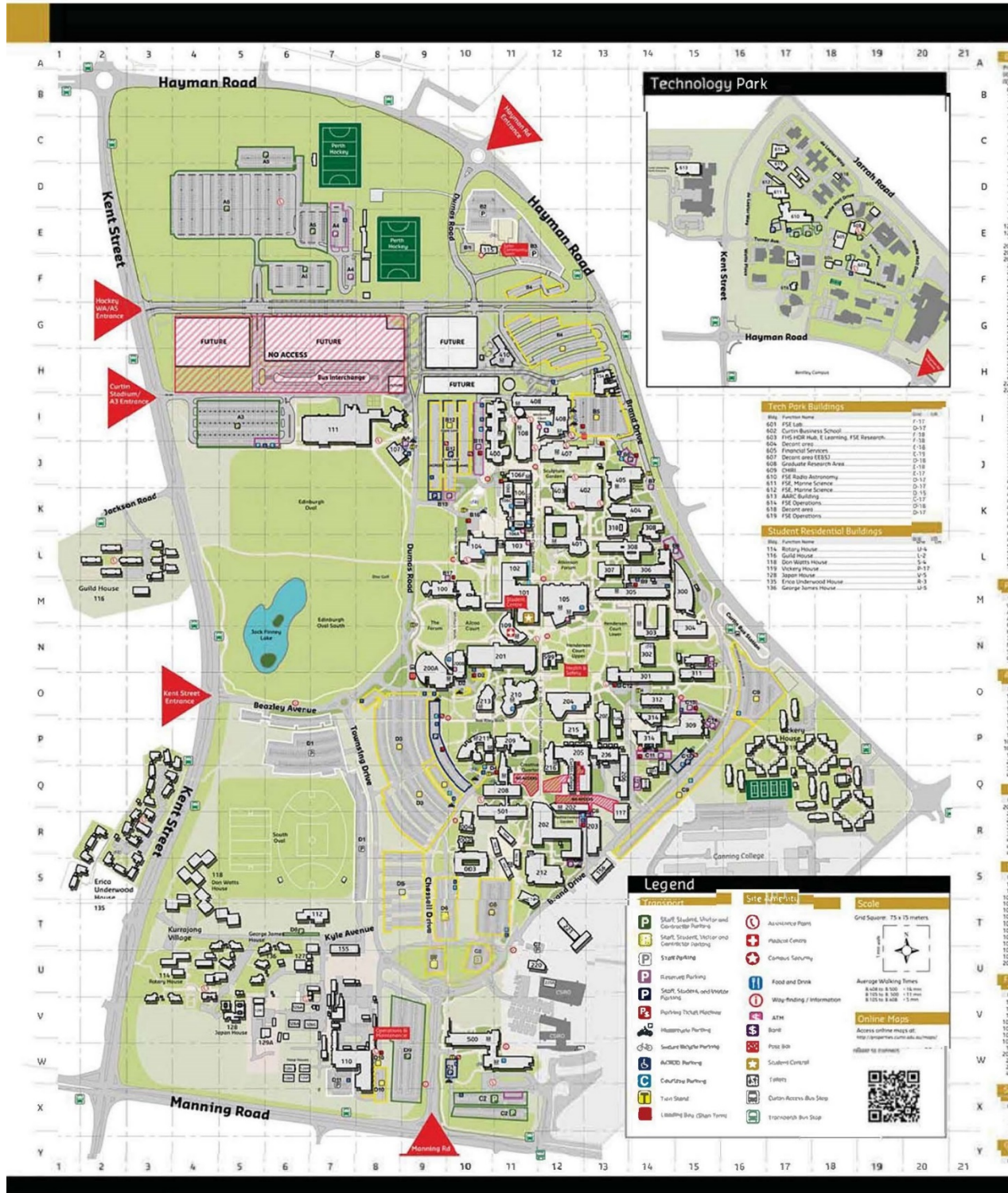


## EMERGENCY MANAGEMENT

Name of Contractor/Site Supervisor	
Contractor/ Site Supervisor emergency contact number	
Curtin Project Manager name & contact number	
Warden	
First Aider	
Assembly Area / Muster Point	
Emergency contact numbers	<ul style="list-style-type: none"> <li>● Life Threatening 000 (0000 from internal phone)</li> <li>● Non-Life Threatening Safer Community Team (Security) 9266 4444 (4444 from internal phone)</li> <li>● Health, Safety and Emergency Management Office 9266 4900 (4900 from internal phone)</li> </ul>

### Actions to be taken in the event of an Emergency Evacuation

- Remain calm;
- Shut off all machinery, power tools and make area safe if possible;
- Inform your supervisor, if not already aware;
- Ensure persons in your immediate vicinity are aware they are to evacuate;
- Only collect small personal belongings (e.g. wallet/car keys);
- Immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point;
- **DO NOT** congregate around emergency exits.
- Remain at the assembly area/muster point until otherwise directed by a Curtin University Warden or security;
- **DO NOT** use the lifts;
- **DO NOT** re-enter the building until a Curtin University Warden, Safer Community Team or emergency services personnel have given the all clear;
- **You must** follow the instruction given by a Curtin University Warden or Curtin Safer Community Team personnel.



**Emergency Management**  
 Health, Safety and Emergency Management | Corporate Services

**Curtin University**  
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 Web | <http://healthandsafety.curtin.edu.au>