



# **WESTERN SYDNEY DISTRICT DISASTER PLAN**

March 2006

COPY NUMBER



**TITLE**

**WESTERN SYDNEY DISTRICT DISASTER PLAN (DISPLAN)**

Western Sydney Emergency Management District comprises the Local Government Areas of Baulkham Hills, Blacktown, Blue Mountains, Hawkesbury, Holroyd, Parramatta and Penrith.

**AUTHORITY**

The Western Sydney District Disaster Plan (DISPLAN) has been prepared by the Western Sydney District Emergency Management Committee in compliance with the State Emergency and Rescue Management Act, 1989 (as amended) Section 23 (1).

**APPROVED**

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Chairperson  
Western Sydney District Emergency Management Committee.

Dated: / /

**ENDORSED**

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Chairperson  
State Emergency Management Committee.

Dated: / /

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**DISTRIBUTION**

<b>APPOINTMENT/ORGANISATION</b>	<b>NUMBER OF COPIES</b>
District Emergency Operations Controller	
Deputy District Emergency Operations Controller	
District Emergency Management Officer	
DEOCs	
<b>DISTRICT EMERGENCY MANAGEMENT COMMITTEE MEMBERS</b>	
<b>Emergency Services</b>	
Ambulance Service of NSW - Western Area (Penrith)	
NSW Volunteer Rescue Association - Nepean (Penrith)	
NSW State Emergency Service - Sydney Western Division	
NSW Fire Brigades - North West Region (Parramatta)	
NSW Rural Fire Service - Region Office (Homebush)	
NSW Police – North West Metropolitan Region	
<b>Local Emergency Management Committees</b>	
Baulkham Hills LEMC - Chairperson	
Blacktown LEMC - Chairperson	
Blue Mountains LEMC - Chairperson	
Hawkesbury LEMC - Chairperson	
Holroyd LEMC - Chairperson	
Parramatta LEMC - Chairperson	
Penrith LEMC - Chairperson	
<b>Functional Area Coordinators</b>	
Agriculture & Animal Services – NSW Department of Primary Industry	
Communications - Telstra Australia	
Engineering Services - NSW Department of Commerce	
Environmental Services – Department of Environment & Conservation	
Health Services – Sydney West Area Health Service, Department of Health	
Transport Services – Ministry of Transport	
Welfare Services - Department of Community Services	

APPOINTMENT/ORGANISATION	NUMBER OF COPIES
<b>Supporting Organisations</b>	
Integral Electricity - Systems Control	
Military Liaison Officers	
Agility	
<b>LOCAL EMERGENCY OPERATIONS CONTROLLERS</b>	
Baulkham Hills	
Blacktown	
Blue Mountains	
Hawkesbury	
Parramatta	
Penrith	
Holroyd	
<b>LOCAL EMERGENCY MANAGEMENT OFFICERS</b>	
Baulkham Hills	
Blacktown	
Blue Mountains	
Hawkesbury	
Parramatta	
Penrith	
Holroyd	
<b>LOCAL EMERGENCY OPERATIONS CENTRES</b>	
Baulkham Hills	
Blacktown	
Blue Mountains	
Hawkesbury	
Parramatta	
Penrith	
Holroyd	

APPOINTMENT/ORGANISATION	NUMBER OF COPIES
<b>STATE LEVEL EMERGENCY MANAGEMENT ORGANISATIONS</b>	
State Emergency Management Committee	
State Emergency Operations Controller	
State Emergency Operations Centre	
<b>ADJOINING DEOCS</b>	
Sydney North	
Sydney Mid West	
Sydney South West	
Hunter/Central Coast	
Western Slopes	
Central West	
Georges River	
Sydney East	

## DEFINITIONS

### NOTE:

The definitions used in this plan are sourced from the State Emergency and Rescue Management Act, 1989 (as amended), other New South Wales legislation, and The Macquarie Dictionary (Second Edition, 1991). Where possible, the reference source is identified as part of the definition (eg. the State Emergency and Rescue Management Act, 1989 (as amended), is identified as SERM Act).

### *Act*

means the State Emergency and Rescue Management Act, 1989 (as amended) (SERM Act).

### *Agency*

means a government agency or a non-government agency. (Source: SERM Act.)

### *Combat Agency*

means the agency identified in Displan as the agency primarily responsible for controlling the response to a particular emergency. (Source: SERM Act.)

### *Combat Agency Controller*

in this plan means the statutory head of the organisation, who has operational control of the resources of a particular combat agency.

### *Control*

means the overall direction of the activities, agencies or individuals concerned. (Source: SERM Act.) Control operates horizontally across all agencies/organisations, functions and individuals. Situations are controlled.

### *Coordination*

means the bringing together of agencies and individuals to ensure effective emergency or rescue management, but does not include the control of agencies and individuals by direction. (Source: SERM Act.)

### *Disaster*

means an occurrence, whether or not due to natural causes, that causes loss of life, injury, distress or danger to persons, or loss of, or damage to, property. (Source: Community Welfare Act, 1987.)

### *Displan*

in this plan means the New South Wales State Disaster Plan. The object of Displan is to ensure the coordinated response to emergencies by all agencies having responsibilities and functions in emergencies. (Source: SERM Act.)

***District***

in this plan means the Western Sydney Emergency Management District, and incorporating the local government areas of Baulkham Hills, Blacktown, Blue Mountains, Hawkesbury, Holroyd, Parramatta and Penrith.

***District Emergency Management Committee (DEMC)***

means the Committee, constituted under the SERM Act, which at District level is responsible for preparing plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the District, including the District Displan for which it is constituted. In the exercise of its functions, this committee is responsible to the State Emergency Management Committee (SEMC). (Source: SERM Act.)

***District Emergency Management Officer (DEMO)***

means the person appointed pursuant the Act to act as Executive Officer to the DEMC and the DEOCON. (Source SERM Act.)

***DEOC***

in this plan means a facility, established at District level, from which the control of District level emergency operations and coordination of resources is effected.

***District Emergency Operations Controller (DEOCON)***

in this plan means the Region Commander of Police appointed by the Commissioner of Police as the DEOCON for each Emergency Management District. A DEOCON may appoint a deputy who in the absence of the DEOCON will have all the functions of the DEOCON.

***Emergency***

means an emergency due to an actual or imminent occurrence (such as a fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which:

- a. endangers or threatens to endanger the safety or health of persons in the State; or
- b. destroys or damages, or threatens to destroy or damage, any property in the State;

being an emergency which requires a significant and coordinated response.

(Source: SERM Act.)

In this plan this also includes an emergency which damages or threatens to damage the environment.

***Emergency Operations Centre (EOC)***

in this plan means a centre established at State, District or Local level as a centre for the coordination of operations and support during an emergency. (Source: SERM Act.)

***Emergency Services Organisation***

means the NSW Police, NSW Fire Brigades, Rural Fire Brigades, Ambulance Service, State Emergency Service, Volunteer Rescue Association or any other agency which manages or controls an accredited rescue unit. (Source: SERM Act.)

***Evacuation/Assembly Centre***

in this plan means a facility/area/centre to which persons are directed to go immediately upon being evacuated from their homes/locale, where they may stay for a short time before returning to their homes or proceeding to a Welfare Centre for a longer stay, or to have their longer term needs met. An evacuation assembly centre may also be the venue for disaster victim registration, triage and/or the meeting of immediate needs of evacuated persons.

***Functional Area***

in this plan means a category of services involved in preparations for an emergency, including:

- a. Agriculture and Animal Services
- b. Communication Services
- c. Energy and Utility Services
- d. Engineering Services
- e. Environmental Services
- f. Health Services
- g. Public Information Services
- h. Transport Services
- i. Welfare Services

***Functional Area Coordinator***

in this plan means the nominated coordinator of a functional area, tasked to co-ordinate the provision of Functional Area support and resources for emergency response and recovery operations, who, by agreement of Participating and Supporting Organisations within the functional area, has the authority to commit the resources of those organisations.

***Hazardous Material***

means anything that, when produced, stored, moved, used or otherwise dealt with without adequate safeguards to prevent it from escaping, may cause injury or death or damage to property. (Source: Fire Brigades Act, 1989, (as amended).)

***Hazardous Material Incident***

means an actual or impending land-based spillage or other escape of hazardous material that causes or threatens to cause injury or death or damage to property. (Source: Fire Brigades Act, 1989, (as amended).)

***Incident***

in this plan means a localised event, either accidental or deliberate, which may result in death or injury, or damage to property, which requires a normal response from an agency, or agencies.

***Liaison Officer (LO)***

in this plan means a person, nominated or appointed by an organisation or functional area, to represent that organisation or functional area at a control centre, emergency operations centre, coordination centre or site control point, a liaison officer maintains communications with and conveys directions/requests to their organisation or functional area, and provides advice on the status, capabilities, actions and requirements of their organisation or functional area.

**Local Area**

in this plan means a local government area within the meaning of the Local Government Act, 1993, (as amended), or combination of local government areas as referred to in Section 27 of the State Emergency and Rescue Management Act, 1989 (as amended).

**Local Emergency Management Committee (LEMC)**

means the Committee, constituted under the Act for each local government area, which is responsible for the preparation of plans in relation to the preparation for, response to and recovery from emergencies in the local government area for which it is constituted (Local DISPLAN). The committee is chaired by a senior representative of the local council. In the exercise of its functions, any such committee is responsible to the relevant DEMC. (Source: SERM Act.)

**Local Emergency Management Officer (LEMO)**

in this plan means the person, appointed by Council to act as principal executive officer to the LEMC and the LEOCON for emergencies affecting that particular local area.

**Local Emergency Operations Controller (LEOCON)**

in this plan means a Police officer appointed by the DEOCON as the Local Emergency Operations Controller for the Local Government Area.

**Participating Organisation**

in this plan means the Government Departments, statutory authorities, volunteer organisations and other agencies who have either given formal notice to agency Controllers, Functional Area Coordinators, or have acknowledged to the State, District or Local Emergency Management Committee, that they are willing to participate in emergency management response and recovery operations under the direction of the Controller of a combat agency, or Coordinator of a Functional Area, with the levels of resources or support as appropriate to the emergency operation.

**Preparation**

in relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency. (Source: SERM Act.)

**Prevention**

in relation to an emergency includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss to life or property.

**Recovery**

in relation to an emergency means the process of returning an affected community to its proper level of functioning after an emergency. (Source: SERM Act.) This includes the welfare of affected persons as well as the physical reconstruction of the community.

**Rescue**

means the safe removal of persons or domestic animals from actual or threatened danger of physical harm. (Source: SERM Act.)

***Response***

in relation to an emergency means the process of combating an emergency and of providing immediate relief for persons affected by an emergency. (Source: SERM Act.)

***State Emergency Management Committee***

means the committee constituted under the Act as the principal committee established under the Act for the purposes of emergency management throughout the State, and, in particular, is responsible for emergency planning at State level. (Source: SERM Act.)

***State Emergency Operations Controller (SEOCN)***

means the person appointed by the Governor, on the recommendation of the Minister, responsible, in the event of an emergency which affects more than one District, for controlling the allocation of resources in response to the emergency. (Source: SERM Act.)

***State of Emergency***

means a state of emergency declared by the Premier under Section 33(1) of the State Emergency and Rescue Management Act, 1989 (as amended).

NOTE: Other New South Wales legislation also provides for a declaration of an "emergency" which has different meanings and different authorities within that specific legislation.

***Welfare Centre***

in this plan means a centre/facility established to provide either short term or long term welfare/ recovery services to victims of an emergency.

## **ABBREVIATIONS**

ADF	Australian Defence Force
DACC	Defence Assistance to the Civil Community
DEC	Department of Environment and Conservation
DEMC	District Emergency Management Committee
DEMO	District Emergency Management Officer
DEOC	District Emergency Operations Centre
DEOCON	District Emergency Operations Controller
Displan	Disaster Plan
EOC	Emergency Operations Centre
EPA	Environment Protection Authority
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LO	Liaison Officer
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SES	State Emergency Service
SERM ACT	State Emergency and Rescue Management Act, 1989 (as amended)
SOP	Standing Operating Procedures
VRA	Volunteer Rescue Association

## **PART 1 - INTRODUCTION**

### **1. Purpose**

This Plan details arrangements for:

- a. Identifying prevention and mitigation strategies;
- b. Providing support to Local level major incidents and emergencies;
- c. Controlling emergency operations at District level where control cannot be effected at Local level;
- d. Coordinating District level support to a combat agency;
- e. Controlling emergency operations where the emergency extends across more than one local area; and
- f. Providing assistance to other Districts either on a pre-planned basis or as directed by SEOCON.

### **2. Objectives**

The objectives of this plan are to:

- a. Detail responsibilities for the identification, development and implementation of prevention and mitigation strategies;
- b. Define Participating Organisation and Functional Area roles and responsibilities in preparation for, response to and recovery from emergencies;
- c. Set out the control, coordination and liaison arrangements at District and Local level;
- d. Detail activation and alerting arrangements for involved agencies;
- e. Detail arrangements for the acquisition and coordination of resources;
- f. Detail public warning systems and responsibility for implementation;
- g. Detail public information arrangements and public education responsibilities;
- h. Detail arrangements for the review, testing, evaluation and maintenance of this plan; and
- i. Detail reporting and information flow arrangements.

### **3. Scope**

This plan describes the arrangements at District level to effectively prevent, prepare for, respond to and recover from emergencies and also provides policy direction for the preparation of Local Displans and District and Local Supporting Plans.

### **4. Planning Assumptions**

- a. Arrangements detailed in this Plan are based on the assumption that the resources upon which the Plan relies are available when required.
- b. The effectiveness of arrangements detailed in this plan are dependent upon all involved agencies preparing, testing and maintaining appropriate internal instructions, standing operating procedures and/or contingency plans.

### **5. Principles**

The following principles are applied in this plan:

- a. Responsibility for preparedness, response and recovery rests initially at Local level. If Local agencies and available resources cannot cope they are augmented by those at District level. Finally, resources and support, coordinated from the State, and possibly resources provided from the Commonwealth and other States and Territories are used.
- b. Control/Coordination of emergency response and recovery operations is conducted at the lowest effective level.
- c. Designated combat agencies may deploy additional resources from their own service from outside the affected Local Area or District if they are needed to conduct single service operations.
- d. During an operation which is the legal responsibility of a designated combat agency, the Emergency Operations Controller is responsible, when so requested by that combat agency, to coordinate the provision of support resources through the Emergency Operations Centre. The Emergency Operations Controller is responsive to the requirements of the Controller of the combat agency. Emergency Operations Controllers would not normally assume control from a designated combat agency unless the situation can no longer be contained and a change of control is likely to improve matters. Where necessary, this should only be done after consultation with and agreement of the relevant combat agency and the next higher level of control.
- e. Combat agency Controllers at all levels are required to keep Emergency Operations Controllers advised of the situation during emergency operations which are their responsibility.

- f. Emergency Management Operations following a terrorist attack will be controlled by SEOCON.
- g. Emergency preparedness, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.
- h. Prevention measures remain the responsibility of authorities/agencies charged by statute with the responsibility.

## **6. Security of Information**

Displans, Sub Plans and Supporting Plans are public documents, they are not to contain contact details or locations of operations centres, evacuation centres or recovery centres which are to be maintained separately and have a controlled distribution.

## **7. Area Covered**

- a. This Plan covers the Western Sydney Emergency Management District encompasses the following Local Government areas:-

Local Government Area	Area (Sq. Km.)	Population (2005)
Baulkham Hills	398	154996
Blacktown	241	273267
Blue Mountains	1405	77470
Holroyd	40	90533
Hawkesbury	2793	63700
Parramatta	61	149016
Penrith	407	178233
Total	5345	987215

- b. The Western Sydney Emergency Management District is bounded by the Sydney North, Sydney Mid West, Sydney South West, Sydney East, Central West, Hunter/Central Districts. See map at Annex A.

## **8. Transport Routes**

- a. The major transport routes through the district are:-

**Road**

- i. M4 Motorway
- ii. Parramatta Road
- iii. Great Western Highway
- iv. Hume Highway
- v. Cumberland Highway
- vi. Windsor Road
- vii. Bells Line of Road
- viii. Putty Road
- ix. Old Windsor Road
- x. James Ruse Drive
- xi. Silverwater Road
- xii. Woodville Road
- xiii. Pennant Hills Road
- xiv. Old Northern Road
- xv. M 2 Motorway
- xvi. M 7 Motorway

**Rail**

- i. Main Western and main Southern Railway Lines
- ii. South Rail Line
- iii. Clyde/Carlingford Branch Line

**9. Waterways/Water Storages**

- a. The major waterways in the District are the Nepean/Hawkesbury River, the Georges River and their tributaries, and the Parramatta River.
- b. The major water storage in the District is the Prospect Reservoir (Prospect Dam) however Lake Burragorang (Warragamba Dam) is a major adjacent storage, discharge from which affects the area covered by this plan.

**10. Correctional Centres**

- a. Medium to high security establishments in the District are Cobham Juvenile Justice Centre at Werrington, the John Morony 1, John Morony 2 Correctional Centres at Windsor, Parramatta Correctional Centre at Parramatta, Parramatta Transitional Centre at Parramatta, Bolwara Transitional Centre at Emu Plains and Dillwynia at Berkshire Park and Parklea Correctional Centre at Parklea.
- b. The Emu Plains Correctional Centre is a low security establishment.

**11. Airports/Airfields**

RAAF Richmond in the Hawkesbury Local Government Area serves as a base for military aircraft and can expect to handle, on a regular basis, aircraft of up to 769,000 lbs and capable of carrying up to a total of 365 persons. A number of small landing strips are scattered throughout the area.

## 12. Hazards

The hazards which may require a District response include:

HAZARD	RATING	REMARKS
AIR DISASTER	Low probability High consequence	LEOCON in initial control, supported by or handing control to District or State in accordance with the State Aviation Sub Plan.
BUSH and GRASS FIRE	High probability Moderate to high consequence	Combat Agency in Rural Fire Districts - Rural Fire Services. Refer to Local Bush Fire Plans for details.
HAZARDOUS MATERIALS EMERGENCY - MOBILE OR STATIC	Moderate probability and consequence	Combat Agency - NSW Fire Brigades responsible to make safe in accordance with SOP or State CBR/Hazmat Sub Plans. Support may be necessary with possible widespread evacuations, traffic and crowd control. DEC to coordinate clean-up operations in accordance with ENVIROPLAN and CBR/Hazmat Plan.
STORM AND TEMPEST	High probability Moderate/high consequence	Combat Agency - NSW SES. Support may be required with Engineering resources.
EMERGENCY ANIMAL AND PLANT DISEASES	Moderate probability and consequence	Combat Agency - Department of Primary Industries
MAJOR TRANSPORTATION ACCIDENT - ROAD	Low probability Moderate to High consequence	Police to control. Support may be required with engineering resources.
FLOOD	High probability and consequence	Combat Agency – NSW SES.
DAM FAILURE	Low probability High consequence	LEOCON to control with District support. DEOCON to assume control if effect widespread.
EARTHQUAKE	Moderate probability High consequence	LEOCON to control with District support in engineering and welfare. DEOCON to assume control if effect widespread.
MAJOR TRANSPORTATION ACCIDENT - RAIL	Low probability and consequence	LEOCON to control with support from District.

### **13. District Sub-Plans**

District Combat Agency Controllers are responsible for the development and maintenance of Sub-Plans to deal with specific hazards or emergencies. Sub-Plans considered necessary by the DEMC are detailed at Annex B.

### **14. District Supporting Plans**

District Supporting Plans describe the support to be provided to the controlling or coordinating body by individual Functional Areas during operations. District Supporting Plans are detailed at Annex B.

### **15. Arrangements for Reviewing, Testing, Evaluating and Maintaining the Plan**

The DEOCON is responsible for ensuring that this Plan is reviewed, tested, evaluated and maintained in a current state.

The DEOCON is to conduct an exercise at least once every two years to:-

- a. Ensure all participants are familiar with the contents of the Plan.
- b. Test specific aspects of the Plan.
- c. Familiarise all participants with the Standing Operating Procedures prepared for the proper functioning of the DEOCs.

The plan is to be reviewed by the DEMC:-

- a. After an emergency or changes of legislation;
- b. After each exercise to test the Plan;
- c. In the event that deficiencies are identified; or,
- d. No less frequently than every five years.

## **PART 2 - ROLES AND RESPONSIBILITIES**

### **1. General**

This part deals with response and recovery roles and responsibilities only. Roles and responsibilities relating to Prevention are dealt with in Part 3 and those dealing with Preparedness are in Part 4.

### **2. District Emergency Operations Controller (DEOCON)**

- a. Maintain liaison with LEOCONs.
- b. Monitor Local operations either controlled or supported by LEOCONs.
- c. Monitor District level operations controlled by a combat agency.
- d. Coordinate support and control the allocation of resources to District level combat agency controlled operations when requested by the combat agency.
- e. In consultation with the combat agency and SEOCON, assume control of District level operations from the combat agency if the situation can no longer be contained.
- f. Control emergency operations which affect more than one local area in the District.
- g. Control District level operations when there is no designated combat agency.
- h. Advise and activate appropriate emergency service organisations and functional areas.
- i. Activate and staff the DEOC in accordance with DEOC Standing Operating Procedures.
- j. Ensure the State Emergency Operations Controller and DEOCONs from adjoining Districts are kept informed of the situation.
- k. As necessary, request additional resources from the State Emergency Operations Controller.
- l. Appoint a deputy who in the absence of the DEOCON will have all the functions of the DEOCON
- m. Ensure recovery operations are initiated during the earliest stages of response operations.

### **3. District Emergency Management Officer (DEMO)**

- a. Advise, assist and support the DEOCON during response and recovery operations.
- b. Ensure that another DEMO is available to provide support, either in the absence of the DEMO or for relief duty in the DEOC, and advise the DEOCON accordingly.

### **4. Agriculture and Animal Services**

The Coordinator - Department of Primary Industries is the designated Combat Agency for exotic animal and plant operations and other animal health emergencies.

- a. This means implementing procedures in conjunction with State and National Authorities for the eradication or control of exotic animal and plant diseases, including:
  - i. detection, diagnosis, risk assessment and surveillance of disease;
  - ii. destruction and disposal of infected animals, plants and products as required;
  - iii. disinfection of contaminated areas, buildings and vehicles;
  - iv. programs for vector control, for example, insect and feral animal control;
  - v. quarantine controls for the movement of persons, animals and plants; and
  - vi. provision of adequate trained staff to ensure quarantine requirements are observed.
- b. Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
  - i. assessment of injured stock ;
  - ii. disposal of carcasses;
  - iii. assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
  - iv. coordination of the supply and distribution of emergency fodder supplies and other materials;
  - v. administration of financial assistance to victims.
  - vi. assistance to primary producers suffering emergency induced traumas, in conjunction with the Department of Community Services; and
  - vii. with the support of Participating and Supporting Organisations, manage the care of companion pets.

- c. With the support of Participating and Supporting Organisations, provide animal care services for wildlife, for domestic animals, and for companion pets of victims evacuated from an area affected by an emergency.
- d. Planning for response and recovery operations for agricultural emergencies and advising on animal care, veterinary public health and plant disease control measures.
- e. Provide a LO to the DEOC, when requested.

## **5. Ambulance Service of NSW**

- a. Provide pre hospital care for the sick and injured persons.
- b. Provide and/or assume responsibility for transport of designated Health Service teams and their equipment to the sites of incidents or emergencies, receiving hospitals or emergency medical facilities when so requested by the Health Services Functional Area Coordinator.
- c. Provide coordinated communications for all health services involved in emergency responses.
- d. Provide a LO to the DEOC, when requested.

## **6. NSW Rural Fire Services**

- a. In relation to Rural Fire Districts, prescribed in the Rural Fires Act, 1997(as amended), is the Combat Agency for fire incidents and emergencies.
- b. Provide fire control services by:
  - i. dealing with outbreaks of bush fire and the rescue of persons in bush fire endangered areas; and
  - ii. taking such measures as may be practical to prevent the outbreak of bush fires.
- c. Assist in any other response or recovery operation for which the Rural Fire Services' training and equipment is suitable, for example, the provision of emergency water supplies and pumping equipment.
- d. Provide a LO to the DEOC, when requested.

## **7. Communication Services**

### **Coordinator - Telstra Australia**

- a. Advise on the establishment and maintenance of reliable communications for the control and coordination of emergency response and recovery operations.
- b. Advise on alternate communications links in the event of overloading or need for greater capacity.
- c. Advise on alternate means of communication in the event of failure of the normal telephone system.
- d. Provide a LO to the DEOC, when requested.

## **8. Engineering Services**

### **Coordinator - Department of Commerce**

- a. Coordinate all engineering resources associated with emergency response and recovery operations, including clearance and reestablishment of roads and bridges, demolition and shoring up of buildings, removal of debris, and establishment of electrical power, water, sewerage, and gas services, either temporarily or permanently as required, construction of levees to control flooding, maintenance of essential services and other related matters.
- b. Provide engineering services support to a combat agency and other Functional Areas or Organisations involved in an incident and emergency
- c. Provide a LO to the DEOC, when requested.

## **9. Environmental Services**

### **Coordinator – Department of Environment and Conservation**

- a. Protect the environment during emergency response and recovery operations.
- b. Coordinate scientific support for the on scene Controller during operations to combat the pollution of the sea and inland waters within New South Wales.
- c. Advise and coordinate scientific support to the New South Wales Fire Brigades during land base hazardous materials major incidents and emergency response operations.
- d. Advise the combat agency and other Functional Areas or organisations involved in the emergency on environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.

- e. Conduct post response operations investigations following major incidents or emergencies involving hazardous materials.
- f. Provide a LO to the DEOC, when requested.

## **10. NSW Fire Brigades**

- a. In relation to Fire Districts, prescribed in the New South Wales Fire Brigades Act, 1989 (as amended), is the designated combat agency for taking all practicable measures for preventing and extinguishing fires and protecting and saving life and property in case of fire in any fire district.
- b. Is the designated combat agency for land based hazardous materials incidents and emergencies within New South Wales, specifically for taking all practicable measures:
  - i. for protecting and saving life and property endangered by hazardous materials incidents and emergencies;
  - ii. for confining or ending such an incident or emergency; and
  - iii. for rendering the site of such an incident or emergency safe.
- c. Provide fire control services by:
  - i. dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
  - ii. taking such measures as may be practicable to prevent the outbreak of fire; and
  - iii. on land, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- d. As determined by the State Rescue Board, provide accredited "rescue units".
- e. At the request of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Fire Brigade's training and equipment is suitable.
- f. Provide a LO to the DEOC, when requested.

## **11. Health Services**

### **Coordinator - NSW Department of Health**

- a. Coordinate and control the mobilisation of all health responses to emergencies. This includes ambulance, medical, mental and public health services, and involves:
  - i. the mobilisation of health services to the emergency site or sites and the initiation of prioritised patient management;

- ii. provision of coordinated hospital and medical response to emergencies;
  - iii. the provision of mental health services to victims, emergency workers, and the communities affected by emergencies;
  - iv. provision of public health services to prevent, prepare for, respond to and recover from emergencies.
- b. Provide a LO to the DEOC, when requested.

## **12. Local Government**

- a. Provide manpower, plant, equipment and materials as available and required to assist in dealing with an incident or emergency.
- b. Provide expertise and support as requested to the following Functional Areas, whether established at Local, District or State level:
- i. Agriculture and Animal Services;
  - ii. Communications Services;
  - iii. Engineering Services;
  - iv. Environmental Services;
  - v. Health Services;
  - vi. Media Services;
  - vii. Transport Services; and
  - viii. Welfare Services.
- c. Assume a lead role in and support recovery operations.

## **13. Public Information Services**

### **Coordinator - NSW Police**

- a. Assist the effective conduct of emergency response and recovery operations by coordinating the release of official and current information to the media and the public about the emergency, including measures being undertaken or planned. This may require:
- i. establishing a Media Information Centre, arranging media conferences on behalf of the DEOCON and when appropriate, arranging access by media representatives to the area affected by the emergency;
  - ii. preparing media releases on behalf of the DEOCON;
  - iii. preparing, for approval and issuing by the DEOCON, official warnings and messages for broadcast to the public by the electronic media; and
  - iv. establishing and maintaining a register of available public relations support personnel.
- b. Provide a LO to the DEOC, when requested.

#### **14. NSW Police**

- a. Is the designated Combat Agency for law enforcement.
- b. Is the designated Combat Agency for search and rescue.
- c. As necessary, control and coordinate the evacuation of victims from the area affected by the emergency.
- d. Maintain law and order, protect life and property, and provide assistance and support to a Combat Agency, Functional Areas, and other organisations as required. This may include:
  - i. Reconnaissance of the area affected by an emergency;
  - ii. Traffic control and crowd control, including access and egress route security and control;
  - iii. Recovery and identification of the dead and injured and notification of next of kin;
  - iv. Security of evacuated areas and personal property of the dead and injured;
  - v. Establishing temporary mortuaries and conducting investigations on behalf of, or in conjunction with, the Coroner; and
  - vi. Statutory investigation into specific events.
- e. Manage a disaster victim registration and enquiry system.
- f. Respond accredited "rescue units" and control and coordinate rescue operations, except where control is vested by law in another agency.
- g. As determined by the State Rescue Board, provide accredited "rescue units".
- h. Provide a LO to the DEOC, when requested.

#### **15. NSW State Emergency Service**

- a. Is the designated combat agency for dealing with floods and to coordinate the evacuation and welfare of affected communities.
- b. Is the designated combat agency for damage control for storm and tempest and to co-ordinate the evacuation and welfare of affected communities.
- c. Assist, at their request, members of the NSW Police, NSW Fire Brigade, Rural Fire Service, Ambulance Service, relevant combat agency or Emergency Operations Controller in any other response or recovery operation for which the SES's training and equipment is suitable.
- d. As determined by the State Rescue Board, provide accredited "rescue units".
- e. Provide a LO to the DEOC, when requested.

## **16. Transport Services**

### **Coordinator - Department of Transport**

- a. Coordinate the provision of transport support as required by Combat Agencies, participating organisations and other Functional Areas, whilst maintaining as far as practicable, the normal operations and activities of public and commercial transport services. Tasks may include:
  - i. movement of emergency equipment and personnel;
  - ii. movement of emergency supplies and goods including water, fuel and food;
  - iii. evacuation of people; and
  - iv. assistance for medical transport.
- b. Maintain and operate a road condition/closure advisory service to Participating Organisations and members of the public.
- c. Provide a LO to the DEOC, when requested.

## **17. Volunteer Rescue Association**

- a. As determined by the State Rescue Board, provide accredited "rescue units".
- b. Assist, at their request, members of the Police Service, NSW Fire Brigades, Ambulance Service of NSW, Rural Fire Service and the SES in dealing with any incident or emergency, relevant combat agency or Emergency Operations Controller in any other response or recovery operation for which the VRA's training and equipment is suitable.
- c. Provide a LO to the DEOC, when requested.

## **18. Welfare Services**

### **Coordinator - Department of Community Services**

- a. During response or recovery operations, provide welfare services to victims of major incidents and emergencies. This may require:
  - i. establishing Evacuation and Welfare/Recovery Centres through which the provision of emergency accommodation, essential material needs, and the delivery of welfare services to victims of major incidents and emergencies can be managed;
  - ii. providing welfare information and advisory services to victims;
  - iii. providing personal welfare support and referral services, including immediate financial aid;
  - iv. establishing a support unit to coordinate offers of donated relief aid;
  - v. providing mobile welfare teams to operate within the area affected by the emergency;

- vi.. ensuring, in conjunction with Agriculture and Animal Services, the provision of companion animal care; and
  - vii. ensuring, in conjunction with Health Services, the provision of medical and mental health (counselling ) services.
- b. Mobilise and coordinate catering facilities and services to provide:
- i. feeding of victims of emergencies, including evacuees in transit or in Evacuation and Welfare/Recovery Centres, and displaced or homeless people in emergency accommodation centres; and
  - ii. by arrangement, meals for personnel engaged in emergency response and recovery operations.
- c. Coordinate emergency accommodation for homeless victims of emergencies.
- d. Arrange for the acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites.
- e. Provide emergency financial assistance to victims of emergencies.
- f. Establish Recovery Centres to manage the welfare needs of victims.
- g. Provide a LO to the DEOC, when requested.

## PART 3 - PREVENTION

### 1. Responsibilities and Strategies

- a. Responsibility for the development and implementation of Prevention and Mitigation strategies rests with the agencies, organisations and/or committees detailed below and is not subject to DISPLAN arrangements.
- b. To facilitate coordination of Prevention and Mitigation measures, the agencies, organisations and/or committees with responsibilities have provided details of the strategies they implement within the District, which are listed below.

HAZARD	AGENCY/COMMITTEE RESPONSIBLE	MITIGATION/PREVENTION STRATEGIES
BUSH, GRASS OR RURAL FIRES	Local Government Councils  Bush Fire Management Committee  Fire Agencies – NSW Rural Fire Service, NSW Fire Brigades, and Department of Environment & Conservation	<ul style="list-style-type: none"> <li>• Require landowners to clear firebreaks &amp; remove fire hazards.</li> <li>• Regulate burning off.</li> <li>• Regulate property development &amp; building construction through Local Environment Plans and Development Control Plans.</li> <li>• Coordinate bush fire fuel management strategies.</li> <li>• Implement bush fire fuel management programs.</li> </ul>
EARTHQUAKE	Local Government Councils	<ul style="list-style-type: none"> <li>• Regulate property development &amp; building construction through Local Environment Plans &amp; Development Control Plans.</li> </ul>
EMERGENCY ANIMAL AND PLANT DISEASE	NSW Department of Primary Industries	<ul style="list-style-type: none"> <li>• Surveillance by Department of Primary Industries, especially through Australian Quarantine Inspection Service.</li> <li>• NSW State Animal Health Emergency Sub Plan</li> <li>• AUSVETPLAN</li> <li>• Training of Department of Primary Industries staff in detection of diseases.</li> </ul>

<b>HAZARD</b>	<b>AGENCY/COMMITTEE RESPONSIBLE</b>	<b>MITIGATION/PREVENTION STRATEGIES</b>
FLOOD	Local Government Councils NSW State Emergency Service  NSW Department of Commerce and the NSW Department of Environment & Conservation	<ul style="list-style-type: none"> <li>• Regulate property development &amp; building construction through Local Environment Plans &amp; Development Control Plans.</li> <li>• Development &amp; maintenance of flood mitigation works.</li> <li>• Preparation of floodplain management plans.</li> <li>• Preparation of mitigation schemes and floodplain management plans.</li> </ul>
HAZARDOUS MATERIALS ACCIDENTS	NSW Department of Environment & Conservation  WorkCover Authority	<ul style="list-style-type: none"> <li>• Regulate the transport of dangerous goods.</li> <li>• Assists industry with the development of safe handling and response procedures.</li> <li>• Regulate the production &amp; storage of dangerous goods.</li> </ul>

## **PART 4 - PREPAREDNESS**

### **District Planning Structure**

#### **1. District Emergency Management Committee**

- a. The DEMC, chaired by the DEOCON and with the executive support of the DEMO is responsible for the development and maintenance of a District DISPLAN and to identify the need for sub plans and supporting plans related to specific hazards and emergencies within the District.
- b. Responsibility for the preparation and maintenance of sub plans and supporting plans rests with the respective Combat Agency Controller and Functional Area Coordinator.
- c. By agreement, the DEMC has the following mission and functions:

***Mission:***

To develop, maintain and coordinate comprehensive all agency emergency management arrangements for the community within the District and provide advice and assistance to LEMCs.

***Functions:***

- a. To prepare, maintain and review the District DISPLAN.
  - i. Review District Supporting Plans and Sub Plans and Local DISPLANs.
  - ii. To identify, evaluate and monitor hazards and threats to life and property within the District, and where appropriate recommend specific hazard management guidelines.
  - iii. To establish and review appropriate emergency management structures at Local and District level.
- b. To identify resources within the District and make plans for the allocation and coordination of those resources during incidents and emergencies.
  - i. To establish and review systems for use in the control and coordination of emergency operations at District and Local levels.

- ii. To review and recommend emergency management arrangements (including legislation and proposals for legislation of other agencies) to the State Emergency Management Committee.
  - iii. To provide advice on the combination of local government areas for emergency management purposes to the SEMC.
  - iv. To establish communication networks between Participating Organisations within the District.
  - v. To arrange emergency management training for individuals and groups in Participating Organisations within the District.
- c. To disseminate educational material on established emergency management policies and procedures within the District.
  - d. To arrange the conduct of exercises to periodically test emergency management plans and procedures.
  - e. To produce standing orders, instructions and standing operating procedures relative to District emergency management plans and arrangements.
  - d. To arrange for graduated warnings of emergencies to the public.
  - e. To assist the SEMC and DEOCON as required.
  - f. To establish and coordinate functional area and other sub committees within the District, as required.

## **Local Level Planning Structure**

### **2. Local Emergency Management Committees**

- a. LEMCs are chaired by a senior representative of the local council with executive support provided principally by the Local Emergency Management Officer (LEMO).
- b. The committees are subject to the direction of the DEMC and are responsible to develop and maintain a Local DISPLAN (DISPLAN) and Sub Plans relating to specific hazards or emergencies. Supporting Plans for Functional Areas are to be developed and maintained by the relevant Functional Area Coordinator if they are required.
- c. The mission and functions of LEMCs are to reflect those of the DEMC, as detailed above.

### **3. Local Displans**

- a. Local DISPLANS are to recognise and reflect:
  - i. the roles detailed in this Plan for each Participating Organisation.
  - ii. the Combat Agencies designated in this Plan.
  - iii. the activation procedures, stages, sequence of actions and coordination, response and recovery arrangements detailed in this Plan.
- b. Local DISPLANS are also to include arrangements for handover of responsibility for emergency response and recovery operations between Combat Agencies and the LEOCON.

### **4. Resource and Contact Directories**

Each Participating Organisation is to develop and maintain up to date resource and contact directories, relevant to their operational requirements.

### **5. Warning Arrangements**

- a. LEOCONs and the relevant Combat Agency Controller at District level are to advise the DEOCON whenever an event occurs which does or may:
  - i. require support at either a Local or District level.
  - ii. escalate to a Local or District level emergency operation.
- b. The DEOCON notifies DEOCONs from adjoining Districts and the State Emergency Operations Centre (SEOC) of the potential and developing situation.
- c. Participating Organisations, wherever possible, are warned and placed on stand by. These organisations must be prepared to respond a LO to the DEOC when requested to do so.
- d. Responsibilities for providing warnings to the community, the DEOCON, Participating Organisations and other agencies in relation to the District's hazards or threats are detailed on the following page.

HAZARD OR THREAT	AGENCY RESPONSIBLE	WARNING PROVIDED
BUSH AND GRASS FIRE	Bureau of Meteorology NSW Rural Fire Service	General fire weather advice to the wider community via electronic & print Media. Specific warnings & Total Fire Ban advices to the Community, DEOCON & relevant Participating Organisations.
EMERGENCY ANIMAL and PLANT DISEASE	NSW Department of Primary Industries	Warnings to the community, DEOCON, and relevant agencies specific to exotic disease outbreaks & restricted areas.
FLOODING	NSW SES Region Controllers  Bureau of Meteorology	Pump & Stock Warnings, Local Flood Advices, Flood Bulletins, Flood Height Broadcasts & Evacuation Warnings to: - flood affected communities via the electronic Media; - the DEOCON; and - relevant Participating Organisations. General weather advice and flood warnings.
DAM FAILURE	Dam Owner  NSW SES Region Controller DEOCON	Specific warnings re concerns about safety of Dam to SES Region Controllers. Specific warnings to the community and to the DEOCON. Specific warnings (including evacuation arrangements) to the community.
HAZARDOUS MATERIALS SPILLAGE	Police, Fire Brigade, DEC, LEOCON or DEOCON	Evacuation warnings, public safety directions and warnings relating to spillages into waterways.
SEVERE STORMS	Bureau of Meteorology NSW SES Region Controllers	General advices to the wider community via electronic Media. Specific warnings (including evacuation arrangements) to the community.
OTHER WARNINGS	DEOCON	General and Evacuation Warnings to affected communities and relevant Participating Organisations.

## 6. Public Education

Responsibilities for the conduct and coordination of public education relating to the District's hazards/threats are detailed below.

HAZARD	AGENCY AND RESPONSIBILITY
BUSH AND GRASS FIRES	The NSW Rural Fire Service coordinates public education programs relating to the bush and grass fire threat throughout the District.
HAZARDOUS MATERIALS EMERGENCY	NSWFB, DEC and WorkCover issue information in relation to hazardous materials handling and safety.
ANIMAL AND PLANT DISEASE	NSW Department of Primary Industries is responsible for public awareness concerning the implications of animal and plant disease and appropriate strategies for its prevention and detection.
EARTHQUAKE	Emergency Management Australia can provide public education material in regard to earthquakes.
FLOODING (River and Dam failure)	NSW SES Region and Local Controllers are responsible for ensuring, as detailed in NSW SES Division and Local Flood Plans, that the residents of their divisions are aware of the flood threat and how to protect themselves against it. Local Councils can also provide information in regard to the level of flooding which can affect particular properties.
SEVERE STORM AND TEMPEST	NSW SES Region Controllers are responsible for ensuring that the residents of their divisions are aware of the likely effects of storm and tempest impact and how to protect themselves against it.

## **PART 5 - CONTROL & COORDINATION ARRANGEMENTS**

### **1. Types of Operation**

- a. A COMBAT AGENCY MANAGED OPERATION is an operation in which the responsible combat agency controls the operation. The Combat Agency may request the Emergency Operations Controller or other agencies to coordinate support. The Emergency Operations Controller may also be requested to manage part of the operation to meet the requirements of the Combat Agency Controller (e.g., evacuation). Supporting agencies command their own elements and carry out support tasks as directed by the Combat Agency, other agencies or the Emergency Operations Controller.
- b. OPERATIONS CONTROLLED BY EMERGENCY OPERATIONS CONTROLLERS is an operation in which the emergency operations controller controls operations and coordinates resources. Individual agencies command own resources and carry out tasks as directed.

This type of operation applies when:

- Emergency operations controllers are designated in plans as controllers;
  - There is no designated combat agency;
  - Emergency operations controllers are requested by the combat agency to assume control, with the approval of the combat agency head.
- c. The DEOCON would not normally assume control from a Combat Agency unless the situation can no longer be contained. This should only occur after consultation with, and the agreement of, the Combat Agency Head and the State Emergency Operations Controller.

### **2. Concept of Emergency Operations**

Concept of emergency operations is shown at Annex C.

### **3. District Emergency Operations Centre (DEOC)**

- a. The DEOCON is responsible for:
  - i. Establishing, maintaining and controlling the DEOC.
  - ii. Preparing and maintaining Standing Operating Procedures for the DEOC.
  - iii. Ensuring that sufficient trained personnel are available to staff the DEOC when required.
  - iv. Maintaining a contact directory of DEOC staff.
  - v. Providing appropriate training for DEOC staff.

- b. In the event the DEOCs become inoperable, an alternate DEOC is to be established at a location to be advised by DEOCON.
- c. The DEOC is activated by the DEOCON to:
  - i. Control District level emergency operations.
  - ii. Coordinate support to Local level emergency operations.
  - iii. Coordinate support to single service incidents as required.
  - iv. Coordinate support to other Districts either on a pre-planned basis or as directed by SEOCON.
- d. Personnel to staff the DEOC, except for LOs and their assistants, are drawn from the North West Metropolitan Region Police and Participating Organisations as required.
- e. The DEMO, as executive officer to the DEOCON, is responsible for the preparedness of the DEOC including:
  - i. Development and maintenance of the contact directory.
- f. Development and review of Standing Operating Procedures.
- g. Staff training.

#### **4. Agency/Functional Area Control/Coordination Centres**

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#### **5. Local Emergency Operations Centres (LEOC)**

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#### **6. Liaison Arrangements**

- a. During single service managed operations or single service supported operations the DEOCON would normally provide a LO to the combat agency control centre (if located within the District).
- b. At the request of the DEOCON, Participating Organisations are to provide a LO to represent them at the DEOC, if necessary, on a continuous basis for the duration of the operation.

- c. LOs are to:
  - i. Maintain a communications link between the DEOC and their Organisation's control or coordination centre.
  - ii. Provide advice to the DEOCON and DEOC staff on the capabilities and status of their Organisation.
  - iii. Keep the DEOCON and DEOC staff informed of the actions taken by and requirements of their Organisation.
  - iv. Brief their own organisation on the progress and likely requirements of operations.
  - v. Convey the DEOCONs directions/requests to their commander, controller or coordinator as appropriate.

## **7. Communications**

The public switched telephone network currently provided by Telstra Australia is the primary means of communication for control and coordination of emergency management operations.

Alternate means of communications, should the primary means fail or be unable to provide sufficient flexibility, are mobile telephones or radio communication systems. Emergency services, functional areas and other agencies unable to provide their own alternate communications systems are responsible for advising the DEOCON of their requirements.

## **8. Information and Intelligence**

The DEOCON is responsible for the passage of operational information and intelligence to the SEOCON and adjoining DEOCONs during all types of operations and stages of activation.

During single service managed operations and single service supported operations the relevant Combat Agency Controller is responsible for the passage of public information to the community and the media, and for operational information and intelligence between the DEOCON, LEOCONs and all involved agencies.

During single service managed operations the relevant Combat Agency Controller may request the DEOCON to assume responsibility for the passage of all or certain classes of operational information and intelligence between LEOCONs and/or involved agencies.

During District level emergency operations the DEOCON is responsible for:

- i. The passage of operational information and intelligence between LEOCONs and/or all involved agencies, using the DEOC as the collection and distribution point.
- ii. The passage of public information to the community.
- iii. The release of regular media releases.
- iv. Ensuring the SEOCON is kept informed of developments and forecast support needs.

The relevant LEOCONs are responsible for the passage of operational information and intelligence to the DEOCON during all types of operations and stages of activation at the Local level.

## **PART 6 - RESPONSE**

### **1. Activation of Plan**

- a. This Plan is active at all times.
- b. The arrangements in this Plan may be implemented by the DEOCON.
- c. This plan is activated by the DEOCON:
  - i. Whenever a Local DISPLAN is activated and District level support may be required;
  - ii. When it is necessary to coordinate two or more Local level emergency operations;
  - iii. In the event that District level emergency operations are required; or
  - iv. When directed by the SEOCON.
- d. The DEOCON is to be prepared to provide/coordinate whenever:
  - i. An emergency is declared and a person appointed to take charge of fire fighting operations, under the provisions of Section 44 of the Rural Fires Act 1997 and in accordance with the relevant Section 53 Plan of operations; or
  - ii. The Sydney Western or Sydney Southern Region Controller of the SES is conducting flood or storm and tempest operations, including the coordination of evacuation and welfare of affected communities, under the provisions of the SES Act, 1989.

In either case, the DEOCON is to be prepared to provide support as requested by the "Commissioner's delegate" in the case of bush fires, or the SES Region Controller/s in the case of floods or storm and tempest.

- e. During implementation of this plan for bush fires, floods, storm and tempest, hazardous materials operations, animal health emergencies or other combat agency operations, control remains with the designated combat agency. The DEOCON would not normally assume control from a combat agency unless the situation can no longer be contained. This should only occur after consultation with, and the agreement of, the Combat Agency Head and the SEOCON or as specified in specific Sub Plans.

### **2. Stages of Mobilisation**

The recognised stages of mobilization are ALERT, STANDBY, CALL OUT, STAND DOWN and DEBRIEF. However, due to the nature of the event and time constraints, the ALERT or STANDBY stages may be by-passed.

### 3. Action at Each Stage

PHASE	ACTION
ALERT	<p>DEOCON receives advice on operations which could escalate to an emergency, or which could require coordination of support.</p> <p>DEOCON monitors the situation.</p> <p>DEOCON informs, as appropriate:</p> <ul style="list-style-type: none"> <li>• Relevant Participating Organisation Controllers or Coordinators.</li> <li>• LEOCONs.</li> <li>• DEOCONs from adjoining Districts</li> <li>• State Emergency Operations Controller.</li> </ul> <p>DEOCON activates DEOC to appropriate state of readiness, if necessary.</p>
STANDBY	<p>Combat Agency, LEOCON or SEOCON advises DEOCON that assistance under DISPLAN arrangements may be required, or DEOCON determines that a District level emergency operation is likely to be required.</p> <p>DEOCON:</p> <ul style="list-style-type: none"> <li>• continues to monitor the situation.</li> <li>• activates the arrangements in DISPLAN if required.</li> <li>• activates DEOC to appropriate state of readiness.</li> <li>• advises relevant Participating Organisations to standby.</li> <li>• briefs DEOC staff, LEOCONs and the SEOCON on the situation.</li> <li>• briefs adjoining DEOCONs as appropriate.</li> </ul> <p>LOs:</p> <ul style="list-style-type: none"> <li>• report to DEOC if requested.</li> </ul>
CALL OUT	<p>Impact emergency occurs, or Combat Agency, SEOCON or LEOCON advises DEOCON that support is required.</p> <p>DEOCON:</p> <ul style="list-style-type: none"> <li>• escalates DEOC to required state of readiness.</li> <li>• activates relevant Participating Organisations and requests LOs to report to DEOC.</li> <li>• liaises with the SEOCON, LEOCONs and adjoining DEOCONs as required.</li> </ul> <p>LOs:</p> <ul style="list-style-type: none"> <li>• maintain contact with their respective agencies and respond resources as directed by the DEOCON, in accordance with the appropriate plan.</li> </ul>



## **7. Defence Assistance to the Civil Community**

Australian Defence Force assistance may be sought to perform emergency tasks which are primarily the responsibility of civil authorities or organisations, and for which the civil community lacks the necessary equipment or resources. Details of the emergency categories of Defence Assistance to the Civil Community and arrangements for obtaining such assistance are detailed at ANNEX F of this Plan.

## **8. Logistic Support**

- a. Responding agencies and organisations are responsible for providing their own logistic support, including re-supply and relief of their own personnel.
- b. Responding agencies and organisations are responsible for advising the DEOCON of any specific requirements which cannot be met from their own resources.

## **9. Emergency Funding**

- a. A Combat Agency and the Disaster Welfare Service use their own systems for emergency funding.
- b. For Participating Organisations, which are Government Departments or Authorities, the cost of providing resources, including LOs, during emergency response or recovery operations is to be met in the first instance by the providers from their normal operating budgets.
- c. For private sector organisations or personnel, the cost of providing resources during emergency response or recovery operations is to be met by and/or recovered the requesting agency, which would usually be the agency/organisation responsible for meeting the cost during normal circumstances.

## **10. Stand Down and Debrief**

- a. The relevant Combat Agency Controller is responsible for issuing the Stand Down and conducting a debrief of all agencies involved in District level single service operations. The Controller is also to provide the DEOCON with a report on the operation and debrief, for presentation to the DEMC.
- b. The DEOCON, in consultation with the relevant Combat Agency if appropriate, is responsible for issuing the Stand Down and conducting a debrief of all agencies, including LEOCONs, controlled or coordinated by the DEOCON during District supported operations or District emergency operations.

- c. Following District supported operations or District level emergency operations:
  - i. The DEOCON debriefs DEOC staff before closing the DEOC.
  - ii. Each agency involved in an operation is to conduct a debrief of its own personnel and report to the DEOCON within fourteen days of the issue of the Stand Down.
  - iii. The DEOCON conducts a combined agencies debrief within twenty one days of the issue of the Stand Down.
  - iv. The DEOCON reports to the DEMC on lessons learned from the operation and matters highlighted during the debrief. A copy of the report is to be forwarded to the SEOCON.
  
- d. Following Local level supported or emergency operations:
  - i. The LEOCON is to debrief LEOC staff before closing the LEOC.
  - ii. Each agency involved in an operation is to conduct a debrief of it's own personnel and report to the LEOCON within seven days of the issue of the Stand Down.
  - iii. The LEOCON conducts a combined agencies debrief within fourteen days of the issue of the Stand Down.
  - iv. The LEOCON reports to the LEMC on lessons learned from the operation and matters highlighted during the debrief. A copy of the report is to be forwarded to the DEOCON.

## **PART 7- EMERGENCY RECOVERY OPERATIONS**

### **1. General**

When an emergency has been contained, the emergency management structure continues to conduct recovery operations to satisfy personal and community needs, and to restore services to the level where the continuing process can be managed by local government and the normal responsible agencies. While local government authorities have significant responsibility for the well-being of local communities, and play a major role in recovery operations, they may require significant resource support, particularly with respect to the overall coordination of recovery operations.

It is essential that the requirements of recovery operations are assessed and planned during the earliest stages of an emergency response operation. Although an overlap will occur between the commencement of the recovery phase and the completion of the response phase, the handover of responsibilities between the response organisations and the recovery organisations needs to be considered carefully. The District Emergency Operations Controller is responsible for ensuring recovery planning occurs.

Those involved in contributing to recovery operations should keep in mind that the whole purpose of such operations is to assist the affected community to manage its own recovery, while recognising that there will invariably be a requirement for external technical, physical and financial assistance.

### **2. Principles**

Disaster recovery is most effective when the following nationally recognised principles are applied:

- i. management arrangements recognise that disaster recovery is a complex, dynamic and protracted process;
  - ii. agreed plans and management arrangements are well understood by the community and disaster management agencies;
  - iii. recovery agencies are properly integrated into disaster management arrangements;
  - iv. community service and reconstruction agencies have input into key decision-making;
  - v. recovery services are conducted with the active participation of the affected community;
  - vi. recovery managers are involved from the initial briefing on the operation;
  - vii. recovery services are provided in a timely, fair, equitable and flexible manner, and
  - viii. recovery personnel are supported by training programs and exercises
- (source: National Standing Committee of Community Services and Income Security Administrators).

The recovery process will commence as soon as possible during and following the impact and every effort will be made to ensure that individuals from the affected communities are actively involved in their own recovery.

Management of recovery services should, whenever possible, occur at local level, although District and, on occasions, State support will be required.

Recovery services are most effective when managed by an identified recovery coordinator.

There are a number of coordination options available, these include:

- i. LEOCON appointments – Disaster Recovery Coordinator - LEOCON established Committee.
- ii. DEOCON appointments – Disaster Recovery Coordinator - DEOCON established Committee.
- iii. Disaster Recovery (Human Services) Functional Area Coordinator – Disaster Recovery (Human Services) Committee and key representatives advise.
- iv. Engineering Functional Area Coordinator – Engineering Functional Area committee and key representatives advise.
- v. SEOCON appointments – Disaster Recovery (Human Services) vi. Coordinator - SEOCON established Committee.
- vi. Minister appointments – Disaster Recovery (Human Services) Coordinator - Appointee established committee or task force.
- vi. Environmental Services Functional Area Coordinator and key representatives advise

### **3. Planning for Recovery**

Emergency Management Committees at all levels are responsible for recovery planning, which is to be undertaken in accordance with the principles contained herein, and the relevant State level supporting plans & sub plans.

The main roles of Recovery Committees are:

- coordinate arrangements to make an initial assessment of the impact;
- establish priorities;
- identify shortfalls in resources;
- coordinate provision of services; and
- keep the community informed of recovery strategies.

### **4. Recovery at Local Level**

As soon as possible following an emergency, the LEMC is to meet in order to form a Local Recovery Committee. The LEMC provides a good basis for a Local Recovery Committee, but local community groups such as the local Chamber of Commerce and non-government agencies should be added. The Combat Agency will need to attend the early meetings to provide an overview of the situation.

Coordination of the recovery operation may occur from local or district level.

The DEMO and appropriate District Functional Area Coordinators (e.g., Health, Welfare, Engineering and Agriculture) are to be invited to the initial meeting and to subsequent meetings as required.

## **5. Local Recovery Coordinators**

The appointment of a Local Recovery Coordinator is critical to the success of recovery operations. This should be discussed by the LEMC when it meets to form the Local Recovery Coordination Committee. The appointment of the coordinator should occur in consultation with the DEOCON, on the recommendation of the LEOCON.

In the event that there is likely to be the need for significant outside resources, the LEOCON on the advice of the LEMC will normally recommend the appointment of a higher level Recovery Coordinator.

## **6. Higher Level Recovery Coordinators**

In the event that the need is identified for a higher level Recovery Coordinator to be appointed, the DEOCON, as Chair of the District Emergency Management Committee will consult with the SEOCON who will appoint a coordinator in liaison with appropriate State level agencies.

## **7. Recovery at District Level**

In the event that an emergency impacts on several local government areas within an emergency management district, it will be necessary to form a District Recovery Coordination Committee.

In such circumstances the DEMC will meet to determine the composition of the committee and nominate a Coordinator to the SEOCON for approval. Local Recovery Committees will be required, but will act as sub-committees to the District Recovery Committee.

## **8. Recovery at State Level**

When an emergency impacts on several adjoining emergency management districts, or in the event of a major emergency, it may be necessary to establish a State level Recovery Coordinating Committee.

When there is a likelihood that this may be required, the SEOCON will meet with the SEMC and make a decision on an appropriate structure, including the appointment of a State Recovery Coordinator.

## **9. Long Term Recovery**

In the event that long term recovery and reconstruction are going to be needed, SEOCON and the SEMC may recommend to the Minister or Premier the formation of a Special Recovery Coordinating Committee to coordinate long term recovery planning and coordination.

The Minister or Premier may appoint a Special Recovery Coordinator, who if so appointed is to be the Chairperson of the Special Recovery Coordinating Committee, and will normally report directly to Government.

## **10. Recovery Centres**

- a. Delivery of recovery services is undertaken from Recovery Centres, which brings together all service providers within one location.
- b. Recovery Centres will be established in cooperation with local government.
- c. The need to establish Recovery Centres will be considered whenever there is an emergency.
- d. The decision to establish a Recovery Centre is made by the DoCs Disaster Recovery Human Services Manager in consultation with the relevant Emergency Service organisation.
- e. The agencies providing services in the centre may include:
  - Department of Community Services
  - Community Partners and Agencies (NGOs)
  - Department of Commerce
  - NSW Department of Primary Industries
  - NSW Rural Assistance Authority
  - NSW Health Department
  - Department of Housing
  - Centrelink
  - Electricity service providers
  - Office of Fair Trading
  - Telecommunications service providers.
- f. A Recovery Centre may include the following facilities:
  - Security for access – separating clients from the general office
  - Reception area
  - Interview rooms
  - Meeting room
  - Staff room
  - Storage area
  - Administration area and offices.

## **11. Emergency Financial Assistance**

Emergency financial assistance to persons affected by emergencies is coordinated by the Disaster Recovery Human Services Functional Area.

## **LIST OF ANNEXES**

- A Map of the Western Sydney Emergency Management District
- B District Sub Plans and Supporting Plans
- C Operational Control and Coordination Relationships
- D Defence Assistance to the Civil Community

**WESTERN SYDNEY EMERGENCY MANAGEMENT DISTRICT**



**DISTRICT SUB PLANS AND SUPPORTING PLANS**

**DISTRICT SUB PLANS**

<b>SUB PLAN TITLE</b>	<b>STATUS</b>

**DISTRICT SUPPORTING PLANS**

<b>FUNCTIONAL AREA</b>	<b>STATUS</b>
Agriculture & Animal Services	
Engineering Services	
Health Services	
Transport Services	
Welfare Services	

### CONCEPT OF EMERGENCY OPERATIONS

TYPE OF EMERGENCY OPERATION	CONTROL	SUPPORT	INFORMATION/ LIAISON
<p>COMBAT AGENCY MANAGED</p>	<p>Combat agency controls operation and may request other agencies or Emergency Operations Controllers to assume responsibility for controlling specific elements.</p> <p>Supporting agencies command own elements and carry out support tasks as directed by combat agency, other agency or Emergency Operations Controller.</p>	<p>Support tasks that can be foreseen are agreed and reflected in combat agency plans, Displans, sub plans or supporting plans where applicable.</p> <p>Unforeseen support can be coordinated by the Emergency Operations Controller or the combat agency can deal direct with supporting agencies. In the latter case the Emergency Operations Controller must be kept informed.</p>	<p>It is the responsibility of the Combat Agency to ensure that the Emergency Operations Controller and the supporting Emergency Service Organisation and Functional Area Coordinators are kept informed of the situation where appropriate.</p> <p>Emergency Operations Controllers, and supporting agencies under control of combat agency, provide resources to combat agency control centre as required.</p> <p>Supporting agencies carrying out tasks under the co-ordination of an emergency operations controller provide resources to the emergency operations centre as required.</p>
<p>OPERATIONS CONTROLLED BY EMERGENCY OPERATIONS CONTROLLERS</p> <p>This applies when:</p> <ul style="list-style-type: none"> <li>• Emergency operations controllers are designated in plans as controllers.</li> <li>• There is no designated combat agency.</li> <li>• Emergency operations controllers are requested by the combat agency to assume control, with the approval of the combat agency head.</li> </ul>	<p>Emergency operations controller controls operations and co-ordinates resources. Individual agencies command own resources and carry out tasks as directed.</p>	<p>Arrangements as detailed in Displan, supporting plans and combat agency and other sub plans.</p> <p>Emergency Operations Controller may request other agency to coordinate support.</p>	<p>It is the responsibility of the Emergency Operations Controller to ensure that the Emergency Service Organisations and Functional Area Coordinators are kept informed of situation.</p> <p>Agencies provide resources to Emergency Operations Centre as required.</p>

## **DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY**

This is the provision of Australian Defence Force personnel, equipment, facilities or capabilities to perform emergency tasks which are primarily the responsibility of civil authorities or organisations, and for which the civilian community lacks the necessary equipment or resources.

### **ADF POLICY**

State agencies are responsible for combating emergencies in the first instance. The ADF is available to support in areas where State authorities are unable to cope. Details of the emergency categories of DACC are as follows:

### **CATEGORY 1**

This is immediate assistance by a local area ADF Service Commander where:

- a. Immediate action is necessary to save human life or alleviate suffering, or prevent extensive loss of animal life, or loss or damage to property;
- b. Local resources are inadequate, not available or cannot be mobilised in time; and
- c. Immediate assistance can be provided from within the resources available.

Category 1 assistance requests are passed directly by the LEOCON or DEOCON to the ADF Service Commander in the particular Local Area, who has the authority to provide support if the resources are available. The DEOCON is to be informed whenever the LEOCON makes such a request.

### **OTHER CATEGORIES**

There are two other categories of assistance, which apply to emergencies but where the immediate and local nature of Category 1 assistance does not apply.

These emergency assistance requests are to be passed through LEOCONs to the DEOCON for referral to the SEOCON, who is authorised to request assistance from the Commonwealth through Emergency Management Australia (EMA).

### **GENERAL**

Requests for ADF support are to be made to perform a specific task(s), NOT for specific resources.

ADF resources made available for operations remain under the command of Defence Force Commanders who are responsive to the Operations Controller to whom they are providing support.

The ADF provides deployed elements with administrative support.

ADF resources are made available for specific tasks, and their tasking is not to be changed except as arranged between the SEOCON and Emergency Management Australia (EMA).