2017

# Local Emergency Management Arrangements
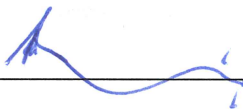
Kojonup

One community, many choices

# Shire of Kojonup

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Local Emergency Management Committee and the Council of the Shire of Kojonup. The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

_____       27-06-2017
Chair                                  Date

Mr Mort Wignall

Manager of Regulatory Services


_____       27-6-2017
Mrs Veronica Fleay                     Date
Shire President

# Contents

## DISTRIBUTION

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| Volunteer Fire & Rescue Service, Kojonup | 1 |
| Kojonup Bushfire Brigades | 1 |
| Kojonup Health Service | 1 |
| Department for Child Protection & Family Services, Albany | 1 |
| District Superintendent of Police, Chairperson DEMC | 1 |
| DFES | 1 |

**AMENDMENT RECORD**

| Number | Date | Amendment summary | Author |
|---|---|---|---|
| 1 | 5 Nov 2004 | Review of Risk Statement Register & Contact Details | |
| 2 | 19 Jan 2005 | Review of Risk Statement Register | |
| 3 | 21 Jun 2005 | Complete Review of Kojonup Emergency Management Plan (all components) | |
| 4 | 24 June 2009 | Initiated review of Draft Plan | |
| 5 | 15 Dec 2009 | Draft Plan for endorsement of Council | |
| 6 | 23 Mar 2011 | Amendment post DEMC feedback | |
| 7 | 27 Sept 2011 | Update of contact list and alignment with evacuation plan | |
| 8 | 30 Jan 2012 | Update of Risk Management Project Process | |
| 9 | 13 Sept 2016 | Update of Emergency Management Arrangements | Rob Cowie |
| 10 | May 2017 | Updated Arrangements distributed to LEMC | |
| 11 | June 2017 | To Council for endorsement | |
| 12 | June 2017 | To Office of Emergency Management | |

## GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

### General acronyms used in these arrangements

| | |
|---|---|
| BFS | Bush Fire Service |
| CEO | Chief Executive Officer |
| CPFS | Department for Child Protection and Family Support |
| P&W | Department of Parks and Wildlife |
| DEMC | District Emergency Management Committee |
| ECC | Emergency Coordination Centre |
| EM | Emergency Management |
| DFES | Department of Fire and Emergency Services |
| HMA | Hazard Management Agency |
| ISG | Incident Support Group |
| IMT | Incident Management Team |
| LEC | Local Emergency Coordinator |
| LEMA | Local Emergency Management Arrangements |
| LEMC | Local Emergency Management Committee |
| LRC | Local Recovery Coordinator |
| LRCC | Local Recovery Coordinating Committee |
| OEM | Office of Emergency Management |
| SEC | State Emergency Coordinator |
| SES | State Emergency Service |
| SEWS | Standard Emergency Warning Signal |
| SOP | Standard Operating Procedures |

## INTRODUCTION

### Community consultation

Key Stakeholder consultation was undertaken through the LEMC which covers all aspects of the community.

### Document availability

Copies of these arrangements shall be distributed to the members of the Kojonup LEMC and shall be available free of charge, upon request at the Shire office during office hours and also on the Shire's web page:

- 93 Albany Highway, Kojonup
- www.kojonup.wa.gov.au

### Area covered

The arrangements are to cover the *Shire of Kojonup* defined by the boundary, representing an area of 2,937 square kilometres, approximately 250km from Perth centred on the Albany Highway and bounded by:

- Foley Road to the West;
- Coben Soak and Boscabel Chittinup Roads to the North;
- Warrenup, Grahams Well and Marron Pool Roads to the East; and
- Scotts Brook and Dujemerrup Roads to the South.

According to the 2011 Census, the total number of people in the Shire of Kojonup was 1982, with 21% under the age of 14 and 23% over the age of 60

| Age | Kojonup (S) |
| --- | --- |
| People | |
| 0-4 years | 163 |
| 5-9 years | 137 |
| 10-14 years | 122 |
| 15-19 years | 84 |
| 20-24 years | 99 |
| 25-29 years | 108 |
| 30-34 years | 108 |
| 35-39 years | 101 |
| 40-44 years | 149 |
| 45-49 years | 171 |
| 50-54 years | 142 |
| 55-59 years | 143 |
| 60-64 years | 114 |
| 65-69 years | 92 |
| 70-74 years | 84 |
| 75-79 years | 69 |
| 80-84 years | 58 |
| 85 years and over | 38 |

**Aim**

The aim of the Shire of Kojonup Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within and surrounding the Shire of Kojonup.

The overall result of this is to facilitate a coordinated and consistent approach ensuring effective and efficient utilization of resources both physical and financial. The Local Emergency management Arrangements is the coordinating document to each HMA's management plan and standing procedures.

**Purpose**

The purpose of these emergency management arrangements is to set out:

a. the local government's policies for emergency management;
b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
d. a description of emergencies that are likely to occur in the local government district;
e. strategies and priorities for emergency management in the local government district;
f. other matters about emergency management in the local government district prescribed by the regulations; and
g. other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

**Scope**

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:
• This document applies to the local government district of the Shire of Kojonup;
• This document covers areas where the Shire of Kojonup provides support to HMAs in the event of an incident;
• This document details the Shire of Kojonup's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Kojonup's responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## RELATED DOCUMENTS & ARRANGEMENTS

### Local Emergency Management Policies
The *Shire of Kojonup* has no polices that relate to Emergency Management.

### Existing plans &arrangements

The Shire of Kojonup has developed an "Emergency Contacts and Resources Book" which lists all relevant contacts required for an emergency. See Appendix 7 - Kojonup - Emergency Contact Book

This document is updated yearly and supplied to all parties.

### Local Plans

Table 1: Local plans

| Document | Owner | Location | Date |
|---|---|---|---|
| Emergency Contacts and Resources | Shire of Kojonup | Shire office | Oct 2015 |
| Local Recovery Plan | Shire of Kojonup | Shire office | May 2017 |

### Agreements, understandings & commitments
The Shire of Kojonup has no formal agreements or understanding, but we have a very close working relationship with our neighbouring Shire offices and could call on these for help if required.

### Special considerations
The Shire of Kojonup is situated on the Albany Highway and as such, this is a major route for travellers and a major freight route. There is a considerable increase in traffic volume during the school holidays especially Easter and Christmas. As well as a substantial increase in grain haulage trucks during the harvest season.

Kojonup usually experiences heavy winter storm in July and August and bushfire season is from November through to March.

The following table contains major groups that need to be considered in an emergency situation.

Vulnerable groups for evacuation consideration

| Name | Description | Address | Contact 1 | Contact 2 | No People |
|------|-------------|---------|-----------|-----------|-----------|
| Kojonup District High School | Kindergarten to Yr. 10 | Blackwood Rd Kojonup | 9831 2300 Mr Peter Callaghan | Mr Bob Trouchet | 262 Students 50 Staff |
| St Bernards Primary | Primary School | Katanning Rd | 9831 3500 Ms Siobion Galos | 98313500 Ms Christine McDonald | 72 Students 16 Staff |
| Kojonup Health Service | Hospital | Spring St Kojonup | 9831 2222 Ms Jean Daly | Nurse in Charge | 6 Residents 10 Staff |
| Springhaven Aged Care | Aged Care Facility | Barracks Place | 98312800 Ms Sue Northover | 98312400 Mr Rick Mitchell-Collins | 22 Residents 35 Staff |
| Kojonup Occasional Daycare | Early Childhood Facility | Elverd St | 98310001 Ms Kerry Namana | | 20 children 5 Staff |
| Bowler Place | Homes for the Aged | Bowler Place | 9831034 Mr Geoff McKenney | | 7 units |

## RESOURCES

The Shire of Kojonup has developed an "Emergency Contacts and Resources Book" which lists all relevant contacts required for an emergency Kojonup - Emergency Contact Book

## ROLES & RESPONSIBILITIES

### Local roles and responsibilities

Table 4: Local roles and responsibilities

| Local role | Description of responsibilities |
|---|---|
| Local government | The responsibilities of the Shire of Kojonup are defined in Section 36 of the EM Act. |
| Local emergency coordinator<br>• OIC of Kojonup Police | The responsibilities of the LEC are defined in Section 37 of the EM Act. This position is appointed by the State Emergency Coordinator |
| Local recovery coordinator<br>• Regulatory/Admin Officer | To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. |
| LG welfare liaison officer<br>• Community Development Officer | During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility. |
| LG liaison officer (to the ISG/IMT)<br>• Shire President | During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA. |
| Local government – Incident management<br>• Manager of Regulatory Services | • Ensure planning and preparation for emergencies is undertaken<br>• Implement procedures that assist the community and emergency services deal with incidents<br>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role<br>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.<br>• Liaise with the incident controller (provide liaison officer)<br>• Participate in the ISG and provide local support<br>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS. |

**LEMC roles and responsibilities**

The *Shire of Kojonup* has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The Shire of Kojonup LEMC will also include one Elected Member. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

| Local role | Description of responsibilities |
|---|---|
| LEMC Chair<br>Manager of Regulatory Services | Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. |
| LEMC Executive Officer/Deputy Chair<br>Regulatory/Admin Officer | Provide executive support to the LEMC by:<br>• Provide secretariat support including:<br>  – Meeting agenda;<br>  – Minutes and action lists;<br>  – Correspondence;<br>  – Committee membership contact register;<br>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;<br>  – Annual Report;<br>  – Annual Business Plan;<br>  – Local Emergency Management Arrangements;<br>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and<br>• Participate as a member of sub-committees and working groups as required; |

## Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

| Agency roles | Description of responsibilities |
|---|---|
| Controlling Agency | A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.<br>The function of a Controlling Agency is to;<br>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.<br>• control all aspects of the response to an incident.<br>During Recovery the Controlling Agency will ensure effective transition to recovery. |

| Agency roles | Description of responsibilities |
| --- | --- |
| Hazard Management Agency | A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005   s4]<br><br>The HMAs are prescribed in the <u>Emergency Management Regulations 2006.</u><br><br>Their function is to:<br>• Undertake responsibilities where prescribed for these aspects [EM Regulations]<br>• Appoint Hazard Management Officers [s55 Act]<br>• Declare / revoke emergency situation [s 50 & 53 Act]<br>• Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5]<br>• Ensure effective transition to recovery by local government |
| Combat Agency | A Combat Agency as 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 specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that   agency. |
| Support Organisation | A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary) |

## MANAGING RISK

### Emergency Risk Management
Through the LEMC, the Shire is currently undertaking a review of Risks. This was last completed in 2011. We will be using the OEM Risk Toolbox to complete this task including all strategies and priorities of the risks that the Shire may endure.
We plan to have this completed by the end of 2017.

### Description of emergencies likely to occur

The current list of risks are tabled below.

| Hazard | Controlling Agency | HMA | Local Combat Role | Local Support Role | WESTPLAN | Local Plan (Date) |
|--------|-------------------|------|------------------|-------------------|----------|-------------------|
| Rural Fire | LG | DFES | Control and Support | Support | Westplan Fire | June 2017 |
| Road Crash | DFES | DFES | Support | Support | Westplan Road Crash | June 2017 |
| Storm | DEFS | DFES | Support | Support | Westplan Storm | June 2017 |
| Hazmat | DFES | DFES | Support | Support | Westplan Hazmat | June 2017 |
| Land Search | WAPOL | WAPOL | Support | Support | Westplan Land Search | June 2017 |
| Flood | DFES | DFES | Support | Support | Westplan Flood | June 2017 |
| Urban Fire | DFES | DFES | Support | Support | Westplan Fire | June 2017 |
| Epidemic | | | Support | Support | Westplan Human Epidemic | June 2017 |
| Earthquake | DFES | | Support | Support | Westplan Earthquake | June 2017 |
| Aircraft Crash | DFES | DFES | Support | Support | Westplan Air Crash | June 2017 |

The following is a list of critical infrastructure located in the Shire of Kojonup

| Item | Location | Description | Owner | Contact Details | Community Impact Description |
|------|----------|-------------|-------|-----------------|------------------------------|
| Albany Highway | All of Shire | Major traffic route | Main Roads WA | | Financial Impact |
| Airfield (Water Tanks) | 5km north of Kojonup | Local Airstrip, 2x | Shire of Kojonup | 98312400 | Water re-filling station for Water Bombers during Fire. |
| Bridge | Muradup | Rd bridge over river | Main Roads WA | 138138 | Loss of access to Muradup and Boyup Brook |
| Radio Repeater Tower | Delaney St | Emergency Comms | WA Government | 98312400 (Shire) | Emergency Communications |
| Kojonup Health Service | Spring St Kojonup | Main Health Service for Shire | WA Government | 98312222 | Loss of ability to treat emergencies |
| KDHS St Bernards PS Daycare | Blackwood Rd Katanning Rd Elverd St | Education Education Early Childhood | WA Government Shire of Kojonup | 98312300 98311263 98310001 | |
| Springhaven Aged care | Barracks Place Kojonup | Aged Care Facility | Shire of Kojonup | 98312800 | |
| Power Substation | Tunney Rd Kojonup | Power Station | WA Government | 131351 | Loss of Power to town and Southwest Land Division |
| Shire office Depot | Albany Hwy Blackwood Rd | Office | | 98312400 98312900 | Main Emergency and Recovery Operation Centres |
| Water Treatment Plant | Soldier Rd Kojonup | | WaterCorp | 98312400 (Shire of Kojonup) | Major health impact |
| Waste Recycling Station | Tunney Rd Kojonup | Waste Transfer Station | Shire of Kojonup | 9777 1025 (Matt Webb) | Toxic and Chemical Contamination |

## COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The *Shire of Kojonup* is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

## INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement
5.2.2 and State EM P Plan Section 5.1. These are;
a. where an incident is designated as Level 2 or higher;
b. multiple agencies need to be coordinated.

### Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident.

As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

## Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The Shire office has a fully equipped Incident Control Room set up and ready for any emergency. Located at 93 Albany Highway Kojonup. The Shire Depot can be utilised as a secondary facility if required.

|  | Name | Phone | Phone |
|---|---|---|---|
| 1st Contact | Rob Cowie | 98312400 | 0475 313 516 |
| 2nd Contact | Rick Mitchell-Collins | 98312400 | 0419 989 187 |

## MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

## Public warning systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

## Local Systems

The Shire of Kojonup utilises the following systems to alert the public of any emergency that may occur:

- Emergency SMS – Website SMS system, administered by the Shire, the Bushfire Chief and Deputies have access to this.
- Facebook – Administered by the Shire
- Local Radio and newspaper

Please contact the Shire office for use of these Systems – 9831 2400

## FINANCE ARRANGEMENTS

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the Shire of Kojonup is committed to expending such necessary funds

within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Kojonup occurs to ensure the desired level of support is achieved.

## EVACUATION AND WELFARE

### Evacuation

The Shire of Kojonup is situated on the Albany Highway and as such, this is a major route for travellers and a major freight route. There is a considerable increase in traffic volume during the school holidays especially Easter and Christmas. As well as a substantial increase in grain haulage trucks during the harvest season.

Along with Albany Highway, there are four other main roads out of Kojonup

- Kojonup/Katanning Road
- Changerup Rd (to Collie)
- Kojonup/Boyup Brook Rd
- Broomehill Rd

There roads can be considered if required in an evacuation.

Possible areas to evacuate to as a first option prior to Evacuation & Recovery Centre being established:

| Location | Details | Contact |
|---|---|---|
| Sports Complex | Benn Pde, Kojonup | Shire - 98312400 |
| Showgrounds | Blackwood Rd, Kojonup | Shire - 98312400 |
| Schools | Various - See Below | |
| Muradup Hall | Blackwood Rd, Muradup | Shire - 98312400 |
| Glenlossie | Albany Hwy Kojonup | Shire - 98312400 |
| Katanning Rec Centre | Bemble St, Katanning | Shire – 98219999 |

## Special needs groups

| Name | Description | Address | Contact 1 | Contact 2 | No People |
|---|---|---|---|---|---|
| Kojonup District High School | Kindergarten to Yr. 10 | Blackwood Rd Kojonup | 9831 2300 Mr Peter Callaghan | Mr Bob Trouchet | 262 Students 50 Staff |
| St Bernards Primary | Primary School | Katanning Rd | 9831 3500 Ms Siobion Galos | 9831 3500 Ms Christine McDonald | 72 Students 16 Staff |
| Kojonup Health Service | Hospital | Spring St Kojonup | 9831 2222 Ms Jean Daly | Nurse in Charge | 6 Residents 10 Staff |
| Springhaven Aged Care | Aged Care Facility | Barracks Place | 9831 2800 Ms Sue Northover | 98312400 Mr Rick Mitchell-Collins | 22 Residents 35 Staff |
| Kojonup Occasional Daycare | Early Childhood Facility | Elverd St | 9831001 Ms Kerry Namana | | 20 Children 6 Staff |
| Bowler Place | Homes for the Aged | Bowler Place | 98310334 Mr Geoff McKenney | | 7 Residents |

**WELFARE**

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. DCPFS have developed a local Welfare Emergency Management Plan for your local government area.

**Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the CPFS District Director to

a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
b. Prepare, promulgate, test and maintain the Local Welfare Plans;
c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
d. Establish and maintain the Local Welfare Emergency Coordination Centre;
e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
g. Represent the department on the Incident Management Group when required

**Local Welfare Liaison Officer**

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for CPFS to arrive.

**Register Find Reunite**

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

### Animals (including assistance animals)

The Department of Child Protection and Family Support (CPFS) advise that they will allow assistance animals into welfare centres.

The Shire of Kojonup has limited facilities to house animals with a pound that has a maximum capacity of 4 animals, the sale yards only have the capacity for up to 300 sheep for a short period of time and the show grounds could cater for up to 10 horses. Therefore the Shire of Kojonup will assist with contacting local residents to support temporary housing of animals.

### Welfare centres

The local Welfare Emergency Management Plan includes reference to the designated Welfare centre

### RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the OEM has endorsed the Local Recovery Guideline. The guideline will assist local governments to undertake the recovery planning process.

### Local Recovery Coordinator

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

The Local Recovery Coordinator is the CEO of the Shire of Kojonup or their delegate.

## EXERCISING, REVIEWING AND REPORTING

### The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

### Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

### Types of exercises

Some examples of exercises types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

### Reporting of exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the OEM annual report.

**REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

**Review of Local Emergency Management Committee Positions**

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

**Review of resources register**

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

**ANNUAL REPORTING**

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the OEM and OEM Secretariat Annual Report which is tabled in Parliament.

The OEM issue the annual report template which is to be completed.

## APPENDICIES

1. DCPFS – Kojonup Local Welfare Plan
2. Kojonup CBH - Emergency Preparedness and Response Plan.
3. Kojonup Health Service Emergency Plan
4. St Bernards 2017-2018 Bushfire Plan
5. Kojonup Occasional Care Centre Emergency Plan
6. KDHS - Emergency and Critical Incident Management
7. Shire Emergency Catering Contact List
8. Shire of Kojonup - Emergency Contact Book

# LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

## For the Shire of Kojonup
## (March 2014)

Government of **Western Australia**
Department for **Child Protection**
and **Family Support**

PREPARED BY

**The Department for Child Protection and Family Support in March 2014**

TABLED AT THE

**LOCAL EMERGENCY**

**MANAGEMENT COMMITTEE on March 2014**

**Department for Child Protection and Family Support**

# LOCAL EMERGENCY
# MANAGEMENT PLAN FOR THE
# PROVISION OF WELFARE SUPPORT

# AMENDMENT RECORD

Proposals for amendment of this plan should be forwarded to:

Neville Blackburn, District Emergency Services Officer (Great Southern)

Department for Child Protection and Family Support

25 Duke Street

Albany WA 6330

| | |
|---|---|
| Telephone: | (08) 9845 7909 |
| Mobile: | 0438 934 827 |
| Facsimile: | (08) 9845 7999 |
| Email: | Neville.blackburn@cpfs.wa.gov.au |

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# Part 1    Introduction

## 1.1 Outline

Welfare is defined as providing immediate and ongoing supportive services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The Emergency Management Act 2005 defines a Support Organisation as *'a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions.* The Emergency Management Act 2005, the associated Regulations and State Emergency Management Committee Policy Statements places the responsibility for the State Welfare Emergency Management Support Plan with the Department for Child Protection.

Emergency planning provides for a community centered approach to emergency management. The extent of welfare support activity will, however, depend on the nature and magnitude of the emergency. This Plan ~ the Local Emergency Management Support Plan for the Provision of Welfare Support outlines the arrangements that apply in local circumstances.

The Plan is based on the utilisation of resources existing within a community, and to supplement those resources when required at the State level.

Terminology used in this Plan has the meaning prescribed by Section 3 of the Emergency Management Act 2005.

## 1.2    Aim and Objectives

The Plan prescribes the arrangements for the provision of welfare support services during emergencies.

The objectives of the Plan are to:

- Prescribe the organisation, concepts, responsibilities, mechanisms and procedures for all organisations involved in the delivery of emergency welfare support services;

- Outline the structure for the coordination of emergency welfare support services, including resources, during emergencies; and

- Establish the principles for Planning for the provision of welfare support at the Local levels.

## 1.3    Scope

This Plan outlines the arrangements adopted to coordinate Local Welfare Support Services in an emergency. It details the local level organisational and response arrangements in support of 'Local Emergency Management Plan for the Provision of Welfare Support' (Local Welfare Plan). (See Appendix 2)

The arrangements provide for both government and non-government agencies to operate cooperatively in a coordinated manner, in accordance with the roles and responsibilities outlined herein.

Planning and provision of emergency welfare support services at the local level needs to be consistent with, as far as is practicable, the arrangements detailed in the State Welfare Plan.

Where Local Governments elect to prepare their own arrangements and nominate their own Welfare Coordinators, or Welfare Liaison Officers, the Local Welfare Coordinators referred to in this Plan will revert to a support coordination role.

## 1.4 Welfare Support Definition

This Plan outlines the arrangements for the provision of welfare support, where required, within an ALL HAZARDS approach structure.

To assist in coordinating the provision of Welfare Support services they have been grouped into six functional areas:

a. Emergency Accommodation
The provision of temporary shelter for persons rendered homeless by an emergency.

(1) The provision of temporary shelter may take the form of a centre established and maintained to provide emergency welfare services to disaster affected persons. Such a centre is known as a Welfare Centre. Welfare Centres may include: Evacuation Centres, Relief/Recovery Centres (commonly referred to as a 'one stop shop') and Accommodation Centres.

(2) Centre locations should be identified in relevant Local Welfare Plans together with procedures for their activation and management. Their activation is determined by the respective Welfare Coordinator in consultation with the Local Emergency Coordinator and the Hazard Management Agency (HMA). They are established and managed by designated Centre Managers appointed by the Welfare Coordinator.

(3) Accommodation facilities, such as government owned or managed residential facilities, may be utilised when available and appropriate.

(4) A resource list of facilities available for use as Welfare Centres should be maintained by the relevant Welfare Coordinator and included in Appendix 4.

b. Emergency Catering.
The establishment of an emergency catering service for those rendered homeless, evacuees, casualties and welfare workers.

(1) Depending on the numbers involved and the length of time for which catering is required, this may be met through either of the following:

a. voluntary groups, such as the Salvation Army or Country Women's Association;

b. fast food outlets;

c. Meals-on-Wheels; or

d. Hospital/Hotel/Motel/Public Catering services.

(2)    Responsibility for provision of meals for non-welfare emergency workers is the responsibility of the HMA.

(3)    A resource list of catering agencies should be maintained by the relevant Welfare Coordinator and is attached at Appendix 5.

c.    <u>Emergency Clothing and Personal Requisites</u>.
The provision of essential clothing and personal requisites, such as toiletry packs, to affected persons.

(1)    This function includes the provision of basic necessities such as blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs as required.

(2)    Where possible new clothing or financial assistance for the purchase of new clothing should be provided to eligible persons as soon as practicable.

(3)    The use of 'recycled' clothing is a last resort.

(4)    Welfare Coordinators should maintain lists of retail outlets agreeing to participate in these arrangements and ensure that acceptable procedural matters have been established.  See Appendix 6.

d.    <u>Personal Services</u>.
The provision of services including emotional support, information, advice and counselling services to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

(1)    The Department's officers work with a number of other specialist agencies in providing this service. These include specialised counselling and psychiatric services, childcare facilities and self help groups.

(2)    Information and advice services may cover such matters as relief measures, availability of grants and other forms of financial assistance, insurance, legal advice, health and safety, rebuilding, child care and financial counselling.

(3)    Welfare Coordinators should maintain and include a list of agencies, and establish procedural arrangements for their participation during emergencies.    (See Appendix 7).

e.  Registration and Reunification.
The implementation of the National Registration and Inquiry System (NRIS) that provides for individuals to be traced, families reunited and inquiries answered.

   (1)  Policy governing the delivery of this function is detailed in WESTPLAN - REGISTRATION AND REUNIFICATION.
   (2)  Welfare Coordinators need to be familiar with WESTPLAN - REGISTRATION AND REUNIFICATION to ensure that arrangements are in place to activate.

f.  Financial Assistance.
The provision of financial assistance to those affected by emergencies who are eligible and in need.

   (1)  There are a number of financial assistance programs that may be put in place following a major emergency. The policy governing each of these programs may vary and are determined at the time.
   (2)  Financial assistance **may** include:

      (a)  The Natural Disaster Relief and Recovery Arrangements'(NDRRA)- Personal Hardship and Distress Relief Payments;
      (b)  Federal Government Grants managed through Centrelink's Disaster Relief Payments and Special Benefits categories;
      (c)  The Department's Family Crisis Program; and
      (d)  Any other forms of emergency assistance available at the time.

## 1.5  Related Documents

Other documents related to this Plan may include:

- Emergency Management Act 2005
- State Emergency Management Policies
- WESTPLAN - WELFARE
- WESTPLAN - RECOVERY COORDINATION
- WESTPLAN - REGISTRATION AND REUNIFICATION
- WESTPLAN – RECEPTION
- NDRRA 2007 Determination
- Local Emergency Management arrangements

# Part 2    Planning

## 2.1    Authority to Plan

The authority for this Plan is the State Welfare Emergency Management Committee.

## 2.2    Plan Responsibilities

The development and maintenance of the Plan is allocated to the Department for Child Protection and will be conducted in consultation with members of the Local Welfare Emergency Committee (LWEC)

## 2.3    Exercise and Review Period

The Department will ensure that a complete review of the Plan is conducted every two years. The Plan shall be exercised at least annually in accordance with the State Emergency Management Policy (SEMP 4.2).   Review Appendices and contact details quarterly and after activation.

## 2.4    Organisational Roles and Responsibilities

Each of the six welfare functional areas are managed by the Department with the assistance of other organisations that have agreed to responsibilities under that functional area. Agreed Roles and Responsibilities are attached at Appendix 3. Where an organisation is unable to meet its responsibilities, the DCP shall on being advised make alternative arrangements.

# Part 3    Preparedness

## 3.1    Subcommittees and Advisory Groups

The Local Welfare Emergency Committee (LWEC) is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare support services.  A contact list of the organisations that constitute the LWEC is provided at Appendix 2.

## 3.2    Responsibility for preparedness

The responsibility for the preparedness for provision of emergency welfare services is based on the following:

a.    Welfare Coordinators, appointed by the District Director of the Department at the Local level, managing this responsibility;

b.    The DCP Emergency Services Coordinator ensuring the Department's capacity to respond effectively to emergencies;

c.    Welfare Emergency Committees at the Local level assisting Welfare Coordinators with their responsibilities;

d.    Organisations that have designated responsibilities for each of the six welfare functional areas ensuring they have the capacity to effectively respond;

e.    Other government and non-government agencies are identified to provide further support as required; and

f.    Recognition that Local Government may appoint their own Local Welfare Coordinators or Welfare Liaison Officers to coordinate the provision of welfare services.

## 3.3    Planning and arrangements

The operational concept for the emergency provision of welfare support is based on the following:

a.    The designation of a single specialist organisation responsible, on a local basis, for the management of the emergency welfare support functions during emergencies.  This agency is the Department for Child Protection.

b.    The management of emergency welfare support services shall be based on the daily administrative structure of the Department. Emergency Management Plans for the Provision of Welfare Support will be prepared at State and Local levels.

c.    The grouping of emergency welfare services into six functional areas (see 1.4 Welfare Support Definition).

d.    The allocation of the responsibility for each functional area to a "functional" manager (ie. Emergency Catering Manager, Emergency Accommodation Manager).  Where this allocation has been made on an organisational basis such allocation shall, as far as practicable, apply at all levels.  Where this is not possible, the Department shall make alternate arrangements.

e.   The provision of emergency welfare services shall be based on a two tier response, ie Local response and resources first, followed by State support.

Welfare Coordinators are appointed as follows:

a.   <u>State Welfare Coordinator</u>

   (1)   The title "State Welfare Coordinator" used throughout this Plan is the Departments representative appointed by the Director General, Department for Child Protection.

   (2)   The responsibilities of the State Welfare Coordinator include the following:

      (a)   Co-ordination of all Emergency Welfare services at the State level, Chairing the State Welfare Emergency Committee;

      (b)   Co-ordination of all participating agencies within the State Welfare Emergency Coordination Centre; and

      (e)   Co-ordination of the welfare response during emergencies.

b.   <u>Emergency Services Coordinator, Department for Child Protection</u>

   (1)   The Emergency Services Coordinator is an appointed officer of the Department, whose function is to ensure the preparedness of the Department to carry out its emergency management functions.  The Emergency Services Coordinator is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA.

   (2)   The responsibilities of the Emergency Services Coordinator include the following:

      (a)   Act as the Director General's representative on the following State Emergency Management Groups:
         - Emergency Services Subcommittee (ESS);
         - Recovery Services Subcommittee(RSS);
         - Health Services Subcommittee (HSS); and
         - Public Information Group (PING);

      (b)   Maintain the State Welfare Emergency Coordination Centre and manage the operating of the centre during operations;

      (c)   On behalf of the State Welfare Coordinator prepare and maintain the State Emergency Management Plan for the Provision of Welfare Support;

(d)    Activate responses to emergency situations, authorise emergency expenditure and utilisation of resources to meet those responses;

(e)    Assist the State Welfare Coordinator with their functions;

(f)    Manage emergency welfare support functions as required;

(g)    Provide support to country staff/offices involved in emergencies; and

(h)    Represent the Department on the State Emergency Coordination Group as required.


c.    <u>District Welfare Representatives</u>

(1)    The Department will appoint a representative to sit on District Emergency Management Committees to address emergency welfare support matters.  This is usually the District Director.

(2)    During activation, co-ordination of emergency welfare services will be undertaken by the Local Welfare Coordinator.  Should further welfare assistance be required this will be coordinated at the State level. The Department's representatives to each of the identified District Emergency Management Committees are listed in the WESTPLAN-WELFARE.

(3)    The responsibilities of the Department's representatives at District level include the following:

(a)    Represent the Department on District Emergency Management Committees;

(b)    Ensure the arrangements of this Plan are clearly understood at the District level;

(c)    Clarify the Department's policy on emergency welfare matters where required;

(d)    Refer matters of a contentious nature to State level for resolution; and

(e)    Represent the Department on Operations Area Management Groups, as required.


d.    <u>Local Welfare Coordinators</u>.

(1)    The Local Welfare Coordinator shall be a nominated officer of the Department located in the Local Government area.  Where the Department is not located within a Local Government area the Department, in conjunction with the Local Emergency Management Committee, will formally appoint a suitable person as the Local Welfare Coordinator. When the nominated Local Welfare Coordinator is not a Department Officer the nominated

person will be clearly identified in the respective local emergency management arrangements.

(2) The responsibilities of the Local Welfare Coordinator include the following:

(a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;

(b) Prepare, promulgate, test and maintain the Local Welfare Plans;

(c) Represent the Department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;

(d) Establish and maintain the Local Welfare Emergency Coordination Centre;

(e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

(f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

(g) Represent the Department on the Incident Management Group when required.

(3.) Importantly, the Department recognises and supports a community centered approach and will coordinate the resources to support local emergency management arrangements. Accordingly, where a Local Government appoints its own 'Local Welfare Liaison Officer' the Local Welfare Coordinator referred to in this Plan will act as a support to that Officer, and may activate the Local Welfare Support Plan or components thereof as requested by the Local Welfare Liaison Officer.

e. Local Welfare Liaison Officers

(1) LOCAL WELFARE LIAISON OFFICERS – the nominated representative of the Local Government with the responsibility to coordinate the welfare response during emergencies and liaise with the Local Welfare Coordinator of the Department.

f. Local Welfare Emergency Committee

(1) The role of the Local Welfare Emergency Committee is to assist the Department for Child Protection to manage emergency welfare services during major emergencies. Depending on the size and characteristics of the local community, a Local Welfare

Emergency Sub Committee may or may not be required. Where a committee is not established the Local Welfare Coordinator shall take on all the functions of the committee.

(2) The responsibilities of the Local Welfare Emergency Committee include the following:

a) Assist with the testing and maintenance of the Local Welfare Emergency Management Support Plan;

b) Provide advice and support to the Local Welfare Coordinator on all aspects of emergency welfare services during emergencies;

c) Provide a forum for discussing/resolving welfare issues during emergencies;

d) Review post response/recovery and/or exercise reports of emergencies involving welfare services with a view to amending arrangements in this plan; and

e) Make appropriate recommendations to the Local Welfare Coordinator to improve the local communities preparedness to cope with welfare emergencies.

(3) Meetings of the Local Welfare Emergency Committee shall be determined by the Chairperson ideally with a minimum of two meetings per annum and following an activation.

## 3.4  Special needs groups

Special needs groups should be considered at the Local level.  State level Plans are cognisant of all vulnerable groups, and those agencies responsible for the overall support of these vulnerable groups should make every effort to make emergency Plans to effectively assist those groups. The Department for Child Protection prioritises its response in line with its operational capacity and relies on those agencies responsible to ensure they have suitable Plans and response capabilities in place prior to an emergency to cater for the needs of special needs clients.

## 3.5  Resources

Each of the six welfare functional areas shall be managed by organisations that have accepted responsibility for that function. Roles and Functions of these agencies are listed at Appendix 3.

Where an organisation is unable to meet its responsibilities the Department, upon being advised, will make alternative arrangements.

Welfare Centres

Welfare Centres are part of the Emergency Accommodation function.  They are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, personal support and other welfare services can be provided until alternative arrangements can be made.

Welfare Centres may provide locations for assembly, evacuation, reception, accommodation and relief and recovery (eg. One Stop Shop). Welfare Centres may be established individually or in any combination. This will be arranged, as required, by the relevant Welfare Coordinator.

<u>Welfare Centre Facilities/Services</u>.

The Department is responsible for ensuring the establishment and management of Welfare Centres to provide the following facilities and services as required by persons affected by an emergency.

       (1)     Administration

       (2)     Emergency Catering

       (3)     Emergency Clothing and Personal Requisites

       (4)     Financial Assistance

       (5)     Personal Services

       (6)     Registration and Inquiry

       (7)     Basic First Aid

       (8)     Emergency Accommodation

These services are provided by the relevant responsible agencies and are reflected in their individual organisational Plans or in the case of Registration and Inquiry, WESTPLAN - REGISTRATION AND INQUIRY.

<u>Welfare Centre Locations</u>.

Local Welfare Centre locations are pre-determined by Local Welfare Coordinators in consultation with Local Government and endorsed by Local Emergency Management Committees. The endorsed Centre locations are listed in Appendix 4. During an event the Department will consult with the relevant HMA and LG, and then decide which centre/s will be opened.

State Welfare Centres have been designated within the metropolitan area. Selection has been made taking into consideration geographical location to ensure flexibility in coverage, ease of identification and known premises. The actual location of these centres is documented and the list maintained by the Department.

<u>Resource Support</u>

The Department has the primary responsibility for coordinating the provision of welfare resources. Requests for additional resource support should be made by the Welfare Coordinator to the relevant Hazard Management Agency or Emergency Coordinator.

<u>Local Welfare Emergency Committee</u>.

Local Department for Child Protection offices are to develop a local Welfare sub committee. Possible membership could be representatives from local government, Australian Red Cross, Salvation Army, CWA, Centrelink, St John Ambulance, FESA, SES, DET, Mental Health, representatives from church groups, cultural groups and services clubs.

## 3.6 Training

Training, both internally and inter-agency, will be advised by the member agencies of LWEC so that staff and volunteers are provided the necessary skills to ensure the provision of services under the Local Welfare Emergency Management Support Plan.

## 3.7 Community welfare information

In collaboration with LWEC members, community awareness and education strategies for dissemination into communities may be developed, and may include Fact Sheets, brochures and community guides.

## 3.8 Responsibility for preparing Local Welfare Plans

The responsibility for ensuring the development of Local Welfare Plans lies with the District Director of the Department, for the District in which the Local Government area falls. The District Director is responsible for appointing Local Welfare Coordinators for each Local Emergency Management Committee.

# Part 4    Response

## 4.1    Responsibility for response

Control and Coordination

Overall control and coordination of the emergency welfare response rests with the Department through the designated State and Local Welfare Coordinators. The Department prioritises its response in line with its operational capacity and relies on all government agencies, and non-government agencies if available, to provide assistance when requested.

Welfare Emergency Coordination Centres

Welfare Emergency Coordination Centres are facilities from which the welfare response to emergencies is coordinated and at which the Welfare Coordinators are located. The provision of such facilities, their staffing and operating procedures are the responsibility of the Department.

Local Welfare Emergency Coordination Centre

Such facilities may be located within the Department's local offices.  The primary and alternate facilities designated as the Local Welfare Emergency Coordination Centre are listed in Appendix 8:

Support Agency Officers

During response/recovery activities, Support Agency Officers are provided by each of the participating organisations to assist the Local Welfare Coordinator in the management of the welfare response. These officers will need to be located at the Local Welfare Coordination Centre as required.

Contact details of Support Agency officers and key personnel are at Appendix 2.

## 4.2    Notification

General.
The activation procedures detailed hereunder relate to Local level arrangements.

   a.    The first indication that this support Plan may need to be activated will come from one of two sources as follows:

   (1)    A HMA may identify the need to activate this support Plan to help manage an emergency; and/or

   (2)    The Local Welfare Coordinator, based on information provided from within the organisation, may identify the need to activate this support Plan.

b. Regardless of who first identifies the need, the HMA and the Local Welfare Coordinator shall confer and agree that the support Plan should be activated. Once this decision is made the Local Welfare Coordinator shall activate and manage the Plan accordingly.

c. Contact the Department's Emergency Services On Call Duty Officer on 0418 943 835 to advise of the situation.

Alert.

An alert that an emergency has or is likely to occur will be received by the Emergency Services Coordinator, who will in turn warn the appropriate key personnel of participating organisations.

## 4.3 Stages of Activation.

The Plan will normally be activated in stages. In an impact event, for which there is no warning period, these stages may be condensed with stages being activated concurrently.

a. Stage 1 - Alert.

(l) Participating organisations are alerted by the Local Welfare Coordinator on behalf of the State Welfare Coordinator;

(2) Participating organisations alert their own personnel;

(3) Additional information allowing organisations time to arrange preliminary preparations is provided;

(4) Key personnel are briefed on action to be taken;

(5) The Local Welfare Emergency Coordination Centre is prepared for activation; and

(6) Establish liaison as appropriate with the HMA and/or Emergency Coordinator.

b. Stage 2 - Activation.

(l) The Local Welfare Emergency Coordination Centre is activated;

(2) Participating organisations are called out by the Local Welfare Coordinator on behalf of the State Welfare Coordinator and nominated Support Agency officers proceed to the Local Welfare Emergency Coordination Centre;

(3) Welfare Support services are provided under the coordination of the Local Welfare Coordinator;

(4) Links are maintained with the HMA, Emergency Coordinator, Welfare Coordinators and participating organisations; and

(5) Welfare Support requirements, are monitored and reviewed.

c. <u>Stage 3 - Stand Down</u>.

   (l)     Participating organisations are informed of the stand down by the Local Welfare Coordinator on behalf of the State Welfare Coordinator;

   (2)     Participating organisations stand down in accordance with relevant procedures for each organisation;

   (3)     Organisations are to advise the Local Welfare Coordinator when stand down has been completed;

   (4)     The Local Welfare Coordinator advises participating agencies of debriefing arrangements;

   (5)     The Local Welfare Coordination Centre is closed down; and

   (6)     The Local Welfare Coordinator, on behalf of the State Welfare Coordinator, conducts debrief, prepares and distributes Post-Emergency Report and ensures review of this Plan by the Local Welfare Emergency Committee.

## 4.4   Levels of response

The activation of the Local Welfare Emergency Management Plan for the Provision of Welfare Support will be at the request of the HMA or by the Local Welfare Coordinator. The level of response will be determined by the Local Welfare Coordinator on the basis of information supplied by the HMA or the Emergency Coordinator. The Welfare Coordinator will attend and/or provide advice to the IMG where required.

## 4.5   Incident Management System

The Department's staff and participating agencies will be familiar with the Australasian Inter-Service Incident Management System.  However, current internal Department and participating agency management procedures shall continue to operate.

## 4.6   Public information and media management

The HMA is responsible for the provision and management of public information during emergencies (Refer to State Public Information Emergency Management Support Plan).  The Department and other participating support agencies to this Plan should only provide information to the public and the media when approved by the State Welfare Coordinator on issues that are directly their responsibility. All other matters will be referred to the HMA.

## 4.7   Activation of other WESTPLANS in support of this Plan

Other Plans may be activated to support this Plan including, but not limited to, WESTPLAN – WELFARE, WESTPLAN – REGISTRATION AND INQUIRY and WESTPLAN – RECOVERY COORDINATION. The procedures for activating these Plans are included in the respective Plans.

## 4.8   Financial arrangements for response

Financial arrangements for activation of this Plan will be as outlined in *State Emergency Management Policy No. 4.2 Funding for Emergencies*, and *State Emergency Management Procedures OP-2 Funding for Emergencies*, unless other arrangements are negotiated and approved by the State Welfare Coordinator.

## 5.1 Stand down and debriefs

Stand Down is to occur as per **Section 4.3 Stages of Activation**. Welfare Support Services may continue beyond this time at the discretion of the Local Welfare Coordinator. Ongoing services will be monitored by the Department's Emergency Services Coordinator, and participating agencies will be responsible for submitting ongoing and debrief reports to the Emergency Services Coordinator.

## 5.2 Post-incident analysis/major incident review

Agencies involved in any activation of this Plan may provide a Post Incident Analysis or Major Incident Review to the Emergency Services Coordinator. These reviews may be used for consultative purposes and will be included on the Incident File retained by the Department.

# Appendix 1 – Local Welfare Emergency Management Coordination

**LOCAL EMERGENCY COORDINATOR**

LOCAL EMERGENCY MANAGEMENT COMMITTEE

**LOCAL WELFARE COORDINATOR**

LOCAL WELFARE EMERGENCY MANAGEMENT SUB-COMMITTEE

**DEPARTMENT FOR CHILD PROTECTION & FAMILY SUPPORT**

Provide welfare coordinator.

Coordinate welfare services and coordination centre.

Manage welfare centres.

Manage emergency accommodation.

Manage personal services.

Manage financial services.

**RED CROSS**

Manage Inquiry.

Assist with registration.

Assist with personal services.

**CENTRELINK**

Assist with financial services.

Assist with personal services.

**SALVATION ARMY**

Manage emergency catering.

Assist with emergency clothing.

Assist with personal requisites.

Assist with personal services.

**WESTERN AUSTRALIAN POLICE**

Assist with welfare centres.

**ST JOHN AMBULANCE**

Manage first aid.

**DFES**
Assist with logistics and communications

**COUNTRY WOMEN'S ASSOCIATION**
Assist with emergency catering.

**LOCAL GOVERNMENT AUTHORITY**

Assist with welfare centres; logistics and welfare support

**EDUCATION DEPARTMENT**

Assist with personal services

**DEPARTMENT OF HEALTH**

Assist with personal services

**CHURCHES**
Assist with personal services

**ABORIGINAL ORGANISATIONS**

Assist with personal services; medical services, child care, transport etc.

**MULTICULTURAL ORGANISATION**

Assist with personal services

# Appendix 2 - LOCAL WELFARE EMERGENCY COMMITTEE

| Organisation | Representative | After Hours Contact Details | Post &/or Email Address |
|---|---|---|---|
| Department for Child Protection and Family Support | Lorna Woodward Assistant District Director | 0428 384 355 A/Hrs Crisis Care 1800 199 008 | 25 Duke St Albany lorna.woodward@cpfs.wa.gov.au |
| Department for Child Protection and Family Support | Neville Blackburn – District Emergency Services Officer | 9845 7909 0438 834 827 | Barnesby Drive Albany Neville.blackburn@cpfs.wa.gov.au |
| Shire of Kojonup | Rick Mitchell-Collins CEO | Shire Office 9831 2400 0419 903 363 a/h0427989187 | ceo@kojonup.wa.gov.au |
| Shire of Kojonup | Mort Wignall Mgr Regulatory & Community Services | Shire Office 9831 2400 0429 377 349 | mrcs@kojonup.wa.gov.au |
| Shire of Kojonup | Rob Cowie Admin/Regulatory Officer | Shire Office 9831 2400 0418 949 800 0429 212 028 | admin@kojonup.wa.gov.au |
| Australian Red Cross | Perth | **24 hr EM control** *0408 930 811 9225 8812 0448 713 604 | * Ring to activate |
| Australian Red Cross | No local volunteers | | |
| WAPOL Kojonup Police Station | Sgt David Moore | 9831 2555 | david.moore@police.wa.gov.au |
| St John's Ambulance - Kojonup Sub Centre | Pip Crook | 9834 2230 0429 680 620 | |
| Kojonup Hospital | Jean Daly Clinical Nurse Manager | 9831 2222 0439 275 593 | Jean.daly@health.wa.gov.au 0488 331 092 |
| Dept of Health – Great Southern | Susan Kay - Regional Director | 9892 2222 9892 2672 D/L | Susan.kay@health.wa.gov.au Warren Road Albany 6330 |
| Dept of Health – Great Southern Mental Health | Albany Team Clinic Manager | 9892 2440 | 0428 699 271 |
| DFES | Adam Smith - Community Engagement Management Officer (CEMO) | 9845 5007 Fax 9841 6719 0429 104 007 | Adam.Smith@semc.wa.gov.au |

| | | | |
|---|---|---|---|
| Salvation Army - Emergency Services Unit | John & Elisabeth Barber (Catering) Captains Niall & Michelle Gibson (DFES Chaplain) | 9841 1035 (h) 0457 411 035 9841 1068 0419 132 305 | Ebarber0016@gmail.com niall.gibson@aus.salvationarmy.org; michelle.gibson@aus.salvationarmy.org |
| Department of Human Services | Wendy Tysoe – Manager Andrea Parker - Snr Social Worker | 9841 9030 0427 426 553 9841 9082 0429 121 849 | wendy.tysoe@humanservices.gov.au andrea.parker@humanservices.gov.au |
| Disability Services Commission | Sherylle Baker – Area Manager | 9845 5708 0429 154 524 | Sherylle.baker@dsc.wa.gov.au |
| Apex – Kojonup | Nathan Leitch | 9832 1000 | |
| Lions - Kojonup | Sue Bailye | 9831 1547 | |
| Rotary - Kojonup | Malcolm McDonald | 9831 1447 | |

# Appendix 3 – Roles and Responsibilities

## ORGANISATIONAL ROLES AND RESPONSIBILITIES

The provision of emergency welfare services requires the support of a number of statutory, private and voluntary organisations. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective organisations and the State Welfare Emergency Committee.

The roles and responsibilities of each co-opted agency are negotiated with that agency at a local level, and then endorsed by the Welfare Emergency Committee and entered into this Plan.

The allocated responsibilities do not restrict one organisation from assisting another, regardless of its primary role.

Should an organisation not be able to manage its primary role, support with that role may be requested from the Local Welfare Coordinator. Ultimately, the Department for Child Protection is responsible for these functions where no Support Agency assistance is available, subject to Response as outlined in paragraph 4.1 of WESTPLAN WELFARE.

*List of Agencies:*

Department for Child Protection and Family Support

Department of Health

Department of Aboriginal Affairs

Department for Education and Training

Department of Local Government and Communities

Office of Multicultural Interests

Volunteering WA

WA Police

Department of Human Services (Centrelink)

WA Local Government Association

Adventist Disaster Relief Agency

Australian Red Cross

Council of Churches

Country Womens Association

Salvation Army

St John Ambulance

**DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT**

    a.    <u>Role:</u>

- To coordinate all functional areas in the emergency welfare response during emergencies.

    b.    <u>Responsibility:</u>

    (1)    Appoint a Local Welfare Coordinators to support each Local Government area;

    (2)    Establish and manage the activities of the Local Welfare Emergency Committees including the provision of secretariat support;

    (3)    Provide staff and operate Welfare Emergency Coordination Centres at the Local level;

    (4)    Coordinate all welfare resources utilised under this Plan;

    (5)    Coordinate the welfare functional areas of:

        (a)    Emergency Accommodation;

        (b)    Emergency Clothing and Personal Requisites;

        (c)    Personal Services;

        (d)    Financial Assistance;

        (e)    Registration and Inquiry; and

        (f)    Emergency Catering;

    (6)    Provide representatives to various emergency management committees and coordination groups as required.

**DEPARTMENT OF HEALTH**

    a.    <u>Role:</u>

- Assist with the welfare functional area of Personal Services;

- Assist with the welfare functional area of Emergency Catering; and

- Assist with other welfare functional areas where agreed.

    b.    <u>Responsibility:</u>

    (1)    Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

    (2)    Provide a comprehensive mental health response as a result of an emergency;

    (3)    Provide health response as outlined in WESTPLAN - HEALTH;

    (4)    Assist with the provision and use of catering facilities if available; and

    (5)    Assist with other welfare functional areas where agreed.

**DEPARTMENT OF ABORIGINAL AFFAIRS**

a. <u>Role:</u>

- Assist with welfare functional areas where agreed.

b. <u>Responsibility:</u>

(1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2) Provide strategic policy advice regarding the provision of emergency welfare services to indigenous members and communities; and

(3) Assist with other welfare functional areas where agreed.

**DEPARTMENT OF EDUCATION AND TRAINING**

a. <u>Role:</u>

- Assist with the welfare functional area of Emergency Accommodation;

- Assist with the welfare functional area of Personal Services;

- Assist with the welfare functional area of Emergency Catering; and

- Assist with other welfare functional areas where agreed.

b. <u>Responsibility:</u>

(1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2) Provide access to facilities for Emergency Accommodation where available;

(3) Provide access to facilities for Emergency Catering where available;

(4) Provide access to staff to assist with Personal Services where agreed and available; and

(5) Assist with other welfare functional areas where agreed.

**DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES**

a. <u>Role:</u>

- Assist with the welfare functional area of Personal Services;

- Assist with the welfare functional area of Financial Assistance; and

- Assist with the welfare functional area of Registration and Inquiry.

b. <u>Responsibility:</u>

(1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2) Provide access to staff to assist with Personal Services where agreed and available;

(3) Provide access to staff to assist with Financial Assistance where agreed and available;

(4) Provide access to staff to assist with Registration and Inquiry where agreed and available.

## OFFICE OF MULTICULTURAL INTERESTS

    a.    <u>Role:</u>

- Assist with welfare functional areas where agreed.

    b.    <u>Responsibility:</u>

    (1)    Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

    (2)    Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; and

    (3)    Assist with other welfare functional areas where agreed.

## VOLUNTEERING WA – VOLUNTEERING RESOURCE CENTRES ETC

    a.    <u>Role:</u>

- Assist with welfare functional areas where agreed.

    b.    <u>Responsibility:</u>

    (1)    Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

    (2)    Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment;

    (3)    Manage affiliated and spontaneous non-affiliated Volunteers; and

    (4)    Assist with other welfare functional areas where agreed.

## WA POLICE

    a.    <u>Role:</u>

- Assist with welfare functional areas where agreed.

    b.    <u>Responsibility:</u>

    (1)    Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

    (2)    Maintain public order where required; and

    (3)    Assist with other welfare functional areas where agreed.

**DEPARTMENT OF HUMAN SERVICES (CENTRELINK)**

    a.    Role:

- Assist with the welfare functional area of Financial Assistance.
- Assist with the welfare functional area of Personal Services; and
- Assist with other welfare functional areas where agreed.

    b.    Responsibility:

(1)    Provide a Support Agency Officer to Local Welfare Emergency Coordination Centre;

(2)    Provide financial assistance to people affected by the emergency in accordance with Centrelink guidelines, policies and the Social Security Act;

(3)    Provide support services or referral advice to appropriate agencies; and

(4)    Assist with other welfare functional areas where agreed.

**SHIRE OF KOJONUP**

    a.    Role:

- Assist with the welfare functional area of Emergency Accommodation;
- Assist with the welfare functional area of Financial Assistance; and
- Assist with other welfare functional areas where agreed.

    b.    Responsibility:

(1)    Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2)    Assist with the welfare functional area of financial assistance in providing liaison and strategic advice pertaining to the Lord Mayor's Appeal;

(3)    Assist with the welfare functional area of Emergency Accommodation by providing liaison and strategic advice regarding available facilities; and

(4)    Assist with other welfare functional areas where agreed.

**ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)**

    a.    Role:

- Assist with the welfare functional area of Emergency Accommodation; and
- Assist with other welfare functional areas where agreed.

    b.    Responsibility:

(1)    Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2)    Assist with short to medium term accommodation services; (where available) and

(3)    Assist with other welfare functional areas where agreed.

**RED CROSS**

a.  Role:

- Manage the welfare functional area of Inquiry.
- Assist with the welfare functional area of Registration;
- Assist with the welfare functional area of Personal Services; and
- Assist with other welfare functional areas where agreed.

b.  Responsibility:

(1)  Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2)  Assist with registration services at Local Welfare Centres;

(3)  Provide a State Central Registry and Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;

(4)  Manage and operate the National Registration and Inquiry System (NRIS);

(5)  Assist with the provision of Personal Support Services; and

(6)  Assist with other welfare functional areas where agreed.

**COUNCIL OF CHURCHES**

a.  Role:

- Assist with the welfare functional area of Personal Services; and
- Assist with other welfare functional areas where agreed.

b.  Responsibility:

(1)  Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2)  Assist with the functional area of Personal Services at Welfare Centres where available; and

(3)  Assist with other welfare functional areas where agreed.

**COUNTRY WOMEN'S ASSOCIATION**

  a.   <u>Role:</u>

   • Assist with the welfare functional area of Emergency Catering.

   • Assist with the welfare functional area of Personal Services;

   • Assist with the welfare functional area of Emergency Clothing and Personal Requisites; and

   • Assist with other welfare functional areas where agreed.

  b.   <u>Responsibility:</u>

   (1)   Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

   (2)   Assist with the provision of emergency catering at Local Welfare Centres;

   (3)   Assist with the provision of personal support services;

   (4)   Assist with the provision of Emergency Clothing and Personal Requisites; and

   (4)   Assist with other welfare functional areas where agreed.


**SALVATION ARMY**

  a.   <u>Role:</u>

   • Manage the welfare functional area of Emergency Catering;

   • Manage the welfare functional area of Emergency Clothing and Personal Requisites;

   • Assist with the welfare functional area of Personal Services; and

   • Assist with other welfare functional areas where agreed.

  b.   <u>Responsibility:</u>

   (1)   Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

   (2)   Provide emergency catering at Local Welfare Centres;

   (3)   Provide emergency clothing as required;

   (4)   Provide personal requisites such as toiletries and other incidentals to those affected as required; and

   (5)   Assist with the provision of personal support services; and

   (6)   Assist with other welfare functional areas where agreed.

**St. JOHN AMBULANCE (FIRST AID SERVICES)**

a. Role:

- Assist with the welfare functional area of Personal Services; and

- Assist with other welfare functional areas where agreed.

b. Responsibility:

(1) Provide a Support Agency Officer to the Local Welfare Emergency Coordination Centre;

(2) Provide qualified first aiders at Welfare Centres, where required and available; and

(3) Assist with other welfare functional areas where agreed.

# Appendix 4 – Local Welfare Centres

"Essentially, the management of evacuation is the responsibility of the hazard management agency in charge of the event; however, it is the responsibility of

Local Governments to ensure the provision of facilities for use as welfare centres in an emergency." *DFES Local EM Arrangements Development Guide 2009 page 34*

Therefore the shire owned facilities would be the first option for use as welfare centres.

Other potential local welfare centres have been listed if the shire owned facilities were not available, due to their location or other encumbrances.

In the event of an evacuation, people may make their own accommodation arrangements e.g. stay with family or friends locally (if this is safe) or in another town.

Please note the following:

- If a small number of people were required to evacuate the Department for Child Protection would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities – See further down Accommodation Services.

- Some special groups may need their own secure section in an evacuation centre, or a separate evacuation centre.

- Childcare, Schools and Aged and Community Care Accommodation Facilities e.g. hostels, group homes – should each have their own evacuation procedures.

- Evacuation centres will only accept "Assistance" Dogs e.g. Guide Dogs, Hearing Dogs and registered Disability Aid Dogs.

- If a school needs to evacuate they would try to evacuate to another school as a first option.
  Schools would use resources within the school such as gym mats, blankets if they had them, any food in school canteens etc.
  However if these resources weren't available and DCP had spare items, these items would be shared with the school.
  If schools and DCP didn't have these resources available, DCP would share any information on sourcing items from Appendices in this Local Welfare Plan.

**See over for list of potential Local Welfare Centres.**

**Primary Centre**

| Centre: Kojonup Sporting Complex | Contact: Shire of Kojonup – 9831 2400 (Keys) |
|---|---|
| **Address:** Benn Parade Kojonup | |
| **General purpose capacity:** 200 (estimate only) | |
| **Comments**: Air conditioned modern complex, approx. 20m x 15m floor area, commercial kitchen with stoves, fridges and freezers. Tables and chairs available. Showers, toilets and change rooms, adjacent to squash courts. Adjoining oval could be used for pets, considerable parking at complex. | |

**Secondary Centre**

| Centre: Kojonup Memorial and Lesser Hall | Contact Shire of Kojonup – 9831 2400 (Keys) |
|---|---|
| **Address:** 93 Albany Hwy, Kojonup | |
| **General purpose capacity:** 200 estimate | |
| **Comments**:<br>**Memorial Hall** : Main Hall approx.. 20m x 15m, 2 smaller rooms and a stage area, 1 toilet, dressing rooms. Parking at rear – only a small number of pets could be accommodated in car park.<br>**Lesser Hall** : Hall is approx. 9m x 18m, has adjoining commercial kitchen with 2 commercial stoves, fridges and large freezer room, toilets between halls. As for Memorial Hall, parking at rear and space for a small number of pets. | |

**Alternative Evacuation points (Short Term)**

| Name | Address | Contact Details |
|---|---|---|
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|  |  |  |
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Emergency accommodation – Aged Care and Disabled

Refer to individual aged / disabled care facilities for their specific details for the Emergency evacuation. Due to the special needs of these groups a general evacuation welfare centre is not appropriate. LGAs may be able to assist with identifying any cooperative aged/disabled care emergency evacuation agreements in place within their areas.

**Alternative Accommodation:**

**If a small number of people were required to evacuate the Department for Child Protection and Family Support would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities. PLEASE ENSURE ACCOMMODATION PROVIDERS HAVE ABNs – providers cannot receive payment without one.**

**Please contact the On Call Duty Officer of DCP's Emergency Service Unit – 0418 943 835 – to seek approval for use of commercial accommodation.**

**In a larger emergency DCP may need assistance in organising accommodation for evacuees and ADRA can assist with this. If additional help is required please contact the On Call Duty Officer of DCP's Emergency Services Unit – 0418 943 835 and the Officer will activate ADRA if appropriate.**

**Alternative Accommodation in Kojonup**

| Name | Address | Contact Details |
|---|---|---|
| Hillview Roadhouse | 47 Albany Hwy, Kojonup | 9831 1160 |
| Commercial Hotel/Motel | 118 Albany Hwy Kojonup | 9831 1044 |
| Kojonup Caravan Park | 75 Newstead Rd Kojonup | 9831 1127 |
| Kojonup Visitor Centre | 143 Albany Hwy Kojonup | 9831 0500 |
| | | |

# Appendix 5 – Catering Services

| Name | Address | Contact Details |
|---|---|---|
| Black Cockatoo Café | 143 Albany Hwy, Kojonup | 9831 1606 |
| 124 Café & Deli | 124 Albany Hwy, Kojonup | 9831 1395 |
| Kojonup Country Kitchen | 88 Albany Hwy, Kojonup | 9831 1338 |
| Kojonup Bakery | 106 Albany Hwy, Kojonup | 9831 1097 |
| | | |

# Appendix 6 – Retail Outlets

| Name | Address | Contact Details |
|---|---|---|
| **Supermarkets/Food** | | |
| Kojonup IGA | 116 Albany Hwy, Kojonup | 9831 1002 |
| Prime Cuts Butchery | 107a Albany Hwy, Kojonup | 9831 0310 |
| | | |
| **Clothes/ Homewares** | | |
| Jones Road Emporium | 3 Jones Rd. Kojonup | 9831 1801 |
| | | |
| **Pharmacy** | | |
| Kojonup Pharmacy | 114 Albany Hwy, Kojonup | 9831 1035 |
| | | |
| **Fuel** | | |
| Gull (Hillview Roadhouse) | 47 Albany Hwy, Kojonup | 9831 1160 |
| Shell Service Kojonup | 138 Albany Hwy, Kojonup | 9831 1211 |
| Caltex Kojonup | 154 Albany Hwy, Kojonup | 9831 1411 (Star Card) |
| | | |
| **Hardware** | | |
| Kojonup Co-operative | 113 Albany Hwy, Kojonup | 9831 1144 |
| | | |

# Appendix 7 – Personal Services

## Counselling & Personal Support Services

| Organisation | Services provided | Contact details |
|---|---|---|
| Salvation Army (Albany) | Welfare services, counselling<br><br>Niall Gibson | Church: 9841 1068<br><br>0419 132 305 |
| Great Southern Mental Health Services (Albany) | Assist with personal support, counseling and psychological services | 9892 2440 |
| Department for Child Protection and Family Support (Albany) | Counselling, welfare support & financial assistance | 9841 0777 |
| Department for Human Services – Centrelink (Albany) | Personal support, counselling, psychological services; referral services | 9841 9082<br><br>0429 121 849 |
| Anglicare WA –GS Region | | 9845 6666 |
| Lifeline Perth (24 hours) | | 131 114 |
| Relationships Australia | | 9845 7700 |
| Southern AgCare | | 9827 1552 |
| | | |
| **Special Interest Groups** | | |
| Disability Services Comm | | 9845 5700 |
| Lower Great Southern Family Support Assoc. | | 9845 9800 |
| Silver Chain Regional Office | | 9892 8901 |
| Albany Migrant Resource Centre | | 9841 1190 |
| | | |
| **Medical** | | |
| Royal Flying Doctor Service | Admin: 9417 6300 | 1800 625 800 (24h/rs) |
| Health Info | | 1300 135 030 |
| Health Direct | | 1800 022 222 |
| Poisons Information (24hrs) | | 131 126 |

| St Johns Ambulance Kojonup | Pip Crook 9834 2230<br>0429 680 620 | 000 |
|---|---|---|
|  |  |  |
| **Doctor Surgeries/Health Centres** |  |  |
| Kojonup Medical Centre | 10 Bagg St, Kojonup<br>(Behind Shire buildings) | 9831 1188 |
|  |  |  |

## Other useful numbers

| Translation & Interpretation Services<br>131 450 | Citizens Advice Bureau<br>9841 4711 |
|---|---|
| Lifeline Perth (24hrs)<br>131114 | Red Cross Mobility Equipment Hire<br>9842 9095<br>9842 1629 (MEHS fax) |
| The Samaritans<br>Emergency : 9842 2776 (Albany)<br>Freecall: 1800 198 313 | St Vincent De Pauls<br>Disaster Recovery in WA 9475 5400 |

## Churches

| Agency | Address | Phone |
|---|---|---|
| Kojonup St Mary's Anglican Church | 6 Spring St, Kojonup | 9831 0528<br>Rev Lindy Rookyard<br>0408 226 198 |
| Kojonup Catholic Church | 11 Katanning Rd, Kojonup | 9821 4675<br>Father Peter Njau<br>0437 841 173 |

## Animal Welfare

| Agency | Address | Phone |
|---|---|---|
| RSPCA | 84b Lockyer Ave, Albany. | 9842 5265 |
| Kojonup Veterinary Hospital | 128 Albany Hwy, Kojonup | 9831 1666 (24hrs) |

# Appendix 8 – Local Welfare Emergency Coordination Centres:

The Local Welfare Emergency Coordination Centre is located at:

**Department for Child Protection and Family Support - Albany Office**

**25 Duke Street, Albany**

**P: 9841 0777 F: 9842 1356**

Or a designated local welfare evacuation centre.

Depending on the risk or priority the Local Welfare Coordination Centre may alternatively be located at the Welfare Centre to be opened (see Appendix 4), or as directed by the Local Welfare Coordinator.

**<u>DCP Activation</u>**

During office hours:

Albany CPFS office on 9841 0777 – ask for the District Director.

After hours: Crisis Care 1800 199 008

# Appendix 9 – Key Personnel and Contact List:

| Agency/Organisation | Name | Contact | A/H Contact |
|---|---|---|---|
| Department for Child Protection and Family Support (CPFS) | Lorna Woodward Assist. District Director | 0428 384 355 | 0428 384 355 9853 1174 |
| CPFS Katanning | Gail Blaszczyk Team Leader | 0431 037 972 | 0431 037 972 |
| CPFS Albany | Neville Blackburn DESO | 0438 934 827 9845 7909 Fax: 9845 7999 | 0438 934 827 |
| CPFS Albany | Colin Woods Aboriginal Practice Leader | 9481 0777 Fax: 9842 1356 | 0427 779 538 |
| CPFS Emergency Services Unit | Kim Dean Director | 6552 5059 | 0439 934 175 |
| CPFS Emergency Services Unit | Jasmin McGovern Manager | 6552 5061 Fax: 6552 5154 | 0427 192 826 |
| CPFS Emergency Services Unit | **On call phone – all hours** | **0418 943 835 Unit 6552 5058** | |
| CPFS | **Crisis Care Helpline** | **1800 199 008** | |
| WAPOL Kojonup Police Station | Sgt David Moore | 9831 2555 | david.moore@police.wa.gov.au |
| Shire of Kojonup | Rick Mitchell-Collins CEO | Shire Office 9831 2400 0419 903 363 a/h0427989187 | ceo@kojonup.wa.gov.au |
| Shire of Kojonup | Mort Wignall Mgr Regulatory & Community Services | Shire Office 9831 2400 0429 377 349 | mrcs@kojonup.wa.gov.au |
| Shire of Kojonup | Rob Cowie Admin/Regulatory Officer | Shire Office 9831 2400 0418 949 800 0429 212 028 | admin@kojonup.wa.gov.au |
| Kojonup Hospital | Jean Daly Clinical Nurse Manager | 9831 2222 0439 275 593 | Jean.daly@health.wa.gov.au 0488 331 092 |
| Dept of Health - Albany Hospital - WA Health | Susan Kay - Regional Director | 9892 2222 9892 2672 D/L | Susan.kay@health.wa.gov.au Warren Road Albany 6330 |
| Dept of Health – Great Southern Mental Health | Albany Team Clinic Manager | 9892 2440 | 0428 699 271 |
| St John's Ambulance – Kojonup | Pip Crook | 9834 2230 0429 680 620 | Albany Reg. Office : 9841 4212 |

| | | | |
|---|---|---|---|
| SES/VFRS | Gavin Clarke | 9831 1568<br>0429 311 568 | |
| | | | |
| **Main Roads** | **Road Closures** | **138 138** | |
| **Western Power** | | **13 13 51** | |
| **Water Corporation** | | **13 13 75** | |
| **Alinta gas** | | **13 13 52** | |

# Appendix 10 – Distribution List:

| Name | Agency | Address Email &/or Postal | Contact Details |
|------|--------|---------------------------|-----------------|
|      |        |                           |                 |
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## 1.1  ACRONYMS and GLOSSARY of TERMS

| |
|---|
| **All Hazards Approach**: <br><br> Is a method of planning a response to cater for all Hazards that are defined under Section 3 of the Emergency Management Act 2005, being cyclone, earthquake, flood, storm, tsunami or other natural events; fire, road, rail or air crash, plague or epidemic, terrorist act or other events prescribed in the regulations. |
| **Defusing:** <br><br> The term given to the process of "talking it through", with an individual or small group. This provides an opportunity to ventilate about their disaster related memories, stresses, losses, needs and methods of coping, and to be able to do so in a safe and supportive atmosphere. |
| **DEMC** – District Emergency Management Committee <br><br> A district emergency management committee is established for each emergency management district. <br><br> It is a function of a district emergency committee to assist in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted. <br><br> See Emergency Management Act 2005 |
| **DESO** – District Emergency Services Officer (Department for Child Protection) <br><br> 3 Metro DESO's and 7 Country DESO's |
| **DET** – West Australian Department of Education and Training <br><br> (Website www.det.wa.gov.au ) |
| **Disaster:** <br> See Emergency |

**ECC** – Emergency Coordination Centre

Established when State resource or information requirements are complex, or protracted, and provision of an interactive multi agency coordination site is seen as fruitful.

Key functions –resource coordination, interaction of methods & approach to activity, development of integrated long term strategies.

An ECC is responsible for maintaining an overall view of operational activities for record, debrief and planning purposes.

**ERT** – Early Response Teams (Department for Child Protection)

These teams are managed through the Emergency Services Unit and are capable of being deployed to assist districts in the event of an emergency. Contact through the Emergency Services Coordinator is required to activate these teams, and is negotiated through the District Director and the Emergency Services Coordinator.

**Emergency:**

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

See Emergency Management Act 2005

**Emergency Services Coordinator**:

An appointed officer of the Department for Child Protection, authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements

**DFES** – The Department for Fire and Emergency Services

Headquarters at DFES House, Hay St Perth.

Website: www.dfes.wa.gov.au

**DFES: SES** - State Emergency Services
Now a sub section of the FESA.

| **Hazard:** |
| --- |
| (a) a cyclone, earthquake, flood, storm tsunami, or other natural event; |
| (b) a fire; |
| (c) a road, rail, or air crash; |
| (d) a plague or an epidemic; |
| (e) a terrorist act as defined in The Criminal Code section 100.1 set out I the Schedule to the Criminal Code Act 1995 of the Commonwealth; |
| (f) any other event, situation or condition that is capable of causing or resulting in – (1) loss of life, prejudice to the safety, or to the health of persons or animals, or (2) destruction of, or damage to, property or any part of the environment, |
| And is prescribed by the Regulations. |
| Section 3, Emergency Management Act 2005. |

| **HMA** – Hazard Management Agency |
| --- |
| See Emergency Management Act 2005 |

| **ISG** - Incident Support Group |
| --- |
| Local level group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management and *control* of an *Incident* and the tasking of agencies in accordance with the needs of the situation. |

| **Incident:** |
| --- |
| An "*Emergency",* which impacts upon a <u>localised community</u> *or* geographical area but not requiring the co ordination and significant multi – agency emergency management activities at a District or State level. |
| (SEMC Policy Statement No 7 – WA Emergency Management arrangements) |

| **Local Emergency Coordinator**: |
| --- |
| The local emergency coordinator for a local government district provides advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district. |
| They assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator |

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| **LEMC** – Local Emergency Management Committee<br><br>The functions of a local emergency management committee are in relation to its district or the area for which it is established.  They advice and assist the local government in insuring that local emergency management arrangements are established for its district.  They liaise with public authorities and other persons in the development, review and testing of local emergency management arranges and carry out other emergency management activities as directed by the SEMC or prescribed by the regulations. |
| **Local Welfare Coordinator**:<br><br>The Department for Child Protection locally based officers, usually Team Leaders (but may also be DESO, senior officer, ERT Member), with delegated responsibility for the development and annual update of the Local Emergency Welfare Plan.<br><br>The Local Welfare Coordinator will assess the welfare needs and activate their local plan to provide appropriate services when requested by the District Director, Manager of the Emergency Services Unit (on behalf of the State Welfare Coordinator) or the relevant Hazard Management Authority. |
| **Local Welfare Committee**:<br><br>Local Department for Child Protection Offices are encouraged to develop a local Welfare sub committee. Possible membership could be representatives from local government, Australian Red Cross, Salvation Army, CWA, Centrelink, and St John's Ambulance. FESA,SES,DET,Mental Health, representatives from Church groups, cultural groups and service clubs.. |
| **Local Welfare Liaison Officers:**<br><br>The nominate representative of the Local Government Authority with the responsibility to coordinate the welfare responses during emergencies, and liaise with the Welfare Coordinator of the Department for Child Protection. |
| **LRC** – Local Recovery Committee<br><br>Chaired by the respective Local Government President / Mayor. Membership should include relevant local community and business leaders, a representative from the HMA and appropriate State Government officers.<br><br>(Reference – SEMC Policy Statement) |
| **NDRRA** – Natural Disaster Relief and Recovery Arrangements |

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| **NRIS** – National Registration and Inquiry System |
| (NRIS) is a computer system used to assist in locating people who have been evacuated or relocated as a result of a major incident. |

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| **NRIS Custodians**: |
| Department for Child Protection staff trained in the NRIS system who have the added responsibility of ensuring Departmental District capability should an emergency occur anywhere within that District. |

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| **OASG** - Operations Area Support Group |
| District level representatives from key agencies involved in a particular response convened for that particular response by an Operations Area Support officer, in consultation with the relevant District Emergency Coordinator (s), to <u>assist</u> in the overall management of an Operation. |

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| **Personal Support:** |
| The provision of appropriate methods of assisting people following an incident which has caused them great stress or trauma. This includes trained persons providing an opportunity for "stress defusing", ensuring immediate physical needs are met, giving practical assistance and providing appropriate information which will assist the individual's coping and recovery. |

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|---|
| **Recovery Centre/Welfare Centre** |
| Refer Westplan Welfare |

| |
|---|
| **Registration:** |
| The process of accurately recording on registration forms appropriate details of all persons affected by an emergency and who are temporarily in an evacuation centre or other locations under the authority of the Emergency Services. |

| |
|---|
| **Risk Management**: |
| The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/ NZS Standard 4360:1999 Risk Management |

**SEMC** – State Emergency Management Committee

SEMC's functions are to advise the Minister on emergency management and the preparedness of the State to combat emergencies. They provide direction, advice and support to public authorities, industry, commerce and the community in order to plan and prepare for an efficient emergency management capability for the State. They provide a forum for whole of community wide information systems to improve communications during emergencies and develop and coordinate risk management strategies to assess community vulnerability to emergencies. They perform other functions given to the SEMC under this Act and any other function prescribed by the regulations for the purpose of this section.

**State Welfare Coordinator**:

The Director General of the Department for Child Protection or his/her delegate.

**Support Agency Officer:**

Are officers from each Welfare Support Agency provided to the Department for Child Protection to assist in the Management of the welfare response, as outlined in Section 4.1 of the Westplan – Welfare.

**Support Agency/Organisation**:

An organisation whose response in an emergency is either to restore essential services ( eg Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering , etc.

 Reference - (Policy Statement No 7)

**SWEC** – State Welfare Emergency Committee

Meet quarterly at the State Coordination Centre.

SWEC was formed by the Department for Child Protection to bring together government and non-government organisations, agencies and non statutory volunteer groups to assist them coordinate State Welfare requirements arising from a disaster.

**WANDRA** – Western Australian Natural Disaster Relief
          Arrangements

| |
|---|
| **Welfare Emergency Coordination Centre**: |
| The centre/s established at the State and Local level by the Department for Child Protection from which the coordination of the emergency welfare support services occurs. |

| |
|---|
| **Welfare Support Agency:** |
| A participating organisation whose response in an emergency is to provide assistance to functions under the State Emergency Management Plan for the provision of welfare support. |

| |
|---|
| **WESTPLANS:** |
| State Emergency Management Plans in West Australia are known as WESTPLANS. Designated HMA's or Support Organisations prepare these in order to provide strategic, state level arrangements for managing the particular functions for which they are responsible. Of the twenty three WESTPLANS ……….are to manage the *Hazard and …… to provide the Support function.* |
| The Department for Child Protection manages 3 WESTPLANS: |
| WESTPLAN - WELFARE |
| WESTPLAN - Registration and Reunification |
| WESTPLAN - Reception of Evacuees from Overseas |

**CBH GROUP**

Lot 29 Pensioner Rd, Kojonup, WA 6395
Phone: (08) 9831-1732

Latitude: -33.83602
Longitude: 117.15280

**In an Emergency Dial "000"**

## General Information

### Purpose
To provide quick response actions to control and/or minimise the effects of an emergency on people, property and the environment operating on CBH sites and nearby community and facilities.

### Planning
- Assess what skills your teams have
- Where is emergency equipment located
- Is emergency equipment regularly inspected?
- Is there a trained first aider on site?
- Identify local medical resources nearby
- Assess reliability of external communications
- Identify local medical resources nearby
- Is the muster point identified?
- Identify if a defibrillator is nearby in the community

### Evacuation
The Emergency Controller is responsible for initiating any required evacuation and first response. Air horns shall be used to alert site personnel of an emergency and to listen to site radio for instructions. Muster Points: As per site map/sign posted or notified

### Exercises, Competency and Debrief
**Exercises:** Once during harvest – facilitated by safety and may be a desktop or tool box meeting topic
**Competency:** Recommend a minimum of 1 one trained person per bin
**Debrief:** Within 7 days of Exercise and training involving site personnel; Area Manager and Area and Operations safety.

### Incident Analysis
Incident Analysis shall be commenced by the Zone Safety Adviser/Operations Safety Manager/Area Manager within 24 hours of an emergency occurring. All cooperation shall be given to investigating agencies as per statutory requirements.

### Termination of Emergency and Debrief
The termination of any emergency is the sole responsibility of the Emergency Controller, and may also be advised by external authorities. A debrief shall be held within 7 days of any emergency.

### Critical Incident Recovery
Critical Incident planning will enable rapid recovery after an emergency and provide assistance for employees to cope with trauma. CBH Crisis Management Team can be activated by the General Manager

### Organisation and Responsibilities
For hazardous goods related events Grain Protection Officer if on site assumes control and works with RPOIC (Phone Grain Protection Officer

### Location/Site Map
A location map and site layout shall be displayed in each weighbridge/sample hut and crib room on site. This map shall identify location of emergency resources.

### Facility Operations Centre (FOC) - WEIGHBRIDGE
A copy of this Emergency Plan and any related maps and Instructions shall be available at each bin and communicated to all site personnel.

| Emergency Controller – RPOIC / Area Manager | | |
|---|---|---|
| Appoint Emergency Coordinator for Bin | Communicate with Facilities Operations Centre (FOC) | Assist to conduct an incident investigation |
| Proceed to emergency site if safe to do so | Allocation of resources as is required | Account for all personnel and inform coordinator |
| Evaluate the situation | Notify Area/Zone Manager | Brief emergency services on arrival |
| Administer first aid if required | Debrief | |

| Emergency Co-ordinator | | |
|---|---|---|
| Notify emergency services based on instruction from controller | Direct emergency services | Document all calls and actions |
| Maintain communications from weigh bridge | Secure area, organise and brief sentries if required | Assist Emergency Controller as required |

| Sentries - As nominated by Emergency Coordinator | | |
|---|---|---|
| Restrict vehicle access | If trained assist with first aid response | Do not discuss the incident or speculate about the incident |
| Direct all inquiries to Emergency controller | Respond as directed by coordinator | Communicate on radio when directed / requested |

## Site Specific Information

| Equipment on Site | | | |
|---|---|---|---|
| Minimum of 2 harnesses | Constant flow escape breathing apparatus (Grain Protection) | Fire Extinguishers | Fall arrest units/strops/fall restraint over boot pits |
| Gotcha 4000 Recovery Kit Rope Grabba | Mobiles and land lines | Ventolin kept in weighbridge | Two way radios |
| Trauma First Aid Kit | Twin Tail Lanyard | Minimum 1 trained person | Spill Kits |

| Dangerous Goods on Site | Capacity |
|---|---|
| Diesel fuel trailer (if on site) | 1000 L |
| | |
| | |

### Description of Potential Emergencies

| Potential Emergencies | | | |
|---|---|---|---|
| Fuels fires & spills | Rail Incidents | Confined space incident | |
| Flammable Gas Leaks | People plant interaction | Snake bite | |
| Fumigants | Motor Vehicle Crash | Electrocution | |
| Grain dust Explosion / Fire/ canola | Crushing | Structural Fires | |
| Engulfment | Fall from Height | Bush Fires | |
| Extreme Weather | Asphyxiation / Respiratory | Entanglement | |

### Services

| Service | Number | Service | Number | Service | Number | Service | Number |
|---|---|---|---|---|---|---|---|
| Police / Fire / Ambulance | 000 | Main Roads | 1800 800 009 | Department of Environment | 1300 784 782 | | |
| Telstra | 132 200 | Water Corp | 131 375 | Western Power / Synergy | 131 351 | | |
| Watco Ops Centre | 9416 6388 | SERS | 0477 777 428 | Alinta Gas | 131 352 | | |

### CBH Contact Numbers

| Position | Name | Number | Position | Name | Number |
|---|---|---|---|---|---|
| Area Manager | Ben Ketteringham | 0428 911 078 | Zone Health and Safety Advisor | Estrelia Diaz | 0427 238 626 |
| Area Supervisor | Ryan Flugge | 0428 926 576 | | | |
| Grain Protection Officer | Josh Bellve | 0427 475 433 | | | |
| Zone Manager | Greg Thornton | 0437 288 962 | | | |

### Other Contacts – (E.g. Neighbour) (Notified for significant fire or Escape of toxic/flammable substance)

| Name | Number | Name | Number |
|---|---|---|---|
| CGS Engineers | 9831 1426 | | |
| Kojonup Shire | 9831 2400 | | |

### Document Control

| Store # | Version | Owner | Author / Reviewer | Approver | Date For Review |
|---|---|---|---|---|---|
| 4732193 | 3 | | Greg Stephens | Ben Ketteringham | 12-Aug-17 |

**WACHS Great Southern**
**Kojonup Health Service**

## TITLE:   CODE YELLOW – INTERNAL EMERGENCIES

**DATE: Sept 2015     VERSION: 1**

### 1.  GUIDING PRINCIPLES

This includes emergencies that directly impact on the operations of the facility and include:
- Chemical Leak (accidental)
- Failure of external telephone lines
- Loss of electricity supply
- Loss of water supply

In addition a major emergency external to the site could impact on the health centre and require response or evacuation. Major external emergencies include:
- Bushfire
- Severe storm / cyclone
- Earthquake
- Flood

Alerts and warning information can be found for natural disasters can be found:
- On the DFES website at www.dfes.wa.gov.au/alerts
- By calling the DFES information line on 13 DFES (13 3337)
- On ABC radio and other news bulletins

It is a situation where the health service's normal function may be compromised and where a declaration of internal emergency will initiate a planned response to bring the situation under control. The situation will be investigated and the immediate safety of staff, patients and visitors will be ensured.

In the event of a Code Yellow the Health Service Emergency Coordinator will decide on plan of action in consultation with relevant staff and the emergency services. The primary concern is life safety, and immediate action may need to be taken to ensure that this can be maintained whilst a suitable response strategy is developed, including

- Ensure the immediate safety of patients/staff, by evacuating from danger.
- Activate the internal emergency contingency plan by phoning the Emergency Controller and advising them of the nature and scope of the emergency.
- Advise the CNM and DON/HSM Katanning.
- Treat any casualties.
- Prevent further damage.

Should a significant natural disaster require a full evacuation of the health centre away from the site then the evacuation procedures (code orange) are to be enacted.

**This information is available in alternative formats upon request**

## 2. CHEMICAL LEAK (ACCIDENTIAL)

All chemicals available on-site are recorded in Chem Alert, and *Material Safety Data Sheets (MSDS)* held for all substances.  Full copies of all MSDS are kept where the chemicals are stored.

Supporting this, Health Service staff must ensure that the labelling, handling, storage, transport and use of chemicals are adequate.

A Spill Kit is located in the Emergency Department on top of the Fridge.

Staff should be familiar with use of spill kits.

### 2.1 Person Discovering the Leak Responsibilities

If a chemical leak occurs, the person who discovers it should:
- Identify the type of chemical and source of the leak if possible.
- Contact the Health Service Emergency Coordinator
- If trained, and it is safe to do so, utilise a spill kit to contain or control the leak.
- Complete the safety risk form.

### 2.2 Health Service Emergency Coordinator Responsibilities

If a chemical leak occurs, the Health Service Emergency Coordinator should:
- Identify the type of chemical and source of the leak if possible.
- Contact Poisons Help line in Perth with details and ask advice.
- Contact Katanning Hospital Maintenance or Albany Engineering.
- Establish scope of emergency and whether safe containment can be speedily achieved.
- If in doubt, commence evacuation of immediate area.
- Ensure Fire Brigade are notified and ambulance if required.
- Ensure injured are removed to a place of safety and no one is exposed to further risk of injury.
- Notify staff of situation; ensure they are prepared for possible evacuation.
- Complete Situation Report (SitRep) as soon as possible (refer to Addendum 1 for template)

## 3.  FAILURE OF EXTERNAL TELEPHONE LINES

This procedure applies to all nursing staff and clerical staff when working.

| Actions of Staff / Emergency Health Coordinator (Failure of Telephone Lines) | Date/Time and details/comments once completed |
|---|---|
| Document<br>• Name and position completing this report<br>• Date and time of telephone outage<br>• Details of how outage occurred (if known)<br>• Details of impact for Health Service | |
| Notify ICT Manager 9892 2262 during hours or IT Helpdesk 1800 794 748 after hours. Advise local staff.<br>Complete Situation Report (SitRep) | |
| Ring Telstra Service Delivery Team (1800 036 132).<br>Advise Telstra:<br>• Your full name, job title and where you are from<br>• That it is urgent<br>• You will need to provide the full Health Service phone number, including area code.<br>    o Kojonup Hospital:  08  9831 2222<br>• That you want to report a fault on your line. | |
| Once Telstra has recorded the fault, request the main number be diverted to site mobile phones<br>Kojonup Health Service:<br>• First preference (reception mobiles): incoming calls 0455 095 068, outgoing calls 0455 095 069<br>Once done all incoming calls will come through mobile | |
| Telstra will give you a ticket number or job reference number which you will need to record and reference when corresponding with Telstra throughout the incident. | Record of ticket number or job reference number file here: |
| Notify the CNM who in turn will notify the MPS Operations Manager. During office hours they will contact the GS Executive Services Assistant gs.ces@health.wa.gov.au or 98922672, to ensure a global message is sent notifying other sites. | |
| After-hours send email to line manager and contact the Albany Health Campus Nurse Manager | |
| Once the incident has been resolved and the main telephone lines are functional you will need to call Telstra (1800 036 132), quote the ticket number or job reference number they gave you on reporting the incident and request that calls be diverted back to the main Health Service line.  Test phone line to ensure correct. | |
| Ensure a copy of this report is sent to line manager and ICT Manager at AHC. | |
| Any problems please call the IT Helpdesk – 1800 794 748 (all hours) | |

## 4. SATELLITE PHONE

The reception staff are responsible for checking that the satellite phone is placed in the wall charger and the linked cordless phone is in the adjacent holder – 0147 153 083

**Refer to Hardcopy Manual for instructions on testing and using satellite phone.**

## 5. FAILURE OF WATER SUPPLY

This procedure applies to all nursing staff and clerical staff when working.

Water interruptions occur for any number of reasons and can be planned or unplanned.

For planned water interruptions Water Corporation will advise the Health Service.  Actions for Health Service staff:
- Notify CNM
- Notify DON/HSM Katanning
- Notify AHC maintenance of planned water outage;
- Ensure adequate supply of bottled drinking water for hydration.

Consider rescheduling clinic appointments to another day and closing clinic.  Discuss with line manager prior to making a decision.

For unplanned water interruptions, Water Corporation can be contacted on 13 13 75 to report a fault.
Updates on outages can be found here: http://watercorporation.com.au/faults/report-a-fault

**This information is available in alternative formats upon request**

| Actions of Staff / Health Service Emergency Coordinator (Unplanned Water Outage) | Date/Time and details/comments once completed |
|---|---|
| Document<br>• Name and position completing this report<br>• Date and time of mains WATER outage<br>• Details of water outage interruption (if known)<br>• Details of impact for Health Service | |
| Notify<br>• Advise staff on site<br>• Facilities Manager at Katanning Hospital.<br>• Line Manager | |
| **Health Centre Emergency Coordinator to DECLARE Code Yellow (if unplanned outage > 4 hours or health service activity impacted): water supply failure** and notify<br>• Staff on site<br>• CNM<br>• DON/HSM Katanning.<br>• Complete SitRep (Addendum 1) and send to DON/HSM or if unable to contact them, to MPS Operations Manager | |
| Ensure:<br>• purchase sufficient bottled water for hydration<br>• Use stock of alcohol hand wash as required.<br>• Limit use of toilet | |
| Discuss with line manger requirement to shut Health Service site. Document decision | Yes / No |
| **Health Service Emergency Coordinator to ALL CLEAR Code Yellow: water supply failure** and notify<br>• Staff on site<br>• CNM<br>• DON/HSM | |
| Ensure a copy of this report is sent to line manager and Manager of Facilities. | |

Approved

## 6. FAILURE OF ELECTRICITY SUPPLY

This procedure applies to all nursing staff and clerical staff when working.

Power interruptions occur for any number of reasons and can be planned or unplanned.

For planned power interruptions, ensure that:
- CNM is notified;
- DON/HSM is notified;
- notify AHC maintenance of planned power outage;
- the emergency generator is full of fuel; and
- essential clinical equipment (ie defibrillators) are fully charged

For unplanned interruptions Western Power can be contacted via 131351 or
http://www.westernpower.com.au/customer-service-power-interruption-information.html

If power disruption is estimated to be longer than four (4) hours, and/or emergency generator does not automatically connect contact Katanning Facilities and Maintenance team, or on-call maintenance number Katanning.

**This information is available in alternative formats upon request**

| Actions of Staff / Health Service Emergency Coordinator (Unplanned mains power failure) | Date/Time and details/comments once completed |
|---|---|
| Document <ul><li>Name and position completing this report</li><li>Date and time of power outage</li><li>Details of how long power outage occurred for or is expected to occur for</li><li>Details of impact for Health Service</li></ul> | |
| **Health Service Emergency Coordinator to DECLARE Code Yellow: Unplanned Power Failure, if power outage likely to be greater than four (4) hours** <ul><li>Notify on-call Maintenance Officer in Katanning 98216254 and Albany Health Campus Switchboard 9892 2222</li><li>Notify DON/HSM and MPS Operations Manager</li><li>Complete SitRep report and send to CNM/DON/HSM.</li></ul> | |
| If greater than four (4) hours ensure adequate supply of diesel for generator and check generator fuel level every hour. | |
| Switch off non-essential power items | |
| Ensure essential clinical equipment plugged into emergency power points | |
| Ensure mobile and satellite phones fully charged or plug into emergency power points for charging | |
| Ensure adequate supply of torches | |
| Discuss with CNM/DON/HSM requirement to shut Health Service. Document decision. | Yes / No |
| **Health Service Emergency Coordinator to DECLARE ALL CLEAR Code Yellow: Unplanned Power Failure, on return of power** <ul><li>Notify on-call Maintenance or Katanning maintenance in office hours. 9821 6254</li><li>Notify CNM</li><li>Notify DON/HSM</li><li>Complete SitRep report and send to CNM and DON/HSM</li></ul> | |
| Ensure a copy of this report is sent to CNM and DON/HSM and Maintenance Manager at AHC. | |

## 7. EARTHQUAKES

*(Reference Geoscience Australia http://www.ga.gov.au/earthquakes/index.jsp )*

### 7.1 Guiding Principles

Australia does not sit directly on a plate boundary, the nearest being through Indonesia to our North, and so the risk faced is caused by slightly different forces. This type of earthquake is called an intraplate earthquake and is thought to occur along weaknesses in the tectonic plate itself. It is thought that pressure that is built up in the plate from actions along the boundary can be transmitted through the plate and at certain locations be released to the surface.

Intraplate Earthquakes are typically less frequent and less destructive than earthquakes at the plate boundary, but should still be taken seriously. The most active region in Western Australia is called the South West Seismic Zone and encompasses the bulk of the Wheatbelt Region, but earthquakes can be felt anywhere in WA. Hundreds of earth quakes are recorded annually but the vast majority are too small to be felt. Large earthquakes are rare but can occur.

An earthquake near Meeberrie (250km NE of Geraldton) in April 1941 measured a magnitude level (ML) of 7.2 and was felt from Port Hedland to Albany. More recently the Meckering Earthquake of 1968 (ML 6.9) and the Cadoux Earthquake of 1979 (ML 6.2) have done damage to buildings and infrastructure and were felt over an area of thousands of square kilometres.

The Earthquake Magnitude Scale refers to the force of an earthquake, it does not indicate level of damage however it is possible to infer likely damage from past experience. The magnitude scale rises exponentially, so a 7.3 magnitude quake is 50 times more powerful than a 6.3 and 2,500 times more powerful than a 5.3 quake.

> *Earthquake Magnitude vs Potential Damage:*
> - *< 3.4        are recorded only by seismographs;*
> - *3.5 – 4.2    are felt by some people who are indoors;*
> - *4.3 – 4.8    are felt by many people and windows rattle;*
> - *4.9 – 5.4    are felt by everyone, while dishes break and doors swing;*
> - *5.5 – 6.1    cause slight building damage with plaster cracking, and bricks falling;*
> - *6.2 – 6.9    cause much building damage and houses move on their foundations;*
> - *7.0 – 7.3    cause serious damage with bridges twisting, walls fracturing, and many masonry buildings collapsing;*
> - *7.4 – 7.9    causes great damage and most buildings collapse;*
> - *> 8.0        cause total damage with waves seen on the ground surface and objects are thrown in the air.*

Generally, the SAFEST PLACE to be is in the OPEN - away from buildings. However, if you are in a building when the earthquake strikes, you should NOT attempt to run from the building. Outside the building, you may be met with falling debris and power lines. It is much safer for you to remain in the building.

**This information is available in alternative formats upon request**

### 7.2 Earthquake Procedures – All Staff

*STATE EMERGENCY SERVICE* guidelines for earthquakes are as follows:
- Remain calm.
- Move away from windows and outside walls..
- Keep away from mirrors, light fittings, bookcases and other furniture, which may fall or slide.
- If possible, take cover beside furniture or move to an internal corner of a room, sit down and protect your face and hands.
  **REMEMBER:  DO NOT ATTEMPT TO RUN FROM THE BUILDING.**

### ONCE THE TREMOR HAS STOPPED
1. Look around for injured persons and reassure others in your area.
2. It may be safer to remain within the property if it has not suffered substantial damage.
3. Ensure emergency exits are safe before moving through them.
4. Keep all persons away from windows at all times.
5. Beware of *Aftershocks.*

The Health Service Emergency Coordinator should call the CNM and/DON/HSM Katanning, or if unavailable the MPS Operations Manager, as soon as possible after the earthquake.

The duties of Health Service Emergency Coordinator include:
- Assessing their area for injured personnel and damage to the property.
- Enact medical response as required
- Notification of the relevant authorities
- Initiating controlled evacuation from danger areas if required

Members of the public, in the building at the time of the earthquake, must be located and assisted as far as practicable.

## 8. SEVERE WEATHER PROCEDURE
*(Reference WA State Emergency Service)*

Whilst severe weather can be experienced at any time of the year, storms are most likely during the winter months from June until September. Great Southern regularly experiences winds in excess of 90km/h and rainfalls of tens of millimetres in short periods of time, which could cause localised flooding and damage.

There is an extremely low risk of a cyclone travelling down the coast from the north-west and impacting on southern WA, TC Alby in 1978 and TC Bianca in 2011 both affected weather in the Great Southern Region, but were well below Cyclone intensity by the time they got here.

> *Note: Advice from DFES is that if a cyclone were to affect the area, cyclone advices may be issued, but due to the lack of understanding of the Cyclone Warning System it is likely that the standard severe weather warnings and alerts would be issued for the area.*

### 8.1 PRE STORM SEASON

The CNM/DON/HSM is to ensure that the site and all buildings are assessed for storm risk prior to the season starting in May. This assessment should encompass:

- **Tidiness** – Look for loose items, especially building materials and prune large trees especially those close to buildings

- **Sturdiness** – Inspect sheds and buildings, check for rusted fixings holding down corrugated tin, rotted timber beams or bearers, etc.

- **Preparation** – Updated response plans and contacts, sufficient operational plant and equipment to fulfil obligations under various plans

In addition, all staff should ensure that the site and buildings are maintained in a clean and tidy state throughout the storm season.

Staff should monitor the Bureau of Meteorology and DFES websites for information related to storm warnings or severe weather alerts.

## *8.2 PRE-STORM*

If a Storm or Severe Weather Alert is issued for the area, then the Emergency Controller at the site should begin to prepare for a possible storm. These preparations would include:

- Ensure that sufficient essential medical supplies are available to continue patient care for the period of the storm and subsequent recovery.

- Clean up of site.

- Storing non-essential plant and equipment in a safe location.

- Ensure emergency generator has been tested by the Maintenance Department.

- Review Great Southern Global messages for travel restrictions or advisories.

- Monitor BOM/DFES advices regularly regarding the location and intensity of the storm.

- Ensure vehicles, plant and machinery are fully fuelled and that additional supplies are available.

- During a severe local weather event, the CNM and Katanning DON/HSM. CNM will liaise with the Local Emergency Management Committee (LEMC) and determine if there is a role for Health Service staff to play in the local response.

During a severe weather event the Regional Health Disaster Coordinator will liaise with DFES staff and determine if there is a role for health staff to play in the response.


## *8.3 POST-SEVERE WEATHER*

Immediately that the all clear is given staff will assess any damage to the Health Service and undertake the following actions:

- Assess infrastructure for damage

- Ensure essential systems are operating effectively

- Contact Albany Facilities to make arrangements for detailed infrastructure assessment of damage, assistance with clean up/repair/maintenance.

## Severe Storm Preparations

| Stage | **Preparation:** During April each year prepare for Severe Storm season (generally May to October), |
|---|---|

| Preparations: | Comments/Times |
|---|---|
| ☐ Submit EAWMS to trim all treetops and branches well clear of Health Service and accommodation (at least 2.5 meters from building with no branches/leaves hanging over roof of buildings) if required. | |
| ☐ Clear away any loose material that could blow around during extreme winds, possibly causing injury and damage. | |
| ☐ Ensure adequate Health Centre supplies of consumable items:<br>• Oxygen supplies<br>• Stores imprest items including dressings materials, IV fluids and sutures Pharmacy items<br>• Clean water in containers | |
| ☐ Ensure the site has equipment/supplies at hand including:<br>• Portable radio, torch, spare batteries, satellite and/or mobile phones.<br>• Supply of non-perishable food and fresh water.<br>• Waterproof bags for clothing, personal documentation, and valuables.<br>• Spare "scrub" uniforms to allow for clothing change | |
| ☐ Store irreplaceable items safely. | |
| ☐ Ensure any LPG bottles are secure. | |
| ☐ Ensure Health Service and accommodation roofs, external doors, and screens are in good condition. | |
| ☐ Confirm with Maintenance Officer that pre-storm Maintenance inspection has been completed or booked in prior to storm season. Any noticeable maintenance issues should be reported as they occur throughout the year | |
| ☐ Make sure you know where to turn off electricity, gas and water supplies. | |
| ☐ Check portable generator is operational and that there are sufficient fuel supplies. | |
| ☐ Ensure you are familiar with the Community severe storm procedures. | |
| ☐ Identify the Community safety shelter, suitable refuge points, and safe access routes - safe from wind damage and storm surge. | |

**This information is available in alternative formats upon request**

## 9. FLOOD

Australia has a history of floods, causing devastating human and economic impact. Floods are a natural process influenced largely by the weather and driven by the amount of rainfall and length of time it falls. After heavy rainfall, rivers, creeks and catchments may overflow this type of flooding is most common in Australia and is known as riverine flooding.

Western Australia (WA) is the largest state in Australia with a vast range of climatic conditions and seasonal changes that influence and increase the potential for flooding.

| All Staff | Action Card 1 |
|---|---|
| **Flood** | |

| Problem | Flooding caused by storms and torrential rain |
|---|---|
| Contacts | State Emergency Service (SES) 1300 130 039<br>Police/Fire/Ambulance 000 |
| **Warning** | **NEVER drive into water of unknown depth and current – there may be submerged obstacles or road damage** |
| Note | Avoid entering flood waters. If you must, wear solid shoes and check depth and current with a stick – stay away from drains, culverts and water over knee-deep. |

| When Alerted: | Comments/Times |
|---|---|
| When the official alert is issued:<br><br>• Liaise and cooperate fully with Community Local Emergency Management Committee (LEMC) and SES regarding action to be taken.<br>• Advise Line Manager of how the Health Service will be affected in the short and long term, and any existing or potential difficulties. Monitor the situation locally or via radio, television, the internet on: http://www.dfes.wa.gov.au/safetyinformation/warningsystems/Pages/default.aspx, or call for Flood Warning information WA 1300 659 213 If called out to an emergency, consult with Line Manager.<br>• Consult with Line Manager about safety concerns and/or other issues. | |
| Prepare Health Service and accommodation:<br><br>• Where possible, elevate valuable items such as medical records, medical equipment, medications, chemicals, sharp containers and rubbish.<br>• Raise furniture, clothing and valuables onto beds, tables, etc. (electrical items highest) and place items such as personal papers, photos, valuables, medications, and mementos into waterproof bags and elevate them. If time permits, ensure outside areas are cleared of objects and move vehicles to higher ground if possible.<br>• If flooding is imminent, turn off power, water and gas services, and place sand-filled bags in the toilet bowl and over all laundry/ bathroom drain-holes to prevent sewage back-flow. | |
| All Clear:<br>Comments/Times<br>After a flood:<br><br>• Check for cracks/damage in roof, walls, etc.<br>• Evacuate if the building is damaged.<br>• Do not eat food which has been in flood waters, and boil tap water or drink bottled water (use stored water cautiously – use chemical hand-wash solution)..<br>• Do not use gas or electrical appliances which have been in flood waters until they're checked for safety. | |

**This information is available in alternative formats upon request**

## 10. BUSHFIRE
*(Reference: Department of Fire & Emergency Services)*

Bush fires are a natural part of the Australian environment; however, given the right conditions they can be extremely dangerous. Western Australia has a significant risk of bush fire throughout the year, but there is a specific season in the South West (Geraldton – Esperance) which is December – April.

Bush fires may still occur outside of the specified season, but are generally less intense and easier to control. Specific localities may have extended or additional seasons based on harvest patterns or local weather conditions, always check with DFES or the Local Government for specific information.

The site may be directly affected by bushfire and it is possible that smoke from a fire in the area might impact the Health Service. In this event, the most likely response would be to shutdown air-conditioning systems and close windows, to prevent smoke being drawn into the Health Service buildings.

The most likely scenario involving bushfire affecting the Health Service would be a major fire within the Shire of Kojonup requiring the transfer of patients to the Evacuation Centre at the Sports Complex.

Should the Health Service Buildings be threatened and DFES advise that evacuation is necessary, and then the Health Service Emergency Coordinator should liaise with LEMC to establish if site or town evacuation is required under the direction of the Incident Controller.

### 10.1   PRE BUSHFIRE SEASON

The Premier issued a Circular in September 2012, instructing all public sector bodies to assess their Building Protection Zones (BPZ), this assessment and action is to take place prior to 1st December annually (Addendum 1).

This assessment shall be undertaken by the CNM and DON/HSM Katanning and Maintenance and sent to:
- MPS Operations Manager
- OSH Representative – responsible for tabling at the OSH Committee meeting

### 10.2   BUSHFIRE ADVICE
A fire has started but there is no immediate danger, this is general information to keep you informed and up to date.

All staff shall:
- Monitor the DFES site or news bulletin alerts
- Requirements to travel through this area should be reconsidered if not essential
- Ensure vehicles, plant and machinery are fully fuelled and that additional supplies are available

**This information is available in alternative formats upon request**

### 10.3  BUSHFIRE WATCH AND ACT

A fire is approaching and conditions are changing, you need to leave the Health Service buildings and possibly the town.

- The Health Service Emergency Coordinator should liaise closely with the LEMC and determine if there is a role for Health service staff to play a role in the local response and to establish the safe routes out of the community.

- Ensure that sufficient essential medical supplies are available to continue patient care for the period of the fire and subsequent recovery.

- Storing non-essential plant and equipment in a safe location

- Monitor DFES advices regularly regarding the location and intensity of the fire

**This information is available in alternative formats upon request**

| All Staff | Action Card 1 |
|---|---|
| | **Bushfire** |

| Problem | Living close to or in bushland areas comes with the high risk of bushfire |
|---|---|
| Contacts | • State Emergency Service (SES) 1300 130 039<br>• Police/Fire/Ambulance 000 |
| **Warning** | **Bushfires can start suddenly and are unpredictable.** |

| When Alert: | Comments/Times |
|---|---|
| During a bushfire emergency services will provide as much information to you as possible through a number of different channels. | |
| There will be three levels of warning. These will change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives:<br>• An **ADVICE** will provide you with information on a bushfire that is not threatening lives or property but may be causing smoke near homes<br>• **A WATCH AND ACT message will be issued when there is the potential for lives and property to be threatened. These messages will update you on the changing conditions.**<br>• An **EMERGENCY WARNING** means you need to take immediate action to survive. | |
| You can get information on bushfires from:<br>• DFES information line on 1300 657 209.<br>• DFES website at:<br>http://www.dfes.wa.gov.au/alerts/Pages/default.aspx<br>• Radio, TV, newspapers and news websites (each media outlet determines how often they will broadcast information).<br>• During the EMERGENCY WARNING phase ABC local radio broadcasts updates at quarter to and quarter past the hour in addition to news bulletins. | |
| During a bushfire the safest place to be is away from the fire. | |
| If you are driving and come across a fire with smoke across the road slow down at once. Don't drive through smoke when visibility is severely impaired. Consider whether your journey is really necessary. Drive slowly and switch on your headlights. Watch out for vehicles and trees which may have fallen across the road. | |

**This information is available in alternative formats upon request**

Approved

| All Staff | Action Card 2 |
|---|---|
| | **Bushfire** |

**If caught in a vehicle during a bushfire**

Don't leave your car. Park your vehicle in an area that is bare and away from dense vegetation. For example: against an embankment in a cutting in an old gravel pit or roadside clearing on the section of the road which has the least amount of scrub alongside. Close all windows, vents and turn your headlights on. Lie down on the floor and cover yourself with anything that will shield you from radiant heat (e.g. coat or blanket) Stay in your car till the fire front has passed.

Keep the Line Manager updated throughout the emergency

| All Clear: | Comments/Times |
|---|---|
| Consult with the Line Manager regarding restoration of site and/or accommodation to normal services | |
| Being involved in a fire may be one of the most traumatic experiences of your life. Consult with the Line Manager as to whether a debriefing is required. | |
| Participate in any operational debriefing. | |
| Cooperate with external investigations. | |
| Organize replacement of spent equipment, e.g. extinguishers, etc. | |
| Incidents impact on people in many different ways and staff have a duty to look out for the wellbeing of themselves, fellow workers and patients. Counselling is available to people adversely affected and may be instigated in several ways, e.g.:<br>• If you require counselling, inform the Line Manager or access the Employee Assistance Program.<br>• Staff also needs to have an increased awareness of possible behavioral changes in people around them who have been involved in an incident and who may be suffering from stress, and discuss any concerns with the Line Manager. | |
| For quality improvement purposes, ensure that pertinent actions/issues and comments from actual or training events have been recorded for the review process, and forward completed Action Card to the Line Manager in time for the debriefing or by the next day. | |

**This information is available in alternative formats upon request**

## 11. ROLES AND RESPONSIBILITIES

| Health Service Emergency Coordinator | Senior Nurse or senior staff member at time in the Health Service building, whom is responsible for the local Health Services response to the incident. |
|---|---|
| Regional Health Disaster Coordinator | Is the Regional Director or delegate, whom is responsible to coordinate the health response to an operation within the Great Southern |
| CNM | Is the line manager for the Health Service. If present acts as the Health Service Emergency Coordinator.<br>The CNM is responsible for:<br>• Updating and maintaining current emergency procedure<br>• Ensuring practical testing of emergency procedure and evacuation is undertaken at least yearly, and that evidence is provided to Learning and Development of attendance lists.<br>• Monitor annual staff compliance of mandatory training (online learning modules)<br>• Ensuring appropriate actions are taken / escalated as identified by the OSH audits.<br>• Written communication with staff and MPS Operations Manager regarding risks raised and action plans to resolve risks. |
| All Staff | All staff are responsible for:<br>• Completing annual core essential training as outlined in WACHS Core Essential Training Policy:<br>https://healthpoint.hdwa.health.wa.gov.au/policies/Policies/WACHS/Core%20Essential%20Training%20Policy.pdf<br>• Completing duties as instructed by the emergency plan and/or as instructed by the Health Centre Emergency Coordinator |
| OSH Representative | The Occupational Safety and Health Representative is responsible for:<br>• In liaison with the CNM schedule at least annual fire and evacuation practical training at each of the Health Service buildings<br>• Completing the OSH audits relating to safety and security as prescribed.<br>• Liaising with the CNM to develop and document action plans.<br>• Raising risks at the monthly OSH meetings and status of actions to resolve issues/risks<br>• Ensure annual review of MDS. |

**This information is available in alternative formats upon request**

## 12. COMPLIANCE

Depending on the circumstances, non-compliance with this procedure may constitute a breach of employment or contractual obligations, misconduct (under the Department of Health *Misconduct and Discipline Policy*), sexual harassment, discrimination, or some other contravention of the law.

Those who fail to comply with this procedure may face disciplinary action and, in serious cases, termination of their employment or engagement.

## 13. EVALUATION

Monitoring of compliance with this document is to be carried out by
**Name:** CNM
**Time frame:** Every 2nd year, or if there is a change in the infrastructure or fire system
**Using the following means / tools:**
- Second yearly review of this procedure
- Monitor annual staff compliance of mandatory training (online learning modules & evacuation drills)

## 14. REFERENCES

Australian Standard (2010) *AS 4083-2010 Planning for emergencies – Healthcare facilities.* SAI Global Limited, NSW, accessed online 09 September 2014

Australian Standard (2010, incorporating Amendment No.1) *AS 3745-210 Planning for emergencies in facilities.* SAI Global Limited, NSW, accessed online 09 September, 2014

Department of Health, Western Australia (2013), Information Circular: Emergency codes in hospitals and health care facilities. IC 0150/13 Disaster Preparedness and Management Unit.

Department of Health, Western Australia (2013), *Information Circular: Training requirements for hospital response teams and emergency management personnel.* IC 0170/13 Disaster Preparedness and Management Unit.

Department of Health, Western Australia (2013), *Information Circular: Training requirements for hospital response teams and emergency management personnel.* IC 0170/13 Disaster Preparedness and Management Unit.

Department of Premier, Western Australia (2012). *Hospital Building Protection Zone Guidelines*

WACHS Policy (2013) *Emergency (Disaster) Management Arrangements Policy*

WACHS – Great Southern (2012). *Albany Health Campus Emergency Manual and Action Cards*

WACHS – Kimberley (2013) Code Yellow Procedure – Internal emergency response at remote area clinics procedure.

Reviewed and Endorsed by:

_____          _____
GS ICT Manager                                                          GS Facilities Manager

Date: _____                                   Date: _____

**This information is available in alternative formats upon request**

**Addendum 1: Situation Report (SitRep) Template**

Government of **Western Australia**
**WA Country Health Service**

**WACHS Great Southern**

# Situation Report

**Sitrep XX** (if last sitrep, insert **'final'** behind sitrep number and in subject line) **Insert Incident Name**

**Day, DD MMM YYYY HH:MM hours** (insert **'new information in bold blue'** where necessary)

**This sitrep has been authorised by Insert Title, Insert Name.**

**Background**

- Dot point 1
- Dot point 2
- **New information in bold and blue**

**Current Situation**

- Dot point 1
- Dot point 2
- **New information in bold and blue**

  **Actions Required**

- Dot point 1
- Dot point 2
- **New information in bold and blue**

**Further Situation Reports**

- Dot point 1
- Dot point 2
- **New information in bold and blue**

**WebEOC Incident Name:**   20130722 WebEOC Test Incident or Not applicable

**Sitrep prepared by:** Insert Name        Insert Position

Insert signature block

**This information is available in alternative formats upon request**

**CATHOLIC EDUCATION**
OFFICE OF WESTERN AUSTRALIA

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**ST BERNARD'S KOJONUP**
**BUSHFIRE PLAN (2016 - 2017)**

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**Index**

# Introduction

This plan is for St Bernard's Kojonup and has been designed to assist staff in the event of a total fire ban, catastrophic fire danger rating, or a bushfire. Letters to staff and parents are included in the appendix as well as notices regarding the plans of closures of the school.

The preparation of this plan has been developed in accordance with the *Emergency and Critical Incident Management Policy* and the *Principal's Guide to Bushfire* with input from local emergency management agencies.

## *Overview*

**GENERAL INFORMATION** This Bushfire Plan (BP) has been developed during Term One after consultation with:
- Board members
- members of the emergency services (e.g. DFES, Local Emergency Management Committee and/or Community Emergency Services Manager)

The BP is to be reviewed annually during Term Three each year to reflect any changes that may have taken place in:
- Department of Education or government policy
- site facilities
- Personnel normally on site.

The BP outlines required actions to prepare the school before the bushfire season as per the *Principal's Guide To Bushfire.(refer Appendix 1)*

The BP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:
- on days of Total Fire Ban
- Catastrophic fire danger rating;
- when there is a fire in the local district
- when a bushfire is threatening or impacting on the site
- during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

Where applicable, a building is nominated as the **Safer Location** building for this school.
- It has been prepared for a bushfire emergency and will safely accommodate all persons normally at the school.

The Principal will include bushfire season reminders and information in site newsletters when applicable. The School's Staff Handbook, updated in Term One each year, includes evacuation information.

All staff members receive pre fire season updates during Term Three and ongoing information and instruction about the contents and requirements of the BP during Term Four and Term One staff meetings.

## *Bushfire Preparation checklist* (to Appendix 1)

**The safety and wellbeing of students, staff and visitors to St Bernard's Catholic Primary is at all times the main priority.  Staff are not expected to fight bushfires.**

The school will review (and update where appropriate) the plan on an annual basis.

Any bushfire advice received by the school from the Department of Fire and Emergency Services (DFES), the Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM) or external experts is documented identifying the date and source of the advice.

| Date of Review | Reviewing Officer | Date Submitted | Next scheduled Review |
|---|---|---|---|
| 12/2/2014 | Ms Annette Quirk | | Aug 2014 |
| 11/11/2015 | Mrs Siobhan Galos | | 2016 |
| 8/11/2016 | Mrs Siobhan Galos | | 2017 |
| 15/5/2017 | Mrs Siobhan Galos | | 2018 |
| | | | |
| | | | |
| | | | |
| | | | |

# Communication

There are several levels of communication employed at school level before, during and after bushfire events.

## *Preparing for Bushfire Season*

- All students and staff are aware of the School's bushfire response plan. It is also necessary to ensure that relief staff and parents have been made aware of the school's bushfire plan. A copy of the school's bushfire plan should be published on the schools website. Draft test for the school newsletter is available in the *Principal's Guide to Bushfire (Appendix A6)*
- The Principal will establish contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, the LEMC and CESM.
- Our school is located in a bushfire prone area and we ensure we incorporate key bushfire messages in our curriculum.
- Communication plans (including emergency contacts and a telephone tree) are in place for evacuation or planned closure. *See Appendix 4 for a Communication Plan, Appendix 5 for Emergency Contacts and Appendix 6 for a telephone tree*
- Our school has an effectively working emergency warning system and emergency communication equipment is available and working.
- Our school has in place systems to account for students, staff and visitors in an emergency, these include class rolls (or equivalent) and visitor registers. Hard copies of all documentation are kept on file on the advent that a loss of power affected the ability to print from electronic sources.
- Arrangements are in place in relation to school buses to be contacted.

## *Pre-emptive Closure*

- The office of Catholic Education W.A. will make the decision to close a school based upon advice from Emergency Services and this will be relayed to the Principal.
- The Principal is to notify staff and parents using emergency contacts and the telephone tree of closure. See also the letter to parents in the *Principal's Guide to Bushfires advising of pre-emptive Closure (Appendix A7)*, consideration is given to parent's level of literacy and understanding of English.
- All other necessary parties are advised including (but not limited to) other schools that may have siblings at your school, community users of the school facilities (including before and after school care, community kindergartens or holiday programs), on site contractors and Parents and Friends Association (P & F).
- Bus contractors will be contacted to arrange for the evacuation of students to a designated area.
- Notice of Planned Temporary School Closure should be posted as per the *Principal's Guide to Bushfire,* both physically at the school and electronically on the website.

## *During Evacuation*

- The school will contact their School Improvement Advisor.
- The school will contact parents via phone or email (It would be preferable that parents restrict calling the school at this time to emergency calls only).
- The school will notify bus contractors and out of school programs.
- The school has landlines (08 9831 3500).  It would be preferable that parents restrict calling the school at this time to emergency calls only.
- The official broadcaster of Emergency Events is ABC radio. Our local station is ABC local radio. They will provide up to date information during a bushfire event in our area.
- The DFES website provides up to date information on fire events. Refer to http://www.dfes.wa.gov.au/ .

NOTE: DFES are introducing the national Emergency Alert system to send community warning messages via mobile telephones in affected areas. (Information can be obtained from http://www.dfes.wa.gov.au/pages/default.aspx).

The Principal communicates directly with the CEWA personnel including any media communications. Staff should not comment directly to media.

## *Reopening the School*

- The school Improvement Officer is to advise the Principal when the school can re-open.
- Parents need to know when the school is reopened. In the event of a pre-emptive closure details are contained in the template letter (*Principal's Guide to Bushfires advising of pre-emptive Closure- Appendix A7*).
- The Notice of Planned Temporary School Closure should be physically removed from the school premises and website.
- All parties that were advised of closure (e.g. Bus Contractors, P&F) will be advised of reopening.

# TYPES OF FIRE EVENT

In the event of a Total Fire Ban, catastrophic weather warning, or bushfire, the **Bushfire Plan** will be activated.

## *1. Total Fire Ban*

In the event of a Total Fire Ban the **Bushfire Plan** will be invoked: (refer to *Principal's Guide to Bushfire* for all procedures).

This means:
• you must not light or use any fires in the open air;
• all open fires for the purpose of cooking or camping are not allowed;
• 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is not allowed unless you have an exemption; and
• You must not undertake any other activities that may start a fire.

The DFES advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where there use is likely to cause fire.

It is also necessary to ensure:
• The equipment or machinery is mechanically sound.
• All reasonable precautions are taken to prevent a bushfire starting.

It is recommended postponing the activity altogether to minimise the risk of fire.

If a Harvest and Vehicle Movement Ban has not been implemented by your Local Government Authority you are able to harvest or move vehicles across paddocks for agricultural purposes.

Individuals could be fined up to $25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

For information on activities that can or cannot be carried out during a Total Fire Ban visit www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanWhatCantIDo.aspx.

If the information you want is not available from the website, telephone the Total Fire Ban Information Line 1800 709 355.

This information is also available by visiting www.dfes.wa.gov.au

## *2. Catastrophic Fire Danger*

The Catastrophic Fire Danger Index (FDR) has been added to the Australia-wide FDR system since the 2009 bushfires in Victoria.  If a fire starts in catastrophic conditions, its impact potential includes death or injury to people and destruction of buildings.

| Category | Fire Danger Index (FDR) | Action |
|---|---|---|
| Catastrophic | 100+ | Schools on Bushfire Zone Register closed on instruction from Deputy Director General Schools, through Regional Executive Director. School to invoke communication plan and cancel bus services. |
| Extreme | 75-99 | Monitor DFES website |
| Severe | 50-74 | Monitor DFES website |
| Very High | 32-49 | Normal school operations |
| High | 12-31 | Normal school operations |
| Low-Moderate | 0-11 | Normal school operations |

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the flow chart at Appendix 2 (refer to *Principal's Guide to Bushfire* for all procedures and sample letters).

## 2.1 Planned Pre-emptive Closure

The office of CEWA will contact Principals of affected schools directly when a planned (pre-emptive) closure is to be invoked in a particular part of the State.  The lead time for a planned closure varies depending on weather patterns, but every attempt is made to give Principals as much notice as possible to prepare written documentation for parents.  Schools should have telephone trees in place to provide this information at short notice or after hours.

Once advised that your school is to undertake pre-emptive closure, you need to notify your school community that a closure is imminent.  The Principal needs to send letters to parents and provide each staff member with a memo that clearly states when the closure is planned to occur and that the school is on standby.  It may be that between declaration of the closure and the day of closure, weather conditions improve sufficiently to remove the need to close and the school can therefore stand down its pre-emptive closure plans.  The Executive Director confirms with the Principal the final decision to close the school no later than 4.30 pm the day before the planned closure.  If weather conditions become less severe after 4.30 pm, the closure goes ahead regardless, in order to provide a level of certainty to parents.

The DEFS is the final authority on advice about which schools are in danger and the level of risk at the time.  The Executive Director makes the final decision as to whether or not a planned closure of public schools is to proceed, based on DFES's advice.

## 2.2 During a Planned Closure

The Principal must stay informed of current fire danger rating and any fire activity by monitoring local media (local radio, especially the ABC, and television) and by regularly checking for updates with DFES.

## 2.3 Re-opening School

Parents need to know when the Catastrophic FDR has been downgraded and that it is therefore safe for their children to return to school after a planned closure.  The letter to parents contains advice on how parents can monitor the situation.  The school will need to put communication plans in place, such as placing a notice on the school website and providing a number for parents to call for information about the reopening of the school.  Consideration needs to be given to how parents who do not have internet access or who have diverse needs (e.g. multicultural, special needs) will be provided with information.

## *3. Bushfire*

In the event of a bushfire threatening the school, the school will notify DFES and the **Bushfire Plan** will be invoked by way of the school siren (or hand held bell).

## *3.1. Bushfire- Watch community*

During a bushfire, Emergency Services provide as much information as possible through a number of different channels. There are three levels of warning, **ADVICE**, **WATCH AND ACT** and **EMERGENCY WARNING**. These change to reflect the increasing risk to life and the decreasing amount of time you have until the fire arrives.

### 3.1.1 Advice
If the school is likely to be threatened by the fire, activate the Emergency Management Plan immediately. Notify DFES Communication Centre of your decision and relocation point.

An ADVICE provides you with information on a bushfire that is not threatening lives or property but may be causing smoke near the school. Turn off evaporative air conditioners. Regular checks of the school are to be undertaken paying special attention to the evaporative air conditioners.

### 3.1.2 Watch and Act
A WATCH AND ACT message tells you the fire conditions are changing and there is a possible threat to lives and the school. The Principal's decision to leave or relocate students, staff and visitors off site should be based upon assessment of known information and current circumstances, including advice from emergency services or observations at the time of the event.

### 3.1.3 Emergency Warning
An EMERGENCY WARNING is the highest level of warning and tells you of immediate danger. In some circumstances it may start with a siren sound called the Standard Emergency Warning Signal (SEWS) to get your attention as the fire is about to arrive. SEWS is a distinctive sound that is broadcast immediately prior to major emergency announcements on radio, television and other communication systems. SEWS tells people 'you need to listen-there is an emergency in your area and you need to take action now'. It is used like a siren and is strictly controlled for use by an authorised hazard management agency only.

The School should activate their Bushfire Plan in regards to evacuation. Consideration will include; location of fire and ability to travel safely to the selected relocation point, notify DFES Communication Centre of your decision and relocation point. The Principal is to liaise with the Regional Executive Director. **If it is not safe to evacuate, direct all students, staff and visitors to the school's *Safer Location*.**

## 3.2. Bushfire- Act

### 3.2.1 Response when a bushfire starts and the school is open

#### 3.2.1.1     Evacuation Procedure
School to evacuate off-site on advice from DFES
**The school has identified an off site safer location which has been approved – the town oval.  It will take approximately 14 minutes to move to this location.**
- All classes remain with their teachers and allocated education assistants.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.

- Doors and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes, liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

**Parent Access**
Parents will be informed when and where to pick up students upon advice from the school or through DFES or Incident Controller.

### 3.2.1.2 Safer Location Procedure – if evacuation is not possible

School to remain on site on advice from DFES.
- All classes remain with their teachers and allocated education assistants.
- All classes in transportable buildings to be relocated to the school library. See Appendix 3 for a sample safer location evacuation plan.
- All other staff and visitors report to the Front Office.
- Teachers account for each child and identify students and support staff with known respiratory conditions.
- Doors, roof vents and windows must be closed and **evaporative air coolers turned off**. Students and staff are to remain in classrooms unless directed otherwise by their fire warden.
- Fire wardens are designated to manage evacuation routes and liaise with staff.
- The Principal and fire wardens, will control this response until the arrival of the DFES or emergency services who will then take over.
- Students and adults with known respiratory conditions will be identified and given special consideration.

**Parent Access**
Parents advised **NOT** to pick up students and to monitor local media for specific access information.

### 3.2.2 Response when a bushfire starts and the school is closed

If CEWA makes a decision on school closure based upon advice the Principal will be informed of closure.

The Principal is to notify staff and parents using the emergency contact list (see Appendix 4 for a Sample Communication Plan) of Closure.

The CEWA Incident Controller will, in consultation with the Executive Director, identify alternative accommodation of students and staff if required. The Department's Media Unit will utilise media outlets to make public announcements of school closures, temporary alternative accommodation and contact number(s) for further information.

CEWA will inform the Principal when the school can reopen.

### 3.2.3 Recovery

The priorities for the school during recovery are

1. Health and Safety of individuals;
2. Social Recovery;
3. Physical (Structural) Recovery.

**General**

- When possible, return to normal routine.
- Attend to staff and student welfare, considering counselling support.
- Provide information for families and the community of any impact (including if there is none) on the school and school routine following the bushfire.
- Undertake a check of any equipment or stock used and arrange replacement/replenishment.
- Address any physical damage to the school, isolating areas if required and if necessary relocate to alternative accommodation. Contact the Resources Team at CEWA to commence repairs. CEWA should be advised of any damage caused by the bushfire.
- Attend to security if necessary
- Manage Administrative details including insurance.

**Debrief**

- What worked, what didn't?
- Was anything overlooked?
- What could you do better next time?
- Should roles change?
- If changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities.
- Share the knowledge with other schools.
- Test the revised bushfire management plan and procedures.

For further details and contacts refer to the Recovery Section of the *Emergency and Critical Incident Management Plan* and *The Principal's Guide to Bushfire*

# APPENDICIES

## 1. COMPLIANCE: Bushfire Preparation Checklist

| | |
|---|---|
| Department of **Education** | Bushfire Preparation Check List for the Summer Months |

**Principals should be thoroughly familiar with their current plans for dealing with bushfires.**

**All staff members should be aware of their responsibilities in accordance with the plans.**

MANAGEMENT ACTIVITIES

Tick when task has been completed, or write NA if not applicable

| | |
|---|---|
| The School *Emergency and Critical Incident Management Plan* includes a plan for dealing with bushfires. **Schools on the Bushfire Zone Register must also have a separate stand-alone bushfire plan.** | |
| • Students, staff, relief staff and parents/carers have been made aware of the school bushfire plan.<br>• The bushfire plan must be reviewed prior to each bushfire season (Term 3) and a copy forwarded to your education regional office. | |
| If school is on the Bushfire Zone Register, the principal (or a nominated staff member) has established contact with emergency services, including DFES, the local volunteer fire brigade, WA Police, your Local Emergency Management Committee (LEMC) or Community Emergency Services Manager (CESM) and incorporated their feedback into the plans (as required) . | |
| • Refer to Emergency Alert warning system (www.emergencyalert.gov.au/) Emergency Services must be informed of your nominated Safer Location as part of your *Emergency Critical Incident Management Plan procedures.* | |
| Schools on the Bushfire Zone Register need to incorporate key bushfire messages in their curriculum. | |
| Schools on the Bushfire Zone Register have appointed a school emergency liaison officer. The appointed liaison officer may be required to relocate during an emergency, to the Incident Control Point to provide an information conduit between the school and the controlling agency. | Margie Davies |
| **Evaporative air conditioners – awareness of location of the switches and how to switch off the units**. | |
| Communication plans (include telephone tree – see Appendix D1) are in place for evacuation or planned closure. | |
| Practice evacuation drills prior to October and at least once per term during the bushfire season, October to March. Note this is a minimum three drills per year. | |
| School has a correctly functioning emergency warning or alert system. | |
| Emergency communications equipment is available e.g. mobile telephones, hand-operated fire alarm (portable siren), portable radios and spare batteries. | |
| Class rolls and visitor register (or equivalent) are readily accessible in an emergency to account for students, staff and visitors. | |
| First aid equipment is available and staff members trained in first aid have been identified. | |
| Evacuation kit should be checked at least once per term. | |
| Arrangements are in place in relation to school buses (notification of contractors if pre-emptive closure is invoked; availability of buses if off-site evacuation is required) | |
| Procedures are in place to restrict use of machinery (e.g. angle grinders, mowers, and machinery with internal combustion engines) in close proximity to bushfire fuels where they may start a fire on severe fire danger days. | |

| | |
|---|---|
| A Safer Location within the school building should be identified and prepared in the event that an off-site evacuation is not possible (Refer page 4). | |
| BPZ (20 metre radius), cleared of all rubbish, long dry grass, bark and flammable materials. | |

## 2. Catastrophic Event Flow Chart

In the event of a catastrophic weather warning the **Bushfire Plan** will be invoked as per the following flow chart: (refer to *Principal's Guide to Bushfire* for all procedures and sample letters)

# PRINCIPAL'S RESPONSE TO
# Catastrophic Fire Danger Rating

**CEOWA alerts Principal that a Catastrophic FDR has been declared and to prepare school for pre-emptive closure**

↓

**Principal notifies school community of impending planned closure, to be confirmed 4.30 pm on the day prior**

Closure to be invoked? → **NO** → **Principal notifies school community closure will not go ahead – school will open as normal**

**YES**

↓

**Principal activates school action plan, including:**
- notifying parents, bus contractors, community kindergartens, tenants, community hirers, out of school hours child care programs, school contractors and construction workers that the school will be closed on the day concerned;
- posting school closure signage; and
- appointing two members of staff to attend from 8.00 am to 10.00 am on the day of the school closure (*only* if safe).

**Principal and Executive Director monitor FDR for the next day**

↓

**Principal liaises with Executive Director to determine if school reopens next day**
Principal notifies school community whether school remains closed or reopens

### 3. School Site Plan and Evacuation Routes

# 2016/17 EVACUATION PLAN

Rainbow Room

Drama/Year 3/4

Kindy/ Pre-

Library    Year 5/6

West Oval

**GAS**

Toilets

Netball & Basketball Courts

East Oval

Staffroom

Powder

**PRIMARY MUSTER POINT**

Year 1/2

**SECONDARY MUSTER POINT**

Offices

Admin

Cleaner's Room    Resource

Store

## 4. Communication Plan

**PRINCIPAL'S RESPONSE TO**
**Bushfire Notice when School Open**

School notices fire and advises DFES → School Notified of Fire. Dedicated phone number (to be kept free) provided to incident Management Group ← DFES notifies school of fire

Closure to be invoked

No

**DFES Warning**

WATCH & ACT — ADVICE — WATCH & ACT

*Evacuate or Relocate* — *Monitor DFES website and ABC* — *Stay on site*

Parents Pick or Bus — Relocate off Site to Evacuation Location

**Principal's Response**

*Follow Emergency Management procedures*
*School closure to be invoked*
*Notify RED and DoE Media Unit*
*Implement Communication Plan to Parents*
*Notify Bus Contractors out of school progs etc.*

*Follow Emergency Management procedures*
*Move to Safer Location*
*Notify RED and DoE Media Unit*
*Implement Communication Plan to Parents*
*Notify Bus Contractors out of school progs etc.*

**Initial Message**

*School under threat of bushfire*
*DFES advice to school to evacuate to designated position (Note DFES will identify location)*
*Please pick up students from (location description)*
*Please monitor local media for specific access information*

*Bushfire in the area*
*DFES advice is to stay on site*
*(Option – On DFES advice parents are advised NOT to pick up students*
*Please monitor local media for specific access information*

**Interim Message**

*School remains under threat of bushfire*
*DFES advice to school was to evacuate*
*Schools remains closed*
*Please monitor local media for specific access information*

*Bushfire in the area*
*DFES advice is to stay on site*
*(Option to repeat – On DFES advice parents are advised NOT to pick up students*
*Please monitor local media for specific access information*

**Close Out Message**

*Threat has passed*
*DFES advice is school is safe*
*Students to return to school on (date)*
*Please monitor local media for specific access information*

*Threat has passed*
*DFES advice is school is safe*
*Students to return to school on (date)*
*Please monitor local media for specific access information*

## 5. Emergency Response Contact List

Assess ⇨ Evacuate ⇨ Inform ⇨ Organise ⇨ Undertake

| EMERGENCY CONTACT & PHONE NUMBERS | | ROLES AND RESPONSIBILITIES | |
|---|---|---|---|
| Police | Local:<br>Emergency: 000 | Evacuation: Principal<br><br>Invacuation: Principal | Siren/Pause x 3 or Continuous handbell |
| Ambulance / Hospital<br><br>Local Ambulance | Local: 08 312222<br>Emergency: 000 | Checking Rooms<br>As per evacuation policy. | Principal |
| Fire | Emergency: 000<br><br>Emergency Services Coordinator<br>0427 002718 | Marshalling<br>Evacuation: oval<br>Invacuation: classrooms | Upper Wet Area Warden – Margie Davies/Annette Sawyer<br><br>Lower Wet Area Warden – Kahli Taranto |
| Bus Contractors | Name: Koji Bus Services<br>Name: 0419354083 | Travis | |
| Power Outage (Horizon Power or Western Power) | 131351 | Accredited FIRST AID Officers | Christine McDonald<br>Peta Marinoni<br>Siobhan Galos<br>Kahli Thomson<br>Mel Thomas<br>Sandy Jackson<br>All TAs |
| State Emergency Service | 08 9071 1697 | Communications Liaison | Principal /Registrar |
| Poisons Information | 131 126 | Next of Kin Notification | Principal   (Police if death) |
| EXECUTIVE DIRECTOR<br>Name Tim McDonald | 0863805210 | Reporting and Review | Principal |

| PRINCIPAL | Name Mrs Siobhan Galos | 0898313500 mobile: 0457568894 |
|---|---|---|
| REGISTRAR | Name Mrs Christine McDonald | 0898313501 mobile: 0427963823 |

**In the case of an EMERGENCY**
**Call**
**000**

## 6. Communication Tree

| | | PRINCIPAL<br>Mrs Siobhan Galos<br>0457 568 894 | | Police<br>Ambulance<br>L E M C<br>Local Government<br>DOE Security<br>Hospital<br>Fire<br>State Emergency<br>Services |
|---|---|---|---|---|
| **Coordinator Regional Operations** | **Executive Director**<br>Dr Tim McDonald<br>0863805210 | | | |

| **Admin Officer**<br>Mrs Christine McDonald.<br>0427963823 | **Parents & Friends**<br>Matt Atkinson<br>0488902632 | **School Board**<br>James Eyres<br>0429883348 | **Buses**<br>Koji Buses<br>0419354083<br>98311166 | **Neighbouring Schools**<br>KDHS<br>98312300 |
|---|---|---|---|---|

| Kahli Thomson<br>0438883043 | Rob Hanekamp<br>0412514535 | Kath Wharton<br>0429629015 | Peta Marinoni<br>0447331001 | Relief Staff |
|---|---|---|---|---|

| Margie Davies<br>0432817592 | Mel Thomas<br>0438280607 | Sandy Jackson<br>0427772577 | Sandra Gianoli<br>0429688800 | Sophie Atkinson<br>0427472140 | Di Gardner<br>0418328004 |
|---|---|---|---|---|---|

| Millie Coakley 0421369300<br>Kaylene Smart 0429185042<br>Annette Sawyer 0400648937 | | | Natalie Smith<br>0422 547 298 |
|---|---|---|---|

**Response Team**

Principal
Admin Officer
Nurse

ELVERD STREET

EXISTING DRIVEWAY THRESHOLD TO REMAIN AS IS

POLE

STORMWATER SUMP

TELSTRA

SITE BOUNDARY

SEWER MANHOLE

R.L.310.15

34.190

MUSTER POINT

MULCH

8.534

CONFIRM EXTENT OF EXISTING LAWN ON SITE. TBC IF SHIRE TO PROVIDE LAWN / PLANTING TO 'LANDSCAPED BANK'

R.L.310.05

SITE BOUNDARY

LANDSCAPED BANK

ENTRY AVENUE

SELECTED PAVING

R.L.310.15

R.L.310.80

LAWN

R.L.310.95

HONNER STREET

310.00

310.25

R.L.310.20

LANDSCAPED BANK

32.86

MATCH IN WITH EXISTING KERB AS REQUIRED

R.L.310.10

R.L.311.05

R.L.311.00

NEW KERBING

R.L.310.62

2070

6000

R.L.310.25

1250 GATE

1

OUTDOOR UNDERCOVER PLAY AREA

R.L.311.05

SELECTED PAVING

MULCH

2

EXIT

3

CARPARKING BAYS

BITUMEN

REFER TO CIVIL DRAWINGS

PROPOSED DAY CARE CENTRE

F.L. 311.100

EXIT

ENTRY

310.50

4

R.L.310.50

R.L.310.70

EXISTING TREE TO REMAIN

MULCH

LANDSCAPING BY SHIRE

SETOUT POINT

EXIT

MULCH

SETOUT - 3000

SITE BOUNDARY

DATUM:

TOP OF MANHOLE 310.77

SEWER MANHOLE

PROVIDE SERVICE CONDUIT UNDER PAVING FOR FUTURE PROVISIONS

1600H TIMBER PICKET FENCE AND GATE. FIX INDEPENDENTLY TO MEET BOUNDARY FENCE AS REQUIRED. ENSURE AC UNITS, BINS AND SMB FIT ALONG WALL *WITH FENCE BETWEEN AS SHOWN*

EXISTING FIBRO FENCE

40.230

WATER TANKS

REFER TO HYDRAULIC DWGS. PROVIDE COMPACTED SAND BED SUITABLE FOR TANKS

N

**EMERGENCY EVACUATION PLAN**

# EMERGENCY PROCEDURE IN CASE OF ACCIDENT CAUSING

Stay Calm. Assess the situation

Staff member with first aid certificate to begin applying first aid to injured child

Reassure injured child

Other staff to supervise and reassure other children

Assess the extent of the injury. Decide whether to call parents or ambulance. The child's enrolment form medical history should accompany the child to the hospital

One staff member is to accompany the child in the ambulance to the hospital. If the child is transported in a private vehicle there must be another adult in addition to the driver. If a staff member is unable to do this then a parent or another adult can accompany the child.

| | |
|---|---|
| Ambulance | 000 |
| Hospital | 98312222 |
| Fire Brigade | 98311177 |
| Police | 98312555 |
| Poison Info Centre | 131126 |

# EMERGENCY EVACUATION PLAN

## Police   Fire   Ambulance

## 000

**Ambulance** 131233
**Fire Brigade** 9811501
**Police** 131444
**Hospital** 98312222

**Our Location**
Kojonup Occasional Care Centre
10 Elverd Street
Kojonup 6395
98310001

In the event of an emergency, procedures are as follows:

## REMAIN CALM AT ALL TIMES

Alert co-ordinator and all staff members of the emergency with the use of the whistles located at all exit doors

**Educator 1** Co-ordinator
**Educator 2** Second in charge
**Educator 3 & 4** refer to list in office

# OUTDOOR EMERGENCY PROCEDURE

In a calm manner the educator will gather children

Check the entire outdoor environment

Walk to muster point Elverd Street

Maintain supervision at all times. Wait for all educators and children for roll call

# INDOOR EMERGENCY PROCEDURE

**Educator 1** Calmly and quickly place non walking children in prams

**Educator 2** Collect roll, first aid kit, life saving medication (Epipen/Ventolin), phone and evacuation bag and call 000

**Educator 3&4** Calmly and quickly assist and move children to safest exit door while **Educator 1** checks all rooms

Staff and children to walk quickly and calmly to front gate and assemble at muster point Elverd Street where staff will supervise and reassure children and attend to any injuries

**Educator 1** Will do roll call and phone emergency services and contact parents/caregivers

Nobody is to re-enter the building until advised to do so by emergency services

**Department of Education**

# Emergency and Critical Incident Management Plan

## for

## Kojonup District High School

Revised 14-10-2016

Effective From:    [ 17-10 - 2016]

Review On:    [ 10 -10 -2017]

Copy Last Sent to Regional Executive Director:    [14-10-2016]

Department of Education
151 Royal Street
EAST PERTH WA 6004


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# Table of Contents

# Section 1
# Introduction

## 1.1 Using the Emergency and Critical Incident Management Plan Template

This document supports the Department of Education (DoE) *Emergency and Critical Incident Management* (EM) Policy. It provides DoE sites with a template to develop an *Emergency and Critical Incident Management Plan* that meets the requirement for:

**P** - Prevention

**P** - Preparedness

**R** - Response

**R** - Recovery

An emergency is defined as an event, actual or imminent, which:

- occurs on or off-site;

- endangers or threatens to endanger life, property or the environment; and

- requires a significant and coordinated response.

Examples of emergencies are fire, bomb threat, hazardous materials spillage, prolonged loss of a utility (e.g. water or power), cyclone and floods.

A critical incident is defined as an incident in which there is a high likelihood of traumatic effects. A critical incident evokes unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or system to function either at the time or later.

Examples of critical incidents are an on-site accident causing death or serious injury, student or staff suicide, major vandalism, sexual assault at school, students lost or injured on an excursion or intruders on a school site who cause harm to people or damage to property.

The document is divided into sections for ease of use. The earlier sections relate to **Response and Recovery from an Emergency or Critical Incident**.

In emergencies, schools need to have at hand practical information about actions that guide response and aid recovery in order to:

- ensure a supportive, caring response that considers the mental health needs of all members of the school community;

- return to normality as soon as possible;

- enable continuation of school routine and an optimal learning environment; and

- minimise the adverse effects of such an event on the school community.

A later section relates to **Prevention and Preparedness for an Emergency or Critical Incident**.

Schools need to take action to prepare for and prevent emergencies and critical incidents.  This would include:

- identifying on-site and off-site situations that have the potential to become emergencies or critical incidents that would affect site operations;

- determining, with other agencies (e.g. Hazard Management Agencies), potential risks associated with particular situations;

- using risk management practices to assess the potential risks and develop mitigation strategies;

- developing an *Emergency and Critical Incident Management Plan* that considers the management of foreseeable risks;

- communicating the plan to all staff;

- training key staff;

- testing and modifying the plan annually;

- schools in bushfire prone areas must practice evacuation drills prior to October and at least once per term during bushfire season, October to March; and

- schools that are located in bushfire prone areas must incorporate key bushfire messages in their curriculum.

## 1.2 Effective Emergency and Critical Incident Management Planning

Required processes are:

- **Developing the Plan** with the relevant stakeholders. Principal or site manager and other staff considered vital need to be involved in establishing the Plan.

- **Bushfire Plan (where appropriate).**
  Ensure that you develop a bushfire Plan in conjunction with *The Principal's Guide to Bushfire* and liaise with the Fire and Emergency Services Authority and local Government.

- **Informing those staff who will need to action the Plan.**
  Communicating the Plan to school personnel and ensuring a level of familiarity with what the Plan is for, what it involves and where it is stored.

- **Testing and reviewing the Plan.** Testing the Plan at least annually and undertaking a review following emergencies or critical incidents is important in maintaining a current and effective Plan.

## 1.3 Purpose of the Emergency and Critical Incident Management Plan

Department of Education principals or site managers are responsible for management of on-site and off-site school related emergencies and critical incidents, in order to minimise trauma and distress to students and staff and damage to property and to ensure the teaching and learning program is maintained or resumed.

### 1.3.1 Principles

Planning and all actions taken to prevent, prepare for, respond to or recover from emergencies and critical incidents are consistent with the following principles:

- **Leadership.** Principals or site managers retain responsibility for emergency and critical incident management.

- **Safety.** The safety and wellbeing of all individuals is paramount.

- **Graduated response.** The response is increased or decreased at the school, district or system level according to the level of resourcing and support required.

- **Support.** Support may be within and/or external to the school and is coordinated, integrated, timely, equitable, culturally appropriate, enhances resilience and empowers school leadership.

- **Communication.** Communication is based on verified information, timely and appropriate to the audience.

- **Ongoing assessment of needs.** The ongoing assessment of the needs of, and impact on, individuals, groups (including supporters), and the entire school community will guide interventions in the short, medium and long term.

- **Other agencies.** The roles and responsibilities of other agencies are understood and respected.

- **Confidentiality.** All interventions respect the confidentiality rights of members of the school community.

## 1.4 Overview of School Context and Risks

Principals or site managers need to document the demographic, geographic and specific risk variables associated with the school. This should be informed by the Risk Assessment performed in the school. This can include:

**Demographic factors:**

- size of the student population;
- staff numbers;
- cultural factors; and
- student disability/health factors.

**Geographic factors:**

- roads into and away from the school;
- access to public transport;
- distance from the school to parent homes; and
- distance from the school to other community facilities.

**Specific risk factors**

- natural emergency risks (e.g. bushfire, cyclone, flood);
- other identified risks for the school.

Details of specific identified local risks can also be obtained from the Local Emergency Management Committee, chaired by the Local Government.

# Section 2
# Emergency and Critical Incident Response:
# The First 24 Hours

## 2.1 Emergency and Critical Incident Response - AEIOU

The Incident Controller will determine the level of response and specific actions taken by considering;

- the potential and likely impact of the emergency or critical incident on the school community (including students, parents, other schools and community members);

- the timing of the incident (time of day, whether it occurs during a weekend or in the school holidays and upcoming events (e.g. exams or the school ball));

- the extent to which the incident is site-specific or community-oriented;

- the location of the emergency or critical incident;

- weather conditions;

- the cumulative effect of other emergencies or critical incidents which have affected the site in the recent past;

- the age and capabilities of the student population;

- the social, cultural, lingual, economical, geographical and other community factors; and

- the management role that other agencies play under legislature or policy.

The actions listed below are consistent with the Department's approach of:

| | |
|---|---|
| **A** | Assess situation, call emergency services, assist those in danger |
| **E** | Evacuate students, staff and visitors, if appropriate |
| **I** | Inform the district office or central office |
| **O** | Organise resources, advise parents |
| **U** | Undertake recovery operations and return site to normal |

The Department produced an *Emergency and Critical Incident Management Response* wallet card based on the **AEIOU** for all staff.

## 2.2 Assess the Situation, Call Emergency Services and Assist Those in Danger

| **A** | **ASSESS THE SITUATION, CALL EMERGENCY SERVICES AND ASSIST THOSE IN DANGER** | |
|---|---|---|
| | **ACTIONS** | **COORDINATED BY** |
| ☐ | Verify information. | |
| ☐ | Take appropriate safety precautions (e.g. turn off gas, water and/or electricity). | |
| ☐ | Administer First Aid where appropriate. | |
| ☐ | Contact emergency services as appropriate: Ambulance, WA Police, Fire Brigade, gas provider, water provider, electricity provider. Phone numbers for each of these are on the *Emergency Management Response* wallet card. | |
| ☐ | Ensure the incident site remains secure and undisturbed where WA Police or FESA are likely to be involved. | |
| ☐ | Remove people from the scene to an appropriate assembly area or classroom. | |
| ☐ | Account for everyone in the vicinity. | |
| ☐ | Activate an incident management team to plan further actions and enact the response plan. Allocate specific responsibilities. | |
| ☐ | Record details of event, including the source/s of information. Make notes as information is received. (See the Emergency and Critical Incident Diary in the Appendix). | |
| ☐ | Gain family/WA Police authority to release information. | |

*See Section 9 for recommended response to specific emergencies.*

## 2.3 Evacuate or Lockdown

| E | EVACUATE (ON-SITE OR OFF-SITE) OR LOCKDOWN | |
|---|---|---|
| | **ACTIONS** | **COORDINATED BY** |
| ☐ | Consider the need to evacuate either on-site or off the school site. | |
| ☐ | Liaise with school staff, other agencies and the education regional office in considering lockdown. | |
| ☐ | Communicate the evacuation or lockdown using predetermined activation signals. | |
| ☐ | Take the evacuation kit to the designated assembly area/administration area. | |
| ☐ | See checklist of specific lockdown actions. (See 7.4 Lockdown Procedures). | |
| ☐ | Notify the Police/FESA Communication Centre and seek advice as to whether off-site evacuation is safe. | |

## 2.4 Inform Regional and Central Office

| I | INFORM DISTRICT AND CENTRAL OFFICE | |
|---|---|---|
| | **ACTIONS** | **COORDINATED BY** |
| ☐ | Contact Regional Executive Director or delegate. | |
| ☐ | Report via *Online Incident Notification System*: http://apps.det.wa.edu.au/CriticalIncident/ | |
| ☐ | Seek assistance from your Regional Executive Director, and the DoE media unit (9264 5821) for all communications about the incident. | |
| ☐ | Consult with regional office personnel. | |
| ☐ | Instruct staff to direct media enquiries to the Department's media unit (9264 5821). | |
| ☐ | Contact school Occupational Safety and Health Representative. | |

*Check contact numbers regularly.*

## 2.5  Organise to Support Those Affected

| | ORGANISE TO SUPPORT THOSE AFFECTED<br>(as determined by the assessment of the situation) | |
|---|---|---|
| | **ACTIONS** | **COORDINATED BY** |
| ☐ | Offer immediate comfort and support to those most affected. | |
| ☐ | Make direct contact with affected staff or families.<br><br>(In the case of a death, WA Police contact the family.) | |
| ☐ | Prepare a statement for informing students and determine method of delivery. | |
| ☐ | Brief all staff of known facts (see Appendix).<br>Ensure everyone knows how to respond to media (i.e. direct all enquiries to the on-site incident manager) and understands support strategy for students and staff. | |
| ☐ | Inform students using a prepared statement and offer comfort and support.  Consider siblings and close friends. | |
| ☐ | Set up a recovery room. | |
| ☐ | Send the inconsolable to a recovery area and/or school psychology staff (school psychologist, nurse, chaplain, year coordinators).<br><br>Make arrangements for students/siblings/parents to be re-united. | |
| ☐ | Prepare a written statement related to incoming enquiries and for students to take home to their parents.  Liaise with Regional Executive Director, Department's media unit (9264 5821) and other agencies before releasing information. | |
| ☐ | Consider staff and students absent or off-site today, relief staff, ex-students and ex-staff that need to be informed. | |
| ☐ | Identify and notify others who need early advice (e.g. P&C, key community agencies, other schools affected, other districts). | |
| ☐ | Consider the Employee Assistance Program for staff in need. | |

## 2.6 Undertake Recovery Operations at the End of the Day

| U | UNDERTAKE RECOVERY OPERATIONS AT THE END OF THE DAY | |
|---|---|---|
| | **ACTIONS** | **COORDINATED BY** |
| ☐ | Debrief all staff as necessary. Review with the Emergency Management team and plan for the next day. | |
| ☐ | Organise necessary relief/additional staff to meet teaching, support, administration and front office needs. | |
| ☐ | Ensure support for the leaders of the school response and those who have been supporting others. This may involve support from the Employee Assistance Program for those in need. | |
| ☐ | Liaise with local agencies for possible after hours/weekend support. | |

# Section 3
# Emergency and Critical Incident Response: The Following Days and Longer-Term Recovery

## 3.1 The Following Days and Longer Term Recovery

| FURTHER CONSIDERATIONS IN THE FOLLOWING DAYS TO SUPPORT RECOVERY | |
|---|---|
| **ACTIONS** | **COORDINATED BY** |
| ☐ Identify and offer more specialised personal support to vulnerable and/or most affected staff and students. | |
| ☐ Provide recovery support and advice for students/staff/parents about the normal cycle of recovery and indicators that extra support may be required. | |
| ☐ Follow up contact with family/families involved to express sympathy, arrange retrieval of personal items of student/staff member as appropriate and discuss school role in ongoing support. | |
| ☐ Update information to staff, parents, and students, as appropriate.  Enlist the help of the Department's media unit (9264 5821).  Rumour control. | |
| ☐ Special considerations for suicide, including contagion effect. | |
| ☐ Cultural considerations | |
| ☐ Death notice | |
| ☐ Memorial service | |
| ☐ Funeral attendance, with attention to the wishes of the family | |
| ☐ Continuing support for students and staff | |
| ☐ Notifying staff who are not at school | |
| ☐ Alert teachers to be sensitive to curriculum content | |
| ☐ Maintaining documentation | |
| ☐ Ongoing liaison with other affected or vulnerable schools | |
| ☐ Consider ex-students | |
| ☐ Process for meeting visitors (e.g. community people most affected) | |
| ☐ Interagency liaison | |
| ☐ Links with regional school psychology personnel | |
| ☐ Instruct receptionist as to what information is to be told to parents and others | |
| ☐ Review responses and continuing needs | |
| ☐ Acknowledge people who have supported the school | |
| ☐ Review school records/mailing lists and amend as appropriate | |
| ☐ Operational debrief (see Appendix) | |
| ☐ Inquest/court date(s) (arrange support for staff involved) | |
| ☐ Review & modify *Emergency and Critical Incident Management Plan* | |
| ☐ Anniversary dates | |
| ☐ Update incident report via *Online Incident Notification System* if appropriate. | |

# Section 4
# Emergency Contacts

## 4.1 Emergency Services Contact Numbers

| Group | | Phone Number |
|---|---|---|
| WA Police | Life-threatening or time critical emergency | 000 |
| | Non-life threatening incident requiring Police response | 131 444 |
| | Local Police Station | 98312555 |
| Ambulance | | 000 |
| Fire and Emergency Services Authority | | 000 |
| State Emergency Service | | 132 500 |
| Hospital(s) | | 98312222 |
| Poisons Information Centre | | 131 126 |
| Gas (regional schools need to check for local number) | | 131 352 |
| Electricity (regional schools need to check for local number) | | 131 351 |
| Water Corporation (regional schools need to check for local number) | | 131 375 |
| Health Direct | | 1800 022 222 |
| Local Government | | 98312400 |
| Pollution Watch | | 1300 784 780 |

## 4.2 Education Regional Office and Central Office Contact Numbers

| Group | Phone Number |
|---|---|
| Regional Executive Director Neil Milligan | 0428913870 |
| CRO – Bunbury Andrew Grono | 9791 0300 |
| | 0434002780 |
| CRO – Albany Rob Castiglione | 98442840 |
| | 0475989700 |
| | |
| Regional School Psychology Service Leadership | |
| Jenny Allen | 98425801 |
| | 0427083653 |
| Meghann Tysoe | 0467714318 |
| Manager Aboriginal Education - Briony Arnold | 98447200 |
| | 0475989704 |
| Central Office Deputy Director General, Schools | 9264 5602 |
| Department's media unit (diverts to a mobile phone outside of normal business hours) | 9264 5821 |
| Security Control Room | 9264 4632 |
| | 9264 4771 |
| Principal Consultant Environmental Health | 9264 4096 |
| Corporate Communications and Marketing | 9264 4855 |

## 4.3 Emergency Contact Numbers for School Personnel

| Role | | Name | Phone Numbers | | |
|------|---|------|---------|--------|-------------|
| | | | **Daytime** | **Mobile** | **Out of Hours** |
| Principal or Site Manager | | Peter Callaghan | 982312300 | 0429000884 | |
| Deputy Principal | #1 | Jayde Hewson | 98312300 | 0400255100 | |
| | #2 | Bob Trouchet  [T4 Kate Fleay] | 98312300 | [0408515452] | 98311613 [98337546] |
| School Psychologist | | Meghann Tysoe | | 0467714318 | |
| Nurse | | Carol Nicholls | 98312300 | 0427900503 | |
| Chaplain | | Vicki Webb | 98310235 | 0429323025 | |
| OSH Representative | | Warren Porter | 98312300 | 0408934214 | |
| P&C President | | Janet Evans | 98337258 | | |
| School Council Chair | | Vicky House | 983123031 | | |

## 4.4 Telephone Tree for Out of Hours Contact

**Albany District Office**
**Rob Castiglione**
98442840     0475989700

**Regional Executive Director**
**Neil Milligan**
0428913870     97910300

PRINCIPAL
**Peter Callaghan**
**0429000884**

Police – 000/98312555          Fire – 000
Ambulance – 000          Hospital - 98312222
**DoE Security  - 1800177777**

**Jayde Hewson - 0400255100**

**Robert Trouchet - 98311613**

**Jennifer Malady – 0408839291**

**Carol Nicholls – 98311404/ 0427900503**

**Vicky Webb – 98310735/0429323025**

**Sarah Pexton – 98311748/0427514219**
**Karin Hilder – 98311879/0417967470**
**Courtney Archer - 0435209974**
**Laura Anderson -0405243615**
**Emily Clifton- 98342275/0414462509**
**Trina Hill-98214941/0437 908 808**
**Susan Marsh - 98332269/0428922017**
 **Alison Watson -98328043**
**Morgan Dezotti – 0428121817**

**Carissa Lawrence - 0419323822**
**Bec Bignell – 98310333/0428220178**
**Caroline Jannings - 0428332242**

**Ellen Hutichson -0412183783**
**Trish Brown-98311616/04083111613**
**Julie Fleay- 98311491**
**Anne Davies- 98311450/0439311450**

**Ali Tuckett – 98343033/0409119304**
**Jodie Moyes- 98310067/0429012296**
**Tracy Ladyman- 98210090/0475762191**
 **Liz Webb – 98310139/0409084881**

**Sue Dawes - 98332248**
**Kathy Durack- 98341026**

**Janet Evans -98337528 (P&C President)**

**Vicky House – 98323031  (School Council Chair)**

**Malcolm McDonald – 98311447/0429328188**
**Derek Ringrose- 0401299011**
**Julia Scolari- 0458877213**
**Sharon Livingstone-0427811735**
**Edward Melville – 0421976826**
**Kate Fleav -98337546/0408515452**

**Peter Terry – 98321048**
**Fauna Cavanagh – 98311034/0429007801**

**Warren Porter – 98311207/0408934214**
**Noelene Fleay- 98321020/0429983200**
**Marcelle Howe- 98310709/0427181966**
**Sonya Koster- 98311865/0477826192**
**Pauline Michael- 98311679/0499359517**
**Tracy Cox- 98311745/0447710325**
**Nicki Whyte – 98328154/0439693941**
**Sue Piesse - 98321059/0400525014**

**Jarved Cowie – 98310095/0407984584**

**Sandra Cowie – 98310095/0457875247**
**Vanessa Wooding – 98311605/0429311605**

## 4.5 Useful Contacts

| Contact | Phone Numbers | | |
|---|---|---|---|
| | **Daytime** | **Mobile** | **Out of Hours** |
| Local School & Principal  St Bernards.  Siobhan Galos | 98313500 | | |
| Local School & Principal Katanning SHS Nikki Polding | 98219800 | | |
| Employee Assistance Program - PeopleSense | 1300 307 912 | | |
| Local Government | 98312400 | | |
| Bus Contractors | 98311166 | | |

# Section 5
# Incident Notification

## 5.1 Reporting Requirements

Principals or site managers need to immediately report any Emergency or Critical Incident to their Regional Executive Director.

Principals or site managers are also required to submit an entry using the Online Incident Notification System as soon as is reasonably possible after an emergency.

The Online Incident Notification System forms part of a coordinated response to managing emergencies and critical incidents. The incident controller (generally the principal or site manager) is required to follow a sequence of actions that includes informing a superordinate office (education regional office) of an incident as soon as reasonably possible.

The purpose of the Online Incident Notification System is to provide:

- a relatively simple, standardised and appropriately confidential mechanism for quickly notifying the education regional office and Central Office of notifiable incidents; and

- data that is reliable and comprehensive enough to be used for planning and decision making purposes.

The system is not intended to request support or advice. Schools liaise with their Regional Executive Director and education regional office for this purpose.

Incidents that need to be reported include behavioural incidents, mandatory reporting incidents and incidents likely to lead to school disruption.

Schools can access the Online Incident Notification System at: `http://apps.det.wa.edu.au/CriticalIncident`

If an emergency or critical incident results in significant injury to a staff member (e.g. fractures or electricity injury) then contact the Department's Employee Support Bureau.

# Section 6
# Evacuation and Lockdown

## 6.1 School Evacuation Kit

The school evacuation kit comprises:

- duties of evacuation personnel;
- school mobile telephone and charger (including a car charger);
- megaphone;
- whistle;
- copy of the school *Emergency and Critical Incident Management Plan*;
- copies of the Emergency and Critical Incident Diary (see Appendix);
- copies of student health care plans;
- student health care medication (e.g. Epipen);
- copy of the student class lists;
- copy of student home and emergency telephone numbers;
- pens/pencils;
- pads of paper;
- torch and spare batteries;
- camera;
- first aid kit; and
- attendance register for that day.

## 6.2 Evacuation Considerations

The principal or site manager will need to make an informed choice to trigger an evacuation of all or part of a school population.

The school evacuation arrangements need to allow for:

- the school site plan (with clearly marked evacuation routes) to be strategically displayed around the school;

- the movement of people from both buildings and grounds;

- evacuation to at least two alternative designated assembly areas (in the event of a bushfire, notify FESA Communication Centre to seek advice as to whether an off-site evacuation is safe.  Also, on their recommendation of a preferred site);

- evacuation to an off-site assembly area;

- people with special needs or disabilities;

- class lists to be taken; and

- test and review, at least annually.  The bushfire Plan should be reviewed and updated prior to October each year.  Practice evacuation drills prior to October and at least once per term during bushfire season, October to March.  (All actions need to be documented and dated).

## 6.3 On-site Evacuation Procedure

- The safety of students is the first priority followed by the safety of other people.
    - Use common sense and your professional judgement e.g. Help students from windows if the door is blocked or use another route if the exit is blocked.
    - In a localised emergency, teachers should make appropriate judgements, but students are evacuated promptly and then adjacent classes and the Principal are notified.
    - Teachers need to revise the evacuation plan with students each term and a practice drill needs to be run each semester.
    - Relevant organisations should be contacted before a drill and records kept of any issues to be addressed.

### Signals
- PA announcement – 'Attention all staff, students, visitors.  This is an evacuation, I repeat, this is an evacuation'. [Staff note: No Admin Absent/Admin absent are - …..]
  **OR**
- 3 consecutive siren blasts only, wait count of 10, repeat 3 consecutive siren blasts.  [If power fails, constant ringing of handbell (located in photocopier storage room)

### Roles and Tasks

**Class teachers and students**
- Manual Arts, H. Ec, Science Staff - Turn off power and gas outlets.
- Staff with a role in the Evacuation Procedure hand the class over to the adjoining class teacher
- If not actually teaching at the time proceed directly to muster point to take over your class
- Parent Helpers, volunteers and visitors stay with the class and assist the class teacher
- On hearing the warning signal the teacher will
o take class roll (Primary) or marks book (Secondary) and direct all students to the classroom line up area
o collect personal First Aid bags for individual students
o make sure the room is empty and lock the door
o escort students in an orderly manner to the Muster Point fully opening any double doors encountered
o report to respective Deputy Principal after handing over any class to class teacher (teachers without form responsibilities)
o take over their own form/class if not already in charge and check the roll
o notify respective Deputy Principal that all students are accounted for or give names of those missing

**School Officer**
- Ring Police or Fire brigade – 000
- Telephone calls made to
o School Farm – 9831 1544
o Workshop Shed –  (Malcolm's Mobile: 0429 328 188)
o Restoration Group – if on site
- Chaplaincy – 98310235
- Collect all sign-in books staff lists/class lists/secondary rolls classroom timetables
o First Aid kit (Phenergan and Epipen from top sink drawer Nurse's station) loud hailer and mobile phone
- Check sickbay and administration offices are clear
- Move to muster point.
- Give rolls to Secondary Form Teachers
- Contact ADEO (9841 0333)
- Organise First Aid with the assistance of the Nurse and co-opted Education Assistants

**Education Assistants** –

- return immediately to base class (Junior Primary) and assist Teacher with student evacuation
- report to Deputy Principal (Primary) at the muster point

**Gardening Staff/Cleaners /Volunteers/Visitors and Non-Teaching Staff**

- report to Deputy Principal (Primary) at the muster point

**Admin - Deputy Principal *(Primary)***

- In Deputies absence ( M Dezotti, T Hill)
- Check the following rooms
- o   Junior primary wing
- o   Junior Toilet Block
- o   ECE (K,PP)
- Take control at the muster point.
- Notify principal of staff/student check

**Admin - Deputy Principal *(Secondary)***

- In Deputies Absence (M McDonald, J Scolari)
- Check the following rooms
- o   Interview Room
- o   Cleaners Room
- o   ITAS Room
- o   Secondary Classrooms Wing – including Science Resource Room
- o   Library Centre
- Notify principal of staff/student check
- Liaise with emergency services

**Admin *- Registrar***

- In Registrar's Absence (S Koster, School Officer)
- Check the following rooms
- o   Administration block
- o   Cleaners Storeroom
- o   Secondary DOTT
- o   Ladies Staff Toilets
- o   Computer Room
- o   Staffroom
- o   Disabled Toilets
- o   Men's Staff toilets
- o   Upper Primary Wing
- Head to the Muster Point

**Admin *- Principal***

- In Principal's Absence (S Koster, School Officer)
- Check the following rooms
- o   Home Economics
- o   Manual Arts
- o   Chaplaincy Room
- o   Sports/Gardener Shed/Rear Storage Shed
- o   Senior Toilets
- o   Common Room & Drama Room
- o   Canteen
- o   Sports Shed & Music Room
- Head to the Muster Point
- Check Staff and visitor attendance from the daily sign-in sheets

# Section 7

**Teachers and other staff who are replacing absent staff should ensure they familiarise themselves with the emergency evacuation procedures which can be located in teachers' folders and the staffroom noticeboard.**

*Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the designated assembly area.*

*As part of operational debriefing it is important to undertake an evaluation of the evacuation procedure.*

*Alternative assembly areas and evacuation routes should be marked on the plan.*

## 7.1 Off-site Evacuation Procedures

It is recommended that the principal or site manager (incident controller) seek advice from the WA Police or Fire and Emergency Services Authority in determining whether to undertake an off-site evacuation. The WA Police or Fire and Emergency Services Authority can mandate an evacuation in collaboration with the principal or site manager.

The roles of school personnel in an off-site evacuation may well be similar to those in an on-site evacuation.

After an off-site evacuation, the school site may need to be inspected or cleared by relevant authorities before people return to the site.

Transportation arrangements for an off-site evacuation should be planned in advance. The Local Emergency Management Committee (chaired by the Local Government) can be contacted on this matter.

*It would be useful to maintain liaison with the Local Emergency Management Committee.*

## 7.2  School Site Plan and Evacuation Routes



**Blackwood Road**

Car Park

Car Park

Kindy | Kind

Lower Primary U/C Area

**P**

R

Admin

Lib.

Library Extension

Junior Oval

**Muster Area 1**

Photo Lab

8 | 9 | 10 | 11 | 22 | Kil

20

12 | 13 | 14 | 15

Junior Toile

Upper Primary U/C Area

F. Staff

Comp Room

21

Disabled

M. Staff Toilets

**Alternates**

Muster Area 2 – Basketball Courts

Muster Area 3 – Town Oval

Nominated at time of evacuation – dependent on event.

19

1 | 2 | 3 | 4 | 5 | 6 | 18

Craft Room 17

Kitchen Room 16

Store

Manual Arts

Store

U/C Area

Shed | Canteen

Music

Common Room

Drama/ Music

Secondary Toilets

Gardeners

Chaplains Room

Music | P.P.

Shed

Sport Shed

● = Electric Switchboard

Toilets

Prevoc. Shed

**School Farm**

## 7.3 Important Locations

| AREAS | LOCATION | NOTES |
|---|---|---|
| Emergency Control Post | 1- Main Office<br>2- Library<br>3- Principal with mobile phone 0429000884 | |
| Evacuation Assembly Areas | Area 1 – Junior Oval<br>Area 2 – Basketball Courts<br>Area 3 – Town Oval | |
| Evacuation Kit | | |
| First Aid kit | Nurses Office | X3 in unlocked grey cupboard |
| Security keys<br>(Note: this could create a security risk depending on how widely this document is distributed) | Green Key | |
| Power board | Multiple.  See Evac. Map | |
| Water mains – shutoff | Blackwood Rd car park | |
| Gas main – shutoff | Next to Chaplains Office | |
| List of people on site | | |
| Other | | |

*Add any additional utilities for your school.*

## 7.4 Lockdown Procedures

Lockdown is the act of isolating students, staff and visitors from a perceived threat of physical harm at the school site by confining people to classrooms or other school buildings.

The principal or site manager will initiate lockdown based on an assessment of risks to students and staff. The decision to initiate lockdown will be informed by advice from other agencies, the education regional office or other information available at the site.

Predetermined communication signals are required for the activation and de-activation of lockdown.

Lockdown procedures need to cater for activation to occur either during class time or during non-class time.

Communication processes will need to consider:

- staff and student needs;

- emergency management agencies (e.g. WA Police or Fire and Emergency Services Authority);

- the Regional Executive Director/education regional office; and,

- parents.

When preparing communications for parents following a lockdown the principal or site manager will liaise with their Regional Executive Director and the Department's media unit (phone 9264 5821).

Records and documentation associated with a lockdown need to be maintained by the principal or site manager. (The Emergency and Critical Incident Diary can be useful for this purpose).

> *Arranging the first test of the school lockdown procedure for a student free day is useful. The local Police can be invited to be involved in testing of lockdown procedures. A letter to parents prior to and after any testing is a useful action to take.*

> *There is a need to consider communication processes during a lockdown. This will include how messages can be conveyed to and from classrooms and the administration building.*

> *The prearranged lockdown activation and lockdown de-activation signals should not be an "alarm" sound as this could agitate an intruder. The signals need to be sounded but preferably not as a continuous sound.*

| PRINCIPAL OR SITE MANAGER (INCIDENT CONTROLLER) | |
|---|---|
| **Actions (to activate, and during, a lockdown)** | **Completed** |
| Liaise with school staff, other agencies and the education regional office in considering a lockdown | |
| Activate lockdown using the predetermined activation signal | |
| Advise WA Police and other appropriate emergency service agencies | |
| Advise Regional Executive Director/education regional office | |
| Establish the incident management team (to plan further actions and enact the response plan) | |
| Allocate specific responsibilities | |
| Collect evacuation kit | |
| Guide visitors to safety | |
| Divert parents and returning groups from the school | |
| Ensure a telephone line is kept free | |
| Keep public address system free | |
| If possible, stop the usual school siren from sounding period changes or break times | |
| Secure external doors and entrances | |
| Keep main entrance as the only school entry point. This entrance must be constantly monitored and no unauthorised people have access | |
| Have a delegated staff member wait at the main entry to the school to guide emergency services personnel, if safe to do so | |
| Ascertain (as possible) if all students, staff and visitors are accounted for | |
| Record some details of actions undertaken and times (use Emergency and Critical Incident Diary from Appendix) | |
| Await de-activation advice from emergency services personnel | |

| PRINCIPAL OR SITE MANAGER (INCIDENT CONTROLLER) | |
|---|---|
| **Actions (to de-activate, and immediately following, a lockdown)** | **Completed** |
| Confirm with emergency service personnel that it is safe to de-activate lockdown | |
| Determine whether to activate the school parent re-unification process | |
| Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the school to avoid or parent re-unification process) | |
| De-activate lockdown using the predetermined de-activation signal | |
| Advise staff, students and visitors of any specific information they need to know | |
| Ensure any students, staff or visitors with medical or other needs are supported | |
| Provide appropriate information on the lockdown to staff and students | |
| Print and issue pre-prepared parent letters and give these to students for them to take home | |
| Advise the education regional office that the lockdown is over and the outcomes | |
| Seek support from the Regional Executive Director or Coordinator Regional Operations, as required | |
| Brief staff on the incident | |
| Ensure all personnel are made aware of Employee Assistance Program contact details | |

| PRINCIPAL OR SITE MANAGER (INCIDENT CONTROLLER) | |
|---|---|
| **Actions (follow-up)** | **Completed** |
| Prepare and maintain records and documentation. | |
| Follow up with any students, staff or visitors who need support | |
| Have an operational debrief to review the lockdown and school procedural changes that may be required | |

| SCHOOL STAFF | |
|---|---|
| **Staff actions during a lockdown** | **Completed** |
| If in class, stay in the classroom | |
| If out of class, move to the closest classroom or safe area | |
| Direct students who are out of class into their regular or the closest classroom | |
| Do not leave classroom to get students | |
| Close the classroom door (lock it if possible) | |
| Close windows, blinds and shutters | |
| Turn lights off | |
| Keep all people close to the ground (e.g. on the floor) and away from windows and doors | |
| Tell students that mobile phones are not to be used and are to be turned off | |
| Record the names of all people in the classroom | |
| Stay calm and encourage others to be calm and quiet | |
| Provide information to the principal or site manager, as required | |
| Do not allow any unauthorised people into the room | |
| Remain in the room until the de-activation signal is given | |
| If emergency medication is required then contact the administration office for advice | |
| If a young child needs to use a toilet consider use of a plastic lined bin | |
| When de-activation is signalled listen for/await any specific instructions from the principal or site manager | |
| Explain any special instructions (as requested by the principal or site manager) | |
| Follow any specific instructions from the principal or site manager | |

# Section 8
# Risk Assessment, Prevention and Preparedness

## 8.1 Risk Assessment, Prevention and Preparedness

The principal or site manager will:

- identify on-site and off-site situations that have the potential to become emergencies or critical incidents affecting the site's operations;

- determine potential risks associated with particular situations;

- use the Risk Management within the Department of Education Portfolio: Policy, Procedures and Guidelines to assess the potential risks and develop mitigation strategies; and,

- implement strategies to eliminate or reduce the likelihood of the occurrence of emergencies or critical incidents.

## 8.2 Risk Assessment, Preventing/Mitigating Risk of Emergencies and Critical Incidents

| ACTION | BY WHEN | REFER TO DOCUMENT | RESPONSIBILITY OF | DATE COMPLETED |
|---|---|---|---|---|
| Undertake risk assessment and develop risk management plan | Annually in February | Department of Education Risk Management within the Education Portfolio: Policy, Procedures & Guidelines 2007 | Principal or site manager | |
| Appoint occupational health and safety coordinator | February | | Principal or site manager | |

## 8.3 Preparing for Emergencies and Critical Incidents

| ACTION | BY WHEN | REFER TO DOCUMENT | RESPONSIBILITY OF | DATE COMPLETED |
|---|---|---|---|---|
| Ensure staff members understand those policies and procedures that impact on student and staff safety, health and wellbeing. | Term 1<br><br>Or on arrival for new staff | Documents / policies listed in section 3.2 of DoE *Emergency and Critical Incident Management Policy* | Principal or site manager | |
| Ensure staff are aware of standard response to those natural disasters and emergencies that are identified in the school risk management plan | Term 1 | School risk management plan | Principal or site manager | |
| Discuss plans with support agencies<br>• Education regional office<br>• Local government<br>• Local Emergency Management Committee | Term 1 | | | |

| ACTION | BY WHEN | REFER TO DOCUMENT | RESPONSIBILITY OF | DATE COMPLETED |
|---|---|---|---|---|
| Provide a copy of the school Emergency and Critical Incident Management Plan to the Regional Executive Director | Term 1 | | Principal or site manager | |
| Update student health care authorisations and emergency health management plans | February | *Student Health Care* Policy | Principal or site manager | |
| Identify staff with First Aid certificates (see Appendix) | February | | | |
| Ensure the Evacuation procedures and school site plan are publicly accessible and communicated to staff | February | | Principal or site manager | |
| Set up school evacuation kit | | | Principal or site manager | |
| Evacuation and Lockdown drills | February August | | Principal or site manager | |
| Review and update staff and student contact details. Telephone contact tree. | As changes occur | | School officer | |
| Review emergency contact numbers | February | | | |
| Induct new staff during the year | As required | | | |
| Ensure bushfire Plan is tested and updated prior to October of each year | Prior to October | | Principal or site manager | |

# Section 9
# Response to Specific Emergencies and Critical Incidents

   For comprehensive information on preparing for and responding to
   bushfire, please refer to *The Principal's Guide to Bushfire*, available from
   the *Policies* website at http://det.wa.edu.au/policies.

## 9.1 Armed Hold-up

In the event of an armed hold-up situation:

- Comply with the instructions given by the offender at all times. Try to **REMAIN CALM**.

- Only do what you are told to do – **NO MORE, NO LESS**.

- **DO NOT** argue with, threaten or stare at the offender.

- **DO NOT** attempt to disarm or otherwise apprehend the offender.

- Assume the offender is armed, even if a weapon cannot be seen.

- If the offender is carrying a firearm, it should be regarded as being loaded.

- Raise the alarm only if it is safe to do so.

- Answer any question when asked.

- Avoid any sudden movement that could panic the offender.

- If students are present, try to shift the offender's attention away from them.

- Observe as many details of the offender as possible.

- Note any items and surfaces touched by the offender.

- Immediately after the incident, the principal/site manager is to:

  - secure the immediate vicinity (for example, lock the office/room in which the hold-up occurred;

  - do not allow anyone to approach the area in which the offender was located);

  - notify police;

  - advise the education regional office as soon and attend to the post-incident needs of students and staff; and

  - ensure students who are not in the immediate vicinity of the hold-up are kept away from it.

## 9.2 Bomb Threat

**If you receive a bomb threat by telephone:**

- **STAY CALM**.

- **DO NOT** hang up.

- Refer to the *Bomb Threat Checklist* on the following page.

- Try to get as much information as possible.

- Notify principal/site manager. If principal or site manager is off site, notify the deputy principal or education regional office. **DO NOT COMMUNICATE THE THREAT TO ANYONE ELSE**.

- Contact WA Police (principal or site manager).

- Decide whether a search of the grounds is warranted (principal or site manager).

- Decide whether the site is to be evacuated (principal or site manager).

- If evacuation signalled, proceed to designated assembly area (refer to *Evacuation Procedures* within this document).

- Ensure staff and students take bags and other belongings with them.

- Leave doors and windows open.

**If you receive a bomb threat by mail:**

- Avoid handling of the letter or envelope unnecessarily.

- Place the letter in clear plastic bag or sleeve.

- Inform principal or site manager.

- Contact WA Police and organise emergency personnel to conduct an area search (principal or site manager).

- Consider the need to evacuate (refer to *Evacuation Procedures* within this document) (principal or site manager).

## 9.3  Bomb Threat Checklist

**BY TELEPHONE:** The person receiving the call is to note/record as many details and ask as many questions as possible. Record this on this form as soon as is practicable.

**FROM ANOTHER SOURCE (e.g. WA POLICE):** This form is still to be used. The source of notification is asked to provide as much detail as possible.

| TELEPHONE BOMB THREATS (Response Checklist) |
|---|
| **1. General Questions to Ask** |
| • What is it? ................................................................................................................. <br> • When was it set to explode OR When will the substance be released? ............................. <br> • Where did you place it? ................................................................................................ <br> • What does it look like? ................................................................................................. <br> • When did you put it there? ............................................................................................ <br> • How will the bomb explode OR How will the substance be released? ................................. <br> • Did you put it there? ..................................................................................................... <br> • Why did you put it there? .............................................................................................. |
| **2. Bomb Threat Questions** |
| • What type of bomb is it? .............................................................................................. <br> • What is the bomb? ....................................................................................................... <br> • What will make the bomb explode? ................................................................................ <br> • When is it set to explode? ............................................................................................ |
| **3. Chemical/Biological Threat Questions** |
| • What kind of substance is it? ........................................................................................ <br> • How much of the substance is there? .............................................................................. <br> • How will the substance be released? ............................................................................... <br> • Is the substance a liquid, powder or gas? ....................................................................... |
| **4. Other Questions to Ask** |
| • What is your name? ...................................................................................................... <br> • Where are you? ............................................................................................................ <br> • What is your address? ................................................................................................... |
| **5. Observations from the voice** |
| **Speaker was:**  ☐ Male   ☐ Female   ☐ Child <br> **Age:**  ☐ Very Young  ☐ Adolescent  ☐ Adult   ☐ Old <br> **Sobriety:**  ☐ Normal   ☐ Intoxicated   ☐ Drugged <br> **Speech:**  ☐ Normal   ☐ Stammer   ☐ Slurred   ☐ Lisp <br> ☐ Incoherent   ☐ Well spoken  ☐ Abusive   ☐ Irrational <br> **Accent was:**  ☐ Message sounded like it was being read by caller <br> ☐ Message was taped <br> Other: ................................................................................................ |

| TELEPHONE BOMB THREATS (Response Checklist) |
|---|
| **6. Observations about the call** |

| | |
|---|---|
| **Source:** | Did it sound as if a public telephone was used?  ☐ Yes  ☐ No |
| **Background Noises:** | ☐ Music   ☐ Children  ☐ Talking   ☐ Typing   ☐ Traffic |
| | ☐ Machinery  ☐ Aircraft   ☐ Harbour   ☐ Other |
| **Call received by:** | ....................................................................At............................... am/pm |
| | Line No:..................................... Ext No:.................................................. |
| **Duration of Call:** | Time:................... |
| **Origin of Call:** | ☐ Bomber    ☐ Police    ☐ Fire Brigade    ☐ Other |

| **7. Other information you are able to add** |
|---|
| ........................................................................................................................ |
| ........................................................................................................................ |
| ........................................................................................................................ |

📌  *Principals or site managers are required to notify WA Police of all bomb threats.*

## 9.4 Bushfire

For comprehensive information on preparing for and responding to bushfire, please refer to *The Principal's Guide to Bushfire*, available from the *Policies* website at http://det.wa.edu.au/policies.

## 9.5 Casualties

In the event of an accident - administer first aid in accordance with the circumstances of the occurrence of the accident.

- **DO NOT PANIC**

- If necessary, seek assistance from someone who is qualified in first aid.

- **DO NOT LEAVE THE INJURED PERSON ALONE**. Send someone else for help.

- If no-one is available to go for help, do whatever you can to assist the person until help arrives.

- **DO NOT** become a casualty. Protect yourself, the casualty and any other person from the danger.

- If the injured person is still in danger, either:

  - remove him or her from the hazard (for example, in the case of smoke inhalation, move the person to an area where there is fresh air); or

  - remove the hazard from the person (for example, in the case of electrocution, switch the power off).

- If the situation looks life threatening, try to get urgent medical attention from paramedics or medical practitioner.

- When medical help arrives, assist in the management of the casualty if asked to do so.

## 9.6 Chemical Contamination Event

Chemical contamination events that impact on, or have the potential to impact on, the occupants of a site may be as a result of a local mishap or may originate off-site. An example of a localised event could be a chemical spill in a school science laboratory. An off-site event could be in the form of an explosion and chemical fire at industrial premises, with the resultant toxic smoke plume at risk of inundating a nearby school site.

Whilst such events are rare, it is important to appreciate the difference between the two types and to respond appropriately to the circumstances at the time.

**On-site Chemical Contamination Event**

In the event of a chemical spill or other chemical contamination occurrence that originates on-site, the response must be immediate and in accordance with the circumstances that present at that time.

- If the chemical spill is indoors and presents a potential risk to safety (e.g. explosive or toxic vapour/gas), evacuate the room immediately. Move to a safe area well aware from the spill.

- Upon exiting the room, close all doors and if possible, isolate the electrical power supply to the room in question.

- If the event is outside the control and capability of the principal or site manager to deal with, call emergency services.

- If the event is at a school site, notify the relevant Regional Executive Director at the earliest opportunity.

- In all cases, notify the Department's Principal Consultant Environmental Health.

**Off-site Chemical Contamination Event**

In the event of a chemical spill or other chemical contamination occurrence (e.g. fire resulting in toxic smoke) that originates off-site but which has the potential to adversely impact on a school site or other Department workplace. The Fire and Emergency Services Authority as the responding agency will:

- Make contact with the principal or site manager and provide advice and/or direction as the circumstance dictates. This may involve lockdown or evacuation - any directions given must be complied with.

- If the event involves a school, the principal or site manager must advise their Regional Executive Director as soon as possible.

- The Department of Health will advise the Department's Principal Consultant Environmental Health, who will liaise with all stakeholders.

- Fire and Emergency Services Authority may request on-site monitoring for air contaminants entering the school grounds.

## 9.7 Civil Disorder and Illegal Occupancy

Based on the information available, during school opening hours, the principal or site manager should consider the following operational levels:

**Level 1. Normal Operation**

**Level 2. Report of a Potential Situation**

If there are indications that trouble is a distinct possibility and the information has been received from credible sources:

- Notify WA Police and request assistance.
- Notify the education regional office.
- Restrict staff and students to quadrangle areas and the immediate surrounding buildings.
- Secure perimeter gates if the school is fenced.
- Prevent people leaving or entering the school or college site except by the main gate.

**Level 3. Incident is Imminent**

- Refer to lockdown procedures.

If out of school hours contact the Regional Executive Director or School Security.

## 9.8 Cyclone/Flood

In cyclone-prone areas, principals/site managers should establish links with their local State Emergency Services (SES) and familiarise themselves with the various actions required under each "alert stage".

- If flooding is imminent, make contact with the local SES and education regional office as soon as possible.

- If the school is still occupied, ensure students and staff are located in the highest sheltered areas.

- Where possible, ensure that high value equipment and records are relocated away from impending floodwaters.

- Ensure potential electrical hazards have been eliminated (for example, isolate power supply) **(ONLY WHEN IT IS SAFE TO DO SO)**.

- Remain at the safe location while it continues to offer protection.

- Do not allow anyone to enter the floodwaters.

## 9.9  Earthquake

In the event of an earthquake, **REMAIN CALM** and reassure staff, students and visitors.

### Indoors

- Stay indoors and seek shelter under tables, desks or strongly-constructed door frames.

- Check that evacuation routes are safe.

- Instruct staff, students and visitors to collect belongings **(UNLESS THREAT IS IMMEDIATE)**.

- Ensure all staff, students and visitors evacuate in an orderly manner on being given evacuation instructions (principal or site manager).

- Stay away from windows and other fixtures that may become unstable.

- Provide assistance to people with disabilities or special needs.

- Turn off electricity, gas, and water **(ONLY WHEN IT IS SAFE TO DO SO)**.

### Outdoors

- Move quickly away from buildings and power poles.

- Evacuate to designated assembly area.

### After the Earthquake

- Check attendance against class rolls at the designated assembly area.

- Contact the education regional office.

- Liaise with emergency services.

- Check for injured people. **DO NOT MOVE SERIOUSLY-INJURED PEOPLE UNLESS THEY ARE IN IMMEDIATE DANGER.  WAIT FOR EMERGENCY SERVICES**.

- Survey damage.

- Turn off electricity, gas and water supplies **(ONLY WHEN IT IS SAFE TO DO SO)**.

- Check for damage, gas leaks, power failure and any other hazard. **ENSURE THAT NO-ONE RETURNS TO ANY BUILDING UNLESS AUTHORISED TO DO SO (PRINCIPAL/SITE MANAGER)**.

## 9.10 Evacuation Instructions

On hearing the alert (verbally, automatic alarm or manual alarm):

- All staff, students and visitors should collect their belongings **(UNLESS THE THREAT IS IMMEDIATE, SUCH AS A FIRE OR EARTHQUAKE)**.

- In the event of a threat of **FIRE**, close all doors and windows and turn off power supply **(ONLY WHEN IT IS SAFE TO DO SO)**.

- In the event of a threat of **BOMB THREAT**, open all doors and windows.

- Collect class rolls and move students and visitors along designated routes to the designated assemble area(s).

- Assist to staff, students and visitors with disabilities or special needs.

- Assemble students in groups and mark off class roll.

- Confirm rolls with assembly warden immediately after checking.

- Remain with students and wait further instructions from incident controller.

- Return to classrooms in an orderly and safe manner, when instructed to do so.

## 9.11 Fire

In the event of a fire:

- Raise the alarm.

- Alert principal or site manager.

- Evacuate everyone from the immediate vicinity of the fire.

- Fight fire with existing equipment **(ONLY WHEN IT IS SAFE TO DO SO)**.

- Sound the evacuation alert if evacuation is necessary.

- Allow staff, students, and visitors to collect belongings **(ONLY WHEN IT IS SAFE TO DO SO)**.

- On sounding of the alert, evacuate all staff, students and visitors in an orderly manner.

- Close all doors and windows.

- Arrange for power supply to be switched off at the electrical switchboard (principal or site manager) **(ONLY WHEN IT IS SAFE TO DO SO)**.

- Collect classroom rolls and move students and visitors along designated routes to the designated assembly area.

- Assist staff, students and visitors with disabilities or special needs.

- Assemble students in groups and mark their names off the rolls.

- Confirm rolls with assembly warden immediately after.

- Remain with students and await further instruction from the incident controller.

- **DO NOT** leave assembly area until advised to do so by the incident controller.

- Return to classrooms **(ONLY WHEN IT IS SAFE TO DO SO)**.

## 9.12 Handling of Suspect Mail and Packages

It is appropriate that staff handling mail remain vigilant and cautious at this time, but it should be remembered that most reports of suspicious packages are false alarms.

All staff handling mail should be made aware of the emergency procedures for responding to and reporting a suspicious article.

Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main area of business.

The procedures outlined below are to be followed should staff receive a suspicious package or mail item.

**If the package or mail item has not been opened:**

- Do not disturb, move or touch the item any further. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.

- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.

- If possible, without leaving your work area, wash your hands.

- Stay in your office or immediate work area – this also applies to co-workers in the same room – and prevent others from entering the area and becoming contaminated. **Remember** – you are not in immediate danger.

- Call the WA Police for help on 000. Inform the WA Police operator about:

  - exact location of the incident – street address, building floor;

  - number of people potentially exposed;

  - package/device; and

  - action taken.

- Wait for help to arrive.

**If the package or mail item has been opened:**

- Do not disturb, move or touch the item any further.  If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.

- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.

- If possible, without leaving your work area, wash your hands.

- Stay in your office or immediate work area - this also applies to co-workers in the same room – and prevent others from entering the area and becoming contaminated.  **Remember** – you are not in immediate danger.

- Call the WA Police for help on 000.  Inform the WA Police operator about:

  - exact location of the incident – street address, building floor;

  - number of people potentially exposed;

  - package/device; and

  - action taken.

- Wait for help to arrive.

**If there is suspicion that the mail item may contain an EXPLOSIVE DEVICE:**

- Follow your normal emergency procedures.

- Ring 000 and report the package to the WA Police.

- Evacuate the area.

## 9.13 Sieges/Hostage Situations

Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of students or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification of the WA Police.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the principal or site manager. Where time permits this decision should be made in consultation with the WA Police.

Large scale evacuation will always be a last resort. The decision will need to balance the risks as to whether students and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location.

The preservation of life will take precedence. Perpetrators should not be approached or challenged.

## 9.14 Suicide

Schools, particularly secondary settings, need to be mindful of the risk of suicidal behaviour in students and alert to the potential for a contagion/clustering influence in which one death by suicide can increase the likelihood of other suicides.

Particular considerations for schools include:

- Providing opportunities for enhancing the health and wellbeing of students and staff is a significant way to prevent suicide.

- Any students expressing suicidal thoughts or threats or engaging in self harm behaviour need to be taken seriously. Consultation with parents and a school psychologist is recommended.

- Students with an identified risk of suicidal or self harming behaviour should be appropriately assessed and supported.

- Raising staff awareness of risk factors associated with suicidal behaviour.

- Discouraging students from undertaking assignments that focus on suicide.

- Maintaining alertness to suicide risk and behaviour in students and staff.

- Avoiding any strategies that normalise, glamorise or increase identification with a person who died by suicide. Given the potential for harm and negative outcomes for at-risk students, schools **should not** include suicide as a discrete topic within the school curriculum. This includes guest speakers and teachers providing discrete suicide education to students; teachers should discourage students from providing suicide education to other students and discourage students from completing assignments focussed on suicide as a topic.

- Avoiding screening strategies as a way to identify students at risk of suicide. Evidence has shown that although there have been positive results when using screening strategies; there are also problems when using this approach. Screening activities are often subject to a high number of false positive results and false negative results. A false positive result indicates a person is at risk of suicide when they are not. A false negative indicates a person is not at risk of suicide when they are.

- The need to liaise closely with regional school psychologists.

The Ministerial Council for Suicide Prevention website provides useful advice relevant for schools. The website is located at www.mcsp.org.au The MindMatters website has valuable resources for schools. This website is www.mindmatters.edu.au

# Appendix A

## A.1 Emergency and Critical Incident Diary

**Incident:** _____

**Page No.:** _____ **Date:** _____

**Compiled By:** _____

| Time | Particulars | Action | |
|------|-------------|----------|-------|
| | | **Required** | **Taken** |
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## A.2 Parent Re-unification Procedures

Activation of re-unification process will be determined by the principal or the site manager.

Once activated the following arrangements will apply:

- All parents who attend the school site to collect their child / children will be required to go to the designated parent re-unification area.

- All children must be signed out by a parent.

*Add school specific procedures here.*

## A.3 Staff Briefing (Sample Agenda)

The following example provides information on how to set a staff briefing agenda following an incident.  All teaching and non-teaching staff should be included. For critical incidents consult with education regional office personnel (e.g. a school psychologist).

1. Check attendance.  Staff who were absent during the incident should be briefed as soon as possible.  Make sure someone has taken responsibility for this.

2. Introduce members of the education regional office team (if applicable) and any additional support staff or community resource people who are present and explain their roles.

3. Provide accurate information, **in line with family and WA Police direction and confidentiality requirements**, including:

   - names of the students or staff members directly involved;

   - time and place of the event;

   - names and year groups of siblings directly affected who are also in the school; and

   - additional information surrounding the event.

4. Outline actions taken.

5. Describe the agreed response plan (make copies available) including:

   - roles and responsibilities;

   - any timetable and procedural changes;

   - classroom briefing advice and written statement to be read to students;

   - register of students identified as being at-risk;

   - counselling venues, procedures and record keeping;

   - student movement and monitoring within the school, and early release procedures;

   - media and other enquiries; and

   - handouts available/description of expected student responses.

6. Outline actions and communications planned for parents/community, staff and students absent or off-site today, relief staff, other schools affected, ex-staff, ex-students, the P & C.

7. Questions.

8. Next briefing time.  This follow-up meeting will provide an opportunity for:

   - staff members to discuss classroom experiences and feedback information back to the group; and

   - the principal to update staff on events and actions.

9. Monitor the wellbeing of staff throughout the meeting and afterwards.

## A.4 Psychological First Aid

Psychological first aid refers to the actions that can be taken by people without formal psychological or counselling training to provide emotional support for people following an emergency or critical incident.

Contact school psychology personnel for advice on psychological first aid.

The following may be useful for line managers when providing psychological first aid for staff:

- Discretely observe the staff members. Ask simple questions to ascertain what help may be needed.

- Emphasise the support available to the staff member.

- Initiate contact only after you have observed the staff member and appraised the situation. It is important to make sure that contact will not be seen as intrusive or disruptive.

- Review the situation and emphasise the positive actions taken by the staff member in managing the situation.

- Listen with compassion.

- Offer to make them a cup of tea/coffee.

- Use physical contact if appropriate. Just holding a hand or a hand on the shoulder may convey concern and support. (Use discretion in this situation).

- Reflect the words of the person. Don't judge the statements a person makes.

- Ask non-intrusive questions (e.g. "Where were you during…?" "How did you find out…").

- Keep the discussion based on what happened. Avoid "What if…?" or "I should have…" statements. If the victim takes this line, bring the talk back to real events.

- In some instances staff members may have an intense and lasting response and need professional psychological help, such as that available through the Department's Employee Assistance Program. However, your interventions as a line manager or a colleague can do much to reduce or even remove the need for counselling.

- Follow-up should be at a level appropriate to the relationship between the person and helper. In some instances it may be as simple as asking "How are you now?"

- Remember that psychological first aid is about reducing distress, assisting with the current needs of the staff member and making sure the staff member is offered the support to allow them to function within their professional setting. It is not about revisiting traumatic experiences.

## A.5 Informing Parents of an Emergency or Critical Incident

The following is a sample of a letter that could be used to inform parents of an emergency or critical incident.

---

Your School Letterhead

Date

Dear Parents

| | |
|---|---|
| **The facts** | Provide accurate information, in line with family and police wishes, and known facts including: |
| | a) the event; |
| | b) the child/children/staff – death/injuries. |
| **What has been done** | I have spoken with/visited the parents/families of …., and on behalf of our staff and the school community I have expressed our deepest sympathy and caring. |
| | Classroom teachers have told their students, and have provided an opportunity for talking and sharing. |
| **How students may react** | It would be best for the children's school routine to continue as normally as possible, and they should attend school as usual.  Children's reactions will vary and may include crying, not wanting to talk or wanting to talk, wanting to be alone, anger, lack of concentration and sleeping or eating problems. |
| **Support available** | Should you or your children feel the need for professional help or counselling please contact me. Education regional office school psychologist or social worker support can also be made available. |

Yours sincerely


PRINCIPAL

---

*Liaise with your School Psychology Services Leadership and/or Coordinator Regional Operations support services.*

**Important Considerations**

Schools need to be mindful of cultural sensitivities in preparing letters.

Communication about deaths believed to be attributable to suicide needs to be carefully prepared in liaison with the Regional Executive Director, Coordinator Regional Office and the Department's media unit.

Similarly, when preparing communications for parents following a lockdown, principals or site managers will liaise with their Regional Executive Director and the Department's media unit (phone 9264 5821).

## A.6 Sample Leaflets for Parents

The following four landscape pages of this document contain two sample leaflets that can be edited to suit your school's needs for a specific situation.

The leaflets are designed to be printed two-sided, in landscape, and then folded into a DL size leaflet.

The first two pages are a leaflet for primary schools and the next two pages are for secondary schools.

**Younger children may display the following reactions:**

**Emotional:** Crying, sadness, clinging/separation anxiety, irritability, confusion, fear of sleeping alone, the dark, animals, people.

**Regressive/Behavioural:** Bed-wetting, regression in language and speech skills, thumb-sucking, disobedience and aggression, lying and exaggeration.

Children may display greater anxiety when being left at school by parents or relatives. They may also giggle and laugh inappropriately when they feel anxious.

**Physiological:** Changes with eating, complaining of pain, vomiting and bowel or bladder disorders. Some might have disturbed sleep or bad dreams.

Parents can help by reassuring children that they are safe and will be cared for, and by listening and talking to them about the experience.

Children react in different ways, within different timeframes, so providing a warm, secure and accepting environment will help with grieving.

Most children's reactions diminish over time.

If you have ongoing concerns talk to the classroom teacher, Deputy Principal or Principal, so that further support can be discussed.

*[Your School Name] Primary School*
*Address*
*SUBURB    WA    POSTCODE*
*Phone #### ####*

**[Your School Name]**
**Primary School**

Helping your child
***when someone dies***

**General Guidelines**
**for**
**Parents**
**and**
**Caregivers**

- Communicate in an open honest way while giving age appropriate explanations.

- Children frequently become unnecessarily upset by misunderstanding.

- Try to use concrete language and terms, so as to reduce confusion.

- Use terms dead, death, died, or culturally or religion-appropriate language. Saying that someone has gone on a journey, or is asleep, may be taken literally.

- Allow time for understanding, short conversations, repeated questions and mulling over.

- Do not hide your own feelings. However, seeing extremely distressed parents or teachers can further upset children.

- Don't brush aside feelings of guilt. Talking through is more reassuring.

- Avoid unnecessary separations.

- Be ready to talk about children's anxiety with regard to something happening to their parents or themselves.

- Say goodbye in your own way. Viewing the body, attending the funeral, visiting the grave, a prayer or memorial service, or lighting a candle may help. Families should make whichever decision is comfortable and appropriate to them.

- Accept children's regression, moods, tears, clinginess and changes in play willingly.

- Look at albums and photographs and keep reminders of the dead person present.

- Remember the deceased on birthdays and holidays.

- Strive for continuity in home, school and sporting activities.

**Young people react in different ways**, within different timeframes, so providing a warm, secure and accepting environment will help with grieving.

The following reactions may occur:

**Emotional/ Behavioural:** Crying and sadness, hopelessness or inadequacy feelings, attention-seeking behaviour, rebellion and disobedience at school and at home, decreased school performance and school work, avoidance of school or sport or social activities, increased stress, tension or depression, anti-social and risk-taking behaviour, or even lack of emotion or any unusual behaviour.

**Regressive:** Young people may display behaviours more in keeping with younger age groups, such as wanting to be around parents more or checking where you are, less interest in socialising or wanting to spend more time with friends, and sometimes they may seem less responsible or sure of themselves.

**Physiological:** Nausea/ tummy upsets, headaches, vomiting, eating changes, disturbed sleep or nightmares, skin disorders.

**Parents can help by:**

Reassuring student that these overwhelming feelings are normal in the circumstances and will pass with time.

Listening and talking to them about what has happened.

Recognising that there is no one standard way to deal with a loss. Some people react immediately with obvious signs of grief. Others take longer to come to terms with the reality and may react later, but with much less outwards emotion. Some prefer to grieve privately.

Trying to keep continuity in home, school and sporting activities.

If you have ongoing concerns please talk to a Deputy Principal or Principal, or one of the Student Services team, and further support can be arranged.

*[Name] Senior High School*
*Address*
*SUBURB   WA   POSTCODE*
*Phone #### ####*

**[Your School Name]
Senior High School**

Helping your child
*when someone dies*

**General Guidelines
for
Parents
and
Caregivers**

- Adolescents have a need to have their feelings accepted by their peers and they tend to seek their comfort and support, spending hours going over the events of the incident together.

- Parents should not feel excluded. Young people feel more secure because they know you are in the background.

- It's OK to use the terms dead, death, died, or culturally or religion-appropriate language.

- Feel free to express your emotions, within your own level of comfort. However, seeing extremely distressed parents or teachers can unsettle adolescents.

- Say goodbye in your own way. Viewing the body, attending the funeral, visiting the grave, a prayer or memorial service, or lighting a candle may help. Families should make whichever decision is comfortable and appropriate for them.

- Unjustified feelings of guilt may surface. Don't brush these aside. Talking this through helps to reassure the young person.

- Be alert for anger outbursts and aggression, particularly with young men.  This can be their way of unloading and resolving pent up emotions.  Involvement in football or a hard run is a tried and true solution.  Others get their relief from a punching bag. Pulling a pillow apart has been known to allow physical exertion, laughter and a covert tear or two.

- Keep a check on rash decision-making. Decisions about leaving school, changing goals or giving up social or sporting activities should be delayed.

- Be ready to talk about the young person's fears and anxieties if they have concerns about something happening to loved ones or themselves.

- For some adolescents the experience may have challenged their sense of security and they can become overcautious and reluctant to take risks.  Others may become involved in reckless or dangerous behaviour.

- If your adolescent displays strong emotional reactions though having had little or no contact with the deceased, do not be overly concerned.  Some young people use these times to dwell on the complexities of life or to grieve about another loss.

## A.7 Operational Debriefing

**Purpose**

A review of the management of an emergency or critical incident in order to affirm and reinforce what worked well, and refine and improve future processes and practice.

**Process**

*Who?*  Key staff or an entire staff can be involved.

Consider including education regional office and interagency partners.

*When?*  Principal or site manager will convene the operational debrief when the emergency or critical incident is declared over.

*Where?*  Venue as agreed.

*How?*  An independent facilitator (e.g. education regional office Student Services) or a school based facilitator?

Verbal format.

Brief introduction and clarification of purpose.

Clarify the scope of discussions.

Establish ground rules (e.g. this is not a psychological debrief, a focus on roles and not people, respect for one another, avoid attributing motives for behaviour, and what minutes of the operational debrief will be taken).

Confidentiality requirements.

Sequential review of actions taken.

What can be altered on school *Emergency and Critical Incident Management Plan*?

Recorder takes notes.

**Outcome**

Documentation kept.

Modifications made to school *Emergency and Critical Incident Management Plan*.

## A.8 Farm Evacuation Procedures

**If around classroom/shearing shed/gardens.**

All staff and students on to school bus. If clear, exit through main gate to Delaney St and return to School.

**If working in paddocks.**

As fire is most likely source of emergency, determine direction of fire and choose appropriate direction of travel to move away from fire and return to school.

# <u>Catering Contact List</u>

## Only 5-6 Ladies NEEDED

| | |
|---|---|
| Lorreen Greeuw | 0419 915 658 |
| Heather Marland | 0407 088 176 |
| Jude Rodda | 0439 923 487 |
| Mary Hobbs | 9831 0667 |
| Jo Goodall | 0428 953 680 |
| Kylie Ramsden | 0429 311 193 |
| Pam Thomson | 0429 981 455 |
| Sandra Cowie | 0457 875 247 |
| Kathy Black | 0438 986 153 |
| Beth Mac Donald | 0416 662 795 |

Nancy & David Cooke – (IGA)  98311002

Nancy Mobile          0487 788 325  (please do not give out this number)

Contact David & Nancy, they have a copy of the food list.

The first person you contact, picks up the food and takes to the Memorial Hall.

Everyone else meets at the Memorial Hall.

# Shire of Kojonup

**EMERGENCY
CONTACTS & RESOURCES**
(Public Version)
**2016/2017**

## LOCAL EMERGENCY MANAGEMENT AGENCIES:

**Shire of Kojonup
Dept. of Child Protection & Family Services
Kojonup Volunteer Fire & Rescue Service
Kojonup Volunteer Bush Fire Brigades
St John Ambulance Service
Kojonup Police Service
Kojonup Health Service**

**KOJONUP BUSH FIRE EMERGENCY PHONELINE
(08) 9831 1580**
**(Diverts to the 'Zulu' FCO on - call)**
**FIRE BAN PHONELINE (08) 9831 0145**
**Kojonup Zulu Contacts**

| Tony Fisher | Chief FCO | "Zulu 1" | 9831 1504 | 0428 311 504 |
|---|---|---|---|---|
| Roger House | Senior FCO | "Zulu 2" | 9832 1031 | 0428 148 545 |
| Murray Gibbs | Senior FCO | "Zulu 3" | 9834 2221 | 0427 022 218 |
| Myles Reid | Senior FCO | "Zulu 4" | | 0409 523 008 |

# INTRODUCTION

This Manual has been produced to serve as an operational information source for both the Kojonup Local Emergency Management Committee and its affiliated agencies.

This Manual shall be reviewed on an annual basis by the Shire and its relevant Committees (LEMC).

Should you identify any errors please refer them to:

**Emergency Services Officer**
**Kojonup Local Emergency Management Committee**
**Shire of Kojonup**
**PO Box 163**
**Kojonup WA 6395**

All information contained within this Manual is the property of the Shire of Kojonup and is <u>not</u> to be used for any purpose other than those immediately and unquestionably associated with emergency management within the Shire of Kojonup or its neighbouring Shires.

<u>This Manual was last updated in October 2016.</u>

# CONTENTS

## SAFETY IS ALWAYS THE FIRST PRIORITY AT A FIRE

**ALWAYS**

Wear protective clothing including gloves, helmet, and goggles.  This could save your life!

Take a large bottle of water.

Ensure your water talk is full and your unit has adequate fuel and oil.

Carry wetting agent to put into your tank.  1 cup per 1,000 litres.

Carry a pair of pliers.  Not only to cut your way into the fire but also to cut your way out.

Your 4x4 hubs are engaged.

When opening gates or cutting fences pull them well clear.

Your family is aware of your situation as soon as possible after the fire has been contained.

Carry a tool to remove recoil start on pump engines if rope breaks.

**NEVER**

Work alone! Safety in numbers.

Speed to fires.  Your unit is full of water and probably at maximum weight.  Remember the tortoise and the hare principle.

Jam communications.  Think and speak clearly.

Forget to make sure the underneath of your vehicle is clear.  Eg: no straw stuck to anything.

Forget to ensure your vehicle is wetted down before you enter the fire ground.

Forget to secure your tank and pump.  **Bolt them down.**

# CONTACTS & RESOURCES

# LOCAL EMERGENCY MANAGEMENT COMMITTEE

## DEPT FOR CHILD PROTECTION & FAMILY SERVICES

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **CRISIS CARE UNIT (ALL HRS) EVACUATION CENTRE ACTIVATION** | 1800 199 008 | | |
| **KATANNING DISTRICT OFFICE** | 9821 6500 | 9821 2614 | N/A |
| **TEAM LEADER** Gail Blaszczyk | 9821 6503 | N/A | 0429 112 694 |
| **DISTRICT EMERGENCY SERVICES OFFICER** Neville Blackburn | 9845 7909 | 9847 4719 | 0438 934 827 |

## CALL OUT PROCEDURE

**The following information is required by the Department for Child Protection at the time of the call out if available, or as soon as possible afterwards:**

Nature of emergency.
Number of people involved.
Services required of the Department:
Registration;
Catering;
Accommodation;
Financial Assistance; or
Personal services/counseling.
Present location of people involved.
Method of communication between Coordination Centre and emergency scene.
Necessary response time.
Name and location of nominated welfare center (evacuation assembly point). To be determined based on above information.

# DEPARTMENT OF AGRICULTURE & FOOD WA

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **KATANNING DISTRICT OFFICE** | 9821 3333 | 9821 3334 | N/A |
| **DISTRICT MANAGER** <br> Keith Ohlsen | 9821 3200 | 9821 3334 | 0427 817 008 |
| **DISTRICT VETERINARY OFFICER** <br> Trudy Clarke | 9821 3254 | 9821 3334 | 0428 930 876 |

# KOJONUP VOLUNTEER FIRE & RESCUE SERVICE

| **RADIO WAERN - 634** | TEL | FAX | MOBILE |
|---|---|---|---|
| **WA FIRE & RESCUE SERVICE** | 9323 9333 | N/A | N/A |
| **CAPTAIN** <br> Dan Campbell | N/A | N/A | 0427 310 261 |
| **Lieutenant** <br> Mathew Crabb | N/A | N/A | 0417 542 328 |
| **APPLIANCE OFFICER** <br> Luke Littlewood | N/A | N/A | 0420 946 245 |
| **SECRETARY** <br> Sam Howard | 9831 1641 | N/A | 0409 681 785 |
| **TRAINING ROOM** | 9831 1501 | 9831 1501 | N/A |

| **PLANT & EQUIPMENT** | | |
|---|---|---|
| **EQUIPMENT TYPE** | **CALL SIGN** | **MOBILE** |
| **ISUZU FIRE UNIT** <br> (Heavy Tanker) | HSR 34 | 0427 061 532 |
| **TOYOTA FIRE UNIT** <br> (Light Tanker 4x4) | LT306 | 0429 112 857 |

# KOJONUP MEDICAL SERVICES

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **HOSPITAL** | 9831 2222 | 9831 2250 | 0417 153 083 |
| **NURSE MANAGER** <br> Jean Daly | 9831 2222 | N/A | 0488 331 092 |
| **DOCTOR** <br> St Lukes Practice | 9831 0622 | 9831 0655 | N/A |

# KOJONUP POLICE SERVICE

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **KOJONUP POLICE STATION** | 9831 2555 | 9831 1652 | 0427 195 796 |
| **OFFICER IN CHARGE** <br> Sgt Phil CARTLEDGE | 9831 2555 | | 0408 902 491 (Emergency Only) |
| **SENIOR CONSTABLE** <br> Snr Constable Colin MAIN | 9831 2555 | | N/A |
| **SENIOR CONSTABLE** <br> Snr Constable Kristy MCEVOY | 9831 2555 | | N/A |
| **CONSTABLE** <br> Jagdeep BHATIA | 9831 2555 | | N/A |

| **PLANT & EQUIPMENT** | |
|---|---|
| **EQUIPMENT TYPE** | **CALL SIGN** |
| **1 X SEDAN** | LS201 |
| **1 X 4x4 DUAL CAB VAN** | LS101 |
| **EMERGENCY ROAD STROBE LIGHTS** | N/A |
| **NIGHT OPERATIONS EQUIPMENT** | N/A |

# SHIRE OF KOJONUP

**WAERN CHANNEL 234 / 229**
**VHF CHANNEL 41**
**UHF CHANNEL 11**
**BUSH FIRE BAN HOTLINE: 9831 0145**

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **SHIRE OFFICE** | 9831 2400 | 9831 1566 | N/A |
| **SHIRE WORKS DEPOT** | 9831 2900 | 9831 1138 | N/A |
| **AFTER HOURS EMERGENCY CONTACT** | N/A | N/A | 0427 989 187 |
| **CEO** <br> Rick Mitchell-Collins | 9831 2400 | N/A | 0419 903 363 |
| **WORKS MANAGER** <br> Craig McVee "Shire 6" | 9831 2900 | N/A | 0427 427 854 |
| **MANAGER REGULATORY SERVICES** <br> Mort Wignall | 9831 2400 | N/A | 0429 377 349 |
| **SENIOR RANGER** <br> Paul Retallack | 9831 2400 | N/A | 0437 995 387 |
| **Emergency Services Officer** <br> Rob Cowie | 9831 2400 | N/A | 0475 383 516 |

| **BUSH FIRE PERSONNEL** | | | |
|---|---|---|---|
| | TEL | FAX | MOBILE |
| **CHIEF FCO** <br> Tony Fisher "Zulu 1" | 9831 1504 | 9831 1845 | 0428 311 504 |
| **DEPUTY FCO** <br> Roger House "Zulu 2" | 9832 1031 | 9832 1045 | 0428 148 545 |
| **SENIOR FCO** <br> Murray Gibbs "Zulu 3" | 9831 2221 | 9834 2221 | 0428 022 218 |
| **SENIOR FCO** <br> Myles Reid "Zulu 4" | - | - | 0409 523 008 |
| **DFES AREA MANAGER** <br> Damian Buswell | 9845 5000 | 9841 6719 | 0427 002 713 |

# SHIRE OF KOJONUP (continued)

## PLANT & EQUIPMENT

| EQUIPMENT TYPE | CALL SIGN |
|---|---|
| **3 X GRADERS** | SHIRE 13, 14 & 15 |
| **1 LOW LOADER** | SHIRE 22 |
| **2 X LOADERS** | SHIRE 30 & 27 |
| **1 EXCAVATOR** | SHIRE 28 |
| **2 X 11 METRE TRUCKS** | SHIRE 23 & 31 |
| **1 X 8 TON TRUCKS** | SHIRE 2O & 21 |
| **1 PRIME MOVER** | SHIRE 22 |
| **1 WATER TANKER (30,000L)** | SHIRE 22 |
| **KOJONUP FIRE TRUCK** | KOJONUP 2.4 (Tim Johnston) |
| **MURADUP FIRE TRUCK** | MIKE 3 (Bob Francis) |
| **12 X SUPPORT TRAILERS** (Fast Fill Pumps & First Aid) | See page for 59 for details |
| **1 x 10000 LITRE WATER TANK ON SKID** | N/A |
| **MOBRUP FIRE TRUCK** | |

## AVAILABLE RESOURCES

| RESOURCE | INTENT |
|---|---|
| **EMERGENCY OPERATIONS CENTRE** (Shire Reception Lounge) | Base for multi-agency incident management and response coordination. |
| **KOJONUP RECREATION CENTRE** (Benn Parade) | Evacuation assembly point. TEL:  9831 2400 (Shire) |
| **KOJONUP MEMORIAL AND LESSER HALL** (Albany Highway) | Evacuation assembly point. TEL: 9831 2400 (Shire) |
| **KOJONUP DISTRICT HIGH SCHOOL (Blackwood Road)** | Evacuation assembly point. TEL: 9831 2300 |
| **MURADUP HALL** | Denise Berryman TEL: 9832 1041 |

# ST JOHN AMBULANCE SERVICE - Ring 000

| PERSONNEL | | | |
|---|---|---|---|
| | **TEL** | **FAX** | **MOBILE** |
| **1ST CONTACT**<br>Roger Ladyman | 9821 0023 | 9821 0023 | |
| **2ND CONTACT**<br>**TRANSPORT CO-ORDINATOR**<br>Scott Venables | 9833 1228 | | |
| **3RD CONTACT**<br>**RADIO OPERATOR**<br>Natalie Beer | 9831 0570 | | |
| **CHAIRPERSON**<br>Scott Venables | 9833 1228 | | |
| **SECRETARY**<br>Hayley Clarke | - | - | |

| PLANT & EQUIPMENT | |
|---|---|
| **EQUIPMENT TYPE** | **CALL SIGN** |
| **1 BERTH MARK 6 AMBULANCE** (431KO) | MOBILE 1 |
| **1 BERTH MARK 6 AMBULANCE** (433KO) | MOBILE 2 |
| **1 BERTH MARK 6 AMBULANCE** (432KO) | MOBILE 3 |
| **Mass Casualty Kit** | |

# NEIGHBOURING SHIRES

# SHIRE OF BOYUP BROOK

**WAERN CH 119 / 346**
**VHF CHANNEL 30**
**CALLSIGN: VL 6HX**
**BUSH FIRE BAN HOTLINE: 9765 1543**

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **SHIRE OFFICE** <br> shire@boyupbrook.wa.gov.au | 9765 1200 | 9765 1485 | N/A |
| **CEO** <br> Alan Lamb "Shire 1" | 9765 1200 | 9765 1485 | 0429 651 200 |
| **MNGR ADMINISTRATION & ASSETS** <br> Rob Stainforth-Smith "Shire 1" | 9765 1200 | 9765 1485 | 0439 698 733 |
| **SHIRE RANGER** | 9765 1200 | N/A | 0419 972 073 |

| BUSH FIRE PERSONNEL | | | |
|---|---|---|---|
| | TEL | FAX | MOBILE |
| **CHIEF FCO** <br> David Inglis "Hotel X-ray" | 9765 1423 | N/A | 0418 651 088 |
| **DEPUTY CHIEF FCO** <br> T Mead "X-ray 1" | 9767 1344 | N/A | 0497 671 340 |
| **DEPUTY CHIEF FCO** <br> Ray Bingham "X-ray 2" | 9767 1280 | N/A | 0429 900 058 |
| **FIRE WEATHER OFFICER** <br> J Potter "X-ray 4" | 9765 3091 | N/A | 0427 191 785 |
| **DEPUTY WEATHER OFFICER** <br> B Fairbrass "Kulikup 1" | 9767 3054 | N/A | 0428 637 054 |
| **TRAINING OFFICER** <br> M Waller | 9765 2817 | N/A | 0427 672 049 |

# SHIRE OF BROOMEHILL-TAMBELLUP

**WAERN CHANNEL 322 Tambellup / 231 Broomehill**
**UHF: 5**
**BUSH FIRE BAN HOTLINE: 9825 1042**

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **COMMUNITY EMERGENCY SERVICES** Cindy Pearce "Lower Great Southern CESM" | N/A | | 0417 071 567 |
| **SHIRE OFFICE** | 9825 3555 | 9825 1152 | N/A |
| **CEO** Keith Williams | - | - | 0475 253 555 |

## BUSH FIRE PERSONNEL

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **CHIEF FCO** Ben Hewson "BT 1" | 9821 0205 | | 0417 969 975 |
| **DEPUTY CHIEF FCO** Ian Cunningham "BT 2" | 9825 3061 | | 0428 253 062 |
| **DEPUTY CHIEF FCO** Wayne Newbey "BT 3" | N/A | | 0429 674 182 |

## PLANT & EQUIPMENT

| EQUIPMENT TYPE | CALL SIGN |
|---|---|
| **FIRE TENDER (Broomehill)** | CENTRAL  1 |
| **FIRE TENDER (Tambellup)** | TAMBELLUP 2 |
| **3 X GRADERS** | N/A |
| **1 X LOADER** | N/A |
| **2 X TIP TRUCKS** | N/A |
| **1 X BACKHOE** | N/A |
| **1 X SKID STEERE** | N/A |

### MOBILE STANDPIPES

Broomehill West – Andrew Woithe

Broomehill East – Scott Thompson

Tambellup West – Cam Taylor

Tambellup East – Kim Oliver

# SHIRE OF CRANBROOK

**WAERN CHANNEL 162 WEST / 163 EAST**
**VHF CHANNEL: 25**
**EAST 27 & WEST 45**

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **SHIRE OFFICE** | 9826 1008 | 9826 1090 | N/A |
| **CEO**<br>Peter Northover | 9826 1008 | N/A | 0417 932 819 |

## BUSH FIRE PERSONNEL

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **CHIEF FCO**<br>David Packard - 6KJ | 9851 7265 | N/A | 0428 837 939 |
| **DEPUTY CHIEF FCO WEST**<br>Tom Ettridge - Bokerup 1 | 9856 6232 | N/A | 0427 566 232 |
| **DEPUTY CHIEF FCO EAST**<br>Ian Lawrence – Tunney 1 | 98343048 | N/A | 0427 343 048 |

## PLANT & EQUIPMENT

| EQUIPMENT TYPE | CALL SIGN |
|---|---|
| **FIRE TRUCK** | CRANBROOK 1 |
| **3 X GRADERS CAT** | N/A |
| **1 X LOADER CAT** | N/A |
| **1 X BACKHOE/LOADER CAT** | N/A |

# SHIRE OF KATANNING

**WAERN CHANNEL 230**
**UHF CHANNEL: 5**
**HARVEST BAN HOTLINE: 9821 9990**

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **FIRST CONTACT-** Cindy Pearce Community Emergency Services Manager | 9821 9950 | 9821 9998 | 0417 071 567 |
| **SECOND CONTACT –** Julian Murphy (CEO) | 9821 9999 | N/A | 0427 816 443 |

| BUSH FIRE PERSONNEL | | | |
|---|---|---|---|
|  | TEL | FAX | MOBILE |
| **CHIEF BFCO** Ian Knapp "Katanning 1" | 9822 7037 | | 0427 215 635 |
| **DEPUTY CHIEF BFCO** Tim Clegg "Katanning 3" | 9823 5151 | | 0427 215 635 |
| **DEPUTY CHIEF FCO** Geoff Stade "Katanning 2" | 9823 1533 | | 0428 211 551 |
| **CHIEF FIRE WEATHER OFFICER** Richard Marshall "Badgebup 4" | 9822 1522 | 9822 1566 | 0429 904 130 |
| **DEPUTY FIRE WEATHER OFFICER** Barry Kowald "Carrolup 3" | 9821 1167 | 9821 4600 | 0407 384 097 |
| **DEPUTY FIRE WEATHER OFFICER** Jeff Baxter | 9821 4414 | 9821 4414 | 0428 528 840 |

| PLANT & EQUIPMENT | |
|---|---|
| EQUIPMENT TYPE | CALL SIGN |
| **2 X GRADERS** | WORKS 11 & 3 |
| **3 X TRUCKS** | WORKS 2 & 12 |
| **1 X WATER TANK 10,000L** | N/A |
| **1 X FEL & TREE RAKE** | WORKS 16 |
| **1 X BACKHOE** | WORKS 22 |
| **1 X MOBILE STAND PIPE** | N/A |
| **1 X WATER PUMP & 3" HOSES** | N/A |
| **1 X FIRE TRUCK 2.4** | KATANNING CENTRAL 2.4 |

# SHIRE OF WEST ARTHUR

**VHF WAERN CHANNEL 171**
**UHF CHANNEL 5**

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **SHIRE OFFICE** "Darkan 7" | 9736 2222 | 9736 2212 | N/A |
| **CEO** Nicole Wasmann | 9736 2222 | 9736 2212 | N/A |
| **WORKS MANAGER** Brett Edwards "Darkan 4" | 9736 2222 (office) | 9736 2212 | 0427 362 214 |
| **CESM** Andriena Ciric | N/A | N/A | 0438 971 267 |

| BUSH FIRE PERSONNEL | | | |
|---|---|---|---|
|  | TEL | FAX | MOBILE |
| **CHIEF FCO** Duncan South "West Arthur Base" | 9736 1147 | N/A | 0427 361 147 |
| **DEPUTY CHIEF FCO** Brad Wooldridge "Arthur River 6 or 5" | 9862 6059 | N/A | 0427 626 059 |
| **FIRE WEATHER OFFICER** GW Holmes "Bokal 4" Mobile Base | 9862 9025 | N/A | N/A |
| **DARKAN TOWN BRIGADE (DFES)** Peter Lutz (8 Volunteers) | 9736 1534 | N/A | 0427 197 435 |

| PLANT & EQUIPMENT | |
|---|---|
| **EQUIPMENT TYPE** | **CALL SIGN** |
| **3 X GRADERS** | N/A |
| **1 X DOZER** | N/A |
| **1 X WATER TRUCKS** (37,000 liters) | N/A |
| **2 X LOADER** | N/A |

# SHIRE OF WOODANILLING

**WAERN CHANNEL 233**
**VHF CHANNEL 86**
**UHF CHANNEL 5**

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **SHIRE OFFICE** | 9823 1506 | 9823 1526 | N/A |
| **CEO**<br>Belinda Knight | 9823 1531 | 9823 1531 | 0427 097 364 |
| **RANGER**<br>Keith Schurmann | N/A | N/A | 0488 231 589 |
| **WORKS SUPERVISOR**<br>Barry Taylor | N/A | N/A | 0438 929 706 |

| **BUSH FIRE PERSONNEL** | | | |
|---|---|---|---|
|  | TEL | FAX | MOBILE |
| **CHIEF FCO**<br>Mal Baxter "Woody 1" | 9823 1509 | N/A | 0428 313 010 |
| **DEPUTY CHIEF FCO**<br>Dale Douglas    "Woody 2" | 9823 1586 | N/A | 0429 231 586 |
| **FIRE WEATHER OFFICER**<br>Grayden Wilcox "Woody 3" | 9823 1550 | N/A | 0428 231 550 |
| **DEPUTY FIRE WEATHER OFFICER**<br>Jason Cronin    "Woody 4" | 9822 7010 | N/A | N/A |

| **PLANT & EQUIPMENT** | |
|---|---|
| **EQUIPMENT TYPE** | **CALL SIGN** |
| **1 FIRE TRUCK** | FIRE TRUCK |
| **2 X GRADERS** | N/A |
| **2 X LOADERS** | N/A |
| **3 X TRUCKS (13T) TIP TRUCK** | N/A |
| **SKID MOUNT WATER TANK** (11,000L) | N/A |
| **1 X TIP TRUCK** (4T) | N/A |
| **5 X UTILITY** | N/A |

# OTHER
# CONTACTS & RESOURCES

# COMMUNICATIONS

**If you wish to receive SMS messages notifying movement bans and bush fires etc, please call the Shire (9831 2400) and provide your name, mobile number and brigade.**

| WEARN RADIO FAULTS | |
|---|---|
| | **TEL** |
| DFES RADIO COMMS MANAGER<br>**ANTHONY BENBOW** | 9478 8210    (During Normal Work Hours) |
| Notification to DFES for WAERN Radio Faults and Maintenance should come from the Shire or the CBFCO. From here DFES authorization if granted for repair work required) | |
| **EMERGENCY FAILURES DURING FIRE SEASON** | 1800 254 551 |

| DEPARTMENT OF FIRE & EMERGENCY SERVICES<br>ALBANY (TRANSPORTABLE REPEATER) | | | |
|---|---|---|---|
| | **TEL** | **FAX** | **MOBILE** |
| **Damian Buswell** | 9845 5000 | 9841 6719 | |
| In case of repeater failure; Reciprocal Repeater Use Agreement to be activated until repeater is repaired or transportable repeater arrives. | | | |
| Ops Room Fax: 9842 1476 | | | |

| KOJONUP AUTO ELECTRICS | | | |
|---|---|---|---|
| | **TEL** | **FAX** | **MOBILE** |
| **Robyn & Roy Bailey** | 9831 1266 | 9831 1619 | N/A |
| All works require an official Shire purchase order from the Shire | | | |

& J

| D & J COMMUNICATIONS (Manjimup) (REPEATER TOWER FAULTS) | | | |
|---|---|---|---|
| **By negotiation on specific issues by direction of the Shire only.** | **TEL** | **FAX** | **MOBILE** |
| **Daryl Church** | 0429 389 259 | N/A | N/A |
| Repeater power pole # 31/505/25 | | | |

# DEPT OF ENVIRONMENT AND CONSERVATION
## GREAT SOUTHERN DISTRICT
## VHF CHANNEL 11

| | TEL | FAX | MOBILE |
|---|---|---|---|
| Katanning Work Centre | 9821 1296 | 9821 2633 | |
| **Narrogin Duty Officer (24 Hours)** | 9881 9200 | 9881 1645 | |
| District Manager Greg Durell "Great Southern 1" | 9881 9200 | 9881 1645 | |
| Manjimup Regional Headquarters | 9771 7948 9771 7988 | 9777 1363 | |
| Manjimup District Office | 9771 1988 9776 1207 | 9771 2677 | |

# COUNSELING, SUPPORT SERVICES & CATERING

## SOUTHERN AG CARE

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **OFFICE** | 9827 1559 | N/A | N/A |
| **PEARL DRAPER** | N/A | N/A | 0427 241 381 |
| **BILL WEBB** | N/A | N/A | 0427 192 155 |

## LIONS - KOJONUP

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **PRESIDENT** <br> Sue Bailye | 9831 1547 | 9831 1557 | |
| **HIRE COORDINATOR** <br> Murray Gibbs | 9834 2221 | 9834 2221 | |
| Portable Lions Food Van & BBQ Trailer Available – contact Murray Gibbs | | | |

## KOJONUP FOOD BUSINESS REGISTER

|  | TEL | ADDRESS |
|---|---|---|
| **BLACK COCKATOO CAFÉ** <br> Zahra – Shire of Kojonup | 9831 0500 | Albany Hwy |
| **COMMERCIAL HOTEL** <br> David Jackson | 9831 1044 | 118 Albany Hwy |
| **COUNTRY KITCHEN** <br> Peta Zadow | 9831 1338 | 1/88 Albany Hwy |
| **HILLVIEW ROADHOUSE** <br> Geoff Watson | 9831 1160 | 47 Albany Hwy |
| **IGA** <br> David & Nancy Cooke | 9831 1002 | 116 Albany Hwy |
| **KOJONUP BAKERY** | 9831 1097 | 106 Albany Hwy |
| **ROYAL HOTEL** <br> Stephen Potaka-Osbourne | 9831 1028 | 81 Albany Hwy |

# FOREST CONTACTS

## FOREST MANAGERS

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **AUSTRALIAN BLUEGUM PLANTATION (ABP)** | 9842 8581 | N/A | N/A |
| **APFC** | 9845 3777 | N/A | N/A |
| **PF Olsen (AUS) Pty Ltd. - Mal Parker** | 1800 054 659 | N/A | N/A |
| **FPC** | 9845 5630 | N/A | N/A |
| **WAPRES** | 9777 2022 | N/A | N/A |
| **Bunbury Fiber Exports** | 9721 5963 | | |
| **Bunbury Treefarms** | 0427 905 306 | | |

The Forest Manager should identify which 'communication zone' (A/B/C/D) the fire report has originated in. "Zone A" will relate to Kojonup and surrounding areas.

# MEDIA & PUBLICITY

## ABC RADIO

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **ALBANY OFFICE** | 9842 4020 | 9842 4099 | 0447 424 011 |

**Ban Notification by authorised Shire Staff & CBFCO ONLY via Email: harvestbans@abc.net.au**

ABC State-wide notification to be sent by authorized person.  Harvest Ban procedure to be followed

## KATANNING HOTFM

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **OFFICE** | 9821 2972 | 9881 3166 | 0427 198 835 |

# TRAFFIC MANAGEMENT

## LOCAL ROADS

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **SHIRE OFFICE** | 9831 2400 | 9831 1566 | N/A |

## MAIN ROADS

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **ALBANY OFFICE** (24Hrs) | 9892 0555 | N/A | N/A |

**MAIN ROADS -** 138 138 **email report to** enquiries@mainroads.wa.gov.au **(monitored 24 hours a day)**

## KOJONUP POLICE SERVICE (DESIGNATED HMA)

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **OFFICER IN CHARGE** Sgt Phil Cartledge | 9831 2555 | 9831 1652 | |

## ROAD CONDITION UPDATES TO BE PROVIDED TO:

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **KOJONUP BUS SERVICE** | N/A | 9831 1608 | |
| **KOJONUP POLICE SERVICE** | 9831 2555 | 9831 1652 | |
| **ST BERNARDS PRIMARY SCHOOL** | 9831 1263 | 9831 1611 | |
| **KOJONUP DISTRICT HIGH SCHOOL** | 9831 2300 | 9831 1643 | |
| **ST JOHN AMBULANCE** | 9821 0023 | 9821 0023 | |
| **GULL ROADHOUSE – KOJONUP** | 9831 1160 | 9831 1695 | |
| **THE KODJA PLACE** | 9831 0500 | 9831 0300 | |
| **HI-WAY SALES & SERVICE** | 9831 1045 9831 1411 | 9831 1522 | |

# UTILITIES

## WESTERN POWER

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **STATEWIDE** | 13 13 51 | N/A | N/A` |

**For Pole Top Fires and Emergencies see Western Power contact sheet at back of book.**

## WATER CORPORATION

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **KATANNING OFFICE** (9am – 3pm) Tim Sinclair (Narrogin) | 9821 5455 | 9821 1194 | 0429 705 864 |
| **24HR FAULTS** | 13 13 75 | N/A | N/A |

## TELSTRA (REPAIRS & FAULTS)

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **RESIDENTIAL** | 13 22 03 | N/A | N/A |
| **SMALL BUSINESS** | 13 29 99 | N/A | N/A |
| **BUSINESS & GOVERNMENT** | 13 29 99 | N/A | N/A |

## CBH KOJONUP

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **KOJONUP OFFICE** | 9831 1732 | N/A | N/A |
| **DISTRICT OFFICE** | 9891 1000 | 9821 2799 | N/A |
| **AREA MANAGER** | N/A | N/A | 0427 190 827 |
| **OPERATIONS SUPERVISOR** | N/A | N/A | 0428 926 576 |

## RECYCLING CENTRE – WARREN BLACKWOOD WASTE

|  | TEL | FAX | MOBILE |
|---|---|---|---|
| **CONTRACTOR: Matt WEBB** | 9777 1025 | N/A | 0488 336 287 |

`

# BUREAU OF METEOROLOGY

**http://www.bom.gov.au/weather/wa/forecasts.shtml**

| | TEL | FAX | MOBILE |
|---|---|---|---|
| **OFFICE** (0530-1600) | 9263 2260 | 9263 2261 | N/A |
| **DUTY FORECASTER** (only out of office hours) | 9263 2258 | 9263 2261 | N/A |
| **WEATHER FAX** | N/A | 019 725 295 | N/A |

# MACHINERY CONTRACTORS

| CONTRACTORS | | | |
|---|---|---|---|
| | TEL | FAX | MOBILE |
| **PETER WRIGHT (Kojonup)** | N/A | **N/A** | 0427 99 0305 |
| **RUSSELL WATSON (Kojonup)** | 9831 1094 | 9831 1220 | 0417 188 336 |
| **STUART TOHL (Kojonup)** | 9834 2225 | N/A | 0447 342 225 |

# BRIGADE SECRETARIES

| | | | | | |
|---|---|---|---|---|---|
| Bailye, Sue | Boilup | 9831-1547 | 9831-1557 | 0429 322 311 | 20813 Albany Highway KOJONUP |
| Greenup, Andrew | Boscabel | 9832 8128 | | 0429 471 193 | 643 Cherry Tree Pool Road BOSCABEL |
| Marinoni, Lou | Changerup | 9833-1207 | 9833-1207 | | 220 Marinoni Rd KOJONUP |
| O'Halloran, Neal | Cherry Tree Pool | 9831-1095 | 9831-0396 | 0429-371 363 | 464Kemminup Rd KOJONUP |
| Robinson, Sally | Jingalup | 9833 6293 | 9833 6299 | 0428 336 292 | 510 Ashe Road JINGALUP |
| Bailye, George | Kojonup | 9831-1322 | 9831-1557 | | 20813Albany Highway KOJONUP |
| Anderson, Kit | Lumeah | 9834-3030 | | 0488 343 030 | 263 Jago Road KOJONUP |
| Stretch, Nikki | Mobrup | 9833 7521 | 9833 7540 | 0428 337 521 | 1784 Mobrup Rd KOJONUP |
| Berryman, Denise | Muradup | 9832-1041 | 9832-1041 | | 53 Dorrington Rd Muradup |
| Harvey, William | Orchid Valley | 9832-3017 | 9832-3037 | 0429-323 017 | 2341 Tone Rd KOJONUP |
| Binns, John | Qualeup | 9833-2236 | 9833-2236 | | 613Qualeup North Rd KOJONUP |
| Radford, Craig | Ryansbrook | 9834-2211 | | 0428 342 213 | 1183Shamrock Rd KOJONUP |

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# DEPARTMENT OF FIRE & EMERGENCY SERVICES ALBANY REGIONAL HEADQUARTERS

| ALBANY CONTACT DETAILS | |
|---|---|
| John Pillman | Superintendent |
| **Damian Buswell** | **Area Officer (for Kojonup)** |
| Office Telephone | 9845 5000 |
| Office Fax | 9841 6719 |
| Mobile | 0427 002 713 (Damian Buswell) |
| Address | 5 Hercules Crescent, ALBANY WA 6330 |
| Operation Room Fax | 9842 1476 |
| Perth Comms Centre | 1800 198 140 |
| Duty Officer | 9845 5000 (A/hrs) |
| The duty officer (is performed on a roster system) can be contacted on the number above 24/7. During the day the number is transferred to them in the office, during the night the call is transferred to their mobile automatically. | |

## LOCATION OF TRAILERS WITH FAST FILL PUMPS

| | |
|---|---|
| BOILUP | Scott Venables – Trailer and Pump/Standpipe 9833 1228   Mobile 0427 995 181 |
| BOSCOBEL | Neville Hunter – Trailer and Pump/Standpipe 9832 8071  Mobile  0429 682 027<br>Neil Kelly – Pump/Standpipe on trailer  98331234     Mobile 0427 900 832 |
| CHANGERUP | Grantly Marinoni  - Trailer and Pump/Standpipe 9833 1250   Mobile   0437 058 052 |
| CHERRY TREE POOL | Robert O'Halloran – Trailer and Pump/Standpipe  9821 0060   Mobile   0409 821 020 |
| JINGALUP | Trevor Binckes – Trailer and Pump/Standpipe 9833 6252    Mobile  0429 880 692<br>2nd Pump on trailer – "Woodville" contact Jingalup 1 to organize pick up. Mob 0428 336248 |
| KOJONUP | Trailer and Pump/Standpipe  at "Crossburn"  - Macca  0427 384 429<br>Is fitted with attachments for Hydrant system in town site |
| LUMEAH | At "Glenpadden"– Trailer and Pump/Standpipe in low shed south side of pellet mill.<br>Ring Craig Heggarton     9834 1020   Mobile  0429 882822 |
| MOBRUP | Rob Warburton – Trailer and Pump/Standpipe 9833 7517   Mobile  0428 337517<br>Pump in J Fleay Shed |
| MURADUP | Pump and Standpipe On the Muradup 2.4B Fire Truck     Mobile   Bob  0418 940 644<br>Pump on trailer in Berryman'shed- If needed ring  Denise 9832 1041 |
| ORCHID VALLEY | Colin Ednie-Brown – Trailer and Pump/Standpipe 9832 3071   Mobile  0429 323 071<br>Giovanni Leusciatti – Trailer and pump /standpipe 9832 3043 |
| QUALEUP | David Forrester – Trailer and Pump/Standpipe 9832 3070    Mobile   0427 323 070 |
| RYANSBROOK | Mike Cameron (Julian Walters Holdings) – Trailer and Pump/Standpipe  9834 2320 W-<br>Mobile  0429 390 144 |

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## WATER BOMBER GROUND CONTROLLERS

| | |
|---|---|
| Tony Fisher | "Zulu 1" 0428 311 504 |
| Tim Johnston | "Kojonup 2.4" 0427 850 010 |
| Ned Radford | 0400 230 309 |
| Michael Baxter | 0427 332 279 |
| Ross Fryer-Smith | 0429 342 202 |

## WATER BOMBER REFILLERS

| | |
|---|---|
| Digby Stretch | 0428 540 521 |
| Tim Johnston | "Kojonup 2.4" 0427 850 010 |
| Temby White | 0427 311 405 |
| Colin Black | Kojonup Tyre Service 9831 1280 |
| Graham McIlree | 0427 384 429 |
| Terry Myers | 9832 3048 |
| Tony Fisher | **"Zulu Base"** 0428 311 504 |
| Troy Williams | 0429 989 333 |
| Mal Ballard | 0427 328 024 |
| Len North   - Bill Venmore | Len (98321162)      Bill (0438 975 767)     Both out Muradup way |
| Melvin Hettner | 0417 902 194 |
| Ian Palmer | 0428 253 090 |
| Shire Depot Staff Shire Ranger | Contact Craig McVee 0427 427 854   Call Sign - "Mobile 6" on Shire Channel |

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# RADIO & OTHER INFORMATION

## SMART RADIO USE

**DOs**

- ✓ Always speak distinctly at a regular medium speed.

- ✓ Use your call sign when making or answering a call.

- ✓ Make use of authorised PRO_WORDS.

- ✓ Always think about what you are going to say <u>BEFORE</u> you start and keep it short.

- ✓ Always observe the three-second pause before transmitting to give other stations with urgent messages time to call in. He should use his call sign and the word "check".

- ✓ Offer to relay messages if you become aware that stations you can hear are having trouble communicating with each other.

- ✓ "Listen out" for three minutes after closing down the Net.

**DON'Ts**

- ✗ Don't shout or drop your voice toward the end of sentences.

- ✗ Don't develop personal quirks such as "over and out", "do you read", etc.

- ✗ Never close down or leave your radio, even for a short time, without first obtaining permission from control.

- ✗ Don't offer unnecessary traffic, especially in times of emergency.

`

# USE PRO-WORDS

Some of the more commonly used PRO-WORDS and their meanings are listed below.

"OVER"                      This is the end of my transmission to you. A response is necessary. Go ahead and transmit.

"OUT TO YOU"                This is the end of my transmission to you and no answer is required or expected. I am about to call another station.

"ROGER"                     I have received and understood your last transmission.

"NOTHING HEARD"             I have not received a reply, or heard, from the station whose call sign I have just given.

"RADIO CHECK"               What is my signal strength and readability? That is, how do you read me?

"WAIT"                      I must pause for a maximum of 5 seconds. Except in an emergency no other station is to transmit duration this pause.

"WAIT OUT"                  I must pause for more than 5 seconds. Any other station is free to transmit.

"TRAFFIC"                   I have traffic for you and will transmit it when you advise me to do so. *(Note:  used only Scheduled Net Calls).*

# SUMMARY OF RADIO FUNCTIONS

**BUTTON FUNCTIONS**

| | | | |
|---|---|---|---|
| **"MON"** | Disables muting | | |
| **"CALL"** | Set up Selcall | **"AUX"** | Changes radio to channel 46 |
| **"STAT"** | Change Selcall | **"FCN"** | Function programming mode |
| **"CHAN"** | Select channel mode (normal operation) | **"ENT"** | Enter key |
| **"ALPH"** | No function | **"VOL"** | Volume + on/off+ |

## OPERATING INSTRUCTIONS
## WAERN RADIO GUIDE 2011

| VHF | BFB + FRS | | DEC | | FESA |
|---|---|---|---|---|---|
| LOCATION | MID BAND OLD TAIT | HIGH BAND WAERN | MID BAND OLD TAIT | HIGH BAND NEW TAIT | FESA COMMAND |
| Kojonup | 41 | 234/229 | 11 | 628 | |
| Cranbrook West | 45 | 162 | 12 | 544 | 311 |
| Cranbrook East | 27 | 163 | 21 | 546 | 267 |
| Katanning | 44 | 230 | 11 | 628 | |
| VFRS Kojonup | 99 (Simplex) | 364 (Simplex) | | | |
| Boyup Brook | 30 | 119/346 | | | |
| | | | | | |
| BroomeHill/ Tambellup | 33 & 37 | 231 & 322 | | | |
| West Arthur | 76 | 171 | | | - |
| Woodanilling | 86 | 233 | | | |
| W/ Bombers | - | - | 9 | 525 | - |

`

**Note:** Identify the high band channel that corresponds to the old channel you used to access

_UHF OPERATION_
_NOTE:_     UHF CB channels are as they appear. Example in UHF mode:   Channel 1 is UHF CB #1.
                                                                   Channel 2 is UHF CB #2
                                                                    Channel 40 is UHF CB #40

          _UHF REPEATER (DUPLEX)_ **channels are:**    UHF DUPLEX Ch 1 is radio Channel 41
                                                                     UHF DUPLEX Ch 2 is radio Channel 42
                                                                  UHF DUPLEX Ch 8 is radio Channel 48

**VHF HIGH BAND _Simplex Channels for BFB use: #354 to #363 inclusive_**

<div align="center">

_RADIO OPERATION_

</div>



- **TO SELECT HIGH BAND VHF ONLY OR UHF ONLY**
  To switch between VHF HIGH BAND and UHF, press the F3 on the radio head.

`

- **TO CHANGE CHANNELS**

  Press the required numbers on the front of the microphone and then the right hand arrow key (directly below the # key). Eg to select UHF # 40 – Switch to UHF. On microphone press"4" the "0" followed by the right arrow key (below"#" key). Note: This process to change channels is the same all the time. (eg. When Dual Receive etc)

- **TO SELECT HIGH BAND VHF AND UHF SIMULTANEOUSLY - (DUAL BANDING)**

  To select DUAL RECEIVE press the **F1** button on the radio head. To select the DUAL TRANSMIT facility, press the **F1** button again. "Dual Tx activated" means the radio will transmit on both UHF and VHF frequencies. The frequency listed on the top in the screen display is the priority channel and will be the only channel your radio will transmit on when the DUAL TRANSMIT feature is deactivated. To deactivate dual transmit, press the **F1** key again.
  Note: To change priority channel between the selected UHF and VHF channel press the **F3** button.

- **TO CROSSBAND THE RADIO**

  Crossbanding will make the radio automatically transmit traffic from the selected UHF channel on the selected VHF channel and vice versa.
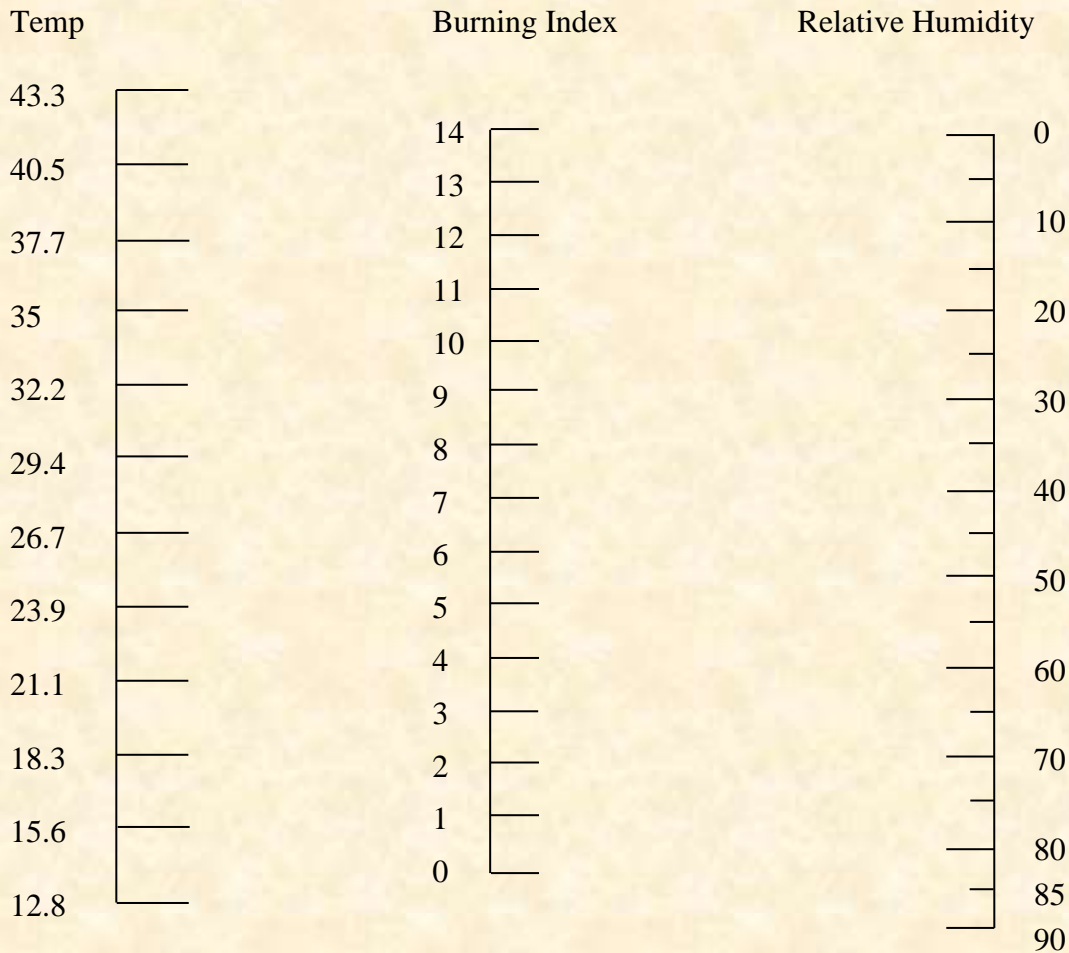
  To do this set your radio to dual band on the channels you wish to use. Press the Rt Arrow key (Menu). Press the Down Arrow key until "Radio Settings" is displayed. Press the Rt Arrow key (Select). Repeat the same process for "Function Settings".  Press the Down Arrow key until "Crossband Repeater" is displayed. Press the Down Arrow key until "On" is displayed and then select. The radio is now in CROSSBAND mode. Press the Left Arrow (Back) key several times until you are back to the Radio Channel display screen.
  To disable this function, you can repeat the process described above or turn the radio off and then on!

# FIRE DANGER RATING CHART
## KESTREL WEATHER STATIONS

| Temp | Burning Index | Relative Humidity |
|------|---------------|-------------------|
| 43.3 | 14 | 0 |
| 40.5 | 13 | 10 |
| 37.7 | 12 | 20 |
| 35 | 11 | 30 |
| 32.2 | 10 | 40 |
| 29.4 | 9 | 50 |
| 26.7 | 8 | 60 |
| 23.9 | 7 | 70 |
| 21.1 | 6 | 80 |
| 18.3 | 5 | 85 |
| 15.6 | 4 | 90 |
| 12.8 | 3 | |
| | 2 | |
| | 1 | |
| | 0 | |

First obtain burning index, then add wind force – Beaufort Scale to obtain fire danger rating.

## FIRE DANGER CLASSIFICATION

| 0 – 2 | Very Low | Difficulty in burning breaks |
|-------|----------|------------------------------|
| 3 – 7 | Low | Fires not probable |
| 8 – 11 | Moderate | Risk of fire begins, control easy |
| 12 – 14 | High | Rising fire danger |
| 15 – 17 | Very High | Fires probable. Brigades stand by |
| 18 – 20 | Extreme | Fires almost certain.  Control difficult |
| 21 | Explosive | Fires out of control |

## WIND SPEED EQUIVALENTS

`

| Beaufort Scale | Description | K/MH |
| --- | --- | --- |
| 0 | Calm | 1 |
| 1 | Light Air | 1 – 5 |
| 2 | Light Breeze | 6 – 11 |
| 3 | Gentle Breeze | 12 – 19 |
| 4 | Moderate Breeze | 20 – 28 |
| 5 | Fresh Breeze | 29 – 38 |
| 6 | Strong Breeze | 39 – 49 |
| 7 | Near Gale | 50 – 61 |
| 8 | Gale | 62 – 74 |
| 9 | Strong Gale | 75 – 88 |
| 10 | Storm | 89 – 102 |
| 11 | Violent Storm | 103 – 117 |
| 12 | Cyclone | 118 + |

## SPECIFICATION FOR ESTIMATING SPEED OVER LAND

| Beaufort Scale | |
| --- | --- |
| 0 | Calm, smoke rises vertically |
| 1 | Direction of wind shown by smoke, but not by wind vanes |
| 2 | Wind felt on face; leaves rustle; ordinary vane moved by wind |
| 3 | Leaves and small twigs in constant motion; wind extends light flag |
| 4 | Raises dust and loose paper; small branches moved |
| 5 | Small trees in leaf begin to sway |
| 6 | Large branches in motion; whistling heard in wires; umbrella's used with difficulty |
| 7 | Whole trees in motion; inconvenience felt when walking against wind |
| 8 | Breaks twigs of trees; impedes progress |
| 9 | Slight structural damage occurs (tiles removed) |
| 10 | Seldom experienced inland; trees uprooted; considerable structural damage occurs |
| 11 | Very rarely experienced; accompanied by widespread damage |
| 12 | Severe and extensive damage |

# FESA
**Air Operations**

# REQUEST / PROCEDURES FOR WATER BOMBING

**ACTIVATION INFORMATION:**

Location: _____

Incident Controller: _____

Ground Controller Call Sign: _____

Water Bomber Radio Channel: _____

**Activation Criteria:**

☐ Public safety at risk       ☐ Fire Crews in Imminent Danger

☐ Assets at imminent risk     ☐ Known high fuel loads and likelihood of excessive ROS and/or extreme fire danger

---

**ONCE REQUESTED IS IT IMPORTANT TO MONITOR THE WATER-BOMBER / HELITAC CHANNEL**

---

**OPERATIONAL PROCEDURES:**

- **FIVE MINUTE IN-BOUND CALL**      The fixed wing pilot, AAS or HS will make contact with the Ground Controller approx 5 mins from the fire-ground.

1. **Ground Controller to Acknowledge and Give Details of:**

    Strategies of the Operation: _____

    Fire Sector involved in Water-Bombing: _____

    Hazard to Aircraft: _____

    Use of Foam:        Yes ☐      No ☐

- **ONE MINUTE IN-BOUND CALL**      The fixed wing pilot, AAS or HS will make contact with the Ground Controller approx 1 min from the fire-ground.

2. **Ground Controller Acknowledges and Gives Details of the Required Drop. Nominate:**

| FIXED WING OPERATIONS: | HELITAC OPERATIONS: |
|---|---|
| Anchor Point: _____<br>Type of Drop: _____<br>Size of Load: _____<br>Action of Drop: _____ | Once the Helitac Supervisor (HS) has been given the tasking at the 5 min call they will coordinate the Helitac operation by tasking all Helitac's assigned to the fire-ground. |

---

**ENSURE CREWS ARE CLEAR OF THE DROP ZONE**

---

3. **Advise Pilot**    "drop zone is clear"
4. **After drop inform Pilot of:**

    **Accuracy:** (either)          **Task:** (either)

    Early: ☐              Reload & Return ☐

    Bullseye: ☐          Reload & Wait ☐
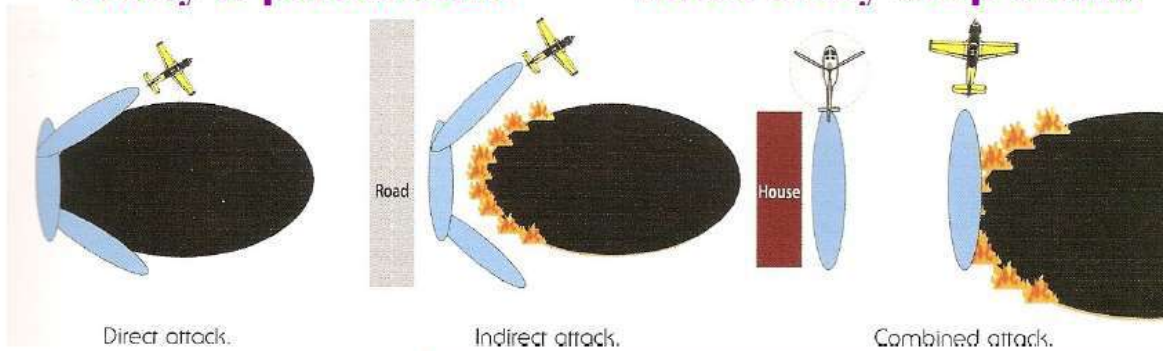
    Late: ☐              Reload & Stay ☐

    Drift: ☐

- Continue tasking pilots until Air Attack Supervisor (AAS) assumes responsibility.
- Maintain contact with AAS or HS to provide sitrep reports on safety, accuracy, hazards and any change in fire-ground strategies that have been initiated by either Incident Controller or IMT.
- Monitor and maintain contact and liaise with AAS/HS until operation is complete.

Version 2, 4 September 2007

# Water Bombing Controller Instructions

## Safety is paramount.   —   Make every drop count.



Direct attack.        Indirect attack.        Combined attack.

| What To Expect | What To Do |
|---|---|
| Call in bombers | - Call yourself Kojonup Ground Controller - Don't leave the radio!<br>- Expect 5 minute inbound call from bomber (ie. Bomber 602)<br>- You may be requested to use a simplex channel<br>- Have good visibility of fire/drop zone if possible |
| **5 minute** inbound call from bomber | **Provide Information as to:**<br>-Type of attack required (ie. usually direct) and which fire sector (ie. head or east flank)<br>- Any hazards (ie. power lines, tall trees)<br>- Foam allowed (**Yes**)<br>**\* Clear Drop Zone! \*** |
| **1 minute** inbound call from bomber | **Provide Information as to:** - Anchor point (ie. Landmark or head/flank of fire)<br>- Type of drop/load (ie. **half on half off**)<br>- Drop size (ie. full)<br>- Action of drop (ie. **tag on and extend**)<br>- Confirm drop zone is clear **OR** advise to **hold** if drop zone is occupied |
| **After** drop | - Advise accuracy (ie. **late, early, bullseye**)<br>- Give next action: **Reload and return**<br>**OR**<br>**Reload and wait** |

NB: AAS (Air Attack Supervisor) follows the bombers in a slower plane and will relay information between you and the bombers upon arrival.

**westernpower**
networks | today & tomorrow

**FESA**
Fire & Emergency Services Authority of Western Australia

# CALLOUT PROCEDURES FOR EMERGENCIES

# INVOLVING WESTERN POWER INFRASTRUCTURE

The following procedure has been developed in consultation with Western Power, Local Government representatives and FESA to enable the consistent and coordinated call out of Western Power resources to emergencies involving Western Power infrastructure.

## IMPORTANT NOTES

1. PRIOR TO CONTACTING FESA COMMUNICATION CENTRE PLEASE OBTAIN THE FOLLOWING DETAILS.
   THIS INFORMATION WILL BE PASSED DIRECTLY TO THE WESTERN POWER COMMUNICATIONS CENTRE TO ASSIST IN PROVIDING A TIMELY RESPONSE.
2. THIS PROCEDURE IS FOR THE USE OF EMERGENCY SERVICES ONLY.
3. TO REPORT GENERAL FAULTS PLEASE DIRECT THE CALLER TO USE THE WESTERN POWER FAULT NUMBER 131351.

| INFORMATION REQUIRED | DETAILS |
|---|---|
| **CONTACT PERSONS AND PHONE NUMBERS.** | Name reporting: |
| | Phone No: |
| | Contact at scene: |
| | Phone No: |
| **ISSUE OF CONCERN** | |
| | ie Pole top fire, powerlines on ground etc. |
| **POLE IDENTIFICATION NUMBER.** | |
| | Nearest pole No. found on plate or triangle. |
| **POLE LOCATION** | |
| | ie nearest road, locality or property number. |
| **REQUESTED ACTION** | |
| | ie crew required, disconnect power etc. |

## FESA COMMUNICATIONS CENTRE CONTACT NUMBERS

## 1800-198-140    or    000

## OPERATIONAL SERVICES

## 26 September 2007

## <u>SAFETY CIRCULAR</u> No: 15 / 2007 (Revised – Original Circular withdrawn pending further investigation)   File 00924
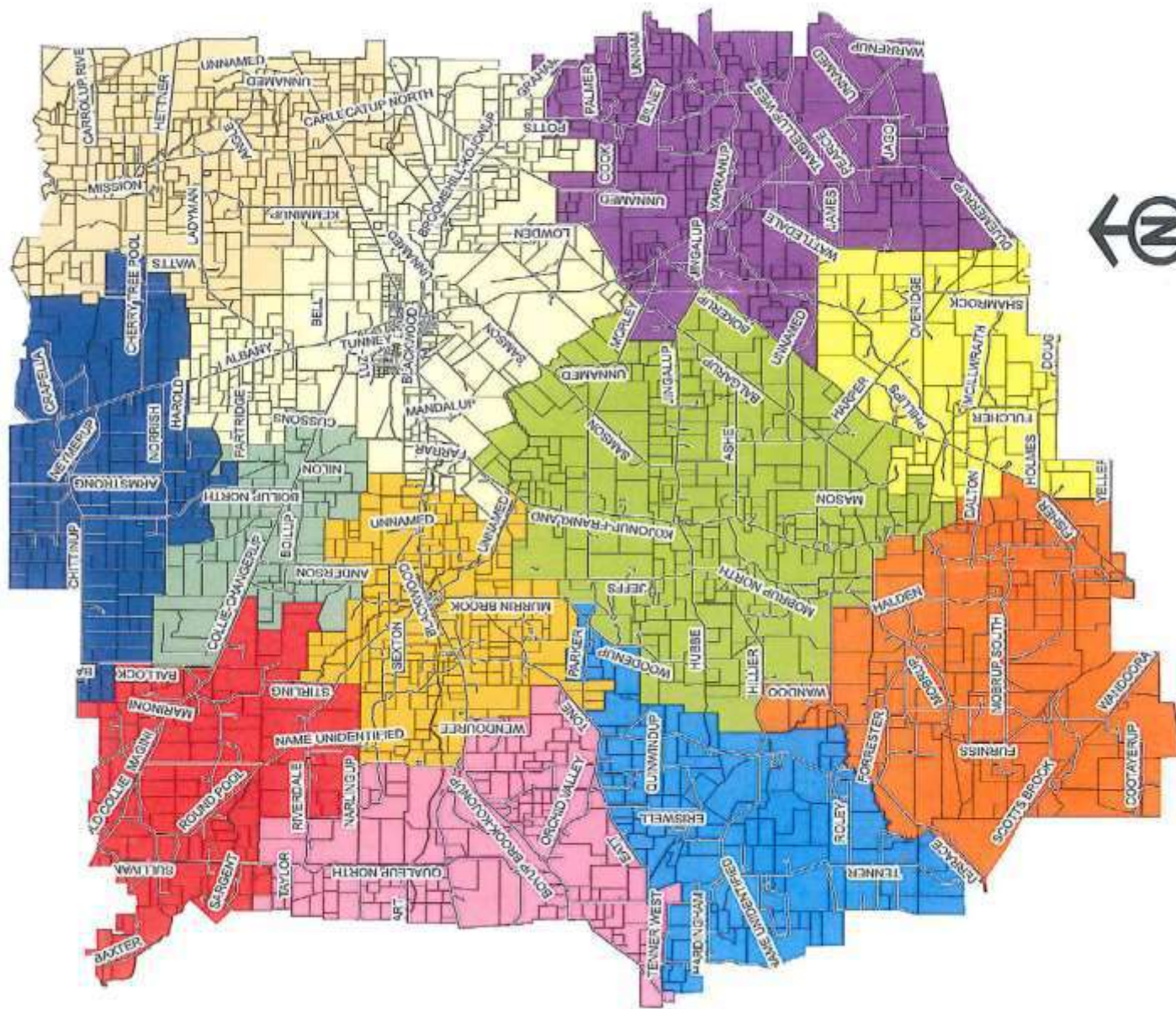
## Fire Bug Drip Torch

The Physical Resources Branch has been informed of a significant safety issue relating to the Fire Bug Drip Torch.  The issue involves the positioning of the fuel trap loop when operating the drip torch.

It is important when the Fire Bug Drip Torch is in use that the fuel trap loop is positioned towards the ground away from the operators handle (see figure one).  The fuel trap is designed to alleviate the potential of a flashback into the fuel reservoir.  All Fire Bug drip torches should be inspected by the OIC to ensure the fuel trap is positioned properly.  If not, the position of the fuel trap must be corrected immediately.  This can be achieved by loosening the lock nut at the base of the wand and rotating the wand until the fuel trap loop is in the correct position as seen below.  Once this has occurred the locknut should be re-tightened.



Air Valve (Fuel Trap) must be facing away from the handle.
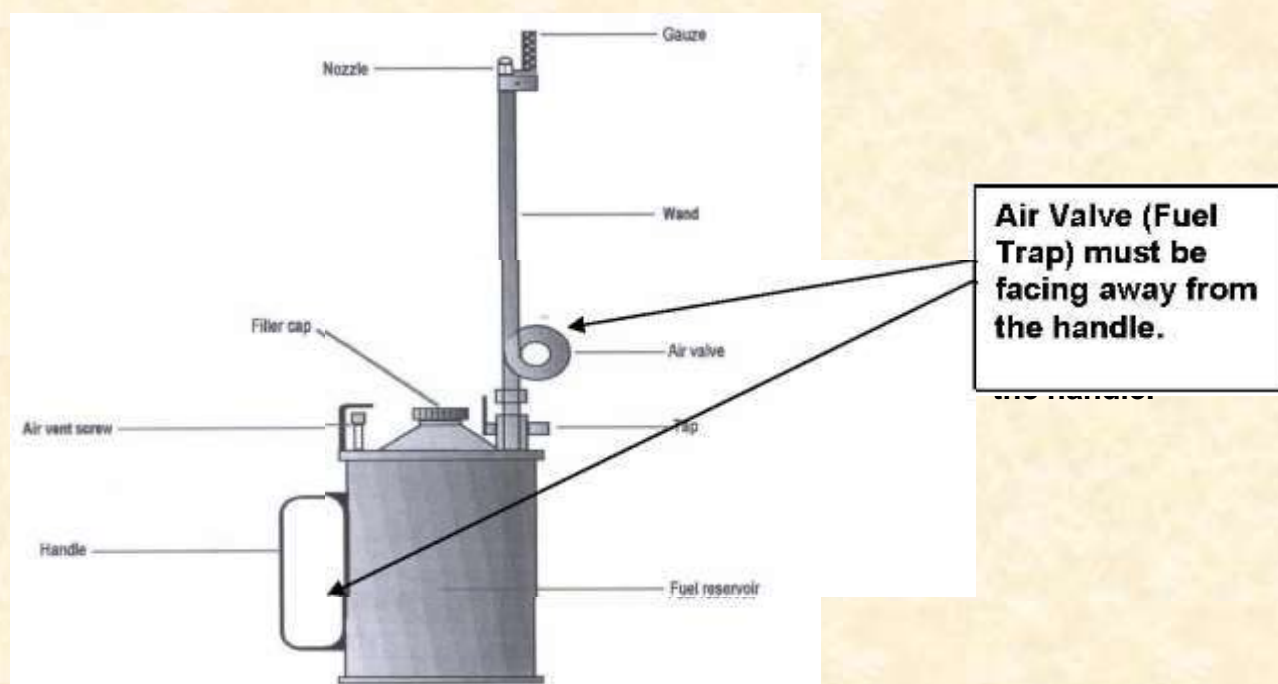
If the faxed image is unclear contact your regional office.

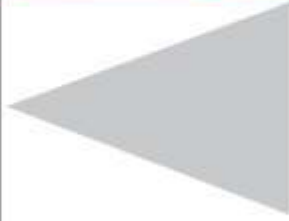| C & V | All Career FRS & VFRS |
|---|---|
| AR | All Regions |
| LG | Local Governments |
| A | All Brigades |
| While this document is specifically targeted at the above areas, all Brigades and Units should be aware of the information contained within. | |

Shire of Kojonup
Fire Brigade Areas

FBcherrytreepool
FBkojonup
FBboscabel
FBboilup
FBchangerup
FBmuradup
FBlumeah
FBjingalup
FBqualeup
FBorchidvalley
FBbryansbrook
FBmobrup

Kilometers

0  2.5  5  10  15  20

# FIRE DANGER RATING AND WHAT IT MEANS TO YOU.

Fires can threaten suddenly and without warning.

Watch for signs of fire, especially smoke and flames.

Know your Fire Danger Rating and be aware of local conditions.

Have your bushfire survival plan and kit ready.

To seek information listen to local radio, go to www.fesa.wa.gov.au or call the FESA information line on 1300 657 209.

**Call 000 to report a fire.**

| FIRE DANGER RATING | WHAT DOES IT MEAN? | WHAT SHOULD I DO? |
|---|---|---|
| **CATASTROPHIC 100+** | • These are the worst conditions for a bush or grass fire. <br>• If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control. | • Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions. <br>• Homes are not designed or constructed to withstand fires in these conditions. <br>• The only safe place to be is away from bushfire risk areas. | **YOU NEED TO ACT NOW** <br>• Put your survival first and leave bushfire risk areas the night before or early in the day - this is your best option. <br>• Act immediately - do not wait and see: <br>  ▸ leave now <br>  ▸ avoid forested areas; thick bush or long, dry grass <br>  ▸ take shelter if you cannot leave |
| **EXTREME 75-99** | • These are very hot, dry and windy conditions for a bush or grass fire. <br>• If a fire starts and takes hold, it will be unpredictable, move very fast and difficult for firefighters to bring under control. <br>• Spot fires will start and move quickly. Embers may come from many directions. | • Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety. <br>• You must be physically and mentally prepared to defend in these conditions. <br>• The only safe place to be is away from bushfire risk areas. | **YOU NEED TO GET READY TO ACT** <br>• Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels eg. enclosed eaves, covers over external air conditioners, metal flyscreens etc. <br>• You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home eg. enough water supply, petrol/diesel portable pump, generator, protective clothing etc. <br>• If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option. |
| **SEVERE 50-74** | | |
| **VERY HIGH 32-49** | • These are hot, dry and possibly windy conditions for a bush or grass fire. <br>• If a fire starts and takes hold, it may be hard for firefighters to control. | • Well prepared homes that are actively defended can provide safety. <br>• You must be physically and mentally prepared to defend in these conditions. | **YOU NEED TO BE AWARE** <br>• Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home eg. enough water supply, petrol/diesel portable pump, generator, protective clothing etc. |
| **HIGH 12-31** | • If a fire starts, it is likely to be controlled in these conditions and homes can provide safety. <br>• Be aware of how fires can start and reduce the risk. | • Controlled burning may occur in these conditions if it is safe - check to see if permits apply. | • Check your bushfire survival plan <br>• Monitor conditions <br>• Action may be needed <br>• Leave if necessary |
| **LOW-MODERATE 0-11** | | |

# BURNS & SCALDS
## Managing burns and scalds

St John

## WARNING

**DO NOT** apply lotions, ointment or fat to burns.

**DO NOT** touch injured areas or burst any blisters.

**DO NOT** remove anything sticking to the burn.

Manage patient for **SHOCK** if burn is large or deep.

DO NOT USE ICE.

## SEEK MEDICAL AID URGENTLY IF:

- burn is deep, even if patient does not feel any pain.
- a superficial burn is larger than a 20 cent piece.
- the burn involves airway, face, hands or genitals.
- you are unsure of the severity of the burn.

## Management

1. Follow DRSABCD.

2. Extinguish burning clothing:
   - STOP DROP AND ROLL
     - ▼ pull patient to ground
     - ▼ wrap in blanket, jacket or similar
     - ▼ roll patient along ground until flames extinguished.
   - if a scald, quickly remove patient's wet clothing from affected area.

3. As soon as possible, hold the burnt area under cool running water for 20 minutes, for all burns:
   - thermal
   - scalds
   - chemical
   - bitumen
   - electrical.

4. Remove jewelry and clothing from burnt area unless stuck to the burn.

5. Cover burn with a non-adherent dressing.
   - or aluminium foil, plastic wrap, or a wet clean dressing.

6. Seek medical aid.

In an emergency, call triple zero (000) for an ambulance

For more information on St John first aid training and kits, visit www.stjohn.org.au or freecall 1300 360 455

# ADDITIONAL INFORMATION
### i.e.  CHANGES FOR INFORMATION FOR NEXT YEARS BOOK

# RADIO CALL SIGNS

| Call Sign | Name | | Call Sign | Name |
|---|---|---|---|---|
| ZULU BASE | Tony Fisher | | LEEMA 1 | Kit Anderson |
| ZULU 2 | Roger House | | LEEMA 2 | Tim Tresize |
| ZULU 3 | Murray Gibbs | | LEEMA 3 | Hamish Thorn |
| ZULU 4 | Myles Reid | | MOBRUP 1 | Justin Fleay |
| BRAVO 1 | Ben Johnston | | MOBRUP 2 | Ross Fryer-Smith |
| BRAVO 2 | Brad Cussons | | MOBRUP 3 | Thys Gorter |
| BOSCABEL 1 | Geoff Gale | | MIKE 1 | Mark Blewett |
| BOSCABEL 2 | Doug Harrison | | MIKE 2 | Ashley Sexton |
| BOSCABEL 3 | Glen Woodhams | | MIKE 3 | Bob Francis |
| BOSCABEL 4 | John Benn | | MIKE 4 | Denise Berryman |
| CHARLIE 1 | Paul Norrish | | ORCHID VALLEY 1 | Griff Chomley |
| CHARLIE 2 | Ian Watson | | ORCHID VALLEY 2 | Colin Ednie-Brown |
| CHARLIE 3 | Murray Magini | | ORCHID VALLEY 3 | Daniel Simpson |
| CHERRY TREE 1 | Owen Bignell | | QUALEUP 1 | David Forrester |
| CHERRY TREE 2 | Anthony Kowald | | QUALEUP 2 | Andrew Marsh |
| CHERRY TREE 3 | Andrew Bushell | | QUALEUP 3 | Trevor Wood |
| CHERRY TREE 4 | Dan Ladyman | | QUALEUP 4 | Marty Hallet |
| JINGALUP 1 | David Eatt | | ROMEO 1 | Bevan Gibbs |
| JINGALUP 2 | Gary Draper | | ROMEO 2 | Stuart Tohl |
| JINGALUP 3 | David Robinson | | ROMEO 3 | Rhyce Mason |
| KEELO 1 | Roger Bilney | | TANGO 1 | |
| KEELO 2 | Graham McIllree | | TANGO 2 | Peter Wright |
| KEELO 3 | Gavin Norrish | | KOJONUP 2.4 | Tim Johnston |
| KOJONUP 4 | Vicki White | | | |

# NOTES

# NOTES

# NOTES