring that the safety and wellbeing of staff and students is prioritised ahead of all other priorities.
- Approving and prioritising the business continuity and business resumption requirements of the University; and
- Approving and prioritising the provision of people, premises, resources and funding to manage the incident.

CRITICAL INCIDENT MANAGEMENT TEAM (CIMT) MEMBERS
Chief Operating Officer – (CIMT Leader)
Provost
Deputy Vice Chancellor, Academic
Deputy Vice Chancellor, International
Deputy Vice Chancellor, Research
Director, Health and Safety
Director, Risk, Compliance and Audit
Vice President, Corporate Relations & Development
Director, People and Culture
Chief Financial Officer
Chief Information Security Officer
Director, IT Infrastructure Services
Director, Properties, Facilities & Development

During non-emergency periods, CIMT administration is managed by Curtin [Risk, Compliance and Audit](#).

6.7 Roles and Responsibilities for Non-Emergency Personnel

To ensure alignment with the EMP and encourage a culture of safety and security at Curtin, it is recommended that all employees, volunteers, contractors, students, tenants and visitors on campus be made aware of Curtin's Emergency Evacuation Procedures and uphold the relevant responsibilities set out below:

EMERGENCY MANAGEMENT RESPONSIBILITIES FOR INDIVIDUALS	
Person Responsible for Contractors	• Ensure that contractors within their area of responsibility have completed the Contractor Induction and are aware of their responsibilities. • Ensure that contractors check in with security and always carry their identification card. • 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. • Always carry an identification card. • 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.
Faculty Heads	• Embed and champion a culture of safety and security across areas of responsibility. • 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. • Attend and apply training associated with emergency procedures. • 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.

EMERGENCY MANAGEMENT RESPONSIBILITIES FOR INDIVIDUALS	
Tenants	• Note the locations of emergency equipment including alarm activation points, firefighting equipment, first aid equipment and emergency exits. • Direct and escort patrons/visitors from the premises to assembly points during an emergency event. • Provide building wardens and participate in mandatory annual evacuation drills.
Students	• Complete the Student Induction within the first week of semester. • Follow the instructions of university employees during an emergency.
Visitors	• Follow the instructions of University employees or emergency services personnel during an emergency.
Venue Hirer	• Comply with Curtin University's Health and Safety Management System as directed by the University. • Direct and escort attendees to the assembly point during an emergency event.

6.8 External Arrangements

Under section 38 of the Emergency Management Act 2005, a Local Government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government area.

The University is an active member of three Local Emergency Management Committees, namely the City of Belmont/Town of Victoria Park, City of Canning/City South Perth and City of Kalgoorlie-Boulder.

Emergency management at Curtin is also supported externally by DFES, WAPOL and St John.

6.9 Indemnity

The University will indemnify a staff member or student under relevant insurance policies, provided it is lawfully entitled to do so:

- Where their act or omission was expressly authorised by Curtin; or
- Where their act or omission was done in the course of their employment or approved study related activity.

Prevention and Preparedness

7.   Risk Analysis

By analysing the University's hazards and risk, it is possible to gain a greater understanding of where to prioritise planning and allocate resources, thereby building a sound foundation for comprehensive emergency management at the University.

Figure 3 outlines the potential hazards and sources of risk affecting the University. Scoring criteria and matrices can be found in [Appendix 3](#).

Figure 3. Risk profile of Curtin University.

Hazard/Source of Risk	Likelihood	Consequence/Impact	Level/Risk Rating	People	Social and Cultural	Economy	Environment	Industry	Infrastructure	Property	Prevention	Preparedness	Response	Recovery
Medical Emergency	Almost certain	Major	E	•	•						L	H	H	H
Fire / Smoke / Explosion	Almost certain	Moderate	H	•	•	•	•	•	•	•	M	H	H	H
Gas Leak	Likely	Minor	M	•			•	•	•	•	H	M	H	H
Traffic Crash / Transport Incident	Likely	Moderate	H	•	•	•	•	•	•	•	M	M	H	H
Civil Disorder	Possible	Minor	M	•	•	•	•	•	•	•	M	M	M	M
Personal Threat	Possible	Moderate	M	•	•						M	M	M	H
Active Armed Offender	Possible	Critical	E	•	•	•		•	•	•	M	M	M	M
Terrorism	Possible	Critical	E	•	•	•	•	•	•	•	M	M	L	L
Improvised Explosive Device (IED) attack	Unlikely	Critical	H	•	•	•	•	•	•	•	M	M	L	L
Bomb Threat	Likely	Moderate	H	•	•	•		•	•	•	M	M	M	M
Suspicious Mail or Package – Bomb/IED	Possible	Moderate	H	•	•	•		•	•	•	M	M	M	M
Suspicious Mail or Package – Biological or Chemical Agent	Possible	Moderate	H	•	•	•		•	•	•	M	M	M	M
Severe Weather/Storms/Cyclone	Almost certain	Minor	H	•	•	•	•		•	•	L	H	M	H
Earthquake	Unlikely	Minor	L	•		•	•		•	•	L	M	M	M
CBRN Incidents	Possible	Critical	E	•	•	•	•	•	•	•	H	H	M	M
Pandemic	Possible	Moderate	M	•	•	•		•			M	M	M	M
Flood	Possible	Minor	M	•	•	•	•			•	M	M	H	H
Heatwave	Possible	Moderate	H	•			•				L	M	H	H
Disruption to Fuel and Gas Services	Unlikely	Insignificant	L			•	•	•	•		M	M	M	H
Disruption to Water Supply	Possible	Insignificant	L		•	•	•	•	•		M	M	M	H
Disruption to Power	Likely	Minor	M			•		•	•		M	H	M	H
Disruption to Telecommunications	Possible	Minor	M		•	•		•	•		M	M	M	H
Structural Instability	Unlikely	Major	M	•	•	•	•	•	•	•	H	M	L	M

Adequate mitigation of existing risks (i.e. risk treatment) has been undertaken wherever possible to lessen or prevent emergency-related losses. Note that the University may be affected by other hazards outside those mentioned in the risk analysis. The University may also be impacted by other hazards that develop in the future.

8. Public Education

8.1 Risk Communication

Communicating basic risk concepts and response actions to the University's staff, students and visitors through public education is critical for effective emergency management. It is important that common terminology is adopted to avoid confusion and help people better understand their own risks to make informed decisions on how they can protect themselves from harm.

All public education material should take into account the following key elements:

- Consistency and standard messaging
- Legitimacy and credibility
- Scalability
- Susceptibility (to disruption or misinterpretation)
- Positivity and active engagement

8.2 Promoting Personal Preparedness and Participation

Information is used to promote personal preparedness and encourage participation from both staff and students at Curtin. Key messages are incorporated into a wide range of communication activities, such as:

- Online, via the HSEM website, Curtin Weekly and Curtin social media channels.
- Embedded in speeches, presentations, workshops and team meetings.
- Within training sessions and inductions.
- On paper and digital posters around campus.
- Through informal face-to-face discussions; and
- In plans, procedures and guidelines.

In addition to encouraging greater situational awareness and increasing knowledge around risks and hazards, public education campaigns are used address common emergency management questions and concerns at Curtin and provide support where needed. By making preparedness relevant and easy, involving people in the planning process, and using the best knowledge available at the time, information can be turned into real actions by people to create a more resilient University community.

9. Training and Exercising

Training and exercising are essential at Curtin to ensure that the EMP is workable and effective. It is also important to regularly test systems and exercise procedures to ensure that individuals and departments remain appropriately aware of what is required of them during an emergency, and that they are suitably trained for their role.

Exercising emergency arrangements allows the EPC to:

- Test the effectiveness of the EMP.
- Bring together individuals, departments, faculties, and members of emergency management agencies to give them knowledge of and confidence in their role and responsibilities, by providing an opportunity to test operational procedures and skills in simulated emergency conditions.
- Test the ability of separate agencies to work together on common tasks and to assess the effectiveness of coordination between them.

Exercising is a form of training, in addition to the prescribed training given to fire wardens and first aiders.

9.1 Exercise Methodology

Emergency response exercises are designed to be consistent with the risks identified in the EMP. 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
- Testing the operating procedures of the Emergency Operations Centre

All areas of a facility or building must participate in at least one emergency response exercise involving an evacuation each year. For each exercise, a risk assessment must be undertaken to determine unplanned events. The objectives and expected outcomes of the exercise must be established, documented and communicated to all participants. Each exercise shall have a nominated observer.

Prior to conducting any exercise, those involved in the exercise shall be briefed regarding the type, scope, any inclusions or exclusions of employees, visitors and contractors related to the exercise. Where necessary, signs indicating that the activities are a drill/exercise shall be distributed in the area of the drill/exercise if required. All Chief Wardens will be advised of an impending exercise by a representative from Emergency Management.

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.

A briefing/debriefing must be held at the start and completion of all exercises and involve all exercise participants. Participants should be encouraged to comment on the execution of the exercise and provide recommendations and suggestions for improvement. All comments will be documented and forwarded to the EPC.

9.2 Training Requirements

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

POSITION	TRAINING REQUIREMENTS	FREQUENCY
Chief Warden and Deputy Chief Warden	Curtin Chief Fire Warden Training Curtin Fire Awareness/Extinguisher Training Participate in one emergency exercise	Every 2 years Every 2 years Annually
Warden	Curtin Fire Warden Training Curtin Fire Awareness/Extinguisher Training Participate in one emergency exercise	Every 2 years Every 2 years Annually
First Aider	HLTAID011 Provide First Aid Training HLTAID009 Provide Cardiopulmonary Resuscitation Curtin Fire Warden Training Participate in one emergency exercise	Every 3 years Annually Every 2 years Annually

The minimum training requirements for CIMT and EMT members are set out below:

POSITION	TRAINING REQUIREMENTS	FREQUENCY
CIMT Member	Refer to Risk, Compliance & Audit	
EMT Member	Emergency Management Fundamentals (eLearning) AIIMS Awareness (eLearning) Participate in two emergency or incident exercises (desktop and field) Participate in one emergency evacuation exercise Participate in one multi-agency exercise	As required As required Annually Annually Annually

Response

10. Reporting an Emergency

Emergencies at Curtin can be reported via several channels.

10.1 Reporting a Life-Threatening Emergency

Life-threatening emergencies (Fire, Police or Ambulance) are always managed as per normal arrangements for an immediate response by emergency services:

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

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

10.2 Reporting an Emergency – Hearing, Speech or Communication Difficulties

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

- TTY (teletypewriter) – **dial 106**
- NRS Chat – ask for **Triple Zero (000)**
- Captioned relay – ask for **Triple Zero (000)**
- SMS relay – text **0423 677 767**
- Voice relay (ordinary phone) – **1300 555 727** and ask for **Triple Zero (000)**
- Video relay – login to Skype and contact one of the NRS contact names

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

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

SafeZone is a free app for students, staff 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.

10.4 Reporting Suspicious Behaviour

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

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

11. Response Plans

The following Response Plans can be found on the [Emergency Management website](#).

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

12. Activation

12.1 Priorities of Emergency Response

Curtin recognises its most important asset is its people; therefore, all emergency response activities at Curtin University ensure life safety takes precedence over asset protection. The response priorities in order of importance are referred to as PEARL ([Appendix 4](#)):

1. **P**eople
2. **E**nvironment
3. **A**ssets
4. **R**ecovery, Reputation, Rebuilding Confidence
5. **L**oss of Productivity, Loss of Revenue, Liability

12.2 Process for Activation

For all emergency incidents affecting life, the IRT, SCT and EMT will commence the response according to their protocols. The EMT Leader will notify the CIMT Leader if the incident is at Alert Level 2 or 3.

Cyber and Information and Communications Technology (ICT) incidents are not covered under this plan. For these incidents, and other conduct, compliance or infrastructure-related incidents, the response will commence according to the Incident Alert Matrix and relevant protocols for the functional area.

12.3 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

12.4 Emergency Operations Centre (EOC)

The University has three Emergency Operations Centres (EOCs) spread across the Bentley Campus. The purpose of an EOC is to provide the EMT an operational area to control and coordinate the response and support to an incident or emergency. These

centres are strategically placed to provide redundancy in times of a critical incident and can be used to coordinate emergency response efforts across all Curtin campuses.

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.

12.5 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:

- Building 500 - Resources and Chemistry Precinct
- Building 500 - Cyanide Lab 1205
- PC2 and 3 Laboratories
- CHIRI-BRP Laboratory Area
- Data Centre

Specific arrangements for these locations are detailed in Plan 2 - Areas of Special Consideration.

12.6 Hazardous Materials and Dangerous Goods

Hazardous materials are chemicals, and other substances present in the workplace that have the potential to harm the health of persons, causing illness or disease. This general definition also includes dangerous goods and poisons. The Chemical Management Plan provides further information relating to Hazardous Materials and Dangerous Goods.

Specific response arrangements for hazardous materials and dangerous goods are detailed in Plan 3 - Hazardous Materials and Dangerous Goods.

12.7 After Hours, Weekends and Public Holidays

The core business days of Curtin University are from Monday to Friday. Should an after-hours response be required, the Safer Community Team operates on a 24/7 basis and will continue to attend all incidents as per normal procedures. To access Curtin services and resources after hours, on weekends and public holidays, alternate response personnel may be required. Refer to the Emergency Contact List in Appendix 5 for more information.

13. Emergency Communications During a Critical Incident

Public information in an emergency should focus on the health and safety of the University and its staff, students and visitors. All communications should include clear direction on the specific actions individuals should take to protect themselves from harm, plus any other information relevant to the event.

When public information is provided, the special needs of vulnerable individuals must be given due consideration; it is therefore necessary to use multiple forms of communication. During an emergency event, where language may become a communication barrier, the Telephone Interpreter Service (24 hours) may be used to provide or receive information by contacting the Translating and Interpreting Services (TIS) on 131 450.

All channels of communication should be continuously monitored for accuracy, rumour control and as a source of intelligence during the event.

13.1 Public Information

Many emergency situations occur with little or no warning. In these situations, information will be distributed systematically, across numerous media channels, and as quickly as possible. The University has an emergency communication process (for both internal and public information) to provide guidance about early warning and real-time messaging in the event of an emergency. The emergency communication system will ensure accurate emergency messages reach the university community, the public and relevant stakeholders in a timely manner. Information shall be relevant, clear and targeted.

Emergency Warning Intercommunication System (EWIS)

The 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 an EWIS system installed.

It is the responsibility of the 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.

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 is made by the EMT Leader during an emergency. The EMT Leader directs the Director, Corporate Communications to issue the alert.

Curtin Digital Boards

Curtin has a network of digital boards distributed throughout the Bentley Campus. In the event of an emergency these boards can be used to quickly display a visual emergency message. The displays can also be isolated to specific buildings or zones or cover all digital boards across the campus.

The digital boards are managed by the Digital Student Engagement Team. All requests for content to be displayed must be sent to the Manager, Student Lifecycle Engagement, for moderation and processing.

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 call centre is staffed by an external provider, GoCrisis.

The decision and authority to activate the Hotline is held by the Director, Risk, Compliance and Audit, or an approved delegate.

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.

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 Director, Corporate Communications, or an approved delegate.

14.   Emergency Evacuations

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

14.1   Emergency Evacuation Guidelines

The Emergency Evacuation Guidelines provide advice and guidance to all Curtin staff, students 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.

14.2   Emergency Evacuation Diagrams

Emergency evacuation diagrams (Figure 4) are distributed throughout all buildings at Curtin University including Bentley, Technology Park, Perth CBD, Kalgoorlie campuses and those that are leased or owned by the University. These diagrams provide emergency and evacuation information for occupants and visitors.

Emergency evacuation diagrams must be reviewed annually by building Health and Safety Representatives and IRT members to ensure accuracy. Each diagram must be displayed in the most appropriate location to enable occupants and visitors easy access and guidance. 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 Curtin Emergency Management.

Figure 4. Example of an emergency evacuation diagram
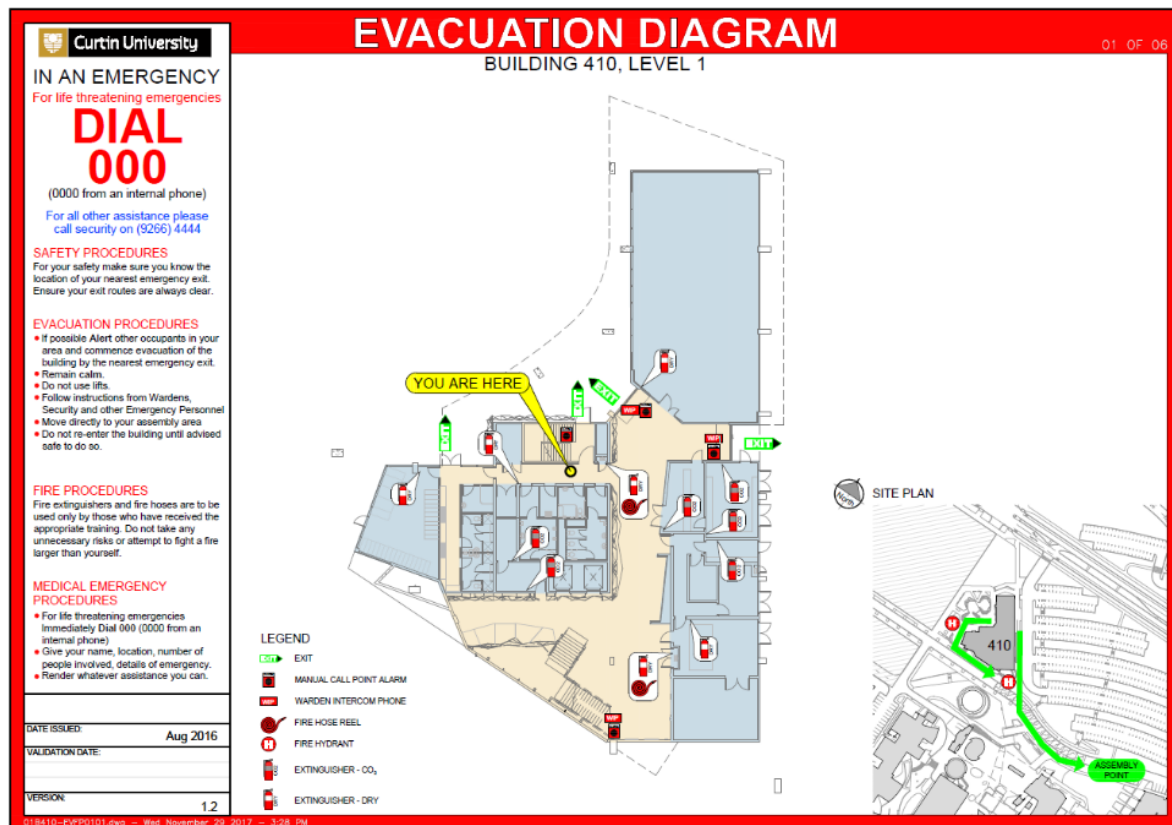
14.3   Evacuating People with a Disability

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

Ensuring people with disability become, and remain, an integral part of the University's emergency management arrangements requires a collaborative effort between professional, and academic staff, students and visitors of the University.

The Evacuation Guidelines for People with Disability have been developed to provide advice and guidance to all Curtin staff, students and visitors, to enable a safe and efficient evacuation of people with disability during an emergency situation.

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 not compulsory for individuals to have a PEEP, but it is recommended and promoted at Curtin. The PEEP template can be accessed on the Emergency Management website.

Emergency Evacuation Chairs

Curtin Emergency Management can provide information on which buildings have evacuation chairs installed. The SCT also have access to a mobile unit that can be deployed as necessary.

15. Resource Management

15.1 Emergency Equipment

All buildings within the Bentley, Technology Park, Perth CBD, Kalgoorlie campuses and those that are leased or owned by the University shall conform to the Building Code of Australia (BCA) or other relevant Standard. Inspections of emergency equipment will be undertaken as part of the Workplace Inspection Procedure. Curtin Properties, Facilities and Development are responsible for repair and maintenance of university emergency equipment including but not limited to fire panels, EWIS, emergency lighting and firefighting equipment.

15.2 First Aid Requirements

First Aiders provide first aid services for the emergency treatment of injuries or illness. They have the authority to direct University staff, students, 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 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 First Aid Guidelines and First Aid Risk Assessment Guidelines provide more information if required.

First aid equipment must be located in convenient places and in areas where there is a higher risk of an injury or illness occurring. First aid kits should be immediately accessible to all employees, including persons working in isolated or remote locations, and clearly visible and signposted with a standard safety sign consisting of a white cross on a green background.

15.3 Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is a portable and easy-to-operate medical device that analyses an unconscious person's heart rhythm and automatically delivers an electric shock if they are having a Sudden Cardiac Arrest (SCA).

Curtin has a number of AEDs across its campuses. For details on locations please refer to the Defibrillator Locations Map.

For further information on AEDs refer to the First Aid Guidelines or the Emergency Management website.

15.4 Financial Arrangements

The principles of funding for emergencies are to ensure accountability for the expenditure incurred. The organisation 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.

Recovery

16.   The Recovery Process

Recovery activities begin as soon as an emergency occurs and is focused on the longer-term support and recovery of the University and its community. Recovery is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process. Successful recovery efforts need to focus on the impact to the Curtin community as a whole. This focus can be sharpened by examining and supporting recovery activities across the four environments that constitute a community as outlined in Figure 5[3].

Figure 5. The four elements of community recovery.

Built Environment

Natural Environment

Curtin Community

Social Environment

Economic Enviroment
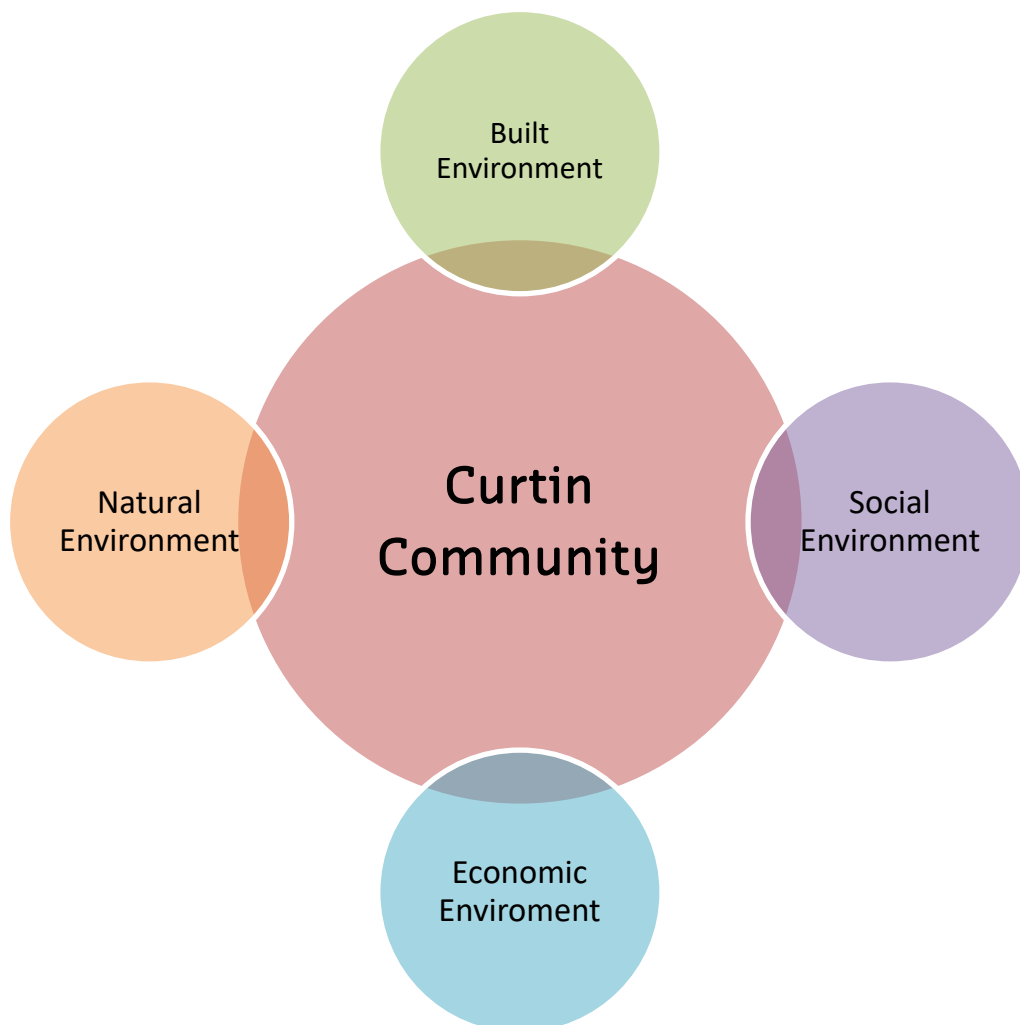
[3] Adapted from – Australian Emergency Management Institute, Community Recovery Handbook 2, 2018, p54

Community involvement is a critical aspect of recovery, and recovery activities assist the Curtin community affected by an emergency to reconstruct the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. The outcomes of the recovery phase are used to ignite the prevention and preparedness phases by building better, stronger environments, more robust plans and more resilient communities, whilst reducing future exposure to hazards.

The extent of recovery activities will, however, depend on the nature and magnitude of the emergency. In some circumstances recovery activities will be escalated past local resolution to be directed by the CIMT. In this situation, the decision-makers must understand what is important to the Curtin community to maximise the opportunities to regenerate and enhance the University's social, economic, natural and built environments. Successful recovery is built on effective communication with the Curtin community and other key stakeholders.

16.1 Transition from Response to Recovery

The decision to cease an emergency and move to the recovery phase or return to normal operations can only be made once the event has been controlled, contained and/or nullified. To enable a smooth transition between phases, response and recovery activities must be both integrated and aligned, starting as soon as possible after the event has occurred.

At the cessation of the critical event, and the CIMT Leader is satisfied that agreed priorities have been met and identified critical services and processes are operational, the management of ongoing business priorities and long-term recovery actions will be handed over to the CIMT Business Response Team Leader.

The Business Response Team Leader or a delegated nominee will work with relevant response teams to lead long-term recovery to resume normal operations and rebuild community and stakeholder confidence.

16.2 Recovery Priorities and Responsibilities

The CIMT Leader and Business Response Team Leader should consider the following when recommending priorities and ensuring work is completed:

- Health (physical and emotional) and safety of individuals
- Environmental recovery
- Welfare/social recovery
- Safety of the built environment
- Economic recovery
- Physical recovery
- Business continuity

The EMT and Business Response Team Leader have responsibility for ensuring the recovery phase is initiated and escalated to the CIMT. The EMT is also accountable for ensuring that all issues are addressed, resolved and completed.

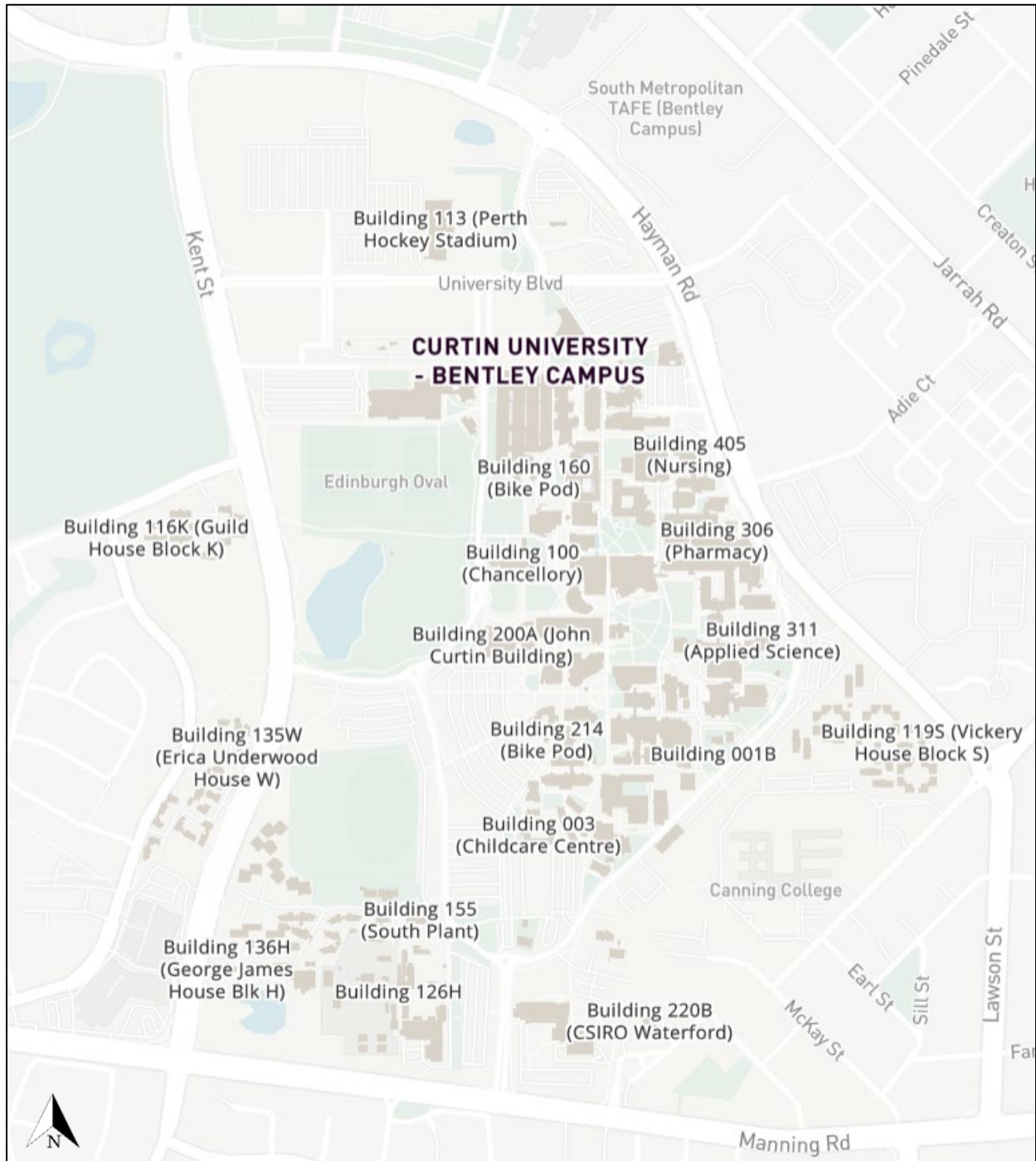## 16.3   Corrective Action Planning

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.

Campus Maps

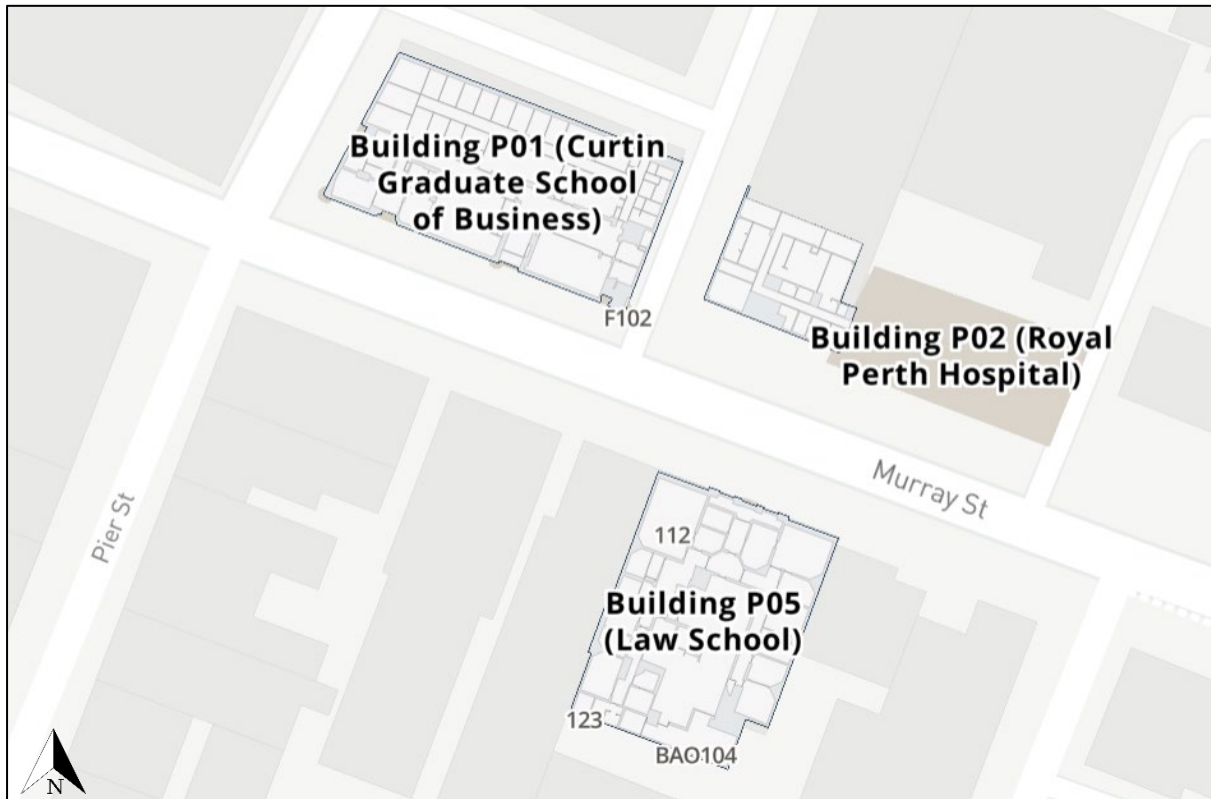## Map 1   Bentley Campus ([Interactive Map](#))

Building 113 (Perth Hockey Stadium)
University Blvd
CURTIN UNIVERSITY – BENTLEY CAMPUS
South Metropolitan TAFE (Bentley Campus)
Building 405 (Nursing)
Building 160 (Bike Pod)
Building 306 (Pharmacy)
Building 116K (Guild House Block K)
Edinburgh Oval
Building 100 (Chancellory)
Building 200A (John Curtin Building)
Building 311 (Applied Science)
Building 135W (Erica Underwood House W)
Building 214 (Bike Pod)
Building 001B
Building 119S (Vickery House Block S)
Building 003 (Childcare Centre)
Canning College
Building 155 (South Plant)
Building 136H (George James House Blk H)
Building 126H
Building 220B (CSIRO Waterford)
Kent St
Hayman Rd
Pinedale St
Creaton St
Jarrah Rd
Adie Ct
Earl St
Sill St
Lawson St
McKay St
Manning Rd

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

Map 2 Technology Park ([Interactive Map](#))
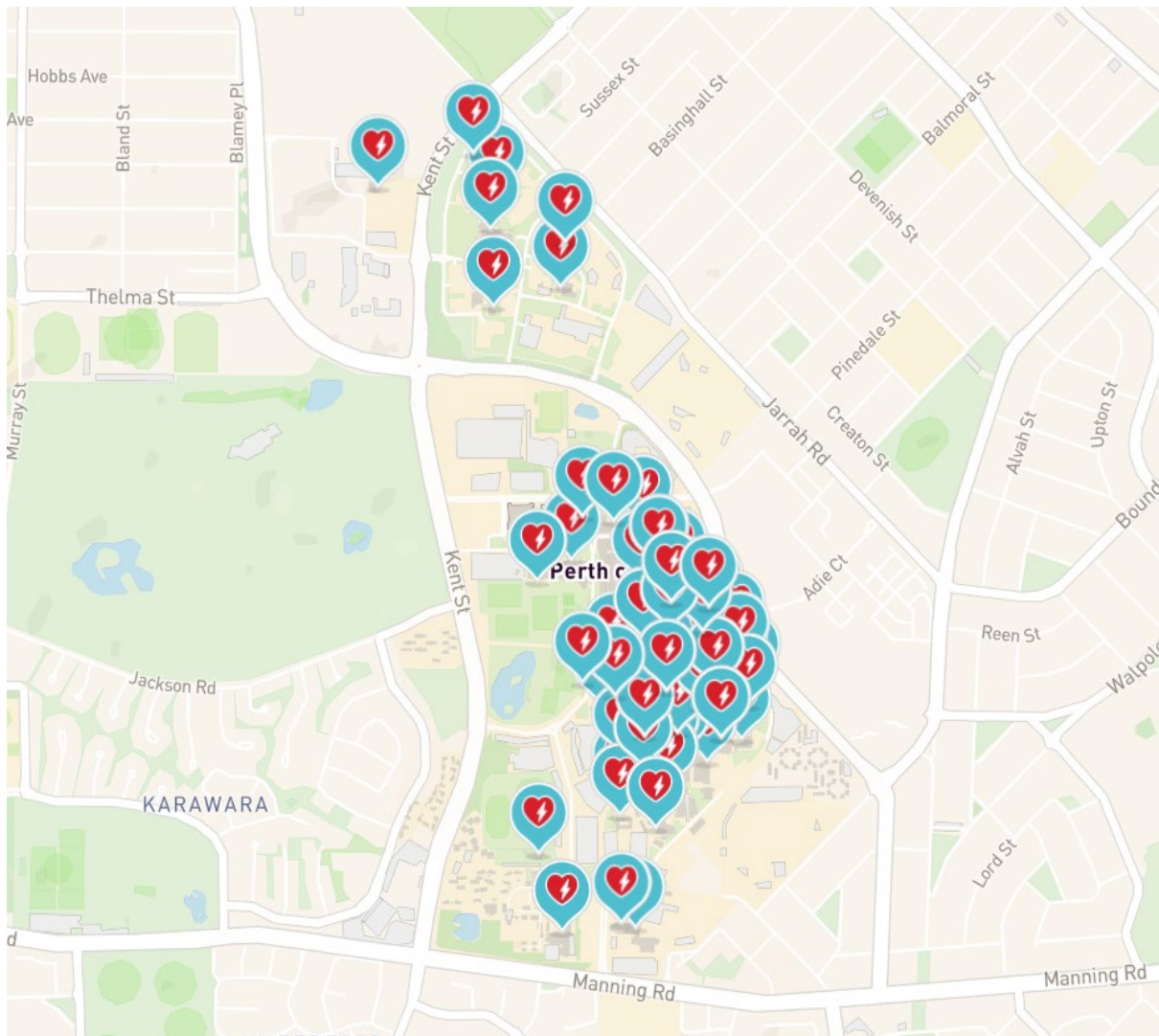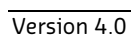
Map 3   Perth CBD Locations ([Interactive Map](#))
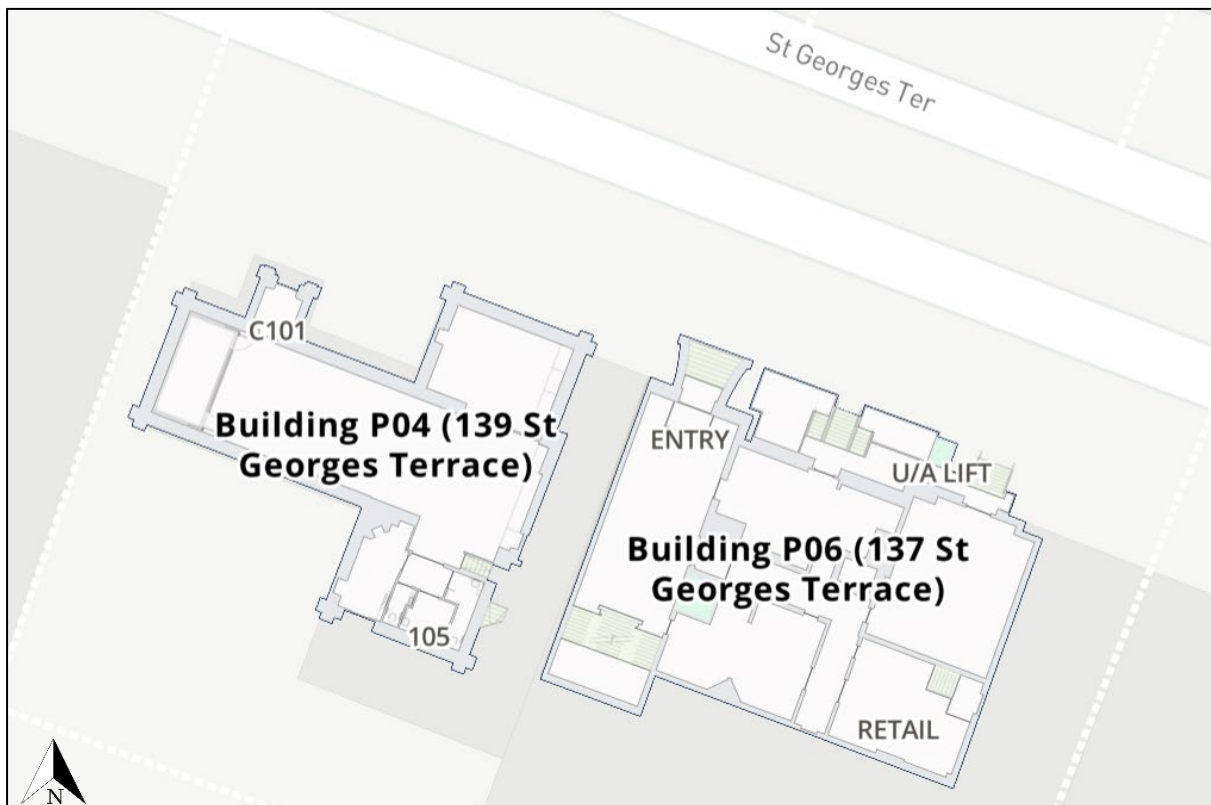
Map 4   Kalgoorlie Campus ([Interactive Map](#))
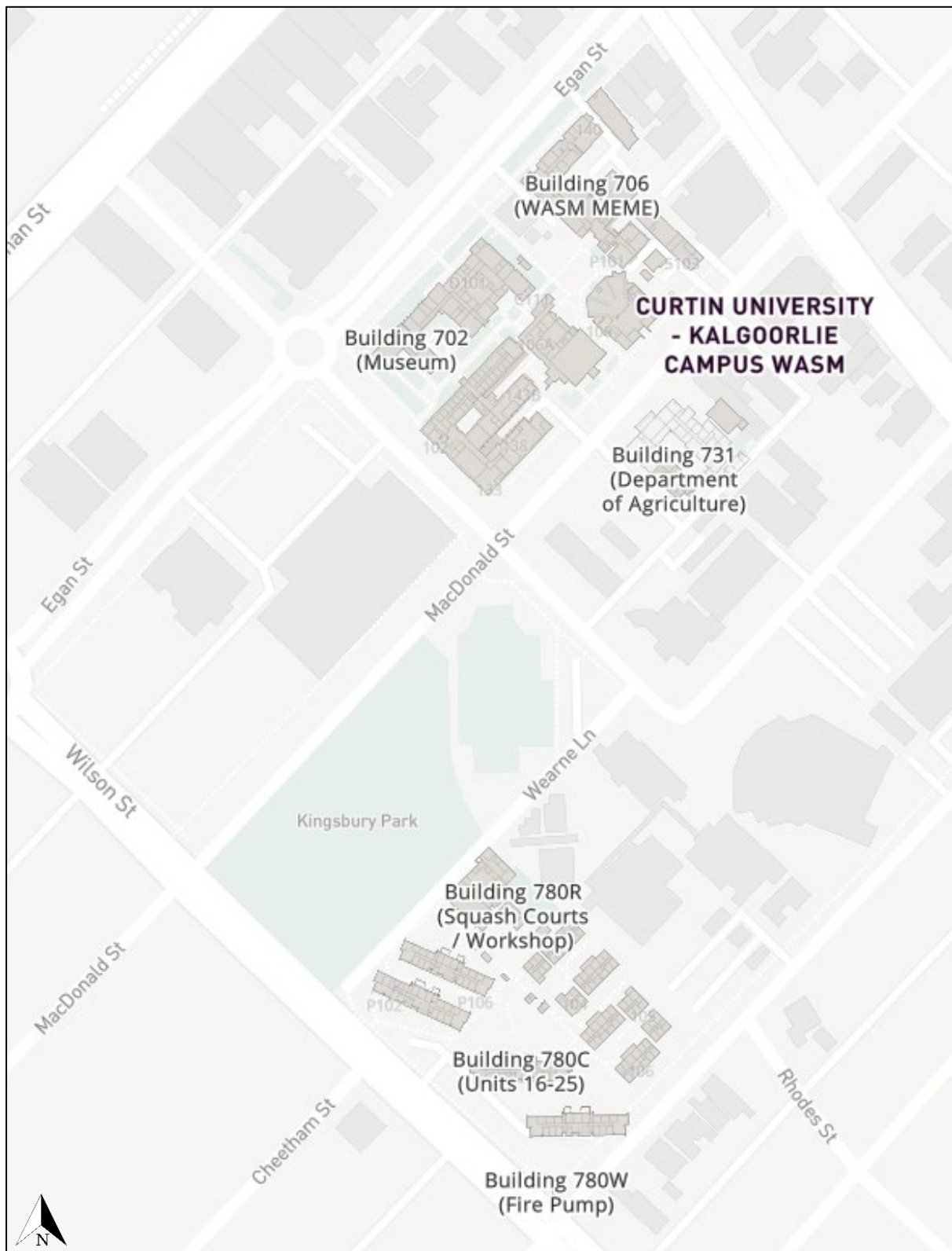
Appendices

Appendix 1 - Emergency Management Framework

Appendix 2A - Position Description – Chief Warden and Deputy Chief Warden

Appendix 2B - Position Description – Warden

Appendix 2C - Position Description – First Aider

Appendix 2D - Position Description – Safer Community Team Member

Appendix 2E - Position Description – Emergency Management Team Leader

Appendix 2F - Position Description – Emergency Management Team Member

Appendix 2G - Position Description – Forward Liaison Officer

Appendix 3 - Scoring Criteria and Risk Matrices for Risk Analysis

Appendix 4 - Curtin Focus Priority Board

Appendix 5 - Emergency Contact List

Appendix 6 - Glossary

Appendix 1 - Emergency Management Framework

Emergency Management Framework

Emergency Management Act 2005	Work Health and Safety Act 2020	AS 3745 - 2010 Planning for Emergencies in Facilities	ISO 31000 : 2018 Risk Management

			Critical Incident Management Plan	Business Continuity Plan
Level 3	Complex Emergency	CIMT Management Recovery and Business Continuity		
Level 2	Emergency	EMT and CIMT Operational Procedures Initial Recovery		
Level 1	Elevated Response	EMT and Safer Community Team Emergency Response Procedures		
Localised Incident	Operations Normal	University Operations, Safe Work Procedures, Curtin University Bylaws & Safer Community Team Response		

Appendix 2A - Position Description – Chief Warden and Deputy Chief Warden

CHIEF WARDEN ROLES AND RESPONSIBILITIES	
Chief Wardens have the authority of the Emergency Planning Committee to direct University staff, students, contractors and visitors following the declaration of an incident/emergency or during an exercise.	
PRE-EMERGENCY	- Become familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram. - Ensure a Deputy is trained and available during any leave of absence. - Ensure operational knowledge of facility communication equipment i.e. EWIS. - Maintain current contact details for all IRT members. - Ensure staff on the IRT are aware of their roles and responsibilities. - Ensure IRT members are trained in accordance with training and competence requirements. - Provide induction to new staff and new IRT members relating to emergency procedures. - Establish a method for communicating with IRT members during an emergency. - Identify people with disabilities in your area and discuss the Emergency Evacuation Guidelines for People with Disability - Hold regular IRT meetings (quarterly minimum). - Ensure staff on the IRT are aware of their roles and responsibilities.
DURING THE EMERGENCY	- 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 communications with your team and determine the most appropriate course of action. - Assume control of the situation and initiate a safe evacuation of the area, if necessary. - If there are any people with disabilities in the building direct nearest Warden to assist the individual to evacuate (if required). - Notify the appropriate emergency services / Safer Community Team and wait for your team's status reports. - If appropriate, brief emergency services and standby for their direction. - Monitor the evacuation process and assess any potential need to move assembly area/muster point to a safer location. - Ensure a log is maintained throughout which can be used during the debrief and secured for future reference.
POST-EMERGENCY	- When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, instruct Wardens to direct occupants back to their building. - If there are any people with disabilities at the assembly area/muster point, ensure they are made aware of the situation and direct wardens to assist them to return to work/study area (if required). - Compile a report of the incident. - Liaise with the Manager, Emergency Preparedness regarding a debrief for the entire IRT involved in the incident (if required).

DEPUTY CHIEF WARDEN RESPONSIBILITIES

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.

TRAINING REQUIREMENTS – CHIEF WARDEN AND DEPUTY CHIEF WARDEN

Curtin Chief Fire Warden Training	Every 2 years
Curtin Fire Awareness/Extinguisher Training	Every 2 years
Participate in one emergency exercise	Annually

CHIEF WARDEN AIDE MEMOIRE

Can be found on the Emergency Management website

RELEVANT DOCUMENTATION

Emergency Evacuation Guidelines

Evacuation Guidelines for People with Disability

AS 3745 – 2010 Planning for emergencies in facilities

Appendix 2B - Position Description – Warden

WARDEN ROLES AND RESPONSIBILITIES	
Wardens have the authority of the Emergency Planning Committee to direct University staff, students, contractors and visitors following the declaration of an incident/emergency or during an exercise.	
PRE-EMERGENCY	- Ensure you are trained in accordance with training and competence requirements. - Become familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram. - Identify people with disabilities in your area and discuss the Emergency Evacuation Guidelines for People with Disability. - Participate in regular exercises/drills.
DURING THE EMERGENCY	- Put on Red tabard and remain calm. - Ensure the safety of yourself and other personnel. - Ascertain the nature of the emergency. - Establish communications with your team and determine the most appropriate course of action. - If immediate evacuation is required, initiate controlled evacuation, otherwise wait for instructions from the Chief Warden. - If safe to do, search your designated area to ensure all persons are accounted for (staff, students, visitors and contractors) - Assist people with disabilities to evacuate safely in accordance with Emergency Evacuation Guidelines for People with Disability. - Ensure orderly flow of persons during an evacuation. - Ensure that all fire and smoke doors are closed. - On successful evacuation report to the Chief Warden, provide status report and await further instructions. - Direct persons to relevant assembly area/muster point. - Prevent persons from re-entering the evacuation zone or building. - Control and account for personnel at assembly point if directed to do so by the Chief Warden.
POST-EMERGENCY	- When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, and upon instruction of Chief Warden, assist building occupants to return to their building. - If there are any people with disabilities at the assembly area/muster point ensure they are made aware of the situation, ask them if they require assistance to return to work/study area and inform Chief Warden. - Compile a report of your actions during the incident to provide to the Chief Warden. - Attend debrief as directed by Chief Warden / Emergency Management Team.

TRAINING REQUIREMENTS	
Curtin Fire Warden Training	Every 2 years
Curtin Fire Awareness/Extinguisher Training	Every 2 years
Participate in one emergency exercise	Annually

RELEVANT DOCUMENTATION
Emergency Evacuation Guidelines
Evacuation Guidelines for People with Disability
AS 3745 – 2010 Planning for emergencies in facilities

Appendix 2C - Position Description – First Aider

FIRST AIDER ROLES AND RESPONSIBILITIES	
First Aiders are an integral part of the Incident Response Team structure. In the event of an emergency situation such as an evacuation, First Aiders assist with the evacuation and report directly to the Chief Warden.	
PRE-EMERGENCY	- Ensure you are trained in accordance with training and competence requirements. - Become familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram. - Identify people with disabilities in your area and discuss the Emergency Evacuation Guidelines for People with Disability. - Participate in regular exercises/drills.
DURING THE EMERGENCY	- Put on Green tabard and remain calm. - Ensure the safety of yourself and other personnel. - Ascertain the nature of the emergency. - Establish communications with your team and determine the most appropriate course of action. - If immediate evacuation is required, collect your first aid kit and assist 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 any injured personnel.
POST-EMERGENCY	- When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, and upon instruction of Chief Warden assist building occupants to return to their building. - If there are any people with disabilities at the assembly area/muster point ensure they are made aware of the situation, ask them if they require assistance to return to work/study area and inform Chief Warden. - Compile a report of your actions during the incident to provide to the Chief Warden. - Attend debrief as directed by Chief Warden / Emergency Management Team.

TRAINING REQUIREMENTS	
HLTAID011 Provide First Aid Training	Every 3 years
HLTAID009 Provide Cardiopulmonary Resuscitation	Annually
Mental Health First Aid	Every 3 years
Curtin Fire Warden Training	Every 2 years
Participate in one emergency exercise	Annually

RELEVANT DOCUMENTATION

[First Aid Guidelines](#)

[First Aid Risk Assessment Guidelines](#)

[Defibrillator Locations Map](#)

[Emergency Evacuation Guidelines](#)

[Evacuation Guidelines for People with Disability](#)

[AS 3745 – 2010 Planning for emergencies in facilities](#)

Appendix 2D - Position Description – Safer Community Team Member

SAFER COMMUNITY TEAM MEMBER ROLES AND RESPONSIBILITIES

The Safer Community Team is vital to the effective response to an emergency situation. The role of the Safer Community Team is to support the control of an incident or emergency through the procurement and maintenance of human and physical resources, facilities, services and materials.

To provide an appropriate response to an incident or emergency, the Safer Community Team shall assume the responsibilities set out below.

INCIDENT SCENE	- Only if appropriate to do so, attend the incident scene whilst maintaining personal safety. - Gain a clear understanding of the incident. Relay information to Security Supervisor or their delegate. - Report emergency management-specific incidents through to the Emergency Management Team, as appropriate. - 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 evacuation where appropriate. - Liaise with the Emergency Services Incident Controller. - Liaise with the Emergency Management Forward Liaison Officer (FLO). - Act as a Forward Liaison Officer during an emergency, if 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. - Maintain control and order of pedestrian and vehicular movements if required. - Assist to restore normality after an emergency.
BRIEFING	- Ensure the Security Coordinator or their delegate is in possession of timely information relating to the incident by obtaining a briefing from the Incident Controller (if applicable).
RECORDS	- Maintain a detailed record of the incident and actions personally undertaken. - Obtain and retain details of all personnel involved in the management of the incident at the scene.

TRAINING REQUIREMENTS

As stipulated by SCT protocols.

RELEVANT DOCUMENTATION

First Aid Guidelines

First Aid Risk Assessment Guidelines

Defibrillator Locations Map

Emergency Evacuation Guidelines

Evacuation Guidelines for People with Disability

AS 3745 – 2010 Planning for emergencies in facilities

Appendix 2E - Position Description – Emergency Management Team Leader

EMERGENCY MANAGEMENT TEAM LEADER ROLES AND RESPONSIBILITIES	
The Emergency Management Team Leader (EMTL) has overall responsibility for the management of all activities and personnel deployed to resolve an incident. To provide an appropriate response to an incident or emergency, the EMTL shall assume the responsibilities set out below.	
INCIDENT SCENE	- Communicate with Forward Liaison Officer to obtain details about the incident and what actions have been taken to date. - Assess the situation and seek information as required. - Ensure that necessary response actions are underway in accordance with Emergency Management plans and procedures. - Ascertain the Incident Level and assess which stakeholders require notification; notify these stakeholders or assign this task to a suitable delegate. - Identify a site for the Forward Command Centre; ensure Security are on standby to escort emergency services to the site. - Stand up the Emergency Management Team and all support teams as required. - Direct actions of the EMT at the incident site, where appropriate. - Supervise the University's emergency response and interface with Emergency Services. - If required, escalate to the CIMT in accordance with the Incident Alert Matrix.
BRIEFING	- Ensure briefings occur at all levels of the EMT structure and each area conducts briefings with their section. - When time permits, brief the CIMT Leader and Incident Communications Team Leader on the situation.
SETTING OBJECTIVES	- Identify the preferred incident objective and strategies. - Develop alternative incident objectives and strategies and identify the risks and likely outcomes associated with each.
WELFARE	- Ensure staff shifts have been rotated and provide regular timeouts for staff as required. - Assess and support staff members to cope with the situation. - Ensure Psychological First Aid is in available for staff coming off shift, and at the conclusion of the event, if required.
COMMUNICATIONS	- Authorise the issue of emergency alert messages to the relevant Curtin community (all Curtin staff and students, or an affected area or building). - Continue to provide Situation Reports (SitReps) to the CIMT Leader.

RELATIONSHIPS	- Manage the interface with organisations and people working beyond the incident management structure. - Manage the interface with communities and people affected by or likely to be affected by the incident. - Act as the liaison point between the Forward Command Centre, CIMT and Incident Communications Team Leader.
DURING THE EMERGENCY	- Seek clarification with Emergency Services or Combat Agencies about any casualties or fatalities, the extent of the cordon, and any ongoing issues. - Assess any anticipated regulatory impacts or damage to the environment or infrastructure and report to the CIMT.
DEBRIEFING	- Ensure debriefs are conducted both at shift handovers and at the conclusion of the incident.
POST-EMERGENCY	- If possible, compile and preserve all information in the Incident Tracking Log and deliver to the CIMT for integration into the incident record. - Review team actions taken during the incident and provide recommendations for improvements. - Lead the post-incident review with the EMT to discuss lessons learned, strengths, weaknesses and corrective actions. - Participate in a post-incident review with the CIMT.
RECORDS	- Maintain a chronological and timed record of the decisions made personally in relation to the incident.
RECOVERY	- Remain at the incident site while the area is cordoned off and support forensics teams and regulators investigating the incident site. - With the CIMT, examine the emergency management framework and arrangements to identify any gaps in understanding or corrective actions. - Stand down relevant members of the EMT when no longer required. - Stand up relevant members of the Health and Safety team when CIMT determines the incident has effectively transitioned to recovery phase. - Participate in ongoing CIMT meetings as appropriate.

TRAINING REQUIREMENTS

Emergency Management Fundamentals (eLearning)	As required
AIIMS Awareness (eLearning)	As required
Participate in two emergency or incident exercises (desktop and field)	Annually
Participate in one emergency evacuation exercise	Annually
Participate in one multi-agency exercise	Annually

RELEVANT DOCUMENTATION

[Curtin University Emergency Management Plan and Response Plans](#)

[Curtin University Incident Alert Matrix](#)

Appendix 2F - Position Description – Emergency Management Team Member

EMERGENCY MANAGEMENT TEAM MEMBER ROLES AND RESPONSIBILITIES	
Emergency Management Team (EMT) Members support the University by providing specialist advice and expertise to help respond to and to resolve an incident. EMT membership comprises the following portfolios: - Health and Safety - Emergency Preparedness - Security - Support Services - Strategic Communications - Properties In order to provide an appropriate response to an incident or emergency, an EMT Member shall assume the responsibilities set out below.	
INCIDENT MANAGEMENT	- Obtain information on the current and projected incident situation from the EMT Leader and available external sources. - Review and provide specialist advice to support the University in its emergency response. - Liaise as appropriate with Emergency Services and Combat Agencies. - Identify the need for and supply specialist resources to support the emergency response and maintain a register of all resources utilised during the incident. - Provide the EMT Leader with current information for inclusion in Situation Reports (SitReps). - Ensure legislative and statutory responsibilities, codes of practice and Australian standards are monitored, interpreted, communicated and applied as required during the emergency event. - Ensure effective communication and consultation processes are followed for the management of the emergency.
PLANNING	- Develop, contribute to and manage appropriate Action Plans. - Estimate future requirements and escalate as appropriate.
BRIEFING	- Ensure that the EMT Leader is in possession of relevant and timely information relating to the incident. - Contribute to briefings and post-event debriefings, as required.
WELFARE	- Consider the welfare of first responders, staff, students and the community, and organise support as required. - Ensure staff rosters are rotated, and all response personnel are given adequate food, water, rest and psychological support.
RECORDS	- Maintain a detailed record of the incident and actions personally undertaken. - Ensure all recovery matters are handed over to the appropriate individual or department.

POST-EMERGENCY	- Assist the University in resuming normal operations after an emergency. - Participate in the post-incident EMT review to discuss lessons learned, strengths, weaknesses and corrective actions.

TRAINING REQUIREMENTS

Emergency Management Fundamentals (eLearning)	As required
AIIMS Awareness (eLearning)	As required
Participate in two emergency or incident exercises (desktop and field)	Annually
Participate in one emergency evacuation exercise	Annually
Participate in one multi-agency exercise	Annually

RELEVANT DOCUMENTATION

Curtin University Emergency Management Plan and Response Plans

Curtin University Incident Alert Matrix

Appendix 2G - Position Description – Forward Liaison Officer

<table>
<tr><td colspan="2">**FORWARD LIAISON OFFICER ROLES AND RESPONSIBILITIES**</td></tr>
<tr><td colspan="2">The Forward Liaison Officer's (FLO) role is enacted during an incident or emergency by the EMT. The position is staffed by either the Emergency Planning Manager or Coordinator, or a 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 Curtin University 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.</td></tr>
<tr><td>**INCIDENT SCENE**</td><td>
- 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.
- Assist the University to resume normal operations after an emergency.</td></tr>
<tr><td>**BRIEFING**</td><td>
- Invoke the Emergency Management Team.
- Ensure that the Emergency Management Team Leader is in possession of relevant and timely information relating to the incident.
- Provide information to Emergency Services as required.
- Provide information to the Critical Incident Management Team as required.</td></tr>
<tr><td>**WELFARE**</td><td>
- Consider the welfare of staff, students and the community and consider facilitating their evacuation to a safe area.
- Consider the welfare of the first responders and Safer Community Team deployed to the incident.</td></tr>
<tr><td>**INCIDENT MANAGEMENT**</td><td>
- Consider escalation scenarios and communicate the requirements should such scenarios occur to the Emergency Management Team Leader.</td></tr>
<tr><td>**RECORDS**</td><td>
- Maintain a detailed record of the incident and actions personally undertaken.
- Obtain and retain details of all personnel involved in the management of the incident at the scene.
- Ensure all recovery matters are handed over to the appropriate individual or department.</td></tr>
</table>

INVESTIGATION	- Manage the subsequent investigation where required in accordance with University requirements and procedures. - Report findings to the Emergency Planning Committee and conclude any outstanding actions. - Attends a CIMT debrief (or provides the CIMT with debrief action summaries) and provides incident data.

TRAINING REQUIREMENTS

HLTAID011 Provide First Aid Training	Every 3 years
HLTAID009 Provide Cardiopulmonary Resuscitation	Annually
Curtin Fire Warden Training	Every 2 years
Participate in one emergency exercise	Annually

RELEVANT DOCUMENTATION

First Aid Guidelines

First Aid Risk Assessment Guidelines

Defibrillator Locations Map

Emergency Evacuation Guidelines

Evacuation Guidelines for People with Disability

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Appendix 3 - Scoring Criteria and Risk Matrices for Risk Analysis

Consequences

Insignificant	No injuries, little or no damage, low financial loss.
Minor	First aid treatment, minor building damage, medium financial loss.
Moderate	Medical treatment required, moderate building and infrastructure damage, high financial loss.
Major	Extensive injuries, high level of building and infrastructure damage, major financial loss.
Critical	Deaths, most buildings extensively damaged and major infrastructure failure, huge financial loss.

Likelihood

Almost certain	Is expected to occur or has occurred and is continuing to impact.
Likely	Will probably occur in most circumstances.
Possible	Could occur at some time.
Unlikely	Not expected but may occur at some time.
Rare	May occur only in exceptional circumstances.

Manageability

L	Low
M	Medium
H	High

Risk Rating

L	Low
M	Medium
H	High
E	Extreme

Impact Category

Economy	Environment	Industry	Infrastructure	People	Property	Social & Cultural
Financial	Flora & Fauna	Primary	Communications	Death	**Private**	Social Networks
Major Loss	Flora & Fauna Habitat	Secondarily	**Utilities**	**Injury**	Residence	Walk/Riding Trails
Moderate loss	Erosion	Service Sector	Power	Permanent	Sheds	Parks/Reserves
Minor Loss	Pollution	Marine	Water	Serious	Vehicle	Heritage Buildings
Bankruptcy	Toxic Waste	Commercial	Gas	Minor	**Commercial**	Places of Worship
	Salinity		**Transport**	Illness	Structures	
	Contamination		Rail/Road		Vehicles	
	Bush Lands		Street lighting		Produce	
	Wetlands		Footpaths		**Public**	
	Water Table		Bridges		Structures	
	Parks/Reserves		Drainage System		Recreational	
	Fire Impacts		Sewerage System			
	Waste Dumping					
	Native Animals					

Risk Rating

LIKELIHOOD DESCRIPTION					
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% - <35%	35% - <65%	65% - <90%	>90%

IMPACTS		Consequence Level	Likelihood Level				
Environment	**Health and Safety**		**Rare**	**Unlikely**	**Possible**	**Likely**	**Almost Certain**
Permanent environmental damage to an extensive area outside of campus	Fatality Permanent Total Disability	Critical				Extreme	
Long term environmental damage extending to a large area requiring high level of intervention	Significant/extensive injury or illness. Permanent Partial Disability	Major			High		
Short term environmental damage requiring some intervention	Serious injury or illness. Lost time injury >10 days	Moderate		Medium			
Short term environmental damage affecting a small area, easily remediated	Injury or illness requiring medical treatment Lost time injury <10 days	Minor	Low				
Minimal environmental damage affecting a very small area, immediately remediated	Injury or illness requiring First Aid treatment No lost time injury days	Insignificant					

(Left vertical label: CONSEQUENCE DESCRIPTION)

Appendix 4 - Curtin Focus Priority Board

PEARL (Curtin Focus Priorities – all campuses including off-shore)

PEOPLE

- ☐ Safety – People impacted
- ☐ Immediate notification: Alert
- ☐ Access and Egress
- ☐ Hazardous Materials
- ☐ PC 3 Labs
- ☐ Emergency Infrastructure – safety
- ☐ Critical ICT infrastructure affecting critical systems (EWIS/Gallagher)
- ☐ Contain or isolate

- ☐ Tenants/CIC/Housing
- ☐ Wellbeing
- ☐ Site Location (which campus)
- ☐ Safety – Animals impacted
- ☐ Gridlocks/ traffic management
- ☐ Clean up
- ☐ Cordons
- ☐ Signage
- ☐ CIMT/EMT Communications

ENVIRONMENT

- ☐ Clean up (Specialised)
- ☐ Contain or isolate
- ☐ Hazmat Site
- ☐ PC3 Labs (airborne vs vector borne)

- ☐ Regulators
- ☐ Community Impacted
- ☐ Subject Matter Experts
- ☐ CIMT/EMT Communications

ASSETS (Premises, Key Infrastructure)

Damage to:

- ☐ Campus Location
- ☐ ICT Infrastructure (core systems, including Microsoft suite, email, web, etc)
- ☐ Research: facilities and critical dependencies, including utilities infrastructure (TCEs)
- ☐ Roads, pathways, access and egress

- ☐ Buildings
- ☐ Utilities
- ☐ Signage
- ☐ Equipment
- ☐ Vehicles, including industrial
- ☐ CIMT/Business Response Communications

RECOVERY / REPUTATION / REBUILDING CONFIDENCE

Recovery

- ☐ Student Services including classes/ online Fees/enrolments/exams, etc.
- ☐ Study Calendar Cycle (Semester/Trimester)
- ☐ Staff requirements (classes delivery/payroll teaching)
- ☐ Research/IP/Data
- ☐ Suppliers/Subject Matter Experts
- ☐ Denial of access
- ☐ Core locations /buildings – Prioritise
- ☐ Core systems – Prioritise
- ☐ Alternate premises
- ☐ Salvage and Rebuild

Reputation / Rebuilding Confidence

- ☐ Social Media
- ☐ Invoke Hotline/Invoke Dark Website
- ☐ Messages to the Community/Community concerns
- ☐ Communications channels
- ☐ Unified messages with Emergency Services
- ☐ Media
- ☐ Families
- ☐ Government/Ministers/Regulators
- ☐ Industry
- ☐ Alumni
- ☐ Hosting area for families
- ☐ Memorials
- ☐ CIMT/Business/People Communications

LOSS (Productivity or Revenue) / LIABILITY

- ☐ Revenue impact
- ☐ Legal liability/breaches
- ☐ Loss of Productivity
- ☐ Research / Student losses
- ☐ Funding for uninsurable losses

- ☐ Compliance and Regulators
- ☐ (HESA/ESOS/TEQSA)
- ☐ Insurance, including Business Interruption Covers.
- ☐ CIMT/Risk/Legal/Compliance Communications

Appendix 5 - 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
National Security Hotline	1800 123 400
WA Poisons Information Centre	13 11 26
Curtin Health Service	(08) 9266 7345
Curtin Counselling Service	(08) 9266 7850
Disability Services	(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

Appendix 6 - Glossary

TERM	DESCRIPTION
Accident	A sudden event in which harm is caused to people, property or the built or natural environment.
Agency representative	An individual allocated to an incident from an assisting agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident.
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.
Assessment	Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for prevention, preparedness and response.
Assets	Anything valued by people which includes houses, crops, forests and in many cases the environment
Australian Security Intelligence Organisation (ASIO)	The Commonwealth agency responsible for advising the Australian Government on risks to Australia's security.
Available resources	Resources at an incident and available for allocation at short notice.
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.

TERM	DESCRIPTION
Bushfire	A fire involving grass, scrub or forest.
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.
Community	A group with a commonality of association and generally defined by location, shared experience, or function. A social group which has several things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.
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.
Contamination	Invasion of a person or animal by pathogenic germs (contaminants). Presence of an infectious agent on inanimate articles such as clothes, surgical instruments, dressings, water, milk or food. Transfer and propagation of a contaminant.
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.

TERM	DESCRIPTION
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 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.
Demobilisation	The orderly release of resources no longer required at an incident.
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.
Directing staff	Personnel appointed to assist the exercise director in the control and coordination of an exercise. They are usually allocated specific functions to oversight, and may include such appointments as umpires, function coordinators, observers, damage control, safety officers, etc.
Discussion exercise (DISCEX)	A discussion exercise is an indoor exercise employing a carefully prepared scenario to test and practise various aspects of emergency management planning, procedures or training.
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 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.

TERM	DESCRIPTION
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 and eventual return.
Evacuation point	A predetermined place where patients, visitors and staff are taken or are assembled in the event of an evacuation.
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.
Global Positioning System (GPS)	A highly-accurate navigation system based on a constellation of 24 satellites orbiting the earth at 20,000 kilometres that transmit back a set of signals.
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.
H&S	Health and Safety
Impact	To have a noticeable or marked effect on.

TERM	DESCRIPTION
Impact area	Any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.
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.
Media liaison officer	A liaison officer delegated the task of dealing with the media.
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.
Natural hazard	Geological, meteorological, or biological hazard.
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 awareness	The process of informing the community as to the nature of the hazard and actions needed to save lives and property prior to and in the event of disaster.
Public education	The process of raising community awareness of hazards and risks and how the community can prepare and respond when an emergency occurs to reduce the severity of impacts. Occurs during the preparedness phase.
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.
Quarantine	Legal restrictions imposed on a place or tract of land by the serving of a notice and limiting access or egress of specified animals, persons or things.
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

TERM	DESCRIPTION
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 or 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.
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 national charitable 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.
Traffic management point	A point established to control and limit access to a fire area. It provides a means of managing the entry of residents of the fire affected area so that they can secure their property and extinguish fires caused by the ember attack after the passage of the fire front.
Triage	The process by which casualties are sorted, prioritised and distributed according to their need for first aid, resuscitation, emergency transportation and definitive care.

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