



## SHIRE OF MANJIMUP

# Emergency Management Arrangements

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Council Endorsement Date:

Full Review Date: **2018**

Maintained by: Executive Officer to LEMC

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Shire of Manjimup

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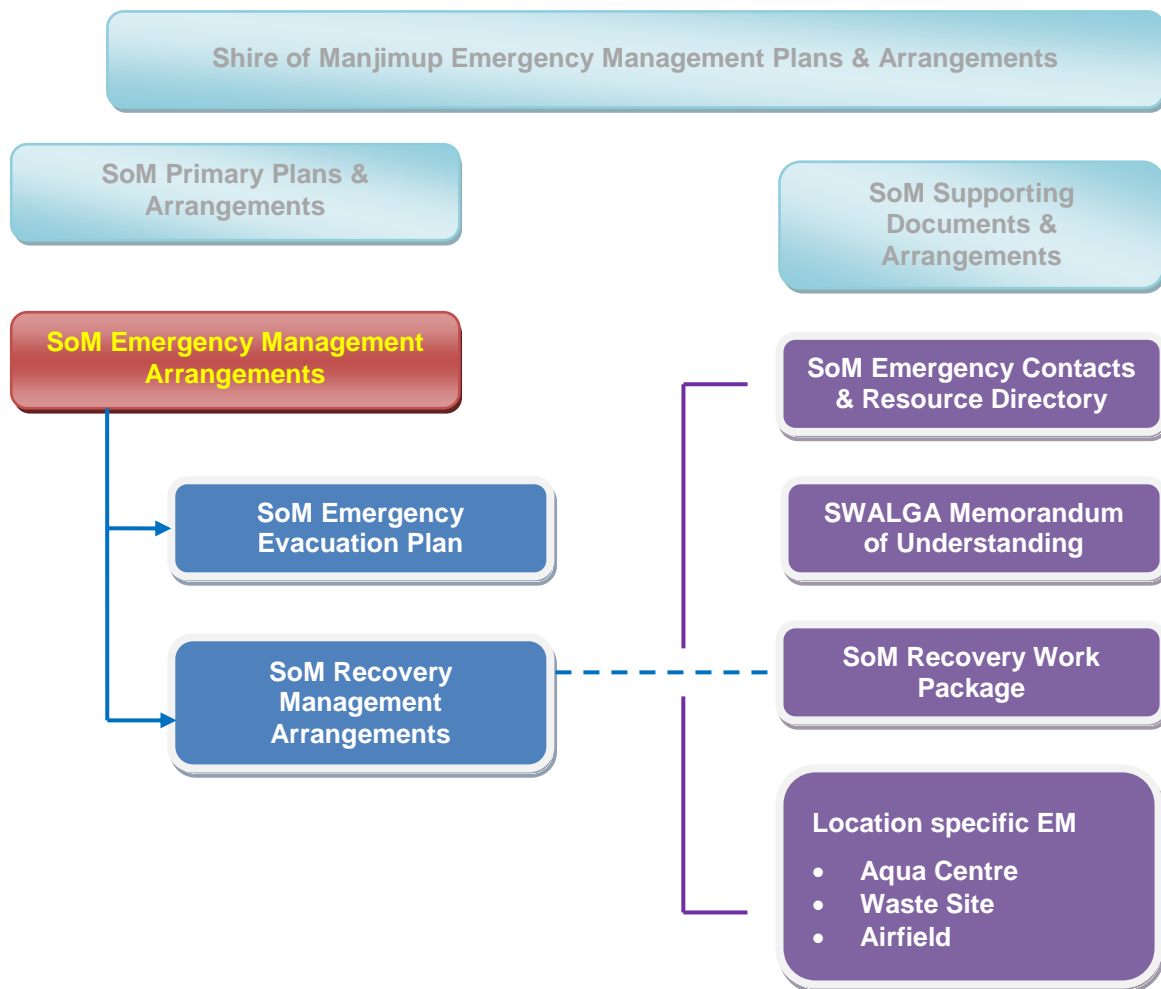
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## Preface



## Disclaimer

The information contained in this Plan is provided by the Local Emergency Management Committee (LEMC) voluntarily as a public service. This Plan has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and LEMC expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such act or omission. This Plan is intended to be a guide only and readers should obtain their own independent advice from Agencies and make their own necessary SOP's and Plans as required.

### Note

Local Emergency Management Arrangements are not intended to set out procedures to be used in combating an emergency. This is the purpose of HMA plans, Standing Operation Procedures and Major Hazard Facility plans. Arrangements herein focus on the preparedness phase of emergency management.

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## Glossary of Terms

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The following terms apply throughout these arrangements

**COMMUNITY EMERGENCY RISK MANAGEMENT**- a systematic process that produces a range of measures which contribute to the well being of communities and the environment. (See also – RISK MANAGEMENT)

**DISASTER**- See EMERGENCY.

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE**- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

**EMERGENCY**- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

**EMERGENCY MANAGEMENT**- is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to and recover from emergencies and disasters in both peace and war.

**EMERGENCY MANAGEMENT CONCEPTS** - the emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006:

Prevention activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.

Preparedness activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.

Response activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.

Recovery activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical well being. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen the effects on the community.

**EMERGENCY RISK MANAGEMENT** – A systematic process that produces a range of measures that on being implemented contributes to the safety and well being of communities and the environment.

**HAZARD** – a situation or condition with potential of for loss or harm the community or the environment.

**INCIDENT** – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** – refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE** – established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President or CEO as the chairperson of the committee. Functions of the Local Emergency management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

**RISK** – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

**RECOVERY** - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical wellbeing.

**RISK MANAGEMENT** – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS ISO Standard 31,000:2009 (Risk Management). Shire of Augusta-Margaret River Local Emergency Management

## Acronyms Used In These Arrangements

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<b>BoM:</b>	Bureau of Meteorology
<b>CEMO:</b>	Community Emergency Management Officer (SoM)
<b>CEO:</b>	Chief Executive Officer (SoM)
<b>DAFWA:</b>	Department Agriculture & Food Western Australia
<b>DCP:</b>	Department for Child Protection
<b>DEC:</b>	Department of Environment and Conservation
<b>DEMC:</b>	District Emergency Management Committee
<b>DET:</b>	Department of Education and Training
<b>DFES:</b>	Department of Fire and Emergency Services
<b>DoH:</b>	Department of Health
<b>ECC:</b>	Emergency Coordination Centre
<b>ERM:</b>	Emergency Risk Management
<b>HMA:</b>	Hazard Management Agency
<b>IC:</b>	Incident Controller
<b>IMT:</b>	Incident Management Team
<b>ISG:</b>	Incident Support Group
<b>LEC:</b>	Local Emergency Coordinator
<b>LEMC:</b>	Local Emergency Management Committee
<b>LGA:</b>	Local Government Authority
<b>LRC:</b>	Local Recovery Coordinator (SoM)
<b>LRCC:</b>	Local Recovery Coordination Centre
<b>OIC:</b>	Officer in Charge WAPol
<b>SEMC:</b>	State Emergency Management Committee
<b>SEMP:</b>	State Emergency Management Policy
<b>SES:</b>	State Emergency Service
<b>SJA:</b>	St John Ambulance
<b>SoM:</b>	Shire of Manjimup
<b>SRCC:</b>	State Recovery Coordination Centre
<b>VFRS:</b>	Volunteer Fire & Rescue Service
<b>WAPol:</b>	Western Australia Police

## Acknowledgment

The quality of the information in these arrangements is directly attributable to the voluntary input of a wide range of experts from a variety of organisations involved in recovery planning, management and service delivery.

The format of these arrangements is mainly attributable to the Emergency Management WA planning guide '*Local Community Emergency Management Arrangements Guide for Western Australia – Planning Together*'.

## Public Consultation Process

The Shire of Manjimup through its emergency risk management program consulted widely with the community through community surveys. Identifying risk being the basis for emergency management planning is an ongoing process that will continue to involve sectors of the community as it goes forward. These arrangements have been distributed to LEMC members out of session and have been tabled at a regular Shire of Manjimup Council meeting for approval and adoption.

## Distribution List

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		Copies
1	Shire of Manjimup CEO	1
2	Shire of Manjimup EMSO	1
3	Shire of Manjimup CESH ( <a href="#">Control document</a> )	1
4	Shire of Manjimup WEB ( <a href="#">Abridged version</a> )	1
5	Shire of Manjimup FILE	1
6	Shire of Manjimup Ranger Services	1
7	Shire of Manjimup Libraries ( <a href="#">Abridged version</a> )	4
8	WA Police Service OIC Manjimup	1
9	WA Police Service OIC Pemberton	1
10	WA Police Service OIC Walpole	1
11	Dept of Agriculture & Food WA Manjimup	1
12	Warren Districts Hospital	1
13	Pemberton Hospital	1
14	BFS Chief Bush Fire Control Officer Manjimup	1
15	SES Local Manager Manjimup & Walpole	2
16	VFRS Captain Manjimup, Pemberton, Northcliffe & Walpole	4
17	Volunteer Marine Rescue Windy Harbour & Walpole	2
18	Dept of Environment & Conservation Warren Region	2
19	DFES Lower Southwest	1
20	Dept for Child Protection Manjimup	1
21	SJA Manjimup, Pemberton, Northcliffe & Walpole	4
22	Silver Chain, Manjimup, Northcliffe & Walpole	3

**Control document:** Refers to all original versions of the Local Emergency Management Arrangements and amendments.

**Abridged Version:** Refers to copies of the Local Emergency Management Arrangements for public access that have information of a personal nature and contact details of persons removed.



## Amendment Record

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Suggestions and comments from the community and stakeholders can help improve the arrangements and subsequent amendments.

Feedback can include:

1. What you do or do not like about the arrangements;
2. Unclear or incorrect expression;
3. Out of date information or practices;
4. Inadequacies;
5. Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chairperson  
 Local Emergency Management Committee  
 Shire of Manjimup  
 P.O. Box 1  
 Manjimup WA 6258

Or alternatively you may email to:

[info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)

The Chairperson will refer any correspondence to the LEMC for consideration and or approval. Amendments promulgated are to be certified in the below table when updated.

AMENDMENT		DETAILS	AMENDED BY Name
NO.	DATE		
1	April 2010	Draft for approval	Ian Bennett
2	April 2010	Draft reviewed	Jeremy Hubble
3	June 2010	First issue	Ian Bennett
4	August 2010	See Appendix 6	Ian Bennett
5	April 2013	Second issue	Ian Bennett
6			
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8			
9			
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## PART ONE: MANAGEMENT

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### Authority

These arrangements have been prepared and endorsed by the Shire of Manjimup, pursuant to section 41 of the Emergency Management Act, 2005. They have been tabled for information and comment with the South West District Emergency Management Committee and endorsed by the Local Emergency Management Committee.

### Date

The Shire of Manjimup Emergency Management Arrangements hereafter referred to as the LEMA have been endorsed by the LEMC and have been tabled at a regular meeting of Council.

### Context

Manjimup is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.

Effective emergency management arrangements enhance the community's resilience against, and preparedness for, emergencies through strategies that apply prevention/mitigation, preparedness, and response and recovery activities.

This plan has effect within the geographical boundaries of the Shire of Manjimup.

Manjimup is located approximately 300km south of Perth and 130km from Bunbury. The Shire includes 4 major centres being Manjimup, Pemberton, Northcliffe and Walpole and 8 other settlements (Palgarup, Nyamup, Tone, Quinninup, Deanmill, Jardee, Karri Valley and Windy Harbour).

### Aim

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

### Purpose

The purpose of this Plan is to set out:

- A. the local governments policies for emergency management;
- B. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- C. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- D. a description of emergencies that are likely to occur in the local government district
- E. strategies and priorities for emergency management in the local government district;
- F. other matters about emergency management in the local government district prescribed by the regulations; and

- G. other matters about emergency management in the local government district the local government considers appropriate”

### Scope

The scope of these arrangements is limited to and includes:

- ✓ The geographical boundaries of the Shire of Manjimup;
- ✓ Existing Legislation, Plans and Local Laws;
- ✓ Statutory or agreed responsibilities;
- ✓ Support to and interface with other Emergency Management Plans.

### Related Documents and Arrangements

#### Existing Local Plans

Shire of Manjimup Local Emergency Management Arrangements;  
Shire of Manjimup Local Recovery Plan  
Shire of Manjimup Risk Register;  
Shire of Manjimup Local Welfare Plan (DCP)  
Shire of Manjimup Contacts and Resources Directory  
Shire of Manjimup Airstrip Emergency Plan  
Shire of Manjimup Bush Fire Response Plan  
Shire of Manjimup Emergency Evacuation Plan

#### State Plans and Documents

Copies of all State plans and procedures referred to throughout these arrangements are available on DFES website.

<https://extranet.dfes.wa.gov.au/sites/emwa/Pages/home.aspx>

### Agreements, Understandings and Commitments

The Shire of Manjimup has entered into a Memorandum of Understanding (MOU) with neighbouring Shires for reciprocal use of key equipment for use in emergencies. The Shire will also endeavour to enter into MOUs with other agencies and private enterprise for full use of facilities in event of mass evacuation of parts of the community.

### Finance Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Manjimup, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans. State Emergency Management Arrangements, as found in SEMP 4.2, outline the responsibilities of funding during multi-agency emergencies. It states:

*“Where an emergency involves a multi-agency response, all costs associated with the emergency shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency’s core function; or where the*

*agency has a bi-lateral agreement to provide such services and resources at its own cost. Where costs are incurred in delivering services or resources at the request of the Hazard management Agency concerned, which are not part of the agency's core functions and there are no prior agreements as to the funding responsibilities, then such costs shall be met by that Hazard Management Agency. There is provision for the agencies whose core programs are affected by the costs incurred to make application for supplementary funding to Treasury."*

Whilst recognizing the provisions of SEMP 4.2, the Shire of Manjimup is committed to spending such necessary funds as required to ensure the safety of the Shire's residents and visitors.

Refer to the Finance section of the Local Recovery Plan for information on public appeals, finance management, etc.

### Responsibilities and Roles

Under Section 37 of the Act the LEC is appointed by the State Emergency Coordinator (Commissioner of Police) for a local government district.

#### Local Emergency Coordinator

The Local Emergency Coordinator is appointed by the State Emergency Coordinator (Commissioner of Police). The Officer in Charge of each WAPol subdistrict has been appointed as a Local Emergency Coordinator in the local government district which contains the WAPol subdistrict. They are:-

- **Officer in Charge of Manjimup Police Station** (Southwest Police District)
- **Officer in Charge of Pemberton Police Station** (Southwest Police District)
- **Officer in Charge of Walpole Police Station** (Great Southern Police District)

#### The Role of the Local Emergency Coordinator

- A. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- B. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- C. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

#### Local Emergency Management Committee Functions within the Shire of Manjimup

- A. to advise and assist the local government in establishing local emergency management arrangements for the district;
- B. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- C. to carry out other emergency management activities as directed by the SEMC or prescribed by regulations.

## Local government

A local government is to ensure that arrangements for emergency management in the local government district are prepared. The local emergency management arrangements are to set out:

- A. The local government's policies for emergency management;
- B. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- C. Provisions for the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (B);
- D. A description of emergencies that are likely to occur in the local government district;
- E. Strategies and priorities for emergency management in the local government district;
- F. Other matters about emergency management in the local government district prescribed by the Regulations; and
- G. Other matters about emergency management in the local government district the local government considers appropriate.

The local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans and are to include a recovery plan and the nomination of the recovery coordinator.

A copy of the local emergency management arrangements, and any amendment to the arrangements, are to be delivered to the SEMC as soon as practicable after they are adopted and are to be reviewed in accordance with the procedures established by the SEMC. Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

The local emergency management arrangements will be kept at the offices of the local government and will be available for inspection, free of charge, by members of the public during office hours. The arrangements will be made available in written or electronic form.

Refer to [Annex A](#). Local Emergency Management Flow Chart

## Hazard Management Agency Responsibilities

Ensuring emergency management activities relating to the provision of, preparedness for, and recovery from a specific hazard are undertaken.

HAZARD RISK	HMA	COMBAT AGENCY	WESTPLAN	LOCAL PLAN
<b>Bush Fire</b> Extreme	DFES	Bush Fire Service	Bushfire	Bushfire Management Plan
		DEC		Incident Response Plan
<b>Urban Fire</b> Extreme	DFES	VFRS	Urban Fire	DFES SOP's
<b>Road Accident</b> Moderate	WAPol	VFRS	Road Accident	N/A
<b>Severe Storm</b> Moderate	DFES	SES	Storm	SES SOP's
<b>Earthquake</b> Low	DFES	SES	Earthquake	SES SOP's

Appointing an Incident Manager(s) and Operations Area Manager, where appropriate, responsible for:

- Management of the Incident or Operation, within the context of planning, leading, organizing and control;
- Preparing and implementing an operational plan;
- Public information and community awareness;
- Activating the Incident Support Group or Operations Area Management Group where appropriate, in consultation with the relevant State/Emergency Coordinator(s);
- Ensuring the activation of the appropriate recovery arrangements;
- Providing progress/situation reports to the higher levels of their parent organisation and the emergency management organisation;
- Arranging an operational debrief or post incident analysis as required; (SEMP 4.1)
- Submitting a post operations report (refer to SEMP4.3 for details).

#### Combat Agency Responsibilities

- Executing combative action in accordance with their statutory responsibilities.
- Executing tasks as allocated in the tactical response plan.
- Providing progress reports to the designated Incident Manager or Operations Area Manager.
- Providing progress reports to the higher levels of their parent organisation.
- Provide an agency Liaison Officer to participate as part of the Incident Support Group upon the request of the HMA.
- Attend post incident debriefs.
- Contributing to post operations report or post incident analysis.

#### Support Organisation Responsibilities

- Restoring essential services affected by the emergency.
- Providing “function” support as part of the tactical plan, e.g. Department for Child Protection.
- Managing their own resources and those given to them in support of their specific function.
- Providing progress reports to the designated Incident Manager or Operations Area Manager.
- Providing progress reports to the higher levels of their organisation.
- Provide an agency Liaison Officer to participate as part of the Incident Support Group upon the request of the HMA.
- Attend post incident debriefs.
- Contributing a post operations report or post incident analysis.

### Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with as per the SEMC WESTPLAN – Public Information

Information to the public about emergency situations may be disseminated through:

- SEWS (Standard Emergency Warning System) broadcast via ABC Radio;
- StateAlert (Western Australia’s standard emergency warning system via email, landline and text message to subscribers in particular areas affected).
- ABC radio broadcasts.

### Local Emergency Coordination Centre (ECC)

An Emergency Coordination Centre (ECC) is a facility for central management and coordination of multi agency resources in support of an emergency event at the local level. In the transition from response to recovery, the purpose of the ECC will shift focus to become the community recovery centre of operations. Ultimately an ECC will be a meeting room large enough to contain local government representatives, HMA personnel and support staff and will have facilities available that will include but not limited to the following:

- ✓ Power and auxiliary power capability;
- ✓ Computer access and internet connections;
- ✓ Telephone and fax points
- ✓ Tables, chairs;
- ✓ White boards and pinup boards;
- ✓ Stationary including blank forms;
- ✓ Access to toilets and refreshment facilities; and
- ✓ Security.

The location of the local ECC for an emergency will be designated by the HMA “Incident Controller”. The primary and alternate location for the ECC is listed below:

#### Primary Emergency Coordination Centre Manjimup

DFES Office  
Giblet St  
Manjimup

#### Secondary Emergency Coordination Centre

Shire Office  
Rose St  
Manjimup



## **PART TWO: PLANNING**

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### Local Emergency Management Committee (LEMC)

The local government and the LEC have established a LEMC to plan, administer and test the local emergency management arrangements. Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements. Refer to [Annex A](#) for a flow chart depicting the establishment of the LEMC and its functions.

<b>Chair:</b>	CEO SoM
<b>Deputy Chair:</b>	OIC Manjimup Police Station
<b>Executive:</b>	Community Emergency Management Officer
<b>Secretary:</b>	Staff member SoM
Bush Fire Service	Chief Bush Fire Control Officer
Department for Child Protection	Team Leader
Department of Environment & Conservation	Fire Operations Officer
Department of Agriculture Food WA	District Manager
Department of Health	District Manager
DFES	District Officer (Fire)
DFES	District Officer (SES)
SES Manjimup	Local Manager
WA Police	OIC Pemberton Police Station
WA Police	OIC Walpole Police Station



## Risk Schedule

The LEMC and the community undertook a Risk Analysis survey of the local government area in 2007 utilising the Western Australian Emergency Risk Management Guide July 2005. The subsequent output of the process identified the community perceptions of natural and man caused hazards and the risk they pose to the Shire of Manjimup. The next stage in this process will involve the analysis of those risks and the development of a risk register and treatment schedule which will form part of these arrangements.

## Emergency Management Structure

The Shire of Manjimup emergency management structure is consistent with the details of the Regulations as appropriate to local governments. The structure of the committee and its functions are shown in [Annex B](#).

## Testing During the Planning Process

Exercising and testing during the planning process is essential to ensure that the arrangements are workable and effective. Exercising the arrangements during the planning process will allow LEMC to:

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



## PART THREE: RESPONSE

**Note:** The role of the LEMC is not one of response or recovery to an emergency or incident. LEMC is a network of agency representatives working towards prevention and preparedness. LEMC liaise, advise and assist the local government and other agencies in establishing reviewing and testing of the local emergency management arrangements for the district.

### Risks

The ERM process identified five (5) major hazards within the SoM as perceived by the community. The following indicates the five (5) major hazards that are a source of risk to the community, the responsible HMA, HMA representation at local and district levels, and the relevant WESTPLAN, regional and local plans in place.

HAZARD RISK	HMA	COMBAT AGENCY	WESTPLAN	LOCAL PLAN
<b>Bush Fire</b> Extreme	DFES	Bush Fire Service	Bushfire	Bushfire Management Plan
		DEC		Incident Response Plan
<b>Urban Fire</b> Extreme	DFES	VFRS	Urban Fire	DFES SOP's
<b>Road Accident</b> Moderate	WAPoI	VFRS	Road Accident	N/A
<b>Severe Storm</b> Moderate	DFES	SES	Storm	SES SOP's
<b>Earthquake</b> Low	DFES	SES	Earthquake	SES SOP's

Consistent with the Emergency Management Regulations 2006 these arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

To ensure a timely response to any of the above mention risks, a detailed list of emergency contacts including HMA, Combat and Support Agencies are available by reference to the SoM Resource Directory.

It is recognised that the HMA's and combat agencies may require SoM resources and assistance to manage the emergency. The SoM is committed to providing assistance/support if the required resources are available.

**Note:** Hazard Management Agencies are required to include evacuation and initial recovery arrangements in their own emergency management response plans.

*State Emergency Management Policy 4.7 / 15 and 4.4 / 8*

### Incident Support Group(s) (ISG)

The ISG consists of Liaison Officers from local organisations involved in the incident.

#### Function:

The ISG function is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation;

#### Composition:

Chair: Incident Controller appointed by the HMA.

Local Emergency Coordinator

#### Activation:

Liaison Officers from those agencies and community organisations directly involved in the response and recovery of the event as determined by the Incident Controller;

Activated by the HMA Incident Controller when at least one of the following occurs:

- I. Where an incident is designated at Level 2 or higher;
- II. Multiple agencies need to be coordinated.

#### Reporting:

The following information will be provided at each meeting of the ISG:

#### The HMA will provide:

- I. A current situation report;
- II. Update on outcome of the previous meeting;
- III. Detailed significant issues;
- IV. Assistance required;
- V. Will record outcomes of the meeting;
- VI. And provide details of the next meeting.

#### Agency Liaison Officers will provide:

- I. Consolidated reports on agency response activities;
- II. Agency specific impact assessment;
- III. Resource status;
- IV. And any significant issues

The composition of the Incident Support Group must be flexible to the needs of the emergency and the membership will change as the Incident/Operation progresses.

The SoM will make available an appropriate staff members to be a 'liaison officer' and represent the SoM on the Incident Management Team of a large incident on request made by either:

- The Incident Support Group;
- The Incident Controller;
- The Local Emergency Coordinator;
- The local government authority, or
- Local Recovery Coordinator.

The role of the nominated 'SoM Liaison Officer' is to be liaison between the ISG/Incident Controller and the SoM and is in addition to the Local Recovery Coordinator if one has been appointed.

### Operational Levels

Due to the diverse nature of operational response the resource impact of responding to an incident will vary widely according to an agency's role within the response. It is essential however that all agencies participating have a common understanding of the potential and/or actual severity of the incident to ensure the provision of effective assistance to the Hazard Management Agency.

The operational level is broadly defined as including more than one of the following:

#### Level 1

- Local response/resources required;
- No significant issues;
- Single or limited multi agency response (day-to-day business);
- Minimal impact on the community;
- Managed by a HMA Incident Management Team (IMT) only;

#### **a. Low risk of incident escalation.**

## Level 2

- Requires multi agency response;
- Protracted duration;
- Activation of an ISG;
- Resources required from outside the local area;
- Medium level of media interest;
- Medium level of complexity;
- Medium impact on the community;

### **b. Potential declaration of an 'Emergency Situation'.**

## Level 3

- Requires significant multi agency response;
- Protracted response duration;
- Activation of an Operational Area Support Group;
- State or national resources required;
- Significant level of media interest;
- High level of complexity;
- Significant impact on the community;
- Multiple incident areas;
- Significant political interest;

### **c. Potential declaration of an 'Emergency Situation' or "State of Emergency".**

## Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the SoM.

Evacuation is the "directed, forced movement of (non-emergency services) people by an emergency service".

Relocation is the "self initiated or voluntary movement of people to a place of safe refuge". All evacuations shall be managed as per SEMP 4.7.

***Refer to the SoM Emergency Evacuation Plan.***

## Green Bag evacuation flagging system

At this time (2012-13), Green Bag evacuation flagging system is only being triallyed in certain parts of the state and the Shire of Manjimup is monitoring the progress of this system. The shire does not endorse the system at this time. We want to be absolutely certain this system works effectively prior to endorsing its use within the Shire.

## Evacuation Management

Decisions relating to evacuation during an emergency rest with the Incident Manager/Controller appointed by the HMA. The Act allows the hazard management officer or an authorised officer as defined in the Act to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

A decision on the need for evacuation will be given by the HMA.  
Evacuation will occur in a planned and safe manner, coordinated by WAPol.

WAPol will be requested to effect and control evacuation of persons to a location to be determined by the HMA. The HMA must liaise with the appropriate LEC, welfare and support agencies/authorities, including the DCP, SES and local government to ensure the appropriate arrangements for registration and support of evacuees are in place. Each area may have a designated staging point to facilitate the efficient evacuation of persons. Where these points are unavailable due to the risks associated with the emergency, the HMA will identify an alternative location and disseminate this information to the public.

The decision allowing people to return to their homes will be made by the HMA. Evacuee return will be accomplished in consultation with the appropriate LEC, welfare and support agencies/authorities, including the DCP, and the affected community.

***Further information on evacuations can be found by consulting the Local Welfare Support Plan for the sub-district and the Emergency Management Australia Evacuation Planning Manual.***

Should there be a need to send out urgent emergency information the below options are available locally. (Additional information is available in the Emergency Resources Directory)

### ABC Radio South West / South Coast

Regional Program Manager

Bunbury	9792 2710	Albany	9842 4011
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### Radio West - Hot FM

Hotline	9791 2359
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### GWN Television

Chief of Staff	9792 2933
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WIN Television	9721 9900
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## Local Welfare Centres

In consultation with the DCP, welfare centres have been identified and the SoM has agreed to the use of these buildings in the event an incident occurs.

***Refer to the “Shire of Manjimup Local Emergency Management Plan for the Provision of Welfare Support.” (DCP)***

**Note:** The DCP is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services (food, clothing, accommodation, financial assistance, and personal support) to evacuees and management of registration and inquiry services using the National Registration and Inquiry System and associated forms.

### Welfare

Emergency welfare functions are the responsibility of the Department for Child Protection. Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, personal requisites and emergency catering. Welfare activities are the responsibility of the DCP who will coordinate resources and undertake other functions as found in the following support plans:

- WESTPLAN –Welfare;
- Local Welfare Emergency Management Support Plan (DCP);
- SoM ‘Local Recovery Plan’

The provision of welfare services shall be based on a two-tier response; local resources through the Local Welfare Coordinator followed by State support through the State Welfare Coordinator.

### Department for Child Protection

#### Local Welfare Coordinator:

The DCP shall appoint a Local Welfare Coordinator who will liaise with the Local Liaison Officer appointed by the SoM, and coordinate the provision of resources detailed in the Local Welfare Emergency Management Support Plan.

### Shire of Manjimup

#### Local Liaison Officer:

The SoM will appoint a Local Welfare Liaison Officer (Director Community Services) who will assist with coordinating the local welfare response during emergencies in consultation with the Local Welfare Coordinator from the DCP.

### Training Programs

#### Training Programs which may assist in this Area.

DFES and EMA offer training in a variety of areas of emergency management. Current training being offered by both organisations can be found by visiting the DFES web site: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

#### These include:

- Emergency Coordination Centre Management;
- Recovery Centre Management;
- Undertake Emergency Planning.
- AIIMS Awareness



## PART FOUR: RECOVERY

### Special Considerations

With the diversity of the SoM, there are several considerations that may have an impact on the implementation of the Plan in times of emergency:

- ✚ Bush Fire season – November to April;
- ✚ Storm season – July to September;
- ✚ Local Festivals and community events – throughout the year but predominately during summer and autumn

LGAs are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. LGAs also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business.

Developing a ***SoM Recovery Management Arrangements*** for the coordination of the recovery process for the event that:

- ✚ Takes account of the local government long term planning and goals;
- ✚ Includes an assessment of the recovery needs and determines which recovery functions are still required;
- ✚ Develops a timetable and identifies responsibilities for completing the major functions;
- ✚ Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
- ✚ Allows full community participation and access;
- ✚ Allows for the monitoring and the progress of recovery;
- ✚ Facilitating the provision of services, public information, information exchange and resource acquisition;
- ✚ Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- ✚ Monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- ✚ Ensuring a coordinated multi-agency approach to community recovery;
- ✚ Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

### Responsibilities and Roles

#### Local Recovery Coordinator

The SoM will appoint a Competent Person to the position of LRC in accordance with the requirements of the Act, Section 41(4). By appointing and training more than one person to undertake the role of the LRC, coverage is ensured in the event the primary appointee is



unavailable when an emergency occurs. The following table identifies the positions within the SoM appointed and trained in recovery activities.

### Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC(s) may include some or all of the following:

- Should help prepare, maintain and test the **SoM 'Local Recovery Plan'**;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;
- Advice to the SoM President/CEO on the requirement to activate the plan and convene the LRCC, and initial advice to the LRCC if convened.
- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required form the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, SRCC or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problem with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

Refer to the **SoM 'Local Recovery Plan'** for further details.

### Training Programs

#### Training Programs which may assist in this Area

DFES and Emergency management Australia offer training in a variety of areas of emergency management. Current training being offered by both organisations can be found on the DFES web site: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

These Include;

- ✚ Introduction to Recovery Management
- ✚ Context of Recovery Management
- ✚ Community Based Recovery Management
- ✚ Planning and Managing Recovery



## PART FIVE: TESTING, EXERCISING & REVIEWING

### Testing and Exercising

The LEMC recognises that the testing of these arrangements is as important as writing them. As a blueprint for the communities' response and recovery activities to an emergency these arrangements must be verified for accuracy and functionality.

The benefits of testing these arrangements include:

- ✚ Determining the effectiveness of the arrangements;
- ✚ Bringing together of all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- ✚ Providing the opportunity to promote the arrangements and educate the community;
- ✚ Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;
- ✚ Improving the arrangements in accordance with the results of exercise debriefings.

SEMP 3.1 details requirements on testing arrangements within the State. EMA Managing Exercises (Manual 42) provides guidelines and a national reference for the design, conduct and review of exercises and simulations. The manual is useful for members of emergency management services and personnel responsible for developing or testing emergency response plans and their capabilities.

### Schedule of Exercises

The LEMC shall undertake to conduct at least one multi-agency exercise per year, though a minimum of one exercise per year will be conducted as required by SEMP 2.5 and a report forwarded the DEMC in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas of possible improvement to these arrangements.

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner.

### Exercise Formats:

- ✚ Discussion exercise:
- ✚ Orientation exercise
- ✚ Agency presentation
- ✚ Hypothetical exercise
- ✚ Functional exercise
- ✚ Table top exercise
- ✚ Field exercise

+ Simple

+ Complex

Where possible the community should be encouraged to participate in or observe the exercise.

### Review of These Arrangements

These arrangements will be reviewed every five (5) years, after an exercise, after an emergency where all or any part of these arrangements are utilised or where changes are required for other reasons.

The Chair to the LEMC (CEO) is responsible for ensuring the review of these arrangements occurs.

### Training Programs

Training Programs which may assist in this Area

DFES and EMA offer training programs in a variety of areas of emergency management. Current training being offered by both organisations can be found on the DFES web site: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

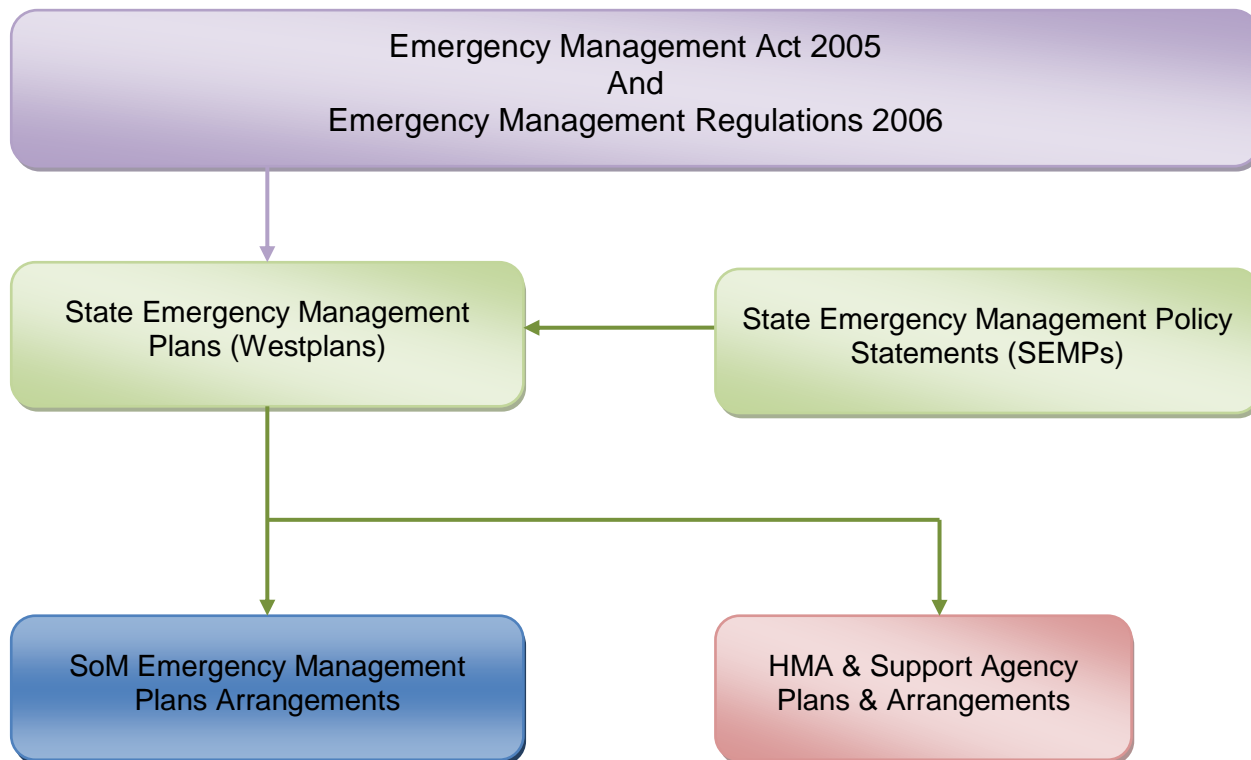
These include:

+ Exercise Management



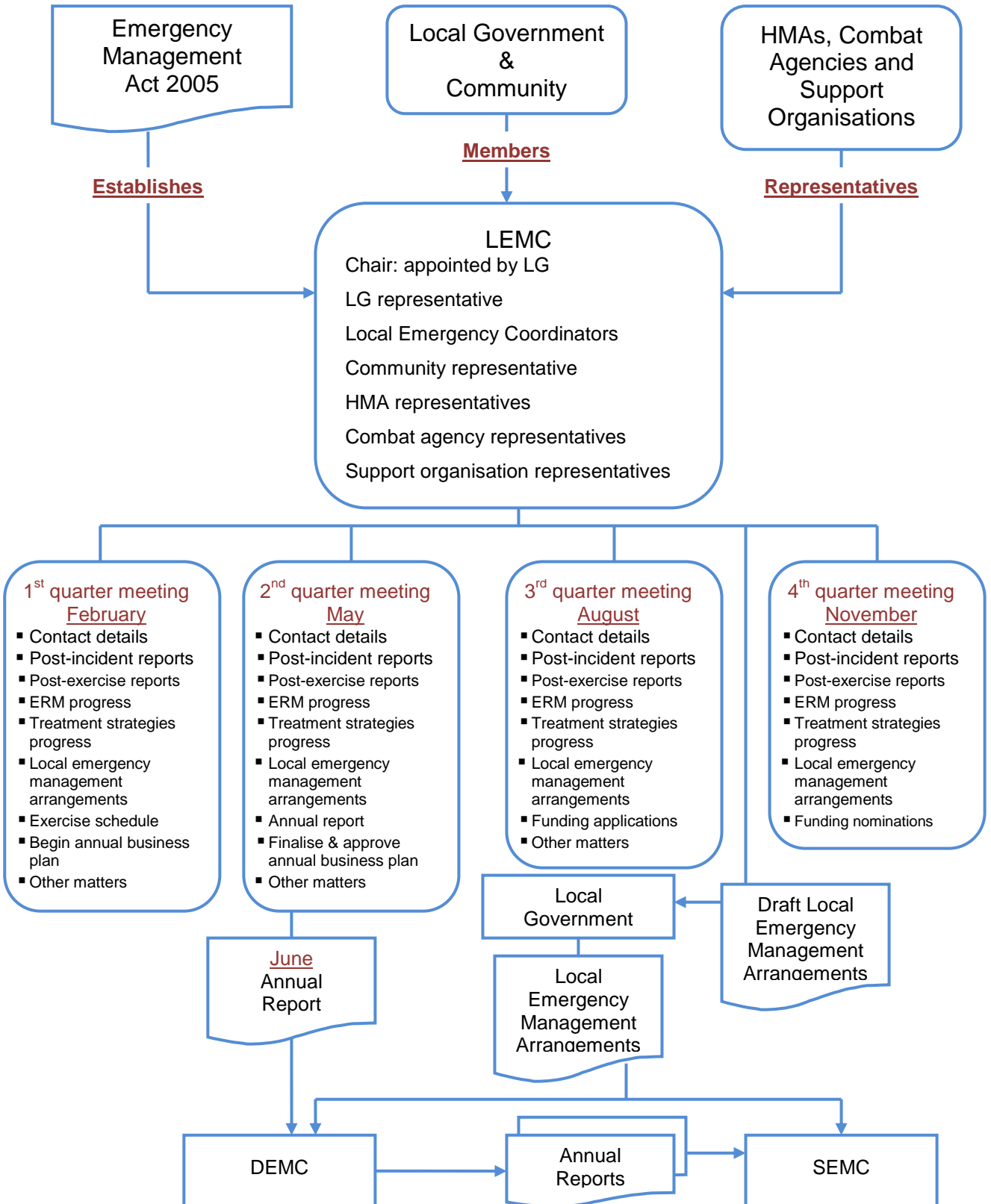
## ANNEX A: LOCAL EMERGENCY MANAGEMENT FLOW CHART

The following flow chart reflects the relationship between State plans and policy, the Shire of Manjimup Local Emergency Management Arrangements and their relevance to local plans, support documents and sub-plans.



## ANNEX B: FLOWCHART FOR THE ESTABLISHMENT OF A LEMC & ITS FUNCTIONS

For detailed guidance refer to the WALGA/DFES LEMC Guide publication



## ANNEX C: MAPS

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Maps used by SoM for emergency operations and planning can be found in the Emergency Services Directory.

The maps have been produced by DFES to assist in the ready identification of the following assets of strategic importance such as:

- Airports;
- Ambulance Stations;
- Community Halls;
- DFES-SES Facilities
- Fire Brigades;
- Helipads;
- Hospitals and
- Marine Rescue;
- Police Stations;
- Schools;
- Shopping centers are also identified.
- Sports fields;

### Other Maps

Emergency Resource Directory contains maps of strategic importance such as:

- Evacuation zones;
- School Bus routes;

