



Curtin Emergency Notification Plan - International

Applies to all Curtin-approved activities

In a Life Threatening Emergency
i.e. Natural disaster;
Life threatening incident – security or health;
Immediate medical health response required.



Contact International SOS on +61 2 9372 2468
Cite Membership No: 12AYCA656047
Provide your name, location and situation, and follow their instructions and advice. **IMPORTANT: Before contacting police due to any cause, check with International SOS, laws vary overseas and you may put yourself at risk**



Inform your Next of Kin, contact your Curtin Fieldwork Coordinator/Line Manager as well as your Host Organisation Supervisor. If you are unable to reach your Curtin Fieldwork Coordinator, contact Curtin Critical Incident Risk Management, per below number



Fieldwork Coordinator notifies relevant Head of Area and Critical Incident Risk Management



Head of Area notifies Faculty Dean International if appropriate

Note: Even if the event or incident has been resolved, you will still need to contact your Curtin Fieldwork Coordinator/Line Manager, to keep them informed. Please also report the [incident online](#), if it relates to a Health and Safety issue, as soon as practicable.

EMERGENCY CONTACTS	
International SOS	+61 2 9372 2468 (24/7) Membership No: 12AYCA656047
Curtin Fieldwork Coordinator/Line Manager	(INSERT YOUR NUMBER)
Host Organisation Supervisor	
Curtin Critical Incident Risk Management	+61 401 103 483 (+61 9266 3951 during business hours)
Curtin Counselling Services	+61 8 9266 7850 (during business hours) OR



Curtin Non-Emergency Notification Plan - International

Applies to all Curtin-approved activities

In a Non-Emergency Incident

Examples include (not comprehensive): sexual harassment, well-being matters, minor illnesses like flu/cold/stomach upset, minor injuries such as cuts/bruises/needle stick; potential exposure to an infectious disease; conflict with other staff/students or community, theft of documents, etc.



If you require assistance and your Host Organisation is unable to help: Contact International SOS on +61 2 9372 2468

Cite Membership No: 12AYCA656047

Provide your name, location and situation, and follow their instructions and advice. **IMPORTANT:** Before contacting police due to any cause, check with International SOS, laws vary overseas and you may put yourself at risk



Notify your Curtin Fieldwork Coordinator/Line Manager, as well as your Host Organisation Supervisor, within 24 hours



Curtin Fieldwork Coordinator/Line Manager informs, and seeks advice from Curtin Critical Incident Risk Management if appropriate, and notifies relevant Head of Area as necessary

Note: Even if the event or incident has been resolved, you will still need to contact your Curtin Fieldwork Coordinator/Line Manager, to keep them informed. Please also report the [incident online](#), if it relates to a Health and Safety issue, as soon as practicable.

EMERGENCY CONTACTS	
International SOS	+61 2 9372 2468 (24/7) Membership No: 12AYCA656047
Curtin Fieldwork Coordinator/Line Manager	(INSERT YOUR NUMBER)
Host Organisation Supervisor	
Curtin Critical Incident Risk Management	+61 401 103 483 (+61 9266 3951 during business hours)
Curtin Counselling Services	+61 8 9266 7850 (during business hours) OR
International SOS for A/Hours Counselling Services	+61 2 9372 2468 (24/7) Membership No: 12AYCA656047