

**MONARO**  
**EMERGENCY MANAGEMENT**  
**DISTRICT**



**DISASTER PLAN**  
**(District Displan 2006)**

An approved Plan  
under the provisions of Section 30 the  
State Emergency & Rescue Management Act 1989

**TITLE:**

Monaro District Disaster Plan (Displan) – Version 3 - 2006

**AUTHORITY:**

The Monaro District Disaster Plan (Displan) has been prepared by the Monaro District Emergency Management Committee in compliance with the State Emergency and Rescue Management Act, 1989 (as amended).

**APPROVED**

.....

Chairperson  
Monaro District Emergency Management Committee.

Dated: 30 November, 2006

**ENDORSED**

.....

Chairperson  
NSW State Emergency Management Committee

Dated:



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## PART 1

### INTRODUCTION

#### PURPOSE

- 101 This Plan details arrangements for:
- a Identifying prevention and mitigation strategies;
  - b Coordinating District level support to Local level combat agency managed operations and emergency operations;
  - c Controlling emergency operations at District level where control cannot be effected at Local level;
  - d If necessary, controlling emergency operations where the emergency extends across more than one local area; and
  - e Providing assistance to other Districts either on a pre-planned basis or as directed by SEOCON.

#### OBJECTIVES

- 101 The objectives of this plan are to:
- a Detail responsibilities for the identification, development and implementation of prevention and mitigation strategies;
  - b Define Agency & 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 EOC 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.

#### SCOPE

- 102 The plan describes the arrangements at District level to effectively and efficiently 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.

#### PLANNING ASSUMPTIONS

- 103 Arrangements detailed in this plan are based on the assumption that the resources upon which the plan relies are available when required.
- 104 The effectiveness of arrangements detailed in this plan are dependant upon all involved agencies preparing, testing and maintaining appropriate internal instructions and standing operating procedures.

## PRINCIPLES

- 105 The following principles are applied in this plan:
- a **Responsibility for preparation, response and recovery rests initially at Local level.** If Local agencies and available resources cannot cope they are augmented by those at District level. If necessary, resources and support, coordinated from the State, and/or resources provided from the Commonwealth and other States and Territories may be used.
  - b **Control / coordination of emergency response and recovery operations is conducted at the lowest effective level.**
  - c **Agencies may deploy additional resources from their own agency** from outside the affected Local area or District to meet the requirements of the designated Combat Agency or Emergency Operations Controller.
  - d During an operation which is the legal responsibility of a 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. **An Emergency Operations Controller would not normally assume control from the combat agency unless the situation can no longer be contained and a change of control is likely to improve matters. In any case, a change of control at any level can only occur after consultation between SEOCAN and the State Controller of the Combat Agency, and agreement from the latter, or at the direction of the Minister.**
  - 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 In the event that an Emergency Operations Controller has assumed control of an operation which would normally be the responsibility of a combat agency, control should be passed back to the combat agency as soon as the situation is stabilised and when change of control will not adversely affect operations.
  - g Emergency Operations following a terrorist attack will be controlled by SEOCAN.
  - h Emergency preparedness, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.
  - i **Prevention measures remain the responsibility of authorities / agencies charged by statute with the responsibility.**

## ARRANGEMENTS DURING BUSHFIRE EMERGENCIES

- 106 Under the provisions of the Rural Fires Act, 1997, a “bush fire emergency” may be declared and a person appointed to take charge of fire fighting operations and fire prevention measures by the Commissioner, under the provisions of Section 44 of the Act, as the “Commissioner’s delegate”.
- 107 The appropriate Emergency Operations Controller is to be prepared to coordinate support if requested by the “Commissioner’s delegate”.

**ARRANGEMENTS DURING FLOOD AND STORM EMERGENCIES**

- 108 Subject to the requirements and provisions of the SERM Act, and under the provisions of the SES Act, for the emergencies of flood and damage control for storms, including the coordination of evacuation and welfare of affected communities, the overall control of operations in response to these emergencies is vested in the Director General of the State Emergency Service.
- 109 The appropriate Emergency Operations Controller is then to be prepared to coordinate support if requested by the appointed Local / Division State Emergency Service Controller.

**REVIEW OF LOCAL AND DISTRICT PLANS**

- 110 Displans and Sub Plans must be formally reviewed no less frequently than every five (5) years and review of relevant aspects are to be carried out following emergencies or changes of legislation.
- 111 Supporting plans must also be reviewed at least every five (5) years, but may be reviewed more frequently at the direction of the Functional Area Coordinator.

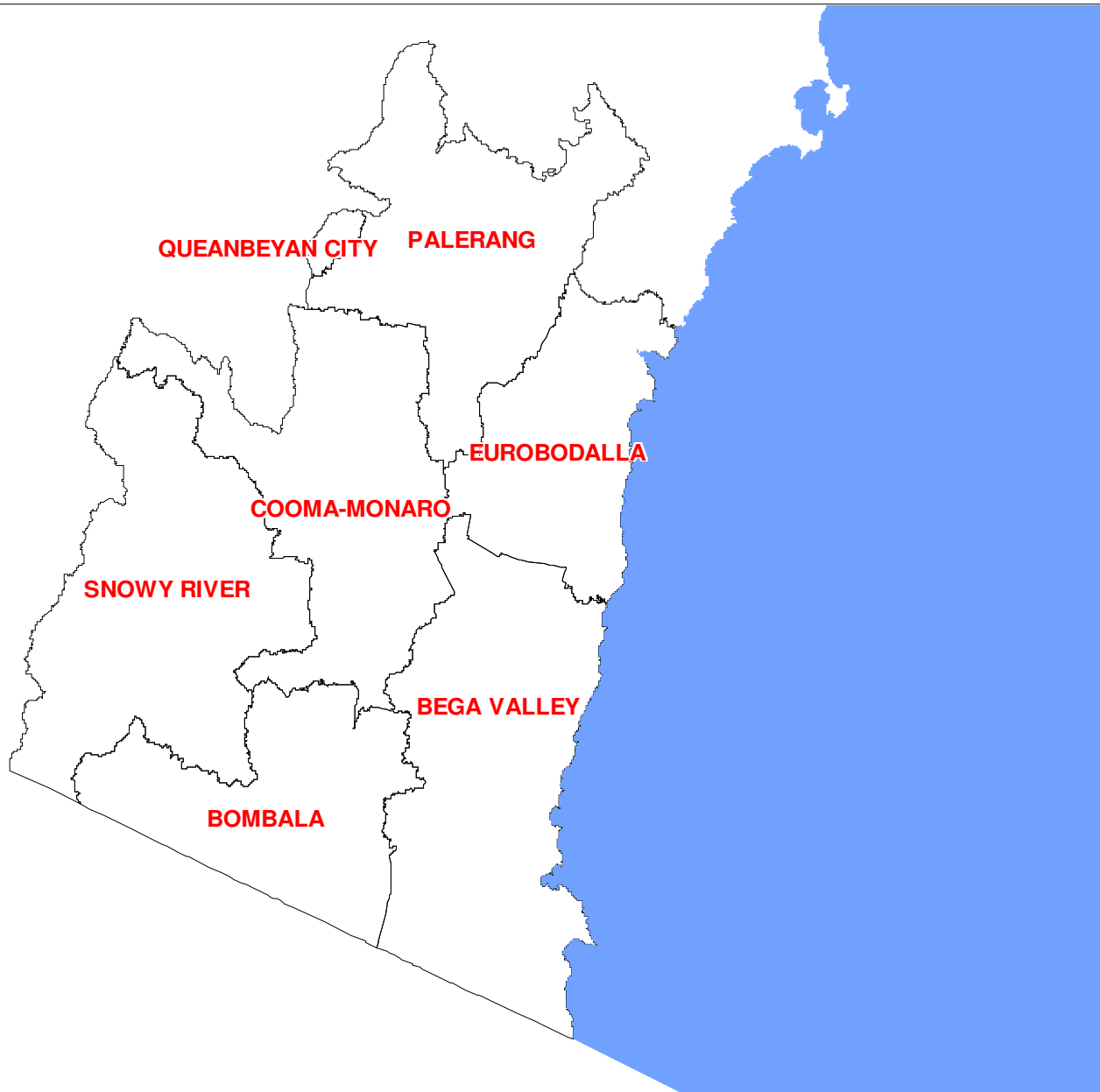
**AREA COVERED**

- 112 The Monaro Emergency Management District encompasses the following local government areas with area and population estimated from the ABS Statistics of 2001.

<b>Local Government Area</b>	<b>Area (sq km)</b>	<b>Population</b>
Queanbeyan City	52	32720
Cooma-Monaro	4881	9200
Snowy River	6030	7327
Bombala	3944	2572
Bega Valley	6280	31499
Eurobodalla	3422	35291
Palerang	5144	11500
<b>District Total</b>	<b>29753</b>	<b>119759</b>

- 113 The Australian Capital Territory is located adjacent to Monaro District, however it is not subject to the State Emergency & Rescue Management Act.
- 114 Whilst not subject to the Act, the Australian Capital Territory has developed its own Displan, including arrangements for support to / from New South Wales.
- 115 Queanbeyan City and Palerang Local Government Area have combined their emergency management arrangements in accordance with Section 27 of the SERM Act. The relevant Local Emergency Management Committee is known as Lake George Local Emergency Management Committee.

116 A map of the District is shown below



117 The Emergency Management Districts adjoining the Monaro District are:

- a Illawarra
- b Southern Highlands
- c Murray.

**TRANSPORT ROUTES**

118 The main transport routes (orientation in brackets) through the District are:

- a **ROAD**
- Monaro Highway (North/South)
- Princes Highway (North/South)
- Kosciuszko Road (North/South)
- Snowy Mountains Highway (East/West)
- Alpine Way (East /West)
- Kings Highway (East/West)

**b RAIL**

Rail lines enter the District in the north and travel through Bungendore and Queanbeyan prior to termination in Canberra. A tourist train occasionally utilises a stretch of line between Queanbeyan and Michelago.

Some de-commissioned and unusable rail line still exists in places between Queanbeyan and Bombala via Cooma and Bungendore to Captains Flat.

**WATERWAYS, WATER STORAGE, HARBOURS and LAKES**

119 The main bodies of water in the District are:

**RIVERS**

Shoalhaven River	(West/East)
Deua / Moruya River	(West/East)
Tuross River	(West/East)
Bega / Brogo River	(West/East)
Towamba River	(West/East)
Queanbeyan River	(East/West)
Molonglo River	(East/West)
Murrumbidgee River	(East/West)
Murray River	(East/West)
Snowy River	(North/South)

**WATER STORAGE**

Tantangara Dam	Murrumbidgee River
Googong Dam	Queanbeyan River
Lake Eucumbene	Snowy River
Lake Jindabyne	Snowy River
Brogo Dam	Brogo River
Deep Creek Dam	Off creek storage supplied from Deua River
Yellow Pinch Dam	Off creek storage supplied from Tantawanglo Ck
Ben Boyd Dam	Off creek storage supplied from Towamba River
Captains Flat Dam	

**HARBOURS and LAKES**

Lake George	* Durras lake
Batemans Bay	* Coila Lake
Wallaga Lake	* Corruna Lake
Bermagui	
Two Fold Bay	

Lakes so marked are sensitive coastal lakes with the Princes Hwy either crossing them or running alongside. Any Hazmat incident in their vicinity could have significant environmental consequences.

Coila Lake is located adjacent to Tuross Heads and Eurobodalla Shire Council has a policy of emergency opening to prevent localised flooding in Tuross and of the Princes Hwy.

**AIRPORTS**

Airports located within the District are:

- |    |                         |                     |   |
|----|-------------------------|---------------------|---|
| a. | Merimbula Airport       | Location:<br>Owner: | Arthur Kain Dve, Merimbula<br>Bega Valley Council |
| b. | Moruya Airport          | Location:<br>Owner: | North Head Rd., Moruya<br>Eurobodalla Council     |
| c. | Snowy Mountains Airport | Location:<br>Owner: | Kosciuszko Rd, via Cooma<br>Snowy River Council   |

In addition to this the approach and departures to Canberra International Airport are over the City of Queanbeyan and rural areas of the Palerang LGA.

**SOURCES OF RISK**

121 The sources of risk which may require a District level response include:

SOURCE OF RISK	# RISK RATING ESTIMATES		COMMENTS
	Likelihood	Consequence	
Animal And Plant Diseases	Rare	Major	Refer to the NSW Animal Health Emergency Plan for details.
Bush and Grass Fire	Almost Certain	Moderate	Refer to local level Bush Fire Management Committee Plans of Operation. The NSW Fire Brigades have strategies in place for bush land within Fire Districts.
Earthquake	Unlikely	Moderate	Significant damage from seismic activity is considered to be a remote threat throughout the District, and no severe earthquakes have been recorded.
Flood – Riverine	Likely	Moderate	Refer to Local Flood Plans and the Southern Highlands Region and Illawarra South Coast Region Flood Plans for details.
Flood - Flash	Likely	Moderate	Storm water drainage systems in populated urban areas may not cope with extreme rainfall events.
Hazardous Materials and CBR Emergency	Possible	Moderate	General threat, but particularly involving transport of hazardous materials along identified major transport routes. Also involving spillages / escapes in industrial areas and near inland waterways and CBR impacts on population centres.
Landslip	Unlikely	Moderate	Identified threat in steep and developed alpine areas.
Major Structure Collapse	Unlikely	Major	Major structure collapse in larger population centres.
Mine Explosion / Collapse	Unlikely	Moderate	Abandoned mines (some unmapped) exist within the District

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SOURCE OF RISK	# RISK RATING ESTIMATES		COMMENTS
	Likelihood	Consequence	
Severe Storm and/or Strong Winds and/or Storm Surge	Almost Certain	Moderate	Refer to NSW Storm Plan and Monaro District Snow Sub-plan  General threat throughout the District.
Significant Infrastructure Failure / Damage	Possible	Major	Potential to affect the whole District depending on type of infrastructure affected and impact location.
Transport Accident – Aircraft related	Unlikely	Major	International, major domestic and military aircraft fly regularly over the District.
Transport Accident - Road/rail	Possible	Major	General threat along major routes, in particular high volume of large passenger carrying vehicles, eg., tourist coaches travelling to and from alpine areas.
Transport Accident - Marine related	Unlikely	Major	Refer to Marine Oil Spill Contingency Plan. A number of marine reserves and sensitive areas are in the District, with potential for large oil spills and groundings.
Tsunami	Rare	Major	Many low lying coastal areas at risk from tsunamis.

**# Indicates that ratings are estimates only, to be confirmed by an emergency risk management study. See Annex H for rating descriptors and risk analysis schedule.**

**PART 2  
PREVENTION**

**RESPONSIBILITIES AND STRATEGIES**

- 201 Local and District Emergency Management Committees are responsible, using a risk management process, to identify risks, to refer these risks to the appropriate agency, and to monitor the outcomes. For those risks with no identified combat agency, the relevant Local Emergency Management Committee is to conduct the risk management process
- 202 Responsibility for the development and implementation of prevention and mitigation strategies rests with the agencies, organisations and/or committees detailed below and are not subject to Displan arrangements. Strategies implemented are also listed.

<b>SOURCES OF RISK</b>	<b>AGENCY / COMMITTEE RESPONSIBLE</b>	<b>MITIGATION / PREVENTION STRATEGIES</b>
Animal And Plant Disease	NSW Dept of Primary Industries	<ul style="list-style-type: none"> <li>- Surveillance by Dept Primary Industries, especially through Australian Quarantine Inspection Service.</li> <li>- State &amp; District Agriculture and Animal Services Plan</li> <li>- AUSVET PLAN</li> <li>- Training of DPI staff in detection of diseases.</li> </ul>
Bush And Grass Fires	Local Government Councils  Bush Fire Management Committee  Fire Agencies -  Rural Fire Service, NSW Fire Brigades, State Forests of NSW, and National Parks and Wildlife Service and Dept of Infrastructure, Planning & Natural Resources.	<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 &amp; Development Control Plans.</li> <li>- Coordinate bushfire management strategies.</li> <li>- Implement bush fire fuel management strategies.</li> </ul>

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<b>SOURCES OF RISK</b>	<b>AGENCY / COMMITTEE RESPONSIBLE</b>	<b>MITIGATION / PREVENTION STRATEGIES</b>
Earthquake	Local Councils	<ul style="list-style-type: none"> <li>- Regulate property development &amp; building construction through Land Environment Plans &amp; Development Control Plans.</li> </ul>
Flood - Riverine	Local Councils  Dept of Natural Resources	<ul style="list-style-type: none"> <li>- Regulate property development &amp; building construction through Land Environment Plans &amp; Development Control Plans.</li> <li>- Development &amp; maintenance of flood mitigation works.</li> <li>- Preparation of floodplain management plans.</li> <li>- Technical &amp; financial assistance to Local Government in the preparation of mitigation schemes and floodplain management plans</li> <li>- Technical Assistance to the State Emergency Service in the development of flood plans.</li> </ul>
Hazardous Material emergency (including CBR)	Dept of Environment and Conservation (EPA)  Workcover Authority  Local Councils	<ul style="list-style-type: none"> <li>- Regulate 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> <li>- Assists industries that don't require a DEC licence with the development of safe handling and response procedures.</li> </ul>
Landslip	Local Councils and land management agencies	<ul style="list-style-type: none"> <li>- Regulate property development &amp; building construction through Land Environment Plans &amp; Development Control Plans.</li> </ul>

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<b>SOURCES OF RISK</b>	<b>AGENCY / COMMITTEE RESPONSIBLE</b>	<b>MITIGATION / PREVENTION STRATEGIES</b>
Infrastructure Failure	Dams: Asset owner and Dam Safety Committee  Water & sewerage: Local govt  Electricity / Gas: relevant service provider	<ul style="list-style-type: none"><li>- DSC is responsible for reviewing dam design and requiring that dams are monitored by owners to ensure structures are in a safe condition.</li><li>- Local govt responsible for planning, maintenance &amp; operation.</li><li>- Relevant service providers have responsibility</li></ul>

## PART 3 PLANNING & PREPARATION

### EMERGENCY MANAGEMENT PLANNING

#### EMERGENCY RISK MANAGEMENT PROCESS

301 The State Emergency Management Committee requires Local Emergency Management Committees to conduct emergency risk management studies and reviews that identify, analyse, evaluate and treat community risks. The outputs and outcomes of this process are to form the basis for all emergency management plans developed, reviewed and updated by Local Emergency Management Committees.

#### RISK IDENTIFICATION, ANALYSIS, EVALUATION AND TREATMENT

302 Only those risks which may require a significant and coordinated multi agency response are processed by Local Emergency Management Committees. The risks satisfying the criteria are to be detailed in Local Displans.

#### COMMUNITY VULNERABILITY

303 The Emergency Risk Management Process is to identify those groups within the community likely to require special attention in relation to the impact of a source of risk. These groups may include Nursing Homes, Hospitals, Retired Persons Accommodation, Schools, Pre schools, Special Schools, Sheltered Workshops and those parts of the community located in areas affected by sources of risk.

304 Details of those elements and/or parts of the community that are at risk are to be outlined in Local Displans.

### DISTRICT PLANNING STRUCTURE

#### DISTRICT EMERGENCY MANAGEMENT COMMITTEE

305 The District Emergency Management Committee (DEMC), chaired by the District Emergency Operations Controller (DEOCON) and with the executive support of the District Emergency Management Officer (DEMO) is responsible to:

- a develop and maintain a District Disaster Plan (Displan); and
- b identify the need for supporting plans and sub plans related to functions, specific hazards and emergencies within the District.

306 By agreement the District Emergency Management Committee (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 Local Emergency Management Committees.

#### **Functions:**

- a To prepare, maintain and review the District Disaster Plan (Displan);
- b Review District Supporting Plans and Sub Plans and Local Disaster Plans;
- c To identify, evaluate and monitor hazards and threats to life and property within the District, and where appropriate recommend specific hazard management guidelines;
- d To establish and review appropriate emergency management structures at Local and

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District level;

- e To identify resources within the District and make plans for the allocation and coordination of those resources during incidents and emergencies;
- f To establish and review systems for use in the control and coordination of emergency operations at District and Local levels;
- g To review and recommend emergency management arrangements to the State Emergency Management Committee;
- h To provide advice on the combination of local government areas for emergency management purposes to the State Emergency Management Committee;
- i To establish and maintain communication networks between Agencies & Functional Areas within the District, including an up to date contact directory;
- j To arrange emergency management training for individuals and groups in Agencies & Functional Areas within the District;
- k To disseminate educational material on established emergency management policies and procedures within the District;
- l To arrange the conduct of exercises to periodically test emergency management plans and procedures;
- m To produce standing orders, instructions and standing operating procedures relevant to District emergency management plans and arrangements;
- n To arrange for graduated warnings of emergencies to the public;
- o To assist the State Emergency Management Committee and District Emergency Operations Controller as required;
- p To establish and coordinate functional area and other sub committees as required within the District, and
- q To monitor the implementation of emergency risk management by Local Emergency Management Committees and provide advice and assistance as necessary.

307 The Monaro DEMC membership is to include:

- a A senior representative of the council of each local government area within the Monaro District
- b A senior representative of each emergency service organisation operating in the Monaro District
- c Representatives from such organisations providing services in functional areas operating in the Monaro District

### FUNCTIONAL AREA SUB COMMITTEES

308 District Functional Area Coordinators are responsible for the establishment of their respective Functional Area Sub Committee. The role of the Functional Area Sub Committee is to assist the Functional Area Coordinator in the planning for, and to coordinate the provision of functional area support and resources to emergency response and initial recovery at District and Local level. The requirement for Functional Area Sub Committee will be determined by the District Functional Area coordinator.

### SUPPORTING PLANS

309 Supporting Plans describe the arrangements for the provision of support to the controlling or coordinating body by Functional Areas during operations. The development and maintenance of these plans is the responsibility of the respective Functional Area Coordinator.

310 Supporting plans to this Displan are listed in Annex "D".

### **SUB PLANS**

311 Sub Plans describe the arrangements necessary to deal with a specific hazard / source of risk, event or facility, where those arrangements are outside the scope of those in Displan. Responsibility for development of sub plans rests with the combat agency responsible for the hazard / source of risk or event or the owner / operator of the facility.

312 Sub plans of this Displan are listed in Annex "D".

### **ARRANGEMENTS FOR REVIEWING, TESTING, EVALUATING AND MAINTAINING THIS PLAN**

313 Responsibility for reviewing, testing, evaluating and maintaining this plan rests with the Monaro District Emergency Management Committee.

314 The plan should be reviewed:

- a After each exercise or actual operation;
- b In the event that deficiencies are identified;
- c As roles & responsibilities of agencies change;
- d In the event of legislative changes; or
- e At least every five (5) years.

315 The frequency and method of testing and evaluation are determined by the DEMC.

### **LOCAL LEVEL PLANNING STRUCTURE**

#### **LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)**

316 The Monaro District Emergency Operations Controller is to appoint a Local Emergency Operations Controller for each local government area or combination of local government areas in accordance with Section 30 of the State Emergency and Rescue Management Act, 1989.

317 The LEOCon is to function as outlined in Section 31 of the State Emergency and Rescue Management Act, 1989.

#### **LOCAL EMERGENCY MANAGEMENT COMMITTEES**

318 Local Emergency Management Committees are chaired by a senior representative of the local council with executive support provided by the Local Emergency Management Officer (LEMO).

319 The committees are subject to the direction of the District Emergency Management Committee and are responsible to develop and maintain a Local Disaster Plan (Displan) and Sub Plans relating to specific hazards or emergencies. Supporting Plans for Functional Areas are to be developed and maintained by the relevant District Functional Area Coordinator if they are required.

320 The mission and functions of Local Emergency Management Committees are to reflect those of the DEMC, as detailed earlier in this plan.

### **LOCAL Displans**

- 321 Local Displans are to recognise and reflect:
- a the roles detailed in this Plan for each Agency & Functional Area.
  - b the Combat Agencies designated in this Plan.
  - e. the response arrangements, stages, sequence of actions and coordination and recovery arrangements detailed in this Plan.
- 322 Local Displans are also to include arrangements for handover of responsibility for emergency response and recovery operations between a Combat Agency and the Local Emergency Operations Controller, and from the LEOCON to the DEOCON

### **RESOURCE AND CONTACT DIRECTORIES**

- 323 Each Agency & Functional Area is to develop and maintain up to date resource and contact directories, relevant to their operational responsibilities and requirements.

### **WARNING ARRANGEMENTS**

- 324 LEOCons and the relevant District Agency controllers are to advise the DEOCON whenever an event occurs which does or may:
- a require support at either a Local or District level; or
  - b escalate to a Local or District level emergency operation.
- 325 The DEOCON notifies the State Emergency Operations Centre (SEOC) and DEOCONs from adjoining Districts of the potential and developing situation.
- 326 Agencies & Functional Areas, wherever possible, are warned and placed on stand by. These organisations must be prepared to respond a Liaison Officer to the District or Local Emergency Operations Centre when requested to do so.
- 327 Public warnings may be communicated, by the responsible agency, to the wider community through the most appropriate electronic media.
- 328 The District Emergency Management Officer will maintain a Media Contact Directory.
- 329 If time permits, emergency and evacuation warnings are to be delivered by appropriate personnel using a door knock operation and/or mobile public address system.
- 330 Responsibilities for providing warnings to the community, the DEOCON, Agencies & Functional Areas and other agencies in relation to the District's hazards or threats are detailed below.

**RESPONSIBILITIES FOR PROVIDING WARNINGS TO THE COMMUNITY**

<b>SOURCE OF RISK</b>	<b>RESPONSIBILITY</b>	<b>WARNING PROVIDED</b>
Animal and Plant Disease	NSW Dept of Primary Industry	Warnings to the community, DEOCON, and relevant agencies specific to exotic disease outbreaks & controlled / restricted areas.
Bush And Grass Fire	Bureau of Meteorology  NSW Rural Fire Service	General fire weather advice to the community.  Specific warnings & Total Fire Ban advices to the Community, DEOCON & relevant agencies & Functional Areas.
Flooding	Bureau of Meteorology  NSW State Emergency Service	General weather advice to the community and specific flood warnings and predictions to SES.  Flood Bulletins, Evacuation Warnings and Evacuation Orders to:-  - flood affected communities;  - the DEOCON; and  - relevant agencies & Functional Areas.
Hazardous Materials and CBR Emergency	<b><u>Acting on the advice of the NSW Fire Brigades Hazmat Controller</u></b> ...Police, Site Controller, LEOCON or DEOCON,  GSAHS Public Health Unit	Evacuation warnings, public safety directions and warnings relating to spillages.  Provide health warnings in the event of persons being affected by hazardous materials.
Landslip	DEOCON	General and Evacuation Warnings to affected communities and relevant agencies & Functional Areas.
Major Structure Collapse	DEOCON	General and Evacuation Warnings to affected communities and relevant Agencies & Functional Areas.
Severe Storms and/or Strong Winds and/or Storm Surge	Bureau of Meteorology  NSW State Emergency Service	Severe storm advices and warnings to the wider community, which include SES public safety messages.  General advice and warnings to the DEOCON, LEOCons and relevant agencies & Functional Areas as well as to the public.

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<b>SOURCE OF RISK</b>	<b>RESPONSIBILITY</b>	<b>WARNING PROVIDED</b>
Significant Infrastructure Failure / Damage	Agency responsible for the infrastructure affected.	General advice and warnings to the DEOCON, LEOCons and relevant agencies & Functional Areas.
Tsunami	NSW State Emergency Service	General and Evacuation Warnings to affected communities and relevant agencies & Functional Areas.
Other Warnings	DEOCON	General and Evacuation Warnings to affected communities and relevant agencies & Functional Areas.

**In the event of a water contamination emergency, both the water supply authority and NSW Health may have a requirement to issue warnings to the community.**

## STANDARD EMERGENCY WARNING SIGNAL (SEWS)

- 331 The broadcast of safety information to the public in an emergency will enable the community to take appropriate actions to protect life and property. The Standard Emergency Warning Signal is a nationally adopted distinctive sound which may be broadcast over radio or television immediately before an urgent public safety message to alert the public to messages about things they can do to reduce potential loss of life or damage to property.
- 332 The signal is only to be used to warn the community when they need to take some urgent and immediate action in order to reduce the potential for loss of life or property from emergency events such as:
- a Severe thunderstorms
  - b Gale force winds
  - c Severe floods
  - d Hazardous materials emergencies
  - e Biological hazards
  - f Earthquake aftershocks
  - g Tsunamis
  - h Dam failure
  - i Bushfires
- 333 The purpose of SEWS is to:
- a Alert listeners / viewers of radio / television that an official emergency announcement, concerning an actual or potential emergency, is about to be made.
  - b Alert the community at large, via a public address system, to an important official emergency announcement.

## AUTHORITY TO USE SEWS

- 334 Combat Agency Commanders / Controllers and Emergency Operations Controllers at Local, District and State levels are authorised to use SEWS for the above purposes.
- 335 Full instructions for the use of the SEWS are included in the Standing Operating Procedures for the District Emergency Operations Centre and each of the Local Emergency Operations Centres.

**PUBLIC EDUCATION**

336 Responsibilities for the conduct and coordination of public education relating to the District's sources of risk are detailed below.

SOURCE OF RISK	AGENCY AND RESPONSIBILITY
Animal And Plant Disease	The NSW Dept of Primary Industry is responsible for public awareness concerning the implications of animal and plant disease and appropriate strategies for its prevention and detection.
Bush And Grass Fires	The NSW Rural Fire Service coordinates public education programs relating to the bush and grass fire threat throughout the District.
Flooding – Riverine & Flash	The NSW State Emergency Service Region and Local Controllers are responsible for ensuring, as detailed in SES Region and Local Flood Plans, that the residents of the Region and Local areas are aware of the flood threat and how to protect themselves against it.
Hazardous Material Emergencies (including CBR)	<p>Workcover issue information in relation to handling and safety.</p> <p>Dept of Environment and Conservation (EPA) conducts Hazmat Incident and Emergency training seminars</p> <p>NSW Fire Brigades issues information relating to safe storage and transport practices.</p> <p>Greater Southern Area Health Service Public Health Unit provides advice and warnings in the event of persons being affected by hazardous materials.</p>
Severe Storm and/or Strong Winds and/or Storm Surge	The State Emergency Service Region Controller is responsible for ensuring that the residents of the Region are aware of the likely effects of storm impact and how to protect themselves against it.
Infrastructure Failure	Asset owner or relevant service provider.

## PART 4

### CONTROL & COORDINATION ARRANGEMENTS

#### THE DISTRICT EMERGENCY OPERATIONS CONTROLLER (DEOCON)

- 401 The Commissioner of Police has appointed the Region Commander, Southern Police Region, as the District Emergency Operations Controller for the Monaro Emergency Management District.
- 402 The functions of the DEOCON may be exercised without the need for the declaration of a “State of Emergency”.
- 403 The DEOCON is subject to the direction of the State Emergency Operations Controller (SEOCON).
- 404 The DEOCON may appoint another Police Officer as a Deputy or Alternate
- 405 The roles and responsibilities of the DEOCON are detailed in Part 5 of this plan.

#### TYPES OF OPERATIONS

##### COMBAT AGENCY MANAGED OPERATIONS

- 405 Without limiting the authority of Combat Agency Controllers, Combat Agency operations may be managed in the following ways:-
- a The responsible Combat Agency Controller controls the operation requiring no support resources other than the Combat Agency resources; or
  - b The responsible Combat Agency Controller:
    - i controls the operation;
    - ii coordinates pre-planned support from other agencies; and
    - iii ensures that the DEOCON is kept aware of these operations; or
  - c The responsible Combat Agency Controller retains overall control of the operation and requests the DEOCON to:
    - i Coordinate the support services specified by the Combat Agency Controller; or
    - ii Manage part of the operation to meet the requirements of the Combat Agency Controller, (eg. evacuation and welfare operations).

##### OPERATIONS CONTROLLED BY THE DISTRICT EMERGENCY OPERATIONS CONTROLLER

- 406 Operations controlled by the DEOCON are those where:
- a The DEOCON is designated in a plan as the controller of a specific operation;
  - b There is no designated combat agency; or
  - c The District Emergency Operations Controller is requested by the combat agency to assume control, with the approval of the combat agency head and SEOCON.
- 407 The DEOCON would not normally assume control from the Combat Agency unless the situation can no longer be contained and a change of control is likely to improve matters. This can only occur after consultation between SEOCON and the State Controller of the Combat Agency, and agreement from the latter, or at the direction of the Minister.
- 408 If the DEOCON has assumed control of an operation from the Combat Agency, control should

revert to the combat agency as soon as it is expedient to do so.

## **OPERATIONAL CONTROL / COORDINATION RELATIONSHIPS**

409 Operational control and coordination relationships are shown at Annex 'E'.

## **DISTRICT EMERGENCY OPERATIONS CENTRE (DEOC)**

410 The location and contact details of the District Emergency Operations Centre can be found in the Monaro District Contact Directory.

411 In the event the DEOC becomes inoperable or is inappropriate, an alternate DEOC is to be established at a location to be determined and advised by DEOCON at the time of the operation.

412 The DEOC is activated by the DEOCON to:

- a Control District level emergency operations.
- b Coordinate support to Local level emergency operations.
- c Coordinate support to combat agency managed operations as required.
- d Coordinate support to other Districts either on a pre-planned basis or as directed by SEOCON.

413 The DEOCON is responsible for:-

- a Establishing, maintaining and controlling the DEOC.
- b Preparing and maintaining Standing Operating Procedures for Emergency Operations.
- c Ensuring that sufficient trained personnel are available to staff the DEOC when required.
- d Maintaining a contact directory of DEOC staff.
- e Providing appropriate training for DEOC staff.

414 Personnel to staff the DEOC, except for Liaison Officers and their assistants, are drawn from Police, other Agencies & Functional Areas as required.

415 The District Emergency Management Officer (DEMO), as executive officer to the DEOCON, is responsible for the preparedness of the DEOC including:

- a Development and maintenance of the contact directory.
- b Development and review of Standing Operating Procedures.
- c Staff training.

**AGENCY & FUNCTIONAL AREA CONTROL & COORDINATION**

416 Agencies & Functional Areas are controlled / coordinated at the following levels:

<b>AGENCY / FUNCTIONAL AREA</b>	<b>LEVEL</b>	<b>AREA COVERED</b>
Agriculture and Animal Services	Region	Monaro
Ambulance Service	Sector	Monaro
Communication Services	State	State
Engineering Services	District	Monaro
Energy and Utility Services	State	State
Environmental Services	State	State
Fire Brigades	Region	Monaro
Health Services	Area	Monaro
Local Government	Local	Local Government Area
Police Service	Region	Monaro
Public Information Services	State	State
Rural Fire Service	Region	Region South
State Emergency Service	Region	South Coast Region / Southern Highlands Region
Transport Services	District	Monaro
Welfare Services	Area	Monaro

**AGENCY & FUNCTIONAL AREA CONTROL / COORDINATION CENTRES**

417 The locations and contact details of Agency & Functional Area Control / Coordination Centres can be found in the Monaro District Contact Directory.

**LOCAL EMERGENCY OPERATIONS CENTRES (LEOC)**

418 The location and contact details of Local Emergency Operations Centres can be found in District and Local Contact Directories.

**LIAISON ARRANGEMENTS**

419 During District level combat agency managed operations the DEOCON would normally provide a liaison officer to the combat agency control centre.

420 At the request of the DEOCON, Agencies & Functional Areas are to provide a Liaison Officer to represent them at the DEOC, if necessary, on a continuous basis for the duration of the operation.

421 Liaison Officers are to be capable of providing immediate advice to the DEOCON on the capabilities and status of their organisation, agency or functional area and must have the authority to commit the resources of their organisation, agency or functional area.

- 422 Liaison Officers are to:
- a Maintain a communications link between the DEOC and their organisation's control or coordination centre and/or their counterparts at any operational Local or State Emergency Operations Centre.
  - b Provide advice to the DEOCON and DEOC staff on the capabilities and status of their organisation.
  - c Keep the DEOCON and DEOC staff informed of the actions taken by and requirements of their organisation.
  - d Brief their own organisation on the progress and likely requirements of operations.
  - e Convey the DEOCON's directions / requests to their commander, controller or coordinator as appropriate.

## **COMMUNICATIONS**

- 423 Whilst the public switched telephone network is the primary means of communication for control and coordination of emergency management operations, there are other electronic services available including email which may be effectively utilised.
- 424 Emergency services, functional areas and other agencies are responsible to ensure they identify their own alternate communications systems and if necessary, to request the assistance of the State Communications Functional Area Coordinator through their head of service.

## **INFORMATION AND INTELLIGENCE**

- 425 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 response.
- 426 During combat agency managed 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.
- 427 During combat agency 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, and/or public information to the community and the media.
- 428 During operations controlled by the DEOCON, the DEOCON is responsible for:-
- a The passage of operational information and intelligence between LEOCONs and/or all involved agencies, using the DEOC as the collection and distribution point.
  - b the passage of public information to the community.
  - c the release of regular media releases.
  - d ensuring the SEOCON is kept informed of developments and forecast support needs.
- 429 The relevant LEOCONs are responsible for the passage of operational information and intelligence to the DEOCON during all types of operations and stages of response at the Local level.

## PART 5

### ROLES AND RESPONSIBILITIES

#### GENERAL

- 501 The primary operational roles of each of the agencies, functional areas and other organisations described in this part of the plan do not preclude the flexibility to adjust roles or responsibilities if circumstances require such action.
- 502 Unless otherwise stated, the roles of the emergency service organisations detailed in this part apply equally to the management of incidents and emergencies.
- 503 The agreed roles and responsibilities of functional area participating and supporting organisations are detailed in Supporting Plans.

#### DISTRICT EMERGENCY OPERATIONS CONTROLLER (DEOCON)

- 504 Implement these arrangements as required.
- 505 Maintain liaison with Local Emergency Operations Controllers.
- 506 Monitor Local operations either controlled or supported by Local Emergency Operations Controllers.
- 507 Monitor District level Combat Agency managed operations.
- 508 Coordinate support and the allocation of resources to District level combat agency managed operations when requested by the combat agency.
- 509 In consultation with the State Controller of the combat agency and SEOCON, assume control of District level operations from the combat agency if the situation can no longer be contained.
- 510 Control emergency operations which have no designated Combat Agency and affect more than one local area in the District if necessary.
- 511 Control District level operations when there is no designated combat agency.
- 512 Establish, maintain and control a District Emergency Operations Centre (DEOC).
- 513 Activate and staff the District Emergency Operations Centre in accordance with DEOC Standing Operating Procedures.
- 514 Ensure the State Emergency Operations Controller and District Emergency Operations Controllers from adjoining Districts are kept apprised of the situation.
- 515 As necessary, request additional resources from the State Emergency Operations Controller.
- 516 Ensure that another senior Police Officer is delegated responsibility for and authority to act as DEOCON in his/her absence and that the SEOCON and DEMO are advised.
- 517 Ensure recovery operations are initiated during the earliest stages of response operations.
- 518 Undertake tasks as directed by the SEOCON.

## **DISTRICT EMERGENCY MANAGEMENT OFFICER (DEMO)**

- 519 Provide timely, professional and specialised emergency management operational advice to the District Emergency Operations Controller during response and recovery operations.
- 520 Provide timely, professional and specialised emergency management operational advice the Local Emergency Operations Controllers during response and recovery operations as necessary.
- 521 Provide timely, professional and specialised emergency management operational advice to combat agency commanders, functional area coordinators, liaison officers, and any stake-holders as required.
- 522 Ensure the preparedness of the District Emergency Operations Centre (DEOC).
- 523 Ensure that other District Emergency Management Officers are available to provide support, either in the absence of the DEMO or for extra duty in the DEOC / LEOC, and that the DEOCON is advised accordingly.

## **LOCAL EMERGENCY OPERATIONS CONTROLLERS (LEOCON)**

Control local level operations when there is no designated combat agency. The LEOCON for an area is responsible for controlling the response to an emergency that affects only that area.

A LEOCON is not responsible for controlling the response to an emergency if there is a single combat agency primarily responsible under Displan for controlling the response to the emergency. Under such circumstances, the LEOCON should monitor such emergencies and prepare to provide support and assistance to the relevant combat agency if requested.

In consultation with the State Controller of the combat agency and SEOCON, assume control of Local level operations from the combat agency if the situation can no longer be contained and a change of control is likely to improve matters.

A LEOCON is not responsible for controlling the response to an emergency for which the State or District Emergency Operations Controller has assumed responsibility

The functions of a LEOCON may be exercised without the need for a declaration of a state of emergency, but during a state of emergency the exercise of those functions is subject to Division 4 of the State Emergency and Rescue Management Act.

A LEOCON is to establish and control a Local Emergency Operations Centre.

A LEOCON should maintain liaison with adjoining LEOCONs.

A LEOCON should ensure recovery operations are initiated during the earliest stages of local level response operations.

A LEOCON is subject to the direction of the relevant DEOCON.

## **SITE CONTROLLERS**

- 524 A definition of Site Controller is contained within Annex B – Definitions
- 525 Establish a Site Control point, notify all relevant agencies of its location and request Liaison Officers from agencies at the site as necessary.
- 526 Control the overall situation and coordinates activities and resources of all agencies at the site.
- 527 Determine the priority of actions of the individuals or agencies concerned at the site.
- 528 Ensure that perimeters are established and access to the site is controlled.

**MONARO DISTRICT DISASTER PLAN (Displan) 2006**

- 529 In consultation with Ambulance and Medical authorities, designate a treatment / triage area and Ambulance loading area, if required.
- 530 Designate equipment / personnel assembly areas, marshalling areas, rest areas, media assembly / briefing area and evacuation assemble areas, as required.
- 531 Designate a helicopter landing area if required.
- 532 Arrange through the EOCON additional support resources as required.
- 533 Provide Situation Reports (SITREPS) to the EOCON if requested.
- 534 Through agency commanders, coordinate the provision of catering and other support to agency personnel at the site.
- 535 Determine and plan resource needs.

**RESPONSIBILITY FOR CONTROLLING PARTICULAR EMERGENCIES**

536 The organisations detailed in the following table have been identified in the NSW State Displan, or by agreement at the District level, as the agencies primarily responsible for controlling the response to the particular emergency.

<b>SOURCE OF RISK / EMERGENCY</b>	<b>COMBAT AGENCY / RESPONSIBILITY</b>
Animal and Plant Disease	NSW Dept of Primary Industry
Earthquake	Appropriate Emergency Operations Controller (EOCON) under Displan arrangements.
Fires – Rural (Bush, grass and other fires within Rural Fire Districts as prescribed in the Rural Fires Act 1997)	Incident Controller or Officer appointed by the Commissioner, Rural Fire Service, or in accordance with a Bush Fire Management Committee Plan of Operations or Mutual Aid Agreement.
Fires – Urban (Fires within Fire Districts proclaimed under the provisions of the Fire Brigades Act)	NSW Fire Brigades Incident Controller, or in accordance with a Bush Fire Management Committee Plan of Operations or Mutual Aid Agreement.
Flood – Riverine or Flash	NSW State Emergency Service
Hazardous Materials and/or CBR Emergency  (including transport related hazmat emergencies)	NSW Fire Brigades – rendering safe land based incidents and emergencies, including those on inland and coastal waterways other than State Waters.  Port Kembla Port Corporation – rendering safe and clean up State Waters based operations.  Environment Protection Authority – clean up operations, scientific support, enforcement and legislative requirements.  Greater Southern Area Health Service Public Health Unit – Provide advice and health warnings in the event of persons being affected by the hazardous material.
Land Slip	Appropriate Emergency Operations Controller (EOCON) under Displan arrangements.
Major Structure Collapse (USAR)	District Emergency Operations Controller (DEOCON) – control the operation in accordance with the NSW Major Structure Collapse Sub Plan.  NSW Fire Brigades – provide and control USAR Task Force including Recon Team, and deploy the USAR Task Force at the direction of SEOCON or Deputy SEOCON.
Mine Explosion or Collapse	Southern Mines Rescue Station.
Severe Storm and/or Strong Winds and/or Storm Surge and/or Coastal Erosion	NSW State Emergency Service.
Significant Infrastructure Failure or Damage.	Appropriate Emergency Operations Controller (EOCON) under Displan arrangements.
Transport Emergency – Aircraft, Road/Rail, or Marine.	Appropriate Emergency Operations Controller (EOCON) under Displan arrangements.
Tsunami	NSW State Emergency Service.

## **AGRICULTURE AND ANIMAL SERVICES FUNCTIONAL AREA**

**Coordinating Agency - NSW Dept of Primary Industries**

- 537 Is the designated combat agency for exotic animal diseases operations and other animal health emergencies. This includes implementing procedures in conjunction with national authorities for the eradication or control of exotic animal diseases, including:
- a detection, diagnosis, risk assessment and surveillance of the disease;
  - b destruction and disposal of infected animals, plants and products as required;
  - c disinfection of contaminated areas, buildings and vehicles;
  - d programs for vector control, for example, insect and feral animal control;
  - e quarantine controls for the movement of persons, animals and plants; and
  - f provision of adequate trained staff to ensure quarantine requirements are observed.
- 535 Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
- a assessment of injured stock;
  - b disposal of carcasses;
  - c assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
  - d Coordination of the supply and distribution of emergency fodder supplies and other materials;
  - e administration of financial assistance to victims as required;
  - f assistance to primary producers suffering emergency induced traumas, in conjunction with the Dept of Community Services; and
  - g with support of Participating and Supporting Organisations, manage the care of companion animals.
- 536 With support of Participating and Supporting Organisations, provide animal care services for wildlife, domestic animals and for companion pets of victims evacuated from an area affected by an emergency.
- 537 Planning for response and recovery operations for agricultural emergencies, and advising on animal care, veterinary public health, and plant disease control measures.
- 538 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **AMBULANCE SERVICE OF N.S.W.**

**Commander - South East Sector Manager**

- 539 Provide pre hospital care and transport for the sick and injured.
- 540 Provide and/or assume responsibility for transport for 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.
- 541 Provide coordinated communications for all health systems involved in emergency responses.
- 542 Provide a Liaison Officer with communications to the District Emergency Operations Centre at the request of the District Emergency Operations Controller, or alternatively, to the combat agency control centre.
- 543 Provide, when necessary, a Liaison Officer to the Site Controller or forward Police Commander.
- 544 As determined by the State Rescue Board, provide accredited "rescue units".

## **AUSTRALIAN AERIAL PATROL**

**CONTROLLER - Director of Operations**

- 545 As determined by the State Rescue Board, provide support to the Emergency Services as an accredited search and rescue group (air observation only).
- 546 At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operation for which the Aerial Patrol's training and equipment are suitable.
- 547 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **COMMUNICATION SERVICES FUNCTIONAL AREA**

**COORDINATOR - State Functional Area Coordinator**

- 548 Advise on the establishment and maintenance of reliable communications for the control and coordination of emergency response and recovery operations.
- 549 Arrange for alternate communications links in the event of overloading, the need for greater capacity, or in the event of failure of the normal telephone system.
- 550 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **ENGINEERING SERVICES FUNCTIONAL AREA**

**COORDINATOR - Dept of Commerce, Moruya**

- 551 Coordinate all engineering resources associated with emergency response and recovery operations, including:
- a clearance and re-establishment of roads and bridges;
  - b demolition and shoring up of buildings;
  - c removal of debris;
  - d establishment of electrical power, water, sewerage and gas services, either temporarily or permanently as required;
  - e construction of levees to control flooding;
  - f maintenance of essential services; and
  - g other related matters.
- 552 Provide engineering support to a Combat Agency and other Functional Areas, or organisations involved in the emergency.
- 553 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **ENVIRONMENTAL SERVICES FUNCTIONAL AREA**

**COORDINATOR - Dept of Environment & Conservation (EPA), Queanbeyan**

- 554 Protect the environment during emergency response and recovery operations.
- 555 Coordinate scientific support for the on scene Controller during operations to combat the pollution of the sea and inland waters within New South Wales.
- 556 Advise and coordinate scientific support to the New South Wales Fire Brigades during land based hazardous materials emergency operations.
- 557 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.
- 558 Once the material has been rendered safe, direct and coordinate cleanup of hazardous materials that pose a threat to the environment.
- 559 Conduct post response operations investigations following incidents or emergencies involving hazardous materials.
- 560 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **HEALTH SERVICES FUNCTIONAL AREA**

**COORDINATOR - Greater Southern Area Health Service**

- 561 Coordinate and control the mobilisation of all health responses to emergencies when this plan is activated. This includes medical, mental and public health services, and involves:
- a the mobilisation of health resources to the emergency site or sites and the initiation of prioritised patient management;
  - b the provision of coordinated hospital and medical response to emergencies;
  - c the provision of mental health services to victims, emergency workers and the communities affected by emergencies; and
  - d the provision of public health services to prevent, prepare for, respond to and recover from emergencies.
- 562 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **LOCAL COUNCILS**

- 563 At the request of the relevant Combat Agency, Emergency Service Controller or Emergency Operations Controller:
- a provide personnel, plant, equipment, services and material resources as available and required during emergency response and recovery operations;
  - b provide expertise and support, as requested, to the emergency services, combat agencies and functional areas identified in this plan; and
  - c assume a lead role in local recovery operations.
- 564 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **N.S.W. FIRE BRIGADES**

**COMMANDER - Commander, South Zone 5**

- 565 In relation to Fire Districts, prescribed in the New South Wales Fire Brigades Act, 1919 (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.
- 566 Is the designated combat agency for land and in-land waterway based hazardous materials incidents and emergencies within New South Wales, specifically for taking all practicable measures:
- a for protecting and saving life and property endangered by hazardous materials incidents and emergencies;
  - b for confining or ending such an incident or emergency; and
  - c for rendering the site of such an incident or emergency safe.

- 567 Provide fire control services by:
- a dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
  - b taking such measures as may be practicable to prevent the outbreak of fire; and
  - c on land, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- 568 As determined by the State Rescue Board, provide accredited "rescue units".
- 569 Assist in any other response or recovery operations for which the Fire Brigade's training and equipment is suitable.
- 570 Provide a liaison officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **N.S.W. MINES RESCUE SERVICE**

### **COORDINATOR**

### **Manager, Southern Mines Rescue Station**

- 571 As prescribed in the Mines Rescue Act, 1994:
- a Provide a rescue service capable of responding to, and dealing with, emergencies arising at underground coal mines in New South Wales; and
  - b Enable that rescue service to be used in connection with emergencies at other mines.
- 572 At the discretion of the Mines Rescue Board, provide to other employees in New South Wales:
- a Rescue services, facilities, equipment and training in connection with mine safety and emergency procedures; and
  - b Occupational health and safety services and technical and advisory services.
- 573 At the request of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Mines Rescue Service's training and equipment is suitable.
- 574 Provide a liaison officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

**N.S.W. POLICE**

**COMMANDER**

**Commander, Southern Region**

- 575 Is the designated combat agency for law enforcement, including counter terrorist measures.
- 576 Is the designated combat agency for search and rescue.
- 577 As necessary **and under the guidance of the relevant combat agency**, manage the evacuation of victims from the area affected by an emergency.
- 578 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:
  - a reconnaissance of the area affected by an emergency;
  - b crowd control and traffic control;
  - c access and egress route security and control;
  - d identifying the dead and injured and notifying next of kin;
  - e establishing temporary mortuaries;
  - f maintaining the security of property;
  - g statutory investigative requirements; and
  - h operation of a public enquiry centre capable of providing general information on incidents and emergencies to members of the public.
- 579 Respond accredited “rescue units” to general and specialist rescue incidents, and coordinate rescue operations. (See note below).
- 580 As determined by the State Rescue Board, provide accredited “rescue units”.
- 581 Manage Disaster Victim Registration, and a disaster victim enquiry system capable of:
  - a Providing a Disaster Victim Registration system for victims of emergencies;
  - b Managing a disaster victim enquiry centre capable of providing relatives and close friends with basic details on the location and safety of victims of emergencies occurring within New South Wales; and
  - c Managing a similar disaster victim enquiry service when the National Registration and Inquiry System (NRIS) is activated in relation to emergencies in other States and Territories.
- 582 Provide a liaison officer to the District Emergency Operations Centre.

**NOTES:**

- 583 The senior member of the NSW Police present at the scene of a rescue operation is responsible for coordinating and determining the priorities of action of the persons engaged in the rescue operation. This applies whether those persons are members of a permanent or volunteer agency except when control is vested by law in another agency (such as when the person or property is endangered by an actual fire at which a member of the Fire Brigade is in charge of the fire ground, or when the operation results from an emergency which is subject to the control of another person or combat agency). This applies despite anything to the contrary in any other Act.
- 584 Some members of the NSW Police are appointed under the provisions of the State Emergency and Rescue Management Act, 1989 (as amended), as Emergency Operations Controllers. Roles and responsibilities of Emergency Operations Controllers are detailed earlier in this plan.

## **N.S.W. RURAL FIRE SERVICE**

### **COORDINATOR - Regional Operations Officer South**

- 585 In relation to Rural Fire Districts, prescribed in the Rural Fires Act, 1997 (as amended), is the designated combat agency for fire incidents and emergencies.
- 586 Provide fire control services by:
- a dealing with outbreaks of fire and the rescue of persons in fire endangered areas; and
  - b taking such measures as may be practicable to prevent the outbreak of bush fires.
- 587 Assist in any other response or recovery operations for which the Rural Fire Service's training and equipment is suitable.
- 588 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **N.S.W. STATE EMERGENCY SERVICE**

### **CONTROLLER - Controller, Illawarra South Coast Region/ Southern Highlands Region**

- 589 Is the designated combat agency for dealing with floods and to coordinate the rescue, evacuation and welfare of affected communities. (See note 1 below). This includes planning for and responding to tsunami, particularly for the warning and evacuation (see note 2 below).
- 590 Is the designated combat agency for damage control for storms, and to coordinate the evacuation and welfare of affected communities. (See note 1 below). This includes damage control for coastal erosion and inundation from storm activity, specifically the protection of life and the coordination of the protection of readily moveable household goods and commercial stock and equipment (see note 3 below).
- 591 As determined by the State Rescue Board, provide accredited "rescue units".
- 592 On request, assist the Police, Fire Brigades, Rural Fire Service and Ambulance Service in dealing with incidents or emergencies.
- 593 Provide a liaison officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

NOTE 1: Responsibility for evacuees related to flood, storm and tempest emergencies is to be handed over to the Welfare Services Functional Area as soon as possible.

NOTE 2: The potential for an extremely high scale of impact of a single tsunami episode means that in some circumstances (as agreed at the time between DG SES and SEOCON) control of the rescue and recovery will pass to SEOCON (see NSW Tsunami Emergency Management Sub-plan).

NOTE 3: Planning for and construction of physical mitigation works required for the protection of coastal property during storm events is the responsibility of local govt.

## **PORT KEMBLA PORT CORPORATION**

### **COORDINATOR**

**Harbourmaster**

- 594 Is the designated combat agency for hazardous materials and marine oil and chemical spill incidents and emergencies occurring within State Waters (as defined) and specifically for taking all practicable measures for:
- a confining or ending such an incident;
  - b rendering the site of such an incident safe; and
  - c site clean up operations.
- 595 Act as Marine Coordinator for marine casualties, eg. stranding, fire, collision, sinking etc.
- 596 Assist in any other response or recovery operation for which the Port Kembla Port Corporation's training and equipment is suitable.
- 597 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **PUBLIC INFORMATION SERVICES FUNCTIONAL AREA**

### **COORDINATOR**

**Director, Public Affairs Branch, N.S.W. Police**

- 598 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 requires:
- a establishing a Media Information Centre, arranging media conferences on behalf of the District Emergency Operations Controller and when appropriate, arranging access by the media to the area affected by the emergency;
  - b preparing media releases on behalf of the District Emergency Operations Controller;
  - c establishing a Joint Media Information Centre (JMIC) for the dissemination of information to the public, but excluding inquiries regarding victims; and
  - d preparing and issuing official messages to the public for broadcast by the media (preceded by the Standard Emergency Warning Signal [SEWS]).
- 599 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.



## **VOLUNTEER RESCUE ASSOCIATION**

### **COMMANDER**

### **Regional Coordinator**

- 5110 As determined by the State Rescue Board, provide accredited "rescue units".
- 5111 Assist, at their request, the relevant combat agency, Emergency Operations Controller, and members of the NSW Police, Fire Brigades, Rural Fire Service, Ambulance Service or State Emergency Service in any other response or recovery operation for which the Association's training and equipment is suitable.
- 5112 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.

## **WELFARE SERVICES FUNCTIONAL AREA**

### **COORDINATOR**

### **Area Manager, Department of Community Services**

- 5113 During response and recovery operations, provide welfare services to victims of incidents and emergencies. This may require:
- a establishing Evacuation and Welfare/Recovery Centres to manage the provision of short term emergency accommodation, essential material needs, and the delivery of welfare services to victims of incidents and emergencies;
  - b providing welfare information and advisory services to victims;
  - c providing personal welfare support, and referral services;
  - d Providing immediate financial aid;
  - e establishing a support unit to coordinate and distribute offers of donated relief aid;
  - f providing mobile welfare services teams;
  - g ensuring, in conjunction with Agriculture and Animal Services, the provision of companion animal care; and
  - h ensuring, in conjunction with Health Services, the provision of medical and mental health (counselling) services.
- 5114 Mobilise and coordinate catering facilities and services to provide:
- a feeding of victims of emergencies, including evacuees in transit or in Evacuation and Welfare/Recovery Centres, and displaced or homeless people in short term emergency accommodation centres; and
  - b by arrangement, meals for personnel engaged in emergency response and recovery operations.
- 5115 Provide a Liaison Officer to the District Emergency Operations Centre at the request of the District Emergency Operations Controller.
- 5116 Establish Recovery Centres to manage the welfare needs of victims;
- 5117 Coordinate emergency accommodation for homeless victims of emergencies.
- 5118 Arrange for the acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites.
- 5119 Provide emergency financial assistance to victims of emergencies.

## PART 6

### EMERGENCY RESPONSE OPERATIONS

#### RESPONSE ARRANGEMENTS

- 601 This plan is always active.
- 602 The DEOCON is responsible to initiate response actions when:
- a Local emergency operations are being conducted and District level support may be required;
  - b It is necessary to coordinate two or more Local level emergency operations;
  - c Support to an adjoining District is requested;
  - d District level emergency operations are required; or
  - e Directed by the State Emergency Operations Controller.
- 603 The DEOCON will initiate arrangements outlined in this Displan whenever:
- a a “bush fire emergency” is declared within Monaro Emergency Management District and a person is appointed to take charge of fire fighting operations and fire prevention measures by the Commissioner, Rural Fires Service, as the “Commissioner’s delegate”; or
  - b the Illawarra South Coast or Southern Highlands Region Controllers of the State Emergency Service are conducting flood or storm operations within Monaro Emergency Management District, including the coordination of evacuation and welfare of affected communities, under the provisions of the State Emergency Service Act, 1989.
- 604 In either case, the DEOCON is to be prepared to coordinate support if requested by the person appointed by the Commissioner, Rural Fire Service in the case of bush fires, or the relevant SES Region Controller in the case of floods or storm.
- 605 During response actions for bush fires, floods, storm, 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 and a change of control is likely to improve matters. In any case a change of control can only occur after consultation between SEOCON and the State Controller of the Combat Agency, and agreement from the latter, or at the direction of the Minister.

#### STAGES OF MOBILISATION

- 606 The recognised stages of mobilisation are:
- a ALERT
  - b STANDBY
  - c CALL OUT
  - d STAND DOWN
- 607 However, due to the nature of the event and time constraints, the ALERT and/or STANDBY stages may be by-passed.

**ACTION AT EACH STAGE**

<b>PHASE</b>	<b>ACTION</b>
<b>ALERT</b>	<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 Agency Controllers &amp; Functional Area Coordinators;</li> <li>Local Emergency Operations Controllers;</li> <li>District Emergency Operations Controller(s) from adjoining District(s);</li> <li>State Emergency Operations Controller; and</li> <li>District Emergency Management Officer (DEMO).</li> </ul> <p>DEOCON activates DEOC to appropriate state of readiness, if necessary.</p>
<b>STAND BY</b>	<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 DEOC to appropriate state of readiness;</li> <li>Advises and briefs relevant Agencies &amp; Functional Areas to standby;</li> <li>Briefs DEOC staff, LEOCONs and the SEOCON on the situation; and</li> <li>Briefs adjoining DEOCONs as appropriate.</li> </ul> <p>LIAISON OFFICERS report to DEOC or Combat Agency control centre as appropriate and if requested.</p>
<b>CALL OUT</b>	<p>District level emergency operation, 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 Agencies &amp; Functional Areas and requests Liaison Officers to report to DEOC or combat agency control centre as appropriate; and</li> <li>Liaises with the SEOCON, LEOCONs and adjoining DEOCONs as required.</li> </ul> <p>LIAISON OFFICERS maintain contact with their respective agencies and respond resources as directed by the DEOCON, in accordance with the appropriate plan.</p>

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PHASE	ACTION
<b>STAND DOWN</b>	<p>Combat Agency, SEOCON or LEOCON advises DEOCON that support is no longer required, or the DEOCON determines that District level operations are no longer required.</p> <p>DEOCON:</p> <ul style="list-style-type: none"><li>Hands control to Combat Agency or LEOCON;</li><li>Advises Liaison Officers;</li><li>Advises LEOCON, adjoining DEOCONs and SEOCON as appropriate; and</li><li>Arranges time and location for debriefing.</li></ul> <p>Agency &amp; Functional Area personnel are debriefed and stood down on completion of their final tasks.</p> <p>Final reports are completed and distributed by Agencies in accordance with Standing Operating Procedures.</p>

### RESOURCE DEPLOYMENT

- 608 Priorities for deployment of resources being coordinated by the DEOCON will be determined by the DEOCON.
- 609 Each Agency & Functional Area is to develop and maintain up to date resource registers relevant to their operational requirements.

### ASSISTANCE FROM OTHER DISTRICTS

- 610 An Agency may obtain their own organisation's resources from outside the District.
- 611 All other requests for out of area support are to be directed to the DEOCON who then requests such support from the SEOCON, or in accordance with the appropriate plan.

### ASSISTANCE TO OTHER DISTRICTS

- 612 Agencies may deploy their own organisation's resources outside the District.
- 613 Functional Areas may deploy their own functional area resources outside the District in accordance with their respective Supporting Plans.

### DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY

- 614 Australian Defence Force assistance may be sought to perform emergency tasks which are primarily the responsibility of State authorities or organisations, and for which the State 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 'G' of this Plan.

**EVACUATION**

615 Evacuation of persons or domestic animals from an area of danger or potential danger is a possible strategy in combating any particular hazard impact.

**DECISION TO EVACUATE**

616 The decision to evacuate persons or domestic animals is not one which should be taken lightly. During evacuations, there are many tasks which need to be done by a number of different agencies. This necessitates a coordinated approach to ensure that all of the evacuee’s needs are met. In some circumstances, it may be more appropriate for people to remain in their homes and take other measures to ensure their safety.

617 The requirement to evacuate or stay should ideally be identified during the planning process and be included in agencies’ sub plans or standing operating procedures as necessary.

618 The agencies with the authority to order an evacuation are to ensure that the affected community is informed, through a public education program, of the proposed evacuation strategies. Leaflets should also be provided, if appropriate.

619 The controller of the operation (Combat Agency Controller or EOCON) will determine the need for evacuation.

620 If evacuation is the preferred option, the Controller is to consult with:

- a the Welfare Services Functional Area Coordinator to identify a safe and suitable Evacuation Assembly Area or Welfare Centre; and
- b the Transport Services Functional Area Coordinator to arrange suitable transport from and return to the affected area.

**AUTHORITY TO EVACUATE**

621 The authority to order an evacuation should also be clear. The following table indicates which individuals and organisations have authority to order an evacuation of persons or domestic animals and under which circumstances.

<b>INDIVIDUAL / ORGANISATION</b>	<b>CIRCUMSTANCES</b>
The Minister, or an “emergency services officer” (as defined) when authorised by the Minister.	During a declared State of Emergency, direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S.37 - SERM Act)
A senior Police officer (of or above the rank of Sergeant)	If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency. (S.60L - SERM Act)
A Police officer	The Police Service Act empowers police officers to evacuate persons considered at risk. This authority to evacuate is more widely used on a day-to-day basis than that granted under the State Emergency and Rescue Management Act.
	In support of the authority of a member of the Fire Brigade acting under the Commissioner’s orders and to assist him or her where the persons are or property is endangered by fire or a hazardous materials incident. (S.25 - Fire Brigades Act)

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INDIVIDUAL / ORGANISATION	CIRCUMSTANCES
	In support of the authority of and in compliance with directions given by the RFS Commissioner, other RFS Officers or Incident Controller in connection with the prevention, control and suppression of any rural fire. (S.44 and 41 - Rural Fires Act)
	As an authorised officer, power to control persons and vehicles in the forest estate and direct persons and vehicles to leave an area if the activities being undertaken or conditions constitute a danger or potential danger to the safety of persons or property. (S. 15 - Forestry Act)
The Fire Brigade officer in charge at a fire or hazardous materials incident	Take such measures as the officer thinks fit to protect life and property and to remove any person, vehicle, vessel or thing which might interfere with the work of the Fire Brigades. (S. 13; 19 - Fire Brigades Act)
The Director General, State Emergency Service, or an "Emergency Officer" (as defined) when authorised by the Director General.	Direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them, and/or not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act)
Rural Fire Service	The officer in charge of a Rural Fire Brigade or group of Rural Fire Brigades may cause any street or public place in the vicinity of a fire, incident or other emergency to be closed to traffic.

**EVACUATION WARNINGS**

- 622 Evacuation warnings to the public, or advice not to evacuate, are to be authorised and released by the person or agency in control of the event as nominated in Part 5 of this plan, in accordance with normal operating procedures.
- 623 The normal means of disseminating warnings and advice to the public is via the electronic media. In some circumstances, particularly if there is a need for urgent evacuations or other actions, evacuation warnings will be reinforced by:
- a Use of public address systems fitted to emergency services vehicles; and
  - b Evacuation teams, made up of emergency services personnel and others as necessary, to carry out door knocks of the affected area.
- 624 Warnings to evacuate, whether disseminated via the media or by door knocks, should contain:
- a Instruction to evacuate;
  - b Location of Assembly Areas for transport to Welfare Centres;
  - c Location of Welfare Centres, for those using private transport;
  - d Authorised route(s) to Welfare Centres;
  - e Arrangements for children in schools and pre schools;
  - f Arrangements for elderly or infirm residents unable to self evacuate; and
  - g Likely duration of the evacuation.
  - h Reference to the requirement for Disaster Victim Registration.
  - i

- 625 The Standard Emergency Warning Signal (SEWS) may be used to precede an emergency warning message over the electronic media. Refer to Part 3 – Planning and Preparation.
- 626 A media contact directory is to be maintained at the combat agency operations centre and Local / District Emergency Operations Centres for warnings to the public.

#### **WITHDRAWAL**

- 627 Combat Agencies conducting evacuations must liaise with Police to ensure security of the evacuated area, and must also consult with the Welfare Services Coordinator and the Transport Services Coordinator.
- 628 Police, **if requested by the Agency Controller or EOCON**, will conduct the evacuation of persons to the selected Welfare Centre. They will also secure the affected area and coordinate Disaster Victim Registration.
- 629 Transport requirements are to be organised by the Transport Services Functional Area Coordinator.
- 630 Buildings that have been evacuated should be identified as directed (eg. with a towel or similar item securely tied to the front door handle or nearby fixture) so as to be visible from the street. This obviates the need to revisit individual premises to ensure they have been evacuated.
- 631 The Combat Agency Controller or EOCON is to arrange for a check of the area to ensure that the evacuation has been effective.

#### **SHELTER**

- 632 The Welfare Services Functional Area Coordinator is to:
- a Arrange for staffing of the identified Welfare Centre(s) in time to receive the evacuees;
  - b Provide welfare support services to evacuees in accordance with the Welfare Services Supporting Plan; and
  - c Address longer term accommodation requirements.

#### **RETURN**

- 633 The Agency / Authority who initiated the evacuation determines, in consultation with the Recovery Coordinating Committee (if established), and the Coordinators of the Engineering Services, Health Services and Welfare Services Functional Areas, when it is safe for evacuees to return to their homes, and arranges for the evacuees to be advised accordingly.
- 634 Transport is to be arranged by the Transport Services Functional Area Coordinator.

#### **ROAD CLOSURES**

- 635 In a variety of situations, a number of organizations have the authority to close roads. The following table indicates the organizations which have the authority to close roads and the circumstances when that authority can be exercised.

**AUTHORITY TO CLOSE ROADS**

INDIVIDUAL / ORGANISATION	CIRCUMSTANCES
Police	Close any public street to traffic during any temporary obstruction or danger. (S. 23 Traffic Act)
	Close off the whole or any part of a "park" (as defined) and its roads to the public. (S. 155 National Parks & Wildlife Act)
The Minister, or an "Emergency Services Officer" (as defined) when authorised by the Minister.	During a <b>declared State of Emergency</b> , direct a person not to enter an emergency area or part thereof. (S.37 - SERM Act)
The Officer in Charge at a fire or hazardous materials incident.	Close any street in the vicinity of a fire or hazardous materials incident. (S. 13 Fire Brigades Act)
Officer in charge of a Rural Fire incident or other emergency.	Close any street or public place in the vicinity of a fire, incident or other emergency. (S. 24 - Rural Fires Act)
The Director General, State Emergency Service, or an "Emergency Officer" (as defined) when authorised by the Director General.	Direct a person not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act)
The Ambulance Service	Close a road for the protection of persons from injury or death, whether or not those persons are sick or injured. (S. 12 - Ambulance Service Act)
The Minister for Agriculture	Restriction of entry to and exit from a quarantined area and closure of roads which pass through a restricted area to vehicles and stock. (S. 12 &15 - Stock Diseases Act)
Department of Primary Industry Inspectors	Declaration of entry and exit points during an exotic disease outbreak. (S. 13 - Exotic Diseases of Animals Act)
A Roads Authority (as defined)	<p>Close roads to protect the public from hazards on the public road. (S. 115 - Roads Act)</p> <p><b>Note:</b> This power is rarely used in emergencies as the powers of Emergency Services Officers generally suffice. It relates only to those roads for which Council is deemed to be the "Roads Authority".</p> <p>Roads Authority applies to RTA for consent to regulate traffic. (S. 116 – Roads Act)</p> <p>Roads Authority may temporarily regulate traffic including prohibiting vehicles to pass. (S. 122 – Roads Act)</p> <p><b>NOTE:</b> This does not apply to Emergency Vehicles.</p> <p>Roads Authority may temporarily close ferries. (Clause 56 – Roads [General] Regulation)</p>
Minister	Minister may direct Roads Authority to exercise traffic regulation powers. (S. 120 – Roads Act)
	Minister may regulate traffic in certain circumstances. (S. 121 – Roads Act)

### **ADVICE OF ROAD CLOSURES**

- 636 When an authorised person closes or opens or regulates traffic flow on a major road the RTA Transport Management Centre (TMC) is to be notified, together with any other appropriate organisations, including Police. This includes *classified* roads (arterial and sub-arterial) and *unclassified* roads (council).
- 637 The RTA Transport Management Centre will:
- a Deploy RTA Traffic Commanders to major unplanned incidents and emergencies;
  - b Accept responsibility for traffic management from the incident perimeter into the rest of the road network;
  - c Take the lead role in communicating traffic management arrangements / issues to the media;
  - d Provide close support to the Police Incident Commander for traffic control within an incident perimeter;
  - e Develop and deploy Maintenance and Traffic Emergency Services (MATES) teams for specific routes; and
  - f Provide a comprehensive and timely response of specialized resources to support traffic management.
- 638 Unless otherwise advised by the DEOCON, when any major road within the District is closed for any reason during a District level operation, the District Emergency Operations Centre is to be advised, where the information will be collated and disseminated.
- 639 During Local level emergencies, Local Emergency Operations Controllers are responsible for collection, collation and dissemination of information on road condition and closure.

### **LOGISTIC SUPPORT (SUPPLY OF GOODS AND SERVICES)**

- 640 Agencies are responsible for providing their own logistic support, including re-supply and relief of their own personnel.
- 641 Agencies are responsible for advising the DEOCON of any specific requirements which cannot be met from their own resources.
- 642 Any request for supply of goods and/or services is to be made through the appropriate Agency or Functional Area which has responsibility for provision of those goods and/or services and the capability to fund the request.

### **EXPENDITURE AND RECOVERY OF FUNDS**

- 643 Agencies which are Government Departments or Authorities & Functional Area Coordinators meet the cost of providing goods and/or services, including Liaison Officers, during emergency response or recovery operations in the first instance from their normal operating budgets.
- 644 Should the expenditure be of such a magnitude as to prevent the providing Agencies or Functional Areas from continuing their normal operations for the remainder of the financial year, Treasury may provide supplementation, but Departments cannot be guaranteed that funding will be provided.
- 645 For private sector organisations or personnel, the cost of providing goods and/or services during emergency response or recovery operations is to be met by the requesting Agency or Functional Area.

- 646 Certain expenditure incurred during emergency response or recovery operations following natural disasters may be included under the Commonwealth / State funding arrangements.
- 647 In view of the above, all Liaison Officers in the EOC must be aware of their Agency or Functional Area financial delegations and procedures and fully document expenditure relating to the emergency operation. Additionally, there is a need to emphasise the importance of early and rapid impact assessments (usually coordinated by the combat agency or EOCon where there is no combat agency and involving local govt., engineering and relevant agency advice). These assessments should form part of the early situation reports and are essential intelligence for the SEOC in establishing the need for a *Natural Disaster Declaration*.

## **STAND DOWN AND DEBRIEF**

- 648 During District level Combat Agency managed operations, the relevant Combat Agency Controller is responsible for issuing the Stand Down and conducting a debrief of all involved agencies. The controller is also to provide the DEOCON with a report on the operation and debrief, for presentation to the DEMC.
- 649 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, during operations controlled or coordinated by the DEOCON during:
- a District supported operations; or
  - b District level emergency operations.
- 650 Following District supported operations or District level emergency operations:
- a The DEOCON debriefs DEOC staff before closing the DEOC;
  - b 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;
  - c The DEOCON conducts a combined agencies debrief within twenty one days of the issue of the Stand Down; and
  - d 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.
- 651 Following Local level supported or emergency operations:
- a The LEOCON is to debrief LEOC staff before closing the LEOC;
  - b Each agency involved in an operation is to conduct a debrief of its own personnel and report to the LEOCON within seven days of the issue of the Stand Down;
  - c The LEOCON conducts a combined agencies debrief within fourteen days of the issue of the Stand Down; and
  - d 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

## GENERAL

- 701 As soon as possible after commencing response operations, the emergency management structure conducts 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.
- 702 **It is essential that the requirements of recovery operations are assessed and planned during the earliest stages of emergency response operations.** Although an overlap will occur between the commencement of the recovery phase and completion of the response phase, the handover of responsibilities between the response agencies and the recovery agencies needs to be considered carefully. **The relevant Combat Agency or District Emergency Operations Controller is responsible for ensuring recovery planning occurs.**
- 703 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.

## PRINCIPLES

- 704 Emergency recovery is most effective when the following nationally recognised principles are applied:
- a Management arrangements recognise that emergency recovery is a complex, dynamic and protracted process;
  - b Agreed plans and management arrangements are well understood by the community and emergency management agencies;
  - c Recovery agencies are properly integrated into emergency management arrangements;
  - d Community service and reconstruction agencies have input into key decision making;
  - e Recovery services are conducted with the active participation of the affected community;
  - f Recovery managers are involved from the initial briefing on the operation;
  - g Recovery services are provided in a timely, fair, equitable and flexible manner; and
  - h Recovery personnel are supported by training programs and exercises.
- 705 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.
- 706 Management of recovery services should, whenever possible, occur at local level, although District and, on occasions, State support will be required.
- 707 Recovery services are most effective when managed by an identified recovery coordinator.

## **PLANNING FOR RECOVERY**

- 708 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.
- 709 The main roles of Recovery Coordination Committees are:
- a. Coordinate arrangements to make an initial assessment of the impact;
  - b. Establish priorities;
  - c. Identify shortfalls in resources;
  - d. Coordinate provision of services; and
  - e. Keep the community informed of recovery strategies.

## **RECOVERY AT LOCAL LEVEL**

- 710 As soon as possible following an emergency, the LEMC is to meet in order to form a Local Recovery Coordination Committee. The LEMC provides a good basis for a Local Recovery Coordination 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.
- 711 Coordination of the recovery operation may occur from local, district or state level.
- 712 The DEMO and appropriate District Functional Area Coordinators (eg Health, Welfare, Engineering and Agriculture) are to be invited to the initial meeting and to subsequent meetings as required.

## **LOCAL RECOVERY COORDINATORS**

705. 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.
706. In the event that there is likely to be the need for significant outside resources, the LEOCON on the advice of the LEMC may recommend the appointment of a higher level Recovery Coordinator.

## **HIGHER LEVEL RECOVERY COORDINATORS**

- 713 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.

## **RECOVERY AT DISTRICT LEVELS**

- 714 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.
- 715 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 Coordination Committee.

## **RECOVERY AT STATE LEVEL**

- 716 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 Coordination Committee.
- 717 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.

## **LONG TERM RECOVERY**

- 718 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.
- 719 The Minister or Premier may appoint a Special Recovery Coordinator, who if so appointed is to be the Chairperson of the Special Recovery Coordination Committee, and will normally report directly to Government.

## **RECOVERY CENTRES**

719. Delivery of recovery services is undertaken from Recovery Centres, which brings together all service providers within one location.
720. Recovery Centres will be established in cooperation with local government.
721. The need to establish Recovery Centres will be considered whenever there is an emergency.
722. The decision to establish a Recovery Centre is made by the Department of Community Services Disaster Recovery - Human Services Manager in consultation with the relevant Emergency Service organisation.
723. The agencies providing services in the centre may include:
- a. Dept of Community Services;
  - b. Community Partners and Agencies (non government organisations);
  - c. Dept of Commerce;
  - d. Dept of Primary Industry;
  - e. NSW Rural Assistance Authority;
  - f. NSW Health;
  - g. Dept of Housing;
  - h. Centrelink;
  - i. Electricity service providers;
  - j. Office of Fair Trading; and
  - k. Telecommunications providers.

724. A Recovery Centre may include the following facilities:
- a. Security for access – separating clients from the general office;
  - b. Reception area;
  - c. Interview rooms;
  - d. Meeting room;
  - e. Staff room;
  - f. Storage area; and
  - g. Administration area and offices.

### **EMERGENCY FINANCIAL ASSISTANCE**

725. The Welfare Services Functional Area coordinates emergency financial assistance to persons affected by emergencies.
726. Emergency financial assistance to victims of emergencies is coordinated by the Dept of Community Services.
727. The Rural Assistance Authority administers some assistance programs to farmers and small business.

**PART 8**

**ANNEXES**

- A** Distribution
- B** Definitions
- C** Abbreviations
- D** Map of the Monaro Emergency Management District
- E** Supporting Plans and Sub Plans
- F** Operational Control and Coordination Relationships
- G** Defence Assistance to the Civil Community

**ANNEX 'A' - DISTRIBUTION**

Compact Disc is the primary medium used to distribute this plan to the agencies listed below.

The Internet, at the following web address, is the medium used to disseminate the plan to emergency management agencies not listed below, and to the wider community.

<http://www.emergency.nsw.gov.au/monaro>

<b>ORGANISATION / APPOINTMENT</b>	<b>Number of CD's Issued</b>
State Emergency Operations Controller	1
State Emergency Management Committee	1
District Emergency Operations Controller	1
Alternate District Emergency Operations Controller	1
District Emergency Management Officer	1
<b>Local Emergency Operations Controllers</b>	
Lake George	1
Cooma-Monaro	1
Snowy River	1
Bombala	1
Bega Valley	1
Eurobodalla	1
<b>Local Emergency Management Officers</b>	
Lake George	1
Cooma-Monaro	1
Snowy River	1
Bombala	1
Bega Valley	1
Eurobodalla	1
<b>Agriculture and Animal Services Functional Area</b>	
District Coordinator	1
<b>Ambulance Service of N.S.W.</b>	
Sector Manager, South East	1
Coordination Centre, Illawarra	1
Divisional Manager, Southern	1
Counter Disaster Unit (Rozelle)	1

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ORGANISATION / APPOINTMENT	Number of CD's Issued
<b>Australian Aerial Patrol</b>	
Director of Operations	1
<b>Australian Volunteer Coast Guard</b>	
Commodore, Southern NSW Squadron	1
<b>Engineering Services Functional Area</b>	
District Coordinator	1
<b>Environmental Services Functional Area</b>	
District Coordinator	1
<b>Health Services Functional Area</b>	
District Coordinator	1
<b>N.S.W. Fire Brigades</b>	
Commander, Zone 5 (Batemans Bay)	1
Coordination Centre (Wollongong)	1
<b>N.S.W. Mines Rescue Board</b>	
Manager, Southern Mines Rescue Station	1
<b>N.S.W. Police</b>	
Manager Operations, Southern Region	1
Commander, Radio Operations (VKG Warilla)	1
Senior Operations Officer (VKG Warilla)	1
Eden Water Police	1
<b>N.S.W. Rural Fire Service</b>	
Region South Operations (Batemans Bay)	1
<b>N.S.W. State Emergency Service</b>	
Controller, Illawarra / South Coast Division	1
Controller, Southern Highlands Division	
<b>Port Kembla Ports Corporation</b>	
Security & Incident Response Manager	1
<b>Public Information Services Functional Area</b>	
State Coordinator	1
<b>Rescue Helicopter Service</b>	
District Liaison Officer	1

**MONARO DISTRICT DISASTER PLAN (Displan) 2006**

ORGANISATION / APPOINTMENT	Number of CD's Issued
<b>Royal Volunteer Coastal Patrol</b>	
District Liaison Officer	1
<b>Surf Life Saving Association</b>	
Emergency Services Officer, South Coast	1
<b>Transport Services Functional Area</b>	
District Coordinator	1
<b>Volunteer Rescue Association</b>	
Region Coordinator	1
<b>Welfare Services Functional Area</b>	
District Coordinator	1
<b>Emergency Operations Centres</b>	
Monaro District (Primary)	3
Monaro District (Alternate)	2
Lake George	1
Cooma-Monaro	1
Snowy River	1
Bombala	1
Bega Valley	1
Eurobodalla	1
Illawarra District	1
Southern Highlands District	1
State Emergency Operations Centre	1
<b>Commonwealth</b>	
Emergency Management Australia Institute	1
Australian Defence Force Liaison Officer	1
<b>Other</b>	
Agility (AGL)	1
Country Energy	1
National Parks & Wildlife Service	1
Roads and Traffic Authority	1

**MONARO DISTRICT DISASTER PLAN (Displan) 2006**

<b>ORGANISATION / APPOINTMENT</b>	<b>Number of CD's Issued</b>
Sydney Catchment Authority	1
Telstra	1
City Rail	1
ACT Emergency Services Authority	1
Snowy Hydro Ltd	1

## ANNEX 'B' - 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, State level plans 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).

### Agency Controller

in this plan means the operational head of the agency, identified in this plan as the combat agency, who has command of the resources of the particular agency.

### Casual Volunteer

means a person who:

assists an accredited rescue unit in carrying out a rescue operation with the consent of the person in charge of the rescue operation; or

assists, on his or her own initiative, in a rescue operation or otherwise in response to an emergency in circumstances in which the assistance was reasonably given (Source: SERM Act).

### Civil Defence

means the performance of some or all of the 15 humanitarian tasks intended to protect the civilian population against the dangers and to help it recover from the immediate effects of hostilities, and also to provide the necessary conditions for its survival. (Source: Contained in Article 61 of Protocol 1(1977) additional to the 1949 Geneva Convention).

### Clean-up Phase

means that stage of a hazardous materials incident or emergency operation managed by the Clean-Up Controller, undertaken after the Combat Area has been declared safe with respect to public health and property by the Hazmat Controller, and involves clean-up and environmental stabilisation. (Source: State HAZMATPLAN).

### Combat Agency

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

### Combat Agency Managed Operation

in this plan means an emergency operation controlled by the combat agency, with support coordinated either by the combat agency or by an Emergency Operations Controller.

### Command

in this plan means the direction of members and resources of an agency / organisation in the performance of the agency / organisation's roles and tasks. Authority to command is established by legislation or by agreement with the agency / organisation. **Command relates to agencies / organisations only, and operates vertically within the agency / organisation.**

### Control

means the overall direction of 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). In this plan, the term “disaster” is synonymous with the term “emergency”.

**Displan**

in this plan means State, District or Local Disaster Plan. The object of Displan is to ensure the coordinated preparation for, response to and recovery from emergencies by all agencies having responsibilities and functions in emergencies.

**District**

in this plan means the Monaro Emergency Management District, incorporating the local government areas of Kiama, Shellharbour, Shoalhaven and Wollongong.

**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 for which it is constituted. In the exercise of its functions, this committee is responsible to the State Emergency Management Committee. (Source: SERM Act).

**District Emergency Management Officer (DEMO)**

means the person, appointed under the Act, to act as principal executive officer to the DEMC and the DEOCON. (Source SERM Act).

**District Emergency Operations Controller (DEOCON)**

in this plan means the Region Commander of Police, appointed by the Commissioner of Police as the District Emergency Operations Controller for the Monaro Emergency Management District.

**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).

For the purposes of definition of *emergency*, property in the State includes any part of the environment of the State. Accordingly, a reference in this plan to:

- a. threats or danger to property includes a reference to threats or danger to the environment, and
- b. the protection of property includes a reference to protection of the environment.

**Emergency Area**

means the area in which a state of emergency is declared to exist. (Source: SERM Act).

**Emergency Officer**

means the Director-General of the NSW State Emergency Service or a person appointed as an Emergency Officer under Section 15 of the State Emergency Service Act. A person may be appointed as an Emergency Officer even if not a member of the NSW State Emergency Service. (Source: State Emergency Service Act 1989 (as amended)).

**Emergency Operations Centre (EOC)**

in this plan means a centre established at State, District or Local level, as a centre of communication and as a centre for the control of operations and coordination of support during an emergency.

**Emergency Risk Management**

in this plan means the process approved by the State Emergency Management Committee and published in the NSW Implementation Guide for Emergency Management Committees

**Emergency Services Officer**

means a police officer, an officer of New South Wales Fire Brigades of or above the rank of station commander, an officer of the State Emergency Service of or above the rank of unit controller, or a divisional executive officer or the Director, Operations of that Service, a member of the Rural Fire Service of or above the position of deputy captain, or a District Emergency Management Officer. (Source: SERM Act)

**Emergency Services Organisation**

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

**Essential Services**

for the purposes of the Essential Services Act, 1988, a service is an essential service if it consists of any of the following:

- a. the production, supply or distribution of any form of energy, power or fuel or of energy, power or fuel resources;
- b. the public transportation of persons or freight;
- c. the provision of fire fighting services;
- d. the provision of public health services (including hospital or medical services);
- e. the provision of ambulance services;
- f. the production, supply or distribution of pharmaceutical products;
- g. the provision of garbage, sanitary cleaning or sewerage services;
- h. the supply or distribution of water;
- i. the conduct of a welfare institution;
- j. the conduct of a prison;
- k. a service declared to be an essential service under subsection (2);
- l. a service comprising the supply of goods or services necessary for providing any service referred to in paragraphs (a) – (k).

**Functional Area**

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

- a. agriculture and animal services;
- b. communication services;
- c. energy and utilities;
- d. engineering services;
- e. environmental services;
- f. health services;
- g. public information services;
- h. transport services; and
- i. welfare services. (Source: SERM Act)

**Functional Area Coordinator**

in this plan means the nominated coordinator of a functional area, tasked to coordinate 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.

**Government Agency**

means:

- a. a government department or administrative office as defined in the Public Sector Management Act 1988;
- b. a public authority, being a body (whether incorporated or not) established by or under an Act for a public purpose, other than:
  - i. the Legislative Council or Legislative Assembly or a committee of either or both of those bodies; or
  - ii. a court or other judicial tribunal;
- c. the Police Service;
- d. a local government council or other local authority; or
- e. a member or officer of an agency referred to in paragraphs (a) – (d) or any other person in the service of the Crown who has statutory functions, other than:
  - i. the Governor, the Lieutenant-Governor or the Administrator of the State;
  - ii. a Minister of the Crown;
  - iii. a Member of the Legislative Council or Legislative Assembly or an officer of that Council or Assembly; or
  - iv. a Judicial officer. (Source: SERM Act)

**Hazard**

in this plan means a situation or condition with potential for loss or harm to people, property or the environment and has the same meaning as “source of risk”.

**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 Materials 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 injury or death or damage to property which requires normal response from an agency or agencies. An incident becomes an emergency when the resources of the agency are insufficient to deal with the incident and outside resources are desirable or required. Those resources now require coordination.

**Joint Media Information Centre**

A location which would provide the media with:

- a centralised point of contact
- media liaison arrangements and the names of Media Liaison Officers
- verification of information
- timely, accurate and consistent information
- Public Information contact arrangements

**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 or coordination centre. 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. A liaison officer must have the authority to commit the resources of their organisation or functional area.

**Local Area**

in this plan means an area within the meaning of the Local Government Act 1993 and includes a combined local government area 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 State Emergency and Rescue Management Act, 1989 (as amended), 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 (Local Displan), for which it is constituted. In the exercise of its functions, any such committee is responsible to the relevant District Emergency Management Committee. (Source: SERM Act).

**Local Emergency Management Officer (LEMO)**

in this plan means the person, appointed by Council under the Act to act as principal executive officer to the LEMC and the LEOCON for emergencies affecting that particular local area. The LEMO and the Chairperson of the LEMC need not be the same officer.

**Local Emergency Operations Controller (LEOCON)**

in this plan means a Police Officer appointed by the District Emergency Operations Controller as the Local Emergency Operations Controller for the relevant local government area.

**Marshalling Area**

in this plan means an area in which resources from outside the District may congregate prior to allocation of tasks.

**Minister**

in this plan means the Minister for Emergency Services, unless otherwise stated.

**Non Government Agency**

means a voluntary agency or any other private individual or body, other than a government agency. (Source: SERM Act).

**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.

**Plan**

in this plan means a step by step sequence for the conduct of a single or series of connected emergency operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions, and is a promulgated record of a previously agreed set of roles, responsibilities, functions, actions and management arrangements. The designation "plan" is usually used in preparing for emergency operations well in advance. A plan may be put into effect at a prescribed time, or on signal, and then becomes the basis of the emergency operation order for that 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. (Source: SERM Act).

**Recovery**

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

**Roads Authority**

means officers of the Roads and Traffic Authority and Council authorised under the Roads Act 1993.

**Site Control**

In this plan means the location from which the Site Controller, agency commanders and functional areas coordinate the emergency. It usually includes the relevant Emergency Service Commanders and Functional Area Coordinators and other advisors as required.

**Site Controller**

In this plan means a Police Officer appointed by and subject to the direction of the emergency operations controller, to be responsible for determining the site, establishing site control and controlling the on ground response to the emergency. Until the emergency operations controller appoints a site controller, the senior police officer will assume control.

**Source of Risk**

in this plan means a situation or condition with potential for loss or harm to people, property or the environment and has the same meaning as "hazard".

**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 - that is: Essential Services Act, 1988; Dam Safety Act, 1978; and Rural Fires Act, 1997 (as amended).

**State Waters**

means:-

- (a) the territorial sea adjacent to the State;
- (b) the sea on the landward side of the territorial sea adjacent to the State that is not within the limits of the State;
- (c) other waters within the limits of the State prescribed by the regulations for the purposes of this definition;

The Act provides that State waters consist of the territorial sea (from the low tide mark seaward for 3 nautical miles) as well as those waters prescribed by the Marine Pollution Regulation. The Regulation prescribes the following ports as being State Waters (north to south):

- Yamba
- Newcastle
- Sydney
- Botany Bay
- Port Kembla
- Eden

**Sub Plan**

In this plan means an action plan required for a specific hazard, facility, critical task or special event. It is prepared when the management arrangements necessary to deal with the effects of the hazard, facility, critical task or special event differ from the general coordination arrangements set out in the Displan or Supporting Plans for the area.

**Supporting Organisation**

## MONARO DISTRICT DISASTER PLAN (Displan) 2006

in this plan means Government Departments, statutory authorities, volunteer organisations and other specialist agencies who have indicated a willingness to participate and provide specialist support resources to a combat agency controller or functional area coordinator during emergency operations.

### **Supporting Plan**

In this plan means a plan prepared by an agency / organisation or functional area, which describes the support which is to be provided to the controlling or coordinating authority during emergency operations, together with how the functional area is to be coordinated in order to fulfil the roles and responsibilities allocated.

### **Welfare Centre**

in this plan means any centre established to provide welfare services to victims of an emergency. It may be an Evacuation Centre, Disaster Relief / Recovery Centre, Welfare Assembly Centre, One - Stop Relief Centre or Accommodation Centre.

### **Victim**

means a sufferer from any destructive, injurious or adverse action or agency. (Macquarie Dictionary – Second Edition). In this plan it means a person adversely affected by an emergency.

## **ANNEX 'C' - ABBREVIATIONS**

<b>ABS</b>	Australian Bureau of Statistics
<b>ADF</b>	Australian Defence Force
<b>CBR</b>	Chemical, Biological or Radiological emergencies
<b>DACC</b>	Defence Assistance to the Civil Community
<b>DEC</b>	Department of Environment and Conservation
<b>DEMC</b>	District Emergency Management Committee
<b>DEMO</b>	District Emergency Management Officer
<b>DEOC</b>	District Emergency Operations Centre
<b>DEOCON</b>	District Emergency Operations Controller
<b>Displan</b>	State, District or Local Disaster Plan
<b>EOC</b>	Emergency Operations Centre
<b>EOCON</b>	Emergency Operations Controller (State, District or Local)
<b>LEMC</b>	Local Emergency Management Committee
<b>LEMO</b>	Local Emergency Management Officer
<b>LEOC</b>	Local Emergency Operations Centre
<b>LEOCON</b>	Local Emergency Operations Controller
<b>LEP</b>	Local Environmental Plan
<b>LO</b>	Liaison Officer
<b>NSWFB</b>	NSW Fire Brigades
<b>RFS</b>	NSW Rural Fire Service
<b>RVCP</b>	Royal Volunteer Coastal Patrol
<b>SEMC</b>	State Emergency Management Committee
<b>SEOC</b>	State Emergency Operations Centre
<b>SEOCON</b>	State Emergency Operations Controller
<b>SERM ACT</b>	State Emergency and Rescue Management Act, 1989 (as amended).
<b>SES</b>	NSW State Emergency Service
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standing Operating Procedures
<b>TOC</b>	Transport Operations Centre
<b>USAR</b>	Urban Search and Rescue
<b>VRA</b>	Volunteer Rescue Association

**ANNEX 'E' - SUPPORTING PLANS & SUB PLANS**

PLAN	RESPONSIBILITY for coordinating development of the plan	STATUS
<b>SUPPORTING PLANS</b>		
Monaro Agriculture and Animal Services Plan	Dept. of Primary Industry	
Monaro Health Services Plan	Dept. of Health	Approved
Monaro Public Information Services Plan	NSW Police	
Monaro Transport Services Plan	Dept. Of Transport	Approved
Monaro Welfare Services Plan	Dept. Of Community Services	Approved
South East Region Engineering Services Plan	Dept. Of Public Works & Services	Approved
<b>SUB PLANS</b>		
SES Illawarra South Coast Region Flood Plan	State Emergency Service	Interim
Monaro District Snow Plan	State Emergency Service	Being Developed

**ANNEX 'F' - OPERATIONAL CONTROL AND COORDINATION RELATIONSHIPS**

Type of Operation	Control	Planning	Information / Liaison
<p><b>Combat Agency Managed</b></p>	<p>Combat Agency controls operation and may request other agencies or Emergency Operations Controller to coordinate support.</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 which 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, supporting Emergency Service organisations and Functional Area Coordinators are kept informed of the situation.</p> <p>Emergency Operations Controllers, and supporting agencies under the control of the combat agency, provide liaison to combat agency control centre as required.</p> <p>Supporting agencies carrying out tasks under the coordination of an Emergency Operations Controller provide liaison to the emergency operations centre as required.</p>
<p><b>Operations Controlled by Emergency Operations Controller</b></p> <p>This 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 and SEOCON.</p>	<p>Emergency Operations Controller controls operations and coordinates resources. Individual agencies command own resources and carry out tasks as directed.</p>		<p>It is the responsibility of the Emergency Operations Controller to ensure that Emergency Service organisations and Functional Area Coordinators are kept informed of the situation.</p> <p>Agencies provide liaison to the Emergency Operations Centre as required.</p>

## ANNEX 'G' – COMMONWEALTH SUPPORT

Commonwealth support is only available when the State's resources are exhausted and may or may not take the form of ADF resources. In brief, the process involves contact with the SEOC, which then makes the SEOCOn aware of the details. If satisfied of the need for the request, the SEOCOn will contact the Director General, Emergency Management Australia (DGEMA). If the request is considered necessary and achievable, DGEMA will make the necessary arrangements and requests.

### ADF POLICY

State agencies are responsible for combating emergencies in the first instance. The ADF is available to support in areas which State authorities are unable to resource. 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.

This assistance normally should not exceed 24 hours.

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 Local Emergency Operations Controllers to the District Emergency Operations Controller for referral to the State Emergency Operations Controller, 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 State Emergency Operations Controller and Emergency Management Australia (EMA).

## Annex 'H' – Likelihood, Consequence and Analysis Tables

### Defining likelihood descriptors

Rating	Description and Indicative Probability
Almost certain	Expected to occur; many recorded incidents; strong anecdotal evidence; great opportunity, reason or means to occur; may occur or be exceeded once 1 to 5 years.
Likely	Will probably occur; consistent record of incidents and good anecdotal evidence; considerable opportunity, reason or means to occur; may occur or be exceeded once every 20 years.
Possible	Might occur; a few recorded incidents in each locality, some anecdotal evidence within the community; some opportunity, reason or means to occur; may occur or be exceeded once every 100 years.
Unlikely	Is not expected to occur; isolated recorded incidents in this country, anecdotal evidence in other communities; little opportunity, reason or means to occur; may occur or be exceeded once every 250 years.
Rare	May only occur in exceptional circumstances; some recorded events on a worldwide basis; may only occur or be exceeded once every 500 years or more.

### Defining consequence descriptors

Rating	Description	
	HUMAN LIFE & HEALTH	PROPERTY, FINANCIAL, ENVIRONMENTAL
Insignificant	No injuries or fatalities. Small number or no people are displaced and only for short duration. Little or no personal support required (not financial or material)	Nil or inconsequential damage. Nil or little disruption to community. No measurable impact on environment. Little or no financial loss.
Minor	Small number of injuries but no fatalities. 1st aid treatment required. Some displacement of people (< 24hrs). Some personal support required. Some disruption (< 24 hrs).	Some damage. Small impact on environment with no lasting effects. Some financial loss.
Moderate	Medical treatment required but no fatalities. Some hospitalisation. Localised displacement (< 24hrs) Personal support satisfied through local arrangements.	Localised damage that is rectified by routine arrangements. Normal community functioning with some inconvenience. Some impact on environment with no long term effect or small impact with long term effect. Significant financial loss.

Major	Fatalities. Extensive injuries, significant hospitalisation. Large number displaced (> 24 hrs). External resources required for personal support.	Significant damage requiring external resources. Community only partially functioning, some services unavailable. Some impact on environment with long term effects. Significant financial loss – some financial assistance required.
Catastrophic	Significant fatalities. Large number of severe injuries. Extended and large numbers requiring hospitalisation. General & widespread displacement for extended duration.	Extensive damage. Extensive personal support. Community unable to function without significant support. Significant impact on environment and/or permanent damage.

**Determining levels of risk**

Likelihood	Consequence				
	<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
<i>Almost certain</i>	High	High	Extreme	Extreme	Extreme
<i>Likely</i>	Moderate	High	High	Extreme	Extreme
<i>Possible</i>	Low	Moderate	High	Extreme	Extreme
<i>Unlikely</i>	Low	Low	Moderate	High	Extreme
<i>Rare</i>	Low	Low	Moderate	High	High

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