

Local Emergency Management Arrangements

2023

Restricted Version



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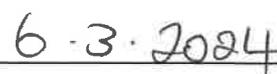
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Endorsement

Developed and issued under the authority of **s. 41(1)** of the [Emergency Management Act 2005](#).



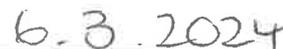
Shire President/Chairperson
Shire of Harvey
Local Emergency Management Committee



Date



Chief Executive Officer
Shire of Harvey Council Endorsement



Date

Administration

Distribution

Full unrestricted version

| Shire of Harvey |
|---|
| LEMC Chairperson / Shire President |
| Chief Executive Officer |
| Director of Corporate Services |
| Community Emergency Services Manager |
| Chief Bush Fire Control Officer |
| Director Infrastructure Services |
| Director Sustainable Development |
| Director Community and Lifestyle |
| Community Emergency Services Coordinator |
| OIC Harvey Police – Local Emergency Coordinator |
| OIC Australind Police |
| OIC Yarloop Police |
| Department of Communities |
| DFES – District Fire Coordinator |
| DFES – Southwest Regional Office |
| DFES – District Emergency Management Advisor |
| Harvey Health Services (Hospital) |
| State Emergency Service – Harvey/ Australind |
| St Johns Ambulance – Harvey/ Australind |
| Western Power – Emergency Response Coordinator |
| Telstra |
| Brookfield Rail |
| Main Roads WA |
| Southern Sea Water Alliance |
| DAFWA |
| Water Corporation |
| Harvey Water |
| Department of Education |
| Harvey Beef |
| Tronox |
| Albemarle |
| Simcoa |

Restricted version – public access

Public Access

Shire of Harvey Administration Offices – Front Counter/Reception

Shire of Harvey Public Libraries

Shire of Harvey Website: www.harvey.wa.gov.au

Document Availability

Hard copy: Shire of Harvey Administration Centres:

102 Uduc Road, Harvey 6220
7 Mulgara Street, Australind 6233
(during normal business hours)

Online: Shire of Harvey Website: www.harvey.wa.gov.au

Amendment Record

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

Feedback can include:

- **What you do and don't like about the arrangements.**
- **Unclear or incorrect expression.**
- **Out of date information or practices.**
- **Errors, omissions or suggested improvements.**

Forward feedback copy and relevant section/s with proposed changes marked to:

Executive Officer
Local Emergency Management Committee
Shire of Harvey
PO Box 500
HARVEY WA 6220

Alternatively email to shire@harvey.wa.gov.au.

Any suggestions and/or comments will be referred to the Local Emergency Management Committee (LEMC) for consideration. All amendments must be approved by LEMC and entered in the Amendment Register below:

| Number | Date | Amendment Summary | Author |
|--------|------|--|-----------|
| 1. | 2017 | LEMA - Full Review (Post major incident) | M. Carter |
| 2. | 2022 | LEMA – Full Review | L. Winter |
| 3. | 2023 | Review following workshop and consultation | H. Jones |
| 4. | | | |

Glossary of Terms and Acronyms

Refer **Appendix 1**.

Shire of Harvey Overview

Location

Located about 140 kilometres south of Perth, the Shire of Harvey covers a land mass of 1,766km² and consists of 42 kilometres of pristine Indian Ocean coastline. It has six distinct districts – Australind, Coastal (Binningup and Myalup), Harvey, Leschenault, Rural North (Yarloop and Cookernup) and Rural South (Brunswick Junction and Roelands).

Population

Estimated in 2022: 30,141 residents. Projected population 2026: 32,567 residents. It is estimated there were 11,873 households in the Shire in 2021. Female and male residents represent approximately 50% each of the population. The dominant household type is couple families with dependents.

Climate

The location and topographic characteristics give the area a mild temperate climate. The hottest months are January and February when the mean maximum temperature is 30°C and the coldest month is July when the mean minimum temperature drops to 4°C.

Topography

The Shire has a diverse environment, with tracts of Jarrah forests, rivers, the Leschenault estuary, Harvey, Stirling and Logue Brook dams, unspoilt beaches, rolling hills, and fertile agricultural land.

Transport

Major roads servicing the Shire include the Forrest Highway, South Western Highway and Coalfields Highway. The Forrest Highway links the South West region to Perth and, whilst it passes through the Shire, it bypasses all major towns and settlements. The Bunbury Outer Ring Road is currently being developed due for completion in 2024.

The South Western Highway passes through a number of towns including Harvey, Brunswick, Roelands, Wokalup and Yarloop. The Coalfields Highway is the main road connecting the coastal towns of Bunbury, Australind, and Eaton with Collie.

Rail services run adjacent to the South Western Highway and are mainly used for freight purposes, however a daily passenger service ('the Australind') connects Bunbury and the inland towns with Perth.

Local Industry

Local industries include dairy, beef, horticulture, mining, commerce, vineyards, citrus, export beef abattoir, silicone smelter, pigment plant, lithium production plant, orange juice and milk factory, boutique cheese factory, light engineering and the Binningup Desalination Plant.

Refer Maps **Appendix 10**.

Emergency Management Planning

Aim and purpose

Aim of this plan is to **minimise** the impacts of, ensure a coordinated response to, and provide an effective recovery from an emergency affecting the Shire of Harvey.

Purpose of this plan is to **maximise** safety and ensure sound recovery of the Shire of Harvey communities, preserving lives, livelihoods, and environment in the event of an emergency.

Objectives

Understand the roles and responsibilities of government and non-government agencies/individuals involved in emergency management in the Shire.

Describe the provisions for coordination of emergency operations and activities relating to emergency management performed by persons/agencies within this plan.

Description of emergencies likely to occur within the Shire.

Describe strategies and priorities for emergency management within the Shire.

Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within s.41(2) of the *Emergency Management Act (2005)*.

Promote a consistent multi-agency approach with community engagement in relation to emergencies within the Shire.

Scope

It is not the intent of this document to detail procedures for any Hazard Management Agency/Agencies (HMA/s) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMA's, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

This plan only:

Applies to the local government district of the Shire of Harvey;

Covers areas where the Shire of Harvey provides support to HMAs in event of an incident; and

Details the Shire's capacity to provide resources in support of an emergency, while still maintaining business continuity and the Shire's responsibilities in relation to recovery management.

These arrangements are to serve as a guide and be used at the local level. Incidents may arise that require action or assistance from district, State or Federal level.

Related documents and arrangements

Local emergency management policies

Local government policies for emergency management refer to any policies which are unique to the Shire of Harvey area, being bylaws or operational policies.

Existing plans and arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Harvey, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

Copies of relevant state plans, including State Hazard Plans, are available on the SEMC website. Reference is made to local plans and documents throughout these arrangements and hard copies can be found in the 'Local Emergency Management Arrangements' file.

State:

| Document | Responsibility |
|--|----------------|
| State Emergency Management Arrangements | SEMC |
| State Hazard Plans | DFES |
| State Support Plan – Emergency Welfare (Interim) | Communities |
| State Health Plan | DoH |
| State Animal Welfare Plan | DPIRD |

Local:

| Document | Responsibility |
|------------------------------|-----------------|
| Animal Welfare Support Plan | Shire of Harvey |
| Business Continuity Plan | Shire of Harvey |
| Public Health Plan | Shire of Harvey |
| Local Recovery Plan | Shire of Harvey |
| Local Emergency Welfare Plan | Communities |

Agreements, understandings and commitments

A Memorandum of Understanding (MOU) exists between the neighbouring Councils through the South West Local Government Association.

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the South West Zone during emergencies and post incident recovery.
2. Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.
3. Enhance the capacity of our communities to cope in times of difficulty.

The Shire of Harvey is also a signatory to the South West Zone Local Government Association – Memorandum of Understanding. The MOU is a partnering agreement for the provision of mutual aid for recovery during emergencies between the following Councils in the South West Zone;

| | |
|---------------------------------|--------------------------------|
| Shire of Augusta-Margaret River | Shire of Collie |
| Shire of Boyup Brook | Shire of Donnybrook - Balingup |
| Shire of Bridgetown-Greenbushes | Shire of Dardanup |
| City of Bunbury | Shire of Harvey |
| City of Busselton | Shire of Manjimup |
| Shire of Capel | Shire of Nannup |

Special threats/risks considerations

The Shire of Harvey has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

| Consideration | Season |
|--|---|
| Bush Fire Season | November – April |
| Severe Storm | May – October |
| Public Events: <ul style="list-style-type: none"> • Brunswick Agricultural Show • Harvey Agricultural Show • Harvey Harvest Festival | October each year April each year March each year |
| Flooding | May-September |
| Public Health Emergency | All year |
| Major Dams | All year |
| Biosecurity Hazard | All year |

The following sites within the district of the local government have been identified as having inherent risks to responders:

Table 4: High Risk Sites

| Organisation | Location | Description of Risk | Response Agency | Site Contacts |
|---|--|--|---------------------------|---------------------|
| Tronox | Marriott Road southern side – Kemerton Industrial Park | Major Chlorine user in the manufacture of titanium dioxide | DFES Bunbury. | Gatehouse 9780 8333 |
| Tronox | Old Coast Road Australind | Major Chlorine user in the manufacture of titanium dioxide. | DFES Bunbury. | Gatehouse 9780 8611 |
| Harvey Beef | Seventh Street Harvey | Ammonia leak; Chlorine leak; Fire releasing toxic fumes from burning plastics used for insulation. | DFES and local FRS crews. | |
| Harvey Fresh (Lactalis) | Third Street Harvey | Fire and toxic fumes from burning polystyrene used for insulation. | DFES and local FRS crews. | |
| Brownes Food Operations | South Western Highway Brunswick | Fire & toxic fumes from burning styrene; Ammonia leak (refrigerant). | DFES and local FRS crews. | |
| Water Corporation Desalination Plant | Taranto Road Myalup | Chlorine leak | DFES and local FRS crews. | |
| Water Corporation | Water Treatment Plant on Harvey Quindanning Rd | Chlorine leak | DFES and local FRS crews. | 13 13 75 |
| JLV | Harvey Light Industrial area | Fire and toxic fumes from rubber. | DFES and local FRS crews. | |
| Albemarle | Kemerton Industrial Area | Fire and toxic fumes - Lithium Oxide, Sulphuric Acid and chemicals. | Emergency Response Team. | |
| Simcoa | Kemerton Industrial Area | Fire and toxic fumes. | DFES and local FRS crews. | |

Resources

Refer **Appendix 4** for the Shire of Harvey's Contacts and Resources Directory information (confidential). The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations. Resources within the community and Shire have been identified in **Appendix 4** and **Appendix 7**. Where possible Shire resources will be made available upon request.

Financial arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Section 5.4 and 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Harvey is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

Authority to incur expense

The Chief Executive Officer, or delegate authority (Local Recovery Coordinator), should be approached immediately where an emergency event requiring resourcing by the Shire occurs, to ensure the desired level of support is achieved.

Response

All Shire resources are registered and identified in the Shire of Harvey asset register located in **Appendix 4**. Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the [Emergency Management Act 2005](#).

Local Emergency Management Committee (LEMC)

Introduction

The Shire of Harvey has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [Emergency Management Act 2005](#) to oversee, plan and test the local emergency management arrangements.

LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the area. LEMC will assist in developing local emergency management arrangements and coordination of its emergency management partners/stakeholders within its district.

LEMC role

Performs a vital role in assisting the Shire of Harvey and its community become aware and prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues;

Providing advice to HMA/CAs to develop localised hazard plans;

Providing a multi-agency forum to analyse and treat local risk; and

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

LEMC procedures

The LEMC shall meet quarterly or as required (minimum of four (4) meetings per annum). Each meeting of the LEMC shall consider, but not be restricted to:

Confirmation of local emergency management contact details of key stakeholders;

Review any of post-incident reports and post exercise reports generated since last meeting;

Progress of emergency risk management processes;

Progress of treatment strategies arising from emergency risk management process;

Progress of development or review of local emergency management arrangements; and

Other matters determined by the local government and SEMC direction.

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects, and other matters as necessary.

Membership

LEMC membership includes the Shire of Harvey’s representatives and the Local Emergency Coordinator (OIC WAPOL). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

| Shire of Harvey LEMC Role | Description of Responsibilities |
|---------------------------|---|
| LEMC Chair | Chairperson - Shire of Harvey - President |
| | Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken |
| | Deputy Chair - Local Emergency Coordinator – OIC, Harvey Police Station |
| LEMC Executive Officer | Executive Officer |
| | Provides administration support including: |
| | Meeting agenda |
| | Minutes and action lists |
| | Correspondence |
| | Committee membership contact register |
| | Coordinate development and submission of committee documents in accordance with legislative and policy requirements including; |
| | Annual Report |
| | Annual Business Plan |
| | Local Emergency Management Arrangements |
| | Facilitate the provision of relevant emergency management advice to the Chair and committee as required |
| | Participate as a member of sub-committees and working groups as required |

Council, in consultation with the parent organisation members, determines the appointment term of LEMC members.

Members

Representatives from community and community groups will be invited to attend as required. Complete membership roles and responsibilities are detailed in **Appendix 3**.

All LEMC administration support is to be provided by Shire of Harvey.

Core members

| Agency | Position |
|---|---------------------------------------|
| Delegate – Elected member Councillor | Chairperson |
| Shire of Harvey | Deputy Chairperson |
| | Councillor |
| | Local Recovery Coordinators |
| | Local Welfare Liaison Officer |
| | Executive Officer |
| | Chief Bush Fire Control Officer |
| | Animal Welfare Liaison |
| | Environmental Health Services |
| | Community Emergency Service Manager |
| | WA Police |
| Department of Communities | District Emergency Services Officer |
| DFES | District Emergency Management Advisor |
| Community Members | Representatives |

Support members

| Agency | Position |
|--|------------------------|
| Water/Gas/Electricity/Telecommunications | Agency Representatives |
| Main Roads WA | Agency Representative |
| Brookfield Rail | Agency Representative |
| Department Biodiversity, Conservation and Attractions | Agency Representative |
| Department of Agriculture & Food WA | Agency Representative |
| Department of Health | Agency Representative |
| St. John Ambulance | Agency Representative |
| SES | Agency Representative |
| Department of Education | Agency Representative |
| Harvey Health Services (Hospital) | Agency Representative |
| Harvey Water | Agency Representative |
| Harvey Lions | Agency Representative |
| Harvey Beef | Agency Representative |
| Tronox | Agency Representative |

The list above is not limited, with members co-opted as and when required.

Managing Risk

Emergency risk management

The complete Emergency Risk Assessment can be accessed at **Appendix 2**.

The Shire of Harvey and its LEMC recognise the critical component of risk management to the EM process. A sound risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

In 2014, the Shire undertook a risk analysis within its district using then current models based on AS/NZS ISO 3100 2009 standards and utilising the National Emergency Risk Assessment Guidelines (NERAG).

The outcomes of this process can be viewed at **Appendix 2**.

Risks discovered

The six (6) greatest risks presented were:

1. Fire (Bushland)
2. Severe storms
3. Hazardous materials incident
4. Earthquake
5. Pandemic
6. Tsunami

The HMA is responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard.

It is recognised that responsible agencies may require Shire resources and assistance in emergency management. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.

Risk Register review

The current Emergency Risk Management Risk Register is programmed for review and funding will be sought to accommodate this project.

Response and Coordination Emergency Operations

Activation of local arrangements

On becoming aware of, or on advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the Chairperson of the need to convene the Shire of Harvey Recovery Group if necessary.

Upon deciding not to convene and activate the Shire of Harvey Recovery Group and Shire of Harvey Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the Shire of Harvey LRC will continue to monitor the situation and keep the Shire President and CEO briefed accordingly.

Incident Support Group (ISG)

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies who may/are involved in the incident.

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

HMA's and combat agencies may require the Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if and when formed.

Triggers for ISG

Defined in the State Emergency Management Policy statement 5.2.2 and State Emergency Management Plan section 5.1 being:

Where an incident is designated as a Level 2 or higher;

Multiple agencies need to be coordinated;

Community interests need to be represented.

ISG membership

Made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire of Harvey Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery.

Representation on ISG may change regularly depending upon the incident, agencies involved, and consequences caused by emergency. Agencies supplying staff for ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks within their organisation/agency.

ISG meeting location and frequency

Frequency of meetings is determined by IC depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Location of meetings is the responsibility of IC. Given the IC's part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

Emergency coordination centre

The Shire of Harvey has identified a primary and secondary emergency coordination centre, the four locations detailed on the following pages have been identified as suitable ECC's:

| Venue | Address |
|--|--|
| Australind State Emergency Services | Ditchingham Place/Grand Entrance, Australind |
| Shire of Harvey Depot | Wallam Road, Harvey |
| Harvey State Emergency Services | Harper Street, Harvey |
| Harvey Recreation and Cultural Centre | Tom Latch Drive, Harvey |

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Communities require adequate, timely information and instruction in order to be aware of the emergency and take appropriate actions to safeguard life and property.

In the response phase of an incident, information dissemination is the responsibility of the HMA/CA.

State Support Plan – Public Information provides that the HMA is responsible ‘for the provision and management of public information during emergencies’

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

| |
|--|
| HMA is to manage all media releases under State Support Plan – Public Information ; |
| All media releases and public information alerts for the incident are to be authorised by Incident Controller/ Manager after consultation with the Emergency Coordinator and other CA's; |
| All media releases are to reflect Multi-Agency Incident Management and detail all agencies' involvement; |
| Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency; |
| All media releases are to carry the agencies' identification; |
| Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release; and |
| All media releases issued by any agency at State level will reflect multi-agency involvement. |

Shire of Harvey media release

Any information for release to media or public must be forwarded through the Shire of Harvey Marketing and Communications Team and approved by the Chief Executive Officer and President. The President or the CEO shall only make statements to the press on behalf of the Shire.

Public warning systems

Local systems

The Shire presently utilises the local ABC Radio Station, Shire of Harvey website, Facebook and other electronic mediums, and relevant HMA media outlets. Where lives and property are directly threatened, as a result of an emergency, information may be disseminated via Emergency Alert and/or utilising the State Emergency Warning Signal (SEWS).

Standard emergency warning signal

SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television. SEWS should only be used when critical, urgent information is required to be delivered to the public via a radio or television broadcast.

DFES public information line

| | |
|--------------------------------|--|
| DFES recorded information line | 1300 657 209 |
| Emergency WA website | www.emergency.wa.gov.au |
| DFES website | www.dfes.wa.gov.au |
| SES assistance | 132 500 |

ABC radio

Local ABC Radio – Call sign 6WF, frequency 720AM Perth.

Emergency alert system

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area.

It does not replace current public information tools or the need for community to remain vigilant and look after their own safety.

It is an additional tool used to alert people in a specific location in immediate danger. All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies. (Refer to DFES Standard Operating Procedure 70 for activation).

Action

- Public information and media management is critical in times of emergency.
- HMA/CA IC responsible for information /media releases in response phase of incident .
- The Shire’s media releases coordinated by the Shire’s Marketing Communications Officer and approved by CEO.
- Public statements to media only by Shire’s CEO or President (or delegate).
- Public warning systems shall be utilised when necessary under HMA/CA IC authority.

Evacuation

Evacuation management

Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

Timeliness

Alternatives such as, 'shelter in place' or, 'prepare, stay and defend', should be considered.

Decision to evacuate or recommend evacuation made as early as is practical as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

Combat agency for evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPOL. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

Evacuation centres

| Building Name | Site Address | Maximum Capacity | Sleeping Capacity | Contact Details |
|--|-------------------------------------|------------------|-------------------|-----------------|
| Leschenault Leisure Centre | Lot 42, Leisure Drive Australind | 600 | 200 | Centre Manager |
| Harvey Recreation & Cultural Centre | Young Street, Harvey | 1,141 | 400 | Centre Manager |
| Brunswick Recreation Centre | Ridley Place, Brunswick Junction | 348 | 150 | |

It is the Shire's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions. See **Appendix 7**.

At-risk persons and groups

Shire of Harvey relies on agencies responsible for At-Risk persons and Groups to ensure suitable planning, and response capabilities are supporting those special needs clients.

Appendix 6, At-Risk Persons and Groups Plan, provide guidance around working with and actions in evacuation assisting group.

Evacuation routes and maps

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time. Particularly concerning timeliness of the evacuation. Extensive mapping information can be sourced from the Shire's website, Google Maps and agencies as Department of Biodiversity, Conservation and Attractions.

Return

Responsibility for decisions relating to return of evacuated residents rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including Communities and the Department of Health.

Evacuations will be carried out in the Shire of Harvey as per [Western Australian Community Evacuation in Emergencies Guideline](#). Refer to **Appendix 5**.

Action

- Decision to evacuate made by HMA/CA IC.
- LEMC and the Shire assist by pre-planning for evacuation.
- All alternatives to be considered.
- Decision to evacuate made as soon as possible.
- At-Risk Persons and Groups to be considered (refer Appendix 6).
- Routes and maps sourced via internet or partner agencies.
- Ensure Evacuation Centre protocols and procedures are enacted.

Welfare

The Department of Communities (Communities) has the role of coordinating emergency relief and support, 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 | Financial assistance | Personal requisites |
| Emergency accommodation | Registration and inquiry services | Emergency catering |

The Local Emergency Welfare Plan has been developed for the Shire of Harvey by Communities and can be referred to at **Appendix 13**.

Department of Communities (Communities) – Local Welfare Coordinator

Communities shall appoint a Local Welfare Coordinator; refer **Appendix 3** – Roles and Responsibilities - Welfare.

Shire of Harvey – Local Welfare Liaison Officer

The Shire’s Manager Community and Recreation is the designated local Welfare Liaison Officer. Refer **Appendix 3** – Roles and Responsibilities - Welfare.

Register Find Reunite

Communities is responsible for registering evacuees and recording displaced persons on the *Register.Find.Reunite* register allowing friend and relatives to locate each other. Communities has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

Evacuation centres

The Shire of Harvey in conjunction with Communities has identified suitable facilities within the Shire of Harvey. These centres have been assessed providing extensive information within the Evacuation Centres Register available for activation as required by the HMA IC. **See Appendix 7**.

Animals (including assistance animals)

The Shire’s Coordinator Ranger Services in close consultation with other stakeholders on animal welfare matters arising from evacuation emergency and welfare centres and shall agree on the distribution of duties, depending on resources available in each instance. Refer **Appendix 8** - Emergency Animal Welfare Plan.

Action

- Communities is responsible for coordinating emergency relief and support.
- Communities develops and maintains and enacts the Shire's Local Emergency Welfare Plan (Appendix 13).
- The Shire's Manager Community & Recreation is the Local Welfare Liaison Officer.
- Register.Find.Reunite - Find responsibility actioned by Communities. ARC undertakes process.
- Establish, chair and manage the activities of the Emergency Relief and Support Coordination Groups (ERSCG) where determined appropriate by the Communities District Director.
- Identified Evacuation Centres refer Evacuation Centre Directory Appendix 7.
- Emergency Animal Welfare Plan to be activated with any evacuation (Appendix 8).

Recovery

The Shire of Harvey's Local Recovery Plan is a critically important plan that guides and establishes sound recovery management, concepts, principles and values for Shire's staff, elected members, partnering agencies, and community following significant impact from any emergency.

A complete and comprehensive Local Recovery Plan can be viewed at **Appendix 12**.

In accordance with [Emergency Management Act](#), Section 41(4), the appointed Local Recovery Coordinator for the Shire of Harvey is the Manager Waste & Safety Services.

Exercising, Review and Reporting

Exercising

The aim of conducting an exercise is:

- Test effectiveness of local arrangements and provide a pathway for improvement;
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- Help educate community about local arrangements and programs;
- Allow participating agencies an opportunity to test 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 co-ordination between them.

Exercise frequency

In accordance with State EM Policy, Plans, and Procedures which outline arrangements for exercising. It is a requirement that for LEMC to conduct at least one exercise annually.

Exercise reporting

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements are to be reviewed in accordance with State Emergency Management Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the [Emergency Management Act](#)). Reviewed and amended will be:

- Contact lists are reviewed and updated quarterly (Refer **Appendix 4**);
- A review is conducted after training that exercises the arrangements;
- An entire review will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

Reporting

Exercises are to be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMP 2.5 – Annual Reporting.

Appendices

| Appendix | Appendix Title |
|----------|--|
| 1 | Glossary of Terms and Acronyms |
| 2 | Emergency Risk Management and Risk Treatment Schedule |
| 3 | Roles and Responsibilities |
| 4 | Emergency Contacts and Resource – Confidential |
| 5 | Western Australia Community Evacuation in Emergencies Guideline |
| 6 | At-Risk Persons and Groups Emergency Plan |
| 7 | Shire of Harvey Welfare Centre Information |
| 8 | Emergency Animal Welfare Plan |
| 9 | State Emergency Management Plans |
| 10 | Shire of Harvey Response Areas Map |
| 11(a) | Local Emergency Management Committee Extraordinary Meeting Agenda |
| 11(b) | Shire of Harvey Situation Reports – Incident Support Group Meeting |
| 11(c) | Communications Planning Template |
| 12 | Local Recovery Plan |
| 13 | Local Emergency Welfare Plan |

Appendix 1: Glossary of Terms and Acronyms

Glossary of terms

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

| Term | Meaning |
|---|---|
| AIIMS | Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels. |
| Combat | To take steps to eliminate or reduce the effects of a hazard on the community. |
| Combat Agency (CA) | An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies. |
| Command (vertically within an organisation) | Authority for command is established in legislation or in an emergency plan. |
| Control | The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. |
| Controlling Agency (CA) | The agency nominated to control the response activities to a specified type of emergency. |
| Coordinator | Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. |
| Disaster | See <i>Emergency</i> . |
| District | Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995. |
| District Emergency Coordinator (DEC) | Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. |
| District Emergency Management Committee (DEMC) | Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the Fire & Emergency Services Commissioner. |

| Term | Meaning |
|---------------------------------------|---|
| 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 organization to manage or requires coordination of a number of significant EM activities. The term “emergency” is used on the understanding that it also includes any meaning of the word “disaster”. |
| Emergency Management (EM) | 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 Risk Management | A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT). |
| “Function” Support Coordinator | That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan. |
| Hazard | A situation or condition with potential for loss or harm to the community or the environment. |
| Hazard Management Agency (HMA) | That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans. |
| Incident | An Emergency, which impacts upon a localised community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or state level. |
| Incident Area | The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an Incident. |
| Incident Controller (IC) | The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation. |
| Incident Management Team (IMT) | The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic, Public Information, Finances. |
| Incident Support Group (ISG) | The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response. |
| Lifelines | Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend. |

| Term | Meaning |
|--|---|
| Local Emergency Coordinator (LEC) | Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district. |
| Local Emergency Management Committee (LEMC) | Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chairperson. Executive support should be provided by the local government and the Office of Emergency Management. |
| Municipality | Means the district of the local government |
| Operation | An Incident or multiple Incidents which impact, or is likely to impact, beyond a localised community or geographical area |
| Operations Area | That area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an Operation and incorporating a single or multiple Incident Areas. |
| Operations Area Manager | That person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation. |
| Operations Area Support Group (OASG) | The group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to assist in the overall management of an Operation. The OAMG includes representation from key agencies involved in the response. |
| Prevention | Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management. |
| Preparedness | Arrangements to ensure that, should an emergency occur, all those resources and services which are need to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. More common vernacular – READINESS. |
| Response | Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support. |
| Recovery | The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing. |
| Risk | A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment. |
| Risk Management | The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management). |
| Risk Register | A register of the risks within the local government, identified through the Community Emergency Risk Management process. |

| Term | Meaning |
|--|---|
| Risk Treatment | A statement identifying the hazard, element at risk and source of risk. |
| State Emergency Management Committee (SEMC) | The SEMC is comprised of an executive and three Sub-Committees of Recovery and Community Engagement, Response Capability, and Risk. There are 4 reference groups being State Exercise Team, Lessons Management, Essential Services Network Operations and Public Information. |
| Support Organisation | An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA, etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc. |
| Telecommunications | The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, email and radio. |
| Treatment Options | A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community. |
| Vulnerability | The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss). |

Acronyms

| Acronym | Meaning |
|--------------------|---|
| ABS | Australian Bureau of Statistics |
| AIIMS | Australasian Inter-service Incident Management System |
| BFS | Bush Fire Service |
| BRMS | Bushfire Risk Management System (DFES) |
| CA | Control Agency |
| CEO | Chief Executive Officer |
| COMCEN | DFES Communications Centre |
| DBCA | Department of Biodiversity Conservation and Attractions |
| Communities | Department of Communities |
| DPIRD | Department of Primary Industries and Regional Development |
| DEMC | District Emergency Management Committee |
| DFES | Department of Fire and Emergency Services |
| ECC | Emergency Coordination Centre |
| EM | Emergency Management |
| FRS | Fire and Rescue Service |
| HAZMAT | Hazardous Materials |
| HMA | Hazard Management Agency |
| IC | Incident Controller |
| IMT | Incident Management Team |
| ISG | Incident Support Group |
| LEMP | Local Emergency Management Plan |
| LEMC | Local Emergency Management Committee |
| LGA | Local Government Authority |
| LRC | Local Recovery Coordinator |
| LRG | Local Recovery Group |
| OASG | Operations Area Support Group |
| OIC | Officer in Charge |
| PTA | Public Transport Authority |
| RSPCA | Royal Society for the Protection of Cruelty to Animals |
| SEC | State Emergency Coordinator |
| SECG | State Emergency Coordination Group |
| SEMC | State Emergency Management Committee |
| SES | State Emergency Service |
| SEWS | Standard Emergency Warning Signal |
| SITREPS | Situation Reports |
| SOP | Standard Operating Procedures |

| Acronym | Meaning |
|--------------|-----------------------------------|
| SHPs | State Hazard Plans |
| VBFS | Volunteer Bush Fire Service |
| VFRS | Volunteer Fire and Rescue Service |
| WAPOL | Western Australian Police |

Appendix 2: Emergency Risk Management and Risk Treatment Schedule

Introduction

The risk register and treatment strategies have been compiled to analyse the risks from natural and man-made caused hazards that may be reasonably expected to have a major impact upon the Shire of Harvey Local Government Area.

Risk evaluation criteria established for the purposes of this document were developed in accordance with the Australian/New Zealand Standard AS/NZS ISO 31000:2018 Risk management – Principles and guidelines and the National Emergency Risk Assessment Guidelines 2010 (NERAG).

The criteria serves to establish the community priorities based on the criteria; people, environment, economy, public administration, social setting and infrastructure.

| Scope | Criteria | Impact Category Definitions |
|------------------------------|---|--|
| People | Any reasonably preventable accident or incident that causes or is likely to cause death, serious injury or affects the health and wellbeing of people is unacceptable. | Loss of life or serious injury including near misses. |
| Environment | Any Reasonably preventable accident or incident that results in damage to or loss of sensitive ecosystems and fauna is unacceptable. | Includes damage to sensitive ecological areas and fauna. |
| Economy | Any reasonably preventable accident or incident that affects the economy of the community is unacceptable. | Includes private business, local industry and employment. |
| Public Administration | Any reasonably preventable accident or incident that results in the loss or reduction in the capaShire of the public administration to deliver normal services is unacceptable. | Includes local government's ability to cope with the situation and deliver services. |
| Social Setting | Any reasonably preventable accident or incident that results in the disruption of the social and cultural setting of the community is unacceptable. | Includes the loss of community icons and community identity. |
| Infrastructure | Any reasonably preventable accident or incident that results in substantial loss or damage to infrastructure is unacceptable. | Including local government infrastructure, public amenities and lifelines. |

Sources of risk

Sources of risk to which the Western Australian community may be exposed are identified and dealt with in accordance with State Emergency Management Plans ([State Hazard Plans](#)). The sources of risk detailed on the following pages have been identified as likely to impact on the local community.

A list of consequences attributable to the identified sources of risk and how they might impact on the elements of the community is also included.

Identified sources of risk

Fire

Description:

Bush fires occur within all areas of the municipality. Fire behaviour can range from very mild to extremely unpredictable, dependent upon fuel loads, weather, topography, etc. The most severe fires occur from October through to April. There may be limited notification to the community in the initial stages of a fire, with the duration and impact being unpredictable. There is continual public awareness regarding the consequences and mitigation methods for bush fire throughout the State every year and locally by the Shire. Annual hazard reduction work is required to be undertaken prior to December and maintained by property owners through to March of the following year. The Bush Fires Act 1954 legislates for the control of bush fires throughout the State, this together with local government planning requirements aims to reduce the risk of bush fire to the community.

Structure fires occur occasionally within the Shire of Harvey with varying degrees of damage sustained. The fires can involve both commercial and private structures and may occur at any time of the year. Structure fires can begin from a source within the premises (e.g. candle in a house, chemical reaction in a factory) or from an external source (e.g. bush fires or other structure fires). They are generally isolated incidents though they may cause some external impact. Structure fires can become intense very quickly dependent upon various factors such as fuel availability, fuel type and weather conditions, they may be controlled very quickly or can continue over a number of days.

Consequences:

| People | Environment | Economy |
|---|--|--|
| <ul style="list-style-type: none"> • Death • Permanent injury • Minor injury • Displacement • Human health • Mental health/stress • Financial impact | <ul style="list-style-type: none"> • Air pollution • Toxic substances in drains • Disposal of toxic materials • Water quality • Ground water contamination • Loss of flora/fauna habitat | <ul style="list-style-type: none"> • Moderate financial loss • Minor financial loss • Major financial loss |
| Public Administration | Social Setting | Infrastructure |
| <ul style="list-style-type: none"> • Minor disruption to normal services • Loss of reputation | <ul style="list-style-type: none"> • Social networks • Heritage listed buildings • Areas of cultural significance | <ul style="list-style-type: none"> • Long term loss of lifelines • Medium term loss of lifelines • Short term loss of lifelines • Damage to public buildings |

Current PRR Controls:

- Annual Fire Break Inspections;
- Fire Mitigation Works;
- Eight active Volunteer Bush Fire Brigades;
- Community Engagement;
- Emergency preparation information to residents;
- Career Fire and Rescue Brigade;
- Two Volunteer Fire and Rescue Brigades.

Severe Storm

Description:

Storms can affect the Shire of Harvey throughout the year and are usually associated with abnormal weather patterns. Severe storms are generally to be expected during the winter months between June and August but can occur at other times of year as a result of cyclonic activity in the north of the State. During severe storms, wind gusts can exceed 100km/h and cause widespread damage to private dwellings, industrial and commercial properties and local government infrastructure.

The Bureau of Meteorology (BoM) produces weather forecasts and predictions which are updated regularly throughout the day. Public awareness is undertaken by the media and DFES by promoting a state of preparedness. The Shire of Harvey undertakes drainage maintenance to reduce the risk of localised flooding, the Shire also conducts tree lopping around power lines and offers a curb side rubbish collection to reduce the incidence of loose materials during the winter season.

Consequences:

| People | Environment | Economy |
|--|---|--|
| <ul style="list-style-type: none"> • Death • Permanent injury • Minor injury • Displacement temporary and permanent • Psychological impact • Population loss | <ul style="list-style-type: none"> • Reduction of flora and fauna habitat • Erosion • Air pollution • Effects on water catchment and water quality increase in weed infestation | <ul style="list-style-type: none"> • Moderate financial loss • Minor financial loss • Major financial loss • Loss of business • Loss of employment • Loss of tourism • Labour shortages |
| Public Administration | Social Setting | Infrastructure |
| <ul style="list-style-type: none"> • Partial loss of capacity • Minor disruption to normal services • Loss of reputation • Damage to reputation | <ul style="list-style-type: none"> • Social networks • Walk trails • Heritage listed buildings • Areas of cultural significance (Aboriginal sites) | <ul style="list-style-type: none"> • Long term loss of lifelines • Medium term loss of lifelines • Short term loss of lifelines • Damage to public buildings • Damage to bridges and culverts |

Current PPRR Controls:

- Emergency preparation information to residents;
- Social Media information;
- Road drainage maintenance;
- Tree maintenance;
- Building and Planning Standards;
- Harvey and Australind SES;
- Active Volunteer Bush Fire Brigades;
- Bulk rubbish collections.

Hazmat

Description:

The movement of hazardous materials occurs at all times of the year via road and rail within the Shire of Harvey. The use and storage of chemicals on private land and in commercial facilities is wide spread along the industrial strip. There is concern that an incident involving hazardous materials could impact heavily on the community, as these materials in various forms, are used and transported on a daily basis within the Shire.

Major Hazard Facilities (MHF) within Kemerton Industrial Park are required to have a safety plan as a condition of their license to operate. Industries within this and other areas within the Shire have a responsibility to ensure safety plans are written and in place, through risk management, plant design, procedures, testing and investment in safety, prevent or minimize any risk to the community of Harvey.

Consequences:

| People | Environment | Economy |
|--|---|--|
| <ul style="list-style-type: none"> • Death • Permanent injury • Minor injury • Displacement • Short and long term health risk • Rehabilitation | <ul style="list-style-type: none"> • Flora and fauna habitat • Air pollution • Chemical contamination of water catchment • Fire • Cleanup issues • Rehabilitation of affected areas | <ul style="list-style-type: none"> • Moderate financial loss • Minor financial loss |
| Public Administration | Social Setting | Infrastructure |
| <ul style="list-style-type: none"> • Minor disruption to normal services • Damage to reputation • Cost of recovery/ decontamination | <ul style="list-style-type: none"> • Social networks • Short term displacement • Areas of cultural significance (Aboriginal sites) | <ul style="list-style-type: none"> • Medium term loss of lifelines • Short term loss of lifelines • Damage to public infrastructure |

Current PPRR Controls:

- Emergency preparation information to residents;
- Kemerton Industrial Park Mutual Aid MOU;
- Career Fire and Rescue Brigade;
- Two Volunteer Fire and Rescue Brigades;
- DFES HAZMAT.

Earthquake

Description:

Earthquakes cannot be prevented but there are strategies that can mitigate the effects. These strategies include; suitable building regulations and design, training and exercising multi-agency responses, provision of suitable equipment and training for rescue teams, community awareness and education with regard to actions necessary when an earthquake occurs.

Preliminary tremors may be the only warning of an impending earthquake, giving little time to prepare. If preliminary tremors are experienced the community will be advised on actions to take through official communication processes.

Should an earthquake impact on the Shire of Harvey, it is probable that neighboring communities and others across the metropolitan area will be affected. This being the case, the Shire would not be able to rely on immediate regional support.

Consequences:

| People | Environment | Economy |
|--|---|---|
| <ul style="list-style-type: none"> • Death • Permanent injury • Minor injury • Displacement • Short and long term health risk • Rehabilitation | <ul style="list-style-type: none"> • Flora and fauna habitat • Chemical contamination of water catchment • Cleanup issues • Rehabilitation of affected area | <ul style="list-style-type: none"> • Moderate financial loss • Minor financial loss |
| Public Administration | Social Setting | Infrastructure |
| <ul style="list-style-type: none"> • Major disruption to normal services • Minor disruption to normal services • Damage to reputation • Cost of recovery/decontamination | <ul style="list-style-type: none"> • Social networks • Short term displacement • Long term displacement • Areas of cultural significance | <ul style="list-style-type: none"> • Medium term loss of lifelines • Short term loss of lifelines • Damage to infrastructure |

Current PPRR Controls:

- Harvey and Australind SES;
- Active Volunteer Bush Fire Brigades;
- Emergency Preparation Pack;
- DFES Career and Volunteer Fire and Rescue Brigades;
- Media team to inform the community.

Health Emergency

Description:

It is likely that different pandemics will pose ambiguity about the appropriateness of various actions. The Influenza Pandemic Plan should be used with flexibility depending on the seriousness of the infection, the population/s most affected and/ or the extent of the disease and its impact. These decisions will be made by the Chief Executive Officer on advice from the Department of Health, Manager Environmental Health Services and the Pandemic Management Cross Functional Team.

Consequences:

| People | Environment | Economy |
|--|--|---|
| <ul style="list-style-type: none"> • Death • Permanent injury • Minor injury • Displacement • Short and long term health risk • Rehabilitation | <ul style="list-style-type: none"> • Flora and fauna habitat | <ul style="list-style-type: none"> • Major financial loss • Moderate financial loss • Minor financial loss |
| Public Administration | Social Setting | Infrastructure |
| <ul style="list-style-type: none"> • Major disruption to normal services • Damage to reputation • Cost of recovery/ decontamination | <ul style="list-style-type: none"> • Social networks • Short term displacement • Long term displacement • Areas of cultural significance | <ul style="list-style-type: none"> • Medium term loss of lifelines • Long term loss of lifelines |

Current PPRR Controls:

- Emergency preparation information to staff and residents;
- Media team to inform the community;
- Reinforce Containment Plans within the workplace and community as per instructions from government health officials;
- Maintain the roster of support staff relevant to each essential service, instruct all Shire of Harvey staff to immediately advise if/when unavailable;
- Initiate agreed strategies;
- Implement daily monitoring of staff welfare and availability for all Teams, and report daily results throughout the organisation

Tsunami

Description:

Tsunamis are recorded in Australia about once every two years and most are small and present little threat of land inundation to our coastal communities. However, the abnormal waves, tides and currents caused by even relatively small tsunami can be dangerous to swimmers and mariners.

The occurrence of the 26 December, 2004 Sumatra-Andaman earthquake, established that the tsunami source zone that lies off the coast of Sumatra, to the west of Java, poses a great hazard for the Perth area. It is now widely recognised that this subduction zone can produce some of the largest earthquakes in the world and the associated tsunamis are substantial enough to affect the entire Indian Ocean Basin including the coastline near Perth and the south west.

Tsunamis cannot be prevented but there are strategies that can mitigate the effects. These strategies include; standard operating procedures (SOP). i.e.: closure of beaches, training and exercising, multi-agency responses, community awareness and education with regard to actions necessary when a Tsunami is predicted.

Consequences:

| People | Environment | Economy |
|--|---|--|
| <ul style="list-style-type: none"> • Death • Permanent injury • Minor injury • Displacement • Short and long term health risk • Rehabilitation | <ul style="list-style-type: none"> • Flora and fauna habitat • Chemical contamination of water catchment • Cleanup issues • Rehabilitation of affected area | <ul style="list-style-type: none"> • Major financial loss • Moderate financial loss • Minor financial loss |
| Public Administration | Social Setting | Infrastructure |
| <ul style="list-style-type: none"> • Major disruption to normal services • Damage to reputation • Cost of recovery/ decontamination | <ul style="list-style-type: none"> • Social networks • Short term displacement • Long term displacement • Areas of cultural significance | <ul style="list-style-type: none"> • Medium term loss of lifelines • Long term loss of lifelines • Damage to infrastructure |

Current PPRR Controls:

- Tsunami Warnings from DFES;
- Harvey and Australind SES;
- Emergency preparation information to residents;
- Media team to inform the community;
- Beach closure protocols.

Risk evaluation criteria

Consequence table

| Consequence Level | People | Environment | Economy | Public Administration | Social Setting | Infrastructure |
|---------------------|--|---|--|--|--|---|
| Catastrophic | <ul style="list-style-type: none"> Widespread multiple loss of life (mortality > 1 in ten thousand) Health system unable to cope Displacement of people beyond ability to cope | <ul style="list-style-type: none"> Widespread severe impairment or loss of ecosystem functions across species and landscapes Irrecoverable environmental damage | <ul style="list-style-type: none"> Unrecoverable financial loss > 3% of the government sector's revenues¹ Asset destruction across industry sectors leading to widespread business failures and loss of employment | <ul style="list-style-type: none"> Governing body unable to manage the event Disordered public administration without effective functioning Public unrest, media coverage beyond region or jurisdiction | <ul style="list-style-type: none"> Community unable to support itself Widespread loss of objects of cultural significance Impacts beyond emotional and psychological capacity in all parts of the community | <ul style="list-style-type: none"> Long-term failure of significant infrastructure and service delivery affecting all parts of the community Ongoing external support at large scale required |

| Consequence Level | People | Environment | Economy | Public Administration | Social Setting | Infrastructure |
|-------------------|---|---|---|---|---|---|
| Major | <ul style="list-style-type: none"> Multiple loss of life (mortality > 1 in one hundred thousand) Health system over-stressed Large numbers of displaced people (more than 24 hours) | <ul style="list-style-type: none"> Severe impairment or loss of ecosystem functions affecting many species or landscapes Progressive environmental damage | <ul style="list-style-type: none"> Financial loss 1-3% of the government sector's revenues¹ requiring major changes in business strategy to (partly) cover loss Significant disruptions across industry sectors leading to multiple business failures and loss of employment | <ul style="list-style-type: none"> Governing body absorbed with managing the event Public administration struggles to provide merely critical services Loss of public confidence in governance Media coverage beyond region or jurisdiction | <ul style="list-style-type: none"> Reduced quality of life within community Significant loss or damage to objects of cultural significance Impacts beyond emotional and psychological capacity in large parts of the community | <ul style="list-style-type: none"> Mid- to long- term failure of significant infrastructure and service delivery affecting large parts of the community Initial external support required |

| Consequence Level | People | Environment | Economy | Public Administration | Social Setting | Infrastructure |
|-------------------|---|--|--|---|---|--|
| Moderate | <ul style="list-style-type: none"> Isolated cases of loss of life (mortality > than one in one million) Health system operating at maximum capacity Isolated cases of displacement of people (less than 24 hours) | <ul style="list-style-type: none"> Isolated but significant cases of impairment or loss of ecosystem functions Intensive efforts for recovery required | <ul style="list-style-type: none"> Financial loss 0.3-1% of the government sector's revenues¹ requiring adjustments to business strategy to cover loss Disruptions to selected industry sectors leading to isolated cases of business failure and multiple loss of employment | <ul style="list-style-type: none"> Governing body manages the event with considerable diversion from policy Public administration functions limited by focus on critical services Widespread public protests Media coverage within region or jurisdiction | <ul style="list-style-type: none"> Ongoing reduced services within community Permanent damage to objects of cultural significance Impacts beyond emotional and psychological capacity in some parts of the community | <ul style="list-style-type: none"> Mid-term failure of (significant) infrastructure and service delivery affecting some parts of the community Widespread inconveniences |

| Consequence Level | People | Environment | Economy | Public Administration | Social Setting | Infrastructure |
|----------------------|--|---|--|---|--|---|
| Minor | <ul style="list-style-type: none"> Isolated cases of serious injuries Health system operating within normal parameters | <ul style="list-style-type: none"> Isolated cases of environmental damage One-off recovery efforts required | <ul style="list-style-type: none"> Financial loss 0.1-0.3% of the government sector's revenues¹ requiring activation of reserves to over loss Disruptions at business level leading to isolated cases of loss of employment | <ul style="list-style-type: none"> Governing body manages the event under emergency regime Public administration functions with some disturbances Isolated expressions of public concern Media coverage within region or jurisdiction | <ul style="list-style-type: none"> Isolated and temporary cases of reduced services within community Repairable damage to objects of cultural significance Impacts within emotional and psychological capacity of the community | <ul style="list-style-type: none"> Isolated cases of short- to mid-term failure of infrastructure and service delivery Localised inconveniences |
| Insignificant | <ul style="list-style-type: none"> Near misses or minor injuries No reliance on health system | <ul style="list-style-type: none"> Near misses or incidents without environmental damage No recovery efforts required | <ul style="list-style-type: none"> Financial loss < 0.1% of the government sector's revenues¹ to be managed within standard financial provisions Inconsequential disruptions at business level | <ul style="list-style-type: none"> Governing body manages the event within normal parameters Public administration functions without disturbances Public confidence in governance No media attention | <ul style="list-style-type: none"> Inconsequential short-term reduction of services No damages to objects of cultural significance No adverse emotional and psychological impacts | <ul style="list-style-type: none"> Inconsequential short-term failure of infrastructure and service delivery No disruption to the public services |

Likelihood (NERAG)

| Descriptor | Frequency | Average Recurrence Interval | Annual Exceedance Probability (AEP) |
|--------------------------|----------------------------------|-----------------------------|-------------------------------------|
| Almost Certain | Once or more per year | < 3 years | > 0.3 |
| Likely | Once per ten years | 3 – 30 years | 0.031 – 0.3 |
| Possible | Once per hundred years | 31 – 300 years | 0.0031 – 0.03 |
| Unlikely | Once per thousand years | 301 – 3,000 years | 0.00031 – 0.003 |
| Rare | Once per ten thousand years | 3,001 – 30,000 years | 0.000031 – 0.0003 |
| Very Rare | Once per hundred thousand years | 30,001 – 300,000 years | 0.0000031 – 0.00003 |
| Almost Incredible | Less than once per million years | > 300,000 years | < 0.0000031 |

Qualitative risk matrix

| Likelihood Level | Consequence Level | | | | |
|--------------------------|-------------------|--------|----------|---------|--------------|
| | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost Certain | Medium | Medium | High | Extreme | Extreme |
| Likely | Low | Medium | High | High | Extreme |
| Possible | Low | Low | Medium | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Medium | Medium |
| Very Rare | Low | Low | Low | Low | Medium |
| Almost Incredible | Low | Low | Low | Low | Low |

Risk Matrix table above based on information derived from National Emergency Risk Assessment Guidelines 2010.

Confidence level

The ratings for each of the confidence criteria will help rate the confidence in the overall risk assessment process. This rating is conducted for each risk at the end of the risk analysis phase. It is recorded in the risk register in order to communicate uncertainty and to support the decision making process concerning the need for detailed risk analysis, or the selection of risk treatment measures.

In general, if the overall confidence in the process is low, further analysis might be warranted, and a more detailed analysis should be conducted. Depending upon the significance of the decision, the confidence rating should be done in conjunction with an external party or otherwise validated by a third party, such as through peer review or other validation mechanism.

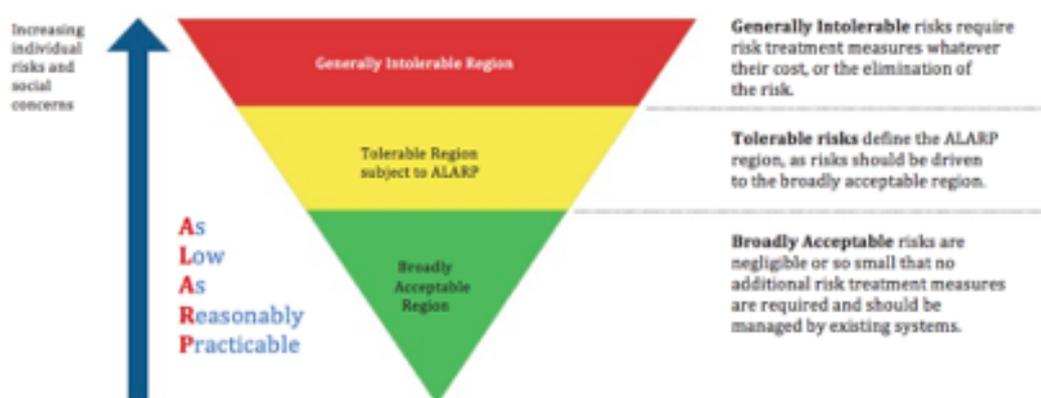
(Extracted from the National Risk Assessment Guide Exposure Draft 2009).

Confidence level matrix

| Confidence Criteria | Low Confidence | Moderate Confidence | High Confidence |
|-------------------------|---|--|--|
| Data/Information | Neither community nor hazard specific; anecdotal only | Community or hazard specific; validated historical or scientific | Community and hazard specific; validated historical and scientific |
| Team Knowledge | Neither hazard nor process (risk assessment) specific | Hazard or process specific | Hazard and process specific |
| Agreement | Neither on interpretations nor on ratings | On interpretation or ratings | On interpretation and ratings |

Tolerability

The tolerability level indicated in the risk register utilises the *As Low As Reasonably Practicable (ALARP) Principle*. This principle aids in determining which risks require treatment depending on which region they fall into. The diagram below outlines the ALARP principle.



ALARP Principle above derived from National Emergency Risk Assessment Guidelines 2010

The colour of the ALARP categories indicated in the diagram on the previous page correlate to the risk schedule tolerability column detailed in the risk register. A tolerability result of "generally intolerable" requires further assessment in order to reduce the risk; a result of "tolerable subject to ALARP" requires further assessment where possible. Some risks that fall into "tolerable subject to ALARP" may well be accepted due to their nature and the organisational capabilities.

Risk Register review process

During a comprehensive review of the LEMA in 2014, a review of the risk management section was conducted to ensure adherence to AS/NZS ISO 31000:2009. In particular, the criteria in which the risk statements were assessed against were updated and a reassessment was carried out utilising the risk tools developed by SEMC.

The risk statements listed in the risk register were developed based on the local major risks identified earlier in this document under '[Emergency Risk Management](#)'. All other hazards will be dealt with by the relevant State Emergency Management Plan ([State Hazard Plans](#)).

To further assess and review the risk statements, a comprehensive risk review process will be considered in the future with the assistance of a risk management subject matter expert to facilitate the process.

Appendix 3: Roles and Responsibilities

Local Government / LEMC

Note: Local Government – Shire of Harvey – (hereby referred as ‘the Shire’)

| Local Role | Description of Responsibilities |
|--|--|
| Local Government | <p>Responsibilities of the Shire of Harvey (the Shire) are defined in Section 36, Emergency Management Act :</p> <ul style="list-style-type: none"> • Ensure that effective local emergency management arrangements are prepared and maintained for its district; • Manage recovery following an emergency affecting the community in its district; • Perform other functions given to local government under the Act; • The Shire also accepts responsibility for management of its resources; • The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies; • Development and testing of LEMP. |
| Local Emergency Coordinator (LEC) | <p>The responsibilities of LEC are defined in Section 36 of the Emergency Management Act. For the Shire, the position of Local Emergency Coordinator is held by the WA Police, South West District – Harvey Station OIC and has the following functions:</p> <ul style="list-style-type: none"> • To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district; • To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district; • To carry out other emergency management activities in accordance with directions of State Emergency Coordinator. |
| Local Recovery Coordinator | <p>To ensure development and maintenance of effective recovery management arrangements for local government. In conjunction with the Local Recovery Group to implement a post incident recovery action plan and manage the recovery phase of the incident.</p> |
| LG Welfare Liaison Officer | <p>During an evacuation where a local government facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.</p> |
| LG Liaison Officer (to the ISG/IMT) | <p>During a major emergency the liaison officer attends ISG meetings to represent local government, provides local knowledge input and provides details contained in the LEMA.</p> |
| Local Government - Incident Management | <ul style="list-style-type: none"> • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support Communities; • Ensure planning and preparation for emergencies is undertaken; • Implement procedures that assist community and emergency services deal with incidents; • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; • Keep appropriate records of incidents that have occurred to ensure continual improvement of Shires emergency response capability; • Liaise with the incident controller (provide liaison officer); • Participate in ISG and provide local support. |

| Local Role | Description of Responsibilities |
|---------------------------------|--|
| Other Local Government Officers | <p>As determined by the Incident, the following Officers are members of the committee:</p> <ul style="list-style-type: none"> • Shire Chief Executive Officer; • Shire Local Recovery Coordinator; • Shire Council Representatives; • Shire Manager Environmental Health; • Shire Manager Waste & Safety Services; • Shire Chief Bush Fire Control Officer; • Shire Community Emergency Service Manager • Harvey & Australind Unit Manager State Emergency Services. |

Emergency and support agencies

| Agency | Description of Responsibilities |
|--------------------------|---|
| Controlling Agency | <p>An agency nominated to control the response activities to a specified type of emergency.</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; • Control all aspects of the response to an incident; • During Recovery ensures effective transition to Recovery to LG. |
| Hazard Management Agency | <p>HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act].</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [Emergency Management Regulations]; • Appointment of Hazard Management Officers [s. 55 of the Act]; • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act]; • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2]; • Ensure effective transition to recovery by local government. |
| Combat Agency | <p>A combat agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency.</p> |

| Agency | Description of Responsibilities |
|----------------|--|
| Support Agency | <p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Restoring essential services affected by the emergency; • Providing "function" support as part of the tactical plan, e.g. Department of Communities to provide welfare services; • Managing their 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 organization; • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA; • Attend post incident debriefs; • Contributing a post operation report or post incident analysis. |

Emergency relief and support

| Agency | Description of Responsibilities |
|-------------------------------------|--|
| Department of Communities | <ul style="list-style-type: none"> • Establish, chair and manage the activities of the Emergency Relief and Support Coordination Groups (ERSCG) where determined appropriate; • Prepare, circulate, test and maintain the Local Emergency Welfare Plans; • Represent Communities and the emergency relief and support function on the LEMC and Local Recovery Group; • Establish and maintain the Local Evacuation Centre; • Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities; • Coordinate provision of emergency relief and support services during response and recovery of emergency; • Represent Communities on the Incident Support Group when required. |
| Shire Local Welfare Liaison Officer | <ul style="list-style-type: none"> • Coordinate emergency relief and support response on behalf of Shire; • Coordinate initial arrangements in lieu of Communities Local Welfare Coordinator attendance; • Provide assistance to the Local Evacuation Centre/s including maintenance of facilities, security of establishments, and opening and closing establishments. |
| Australian Red Cross | <ul style="list-style-type: none"> • Undertake process recording displaced persons for National Register; • In partnership with Shire and Communities undertake Outreach in affected areas. |
| | <ul style="list-style-type: none"> • Assist with Animal Management in effected areas and at Welfare Centres. |

Appendix 5: Western Australia Community Evacuation in Emergencies Guideline

View online [here](#).

Appendix 6: At-Risk People and Groups Emergency Plan

Acronyms

| Acronym | Meaning |
|-----------|---|
| ARPC | At-Risk Persons Coordinator |
| CALD | Culturally and Linguistically Diverse |
| DFES | Department of Fire and Emergency Services |
| HACC | Home and Community Care |
| IL | Independent Living |
| LEMP | Local Emergency Management Plan |
| LEMC | Local Emergency Management Committee |
| MOU | Memorandum of Understanding |
| IC | Incident Controller |
| ICC | Incident Control Centre |
| HMA | Hazard Management Agency |
| IMT | Incident Management Team |
| RAC | Residential Aged Care |
| The Shire | Shire of Harvey |

Amendment record

| Amendment | | Details | Amended by |
|-----------|------------|-----------------------------------|------------|
| No. | Date | | |
| 1 | April 2022 | First developed Sub plan for LEMP | L. Winter |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Defining at-risk persons and groups

At-Risk persons and groups within the overall population have a higher degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster. They can be defined in terms of the characteristics of a person or group that affect their capacity of to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

A definition that could be considered for “At-Risk” persons and Groups is:

Having concerns with Communication, Medical, Independence, Supervision, and Transportation services.

Influencing factors of at-risk persons and groups

Socioeconomic status

Includes employment, income, housing (e.g., homelessness), and education level. People with lower socioeconomic status are more likely to lack resources needed to follow emergency preparedness instructions. They might be unable to stockpile food, for example, or have not the ability to evacuate.

Age

The old and the young are particularly vulnerable during emergencies. Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

Race and ethnicity

Race and ethnicity contribute to social vulnerabilities. Race and ethnicity of are tied to issues of socioeconomic status. Social and economic marginalization contributes to the vulnerability of these groups.

English language proficiency

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/ may have trouble understanding public health directives if language barriers are not addressed when developing emergency readiness messages

Medical issues and disability

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing, or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

At-risk persons and groups focus Shire of Harvey

Residential aged care (RAC) and independent living (IL) facilities

See Annexure 2 for Contact and Resources.

Childcare facilities and schools

See Annexure 3 for Contact and Resources.

Culturally and linguistically diverse (CALD) groups

See Annexure 4 for Contact and Resources.

Living with disabilities

See Annexure 5 for Contact and Resources.

Introduction

Aim

To define emergency management arrangements relating to the evacuation, welfare and care of At-Risk persons and groups and related support networks, before, during and after emergencies throughout the Shire of Harvey (hereby referred to as 'the Shire of' in this plan).

Objectives

- Detail actions, roles and responsibilities for preventative, preparedness, response and recovery arrangements within the Shire of in regard to the At-Risk community.
- Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency incident within the Shire of for At-Risk communities.
- Provide an interface to enable integration with other emergency plans within the Shire and State.
- Provide a reference for all At-Risk community and their networks required to respond and recover in emergency incidents within the Shire.

Scope

This Plan covers the Shire of Harvey Emergency Management Plans which apply to responders and At-Risk persons and groups and their networks who may become involved with management and response to emergency incidents within the Shire.

Related documents

This plan forms a part of the Shire of Harvey Local Emergency Management Plans (LEMP's) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels.

Agreements, understandings and commitments

The Shire of Harvey has facilitated the signing of an Emergency Management Memorandum of Understanding (MOU) between Residential Aged Care (RAC), Independent Living (IL) and Home and Community Care (HACC) organisations in Harvey. The purpose of the MOU is to encourage emergency sheltering, transport and care arrangements between like-minded facilities.

It has been recognised for that whilst these facilities may have internal emergency and evacuation plans, very few of the plans addressed the evacuation of residents beyond the muster point or gate.

The details of the MOU and parties to this agreement can be seen in Annexure 1.

Plan responsibilities

The development, implementation and revision of this Plan is the responsibility of the Shire of Harvey in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related legislation.

Emergency management for at-risk persons and groups

Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, Local Emergency Management Plans are to include information which will assist the Controlling Agency in the operational planning process. This includes having specific arrangements in place for groups of At-Risk persons and groups, such as unaccompanied children, schools, aged care facilities, hospitals, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD).

At-risk

At-Risk (social vulnerability) is defined in terms of the characteristics of a person or group that affect their capacity of to anticipate, cope with, resist, and recover from impact of a disaster and emergencies.

Commonly accepted categories include: socioeconomic status, age, race and ethnicity of, English language proficiency, medical issues and disabilities.

At-risk persons and groups in emergency management cycle

| | |
|---------------------|--|
| Prevention | Development of specialised At-Risk Persons and Groups Plan for community members |
| Preparedness | Create evacuation contingencies for At-Risk community members. |
| | Conduct outreach and engagement. |
| | Determine additional resource requirements. |
| | Consider evacuation facilities and transport and special requirements. |
| Response | Consider resource allocations in emergency situations. |
| | Provide target data for Incident Management Team use. |
| | Prioritise response efforts for At-Risk community. |
| | Customise communication efforts. |
| Recovery | Determine resource allocation. |
| | Identify At-Risk sub populations that are least resilient. |
| | Track recovery and any on-going problems. |

Organisational roles and responsibilities

Organisations with responsibilities identified under this plan are listed in the following table. Participating organisations will be required to provide assistance under this plan in the event of an emergency which will, or may impact on At-Risk persons and groups, directly or indirectly.

| Agency/Authority | Roles/Responsibilities |
|--|---|
| Department of Fire and Emergency Services (DFES) | <ul style="list-style-type: none"> • Hazard Management Authority • Evacuation decisions & coordination • Support Agency |
| Department of Communities | <ul style="list-style-type: none"> • Evacuation centres • Welfare Plan • Financial assistance to impacted persons • Displaced persons |
| Western Australia Police (WAPOL) | <ul style="list-style-type: none"> • Hazard Management Authority • Traffic Management • Investigation and enforcement • Alerts and evacuation execution |
| Disability Services | <ul style="list-style-type: none"> • Client contact data base • Identification of specialist requirements |
| Shire of Harvey | <ul style="list-style-type: none"> • Hazard Management Authority (Bushfire) • Support Agency • Information Technology |

Communications

The communication plan must accommodate the needs of At-Risk persons and groups to provide concise instructions before, during, and after a disaster.

Considerations strategies – at-risk persons and groups

- Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth grade reading level or lower.
- Provide written materials in bilingual or multi-lingual format.
- Include visual aids such as pictures and maps to reinforce key messages.
- Repeat key information.
- Include directions and phone numbers.
- Use large fonts.
- Identify preferred communication methods (face-to-face, phone, word-of-mouth), and develop messages accordingly.
- Identify preferred media through which messages are delivered. Is it the local newspaper, ethnic radio station, or local clubs and religious organisations?
- Consider working with media and communications specialists.

Response

Responsibility in response

The responsibility to activate this plan and to determine the extent of the response and the requirement to evacuate At-Risk persons and groups will be made by the Hazard Management Agency/Control Agency Incident Controller. The Incident Controller will appoint an **At-Risk Persons Coordinator (ARPC)** to oversee the aspects of this Plan.

Notification and communications

The notification of the response and an appropriate communications plan will be determined and activated by the Incident Management Team (IMT) and the ARPC.

Levels of response

The level of response and the response action plan will be determined and implemented by the IMT and the ARPC.

Evacuation

Considerations

- Deciding which At-Risk persons or groups may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.
- A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat.
- If At-Risk persons and groups may not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.
- Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility should ensure that they can list, account for, and identify all persons in their care.
- Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation.
- Any persons requiring specialised medical attention and mobility assistance, i.e. those most at risk, and procedure established for assisting them during emergency.

At-risk persons and groups evacuation planning considerations

- Availability of safe evacuation routes, considering surrounding vegetation, fire fuel loadings, topography, watercourses and possibility of road closures.
- Proximity of and anticipated response times by local emergency agencies.
- Time required to vacate the property, including time to transport.
- Owners' need for backup power supply should the mains power fail, especially night evacuation.
- Owners' requirements for effective internal and external emergency communications.
- Any need for additional assistance for care and attention in an emergency.

Arrangements for assistance

Arrangements and requests for assistance will be made to the Incident Management Team and coordinated through the At-Risk Persons Coordinator (ARPC).

Evacuation and relocation readiness

Suggestions for readiness actions for At-Risk persons and groups for emergency use:

- Torch, radio and spare batteries
- First-aid items (discuss with your organisation).
- Mobile phone and contact phone numbers
- Personal medicine grab and go containers.
- Mobility aids readiness
- Suitable clothing and carry bag.
- Family and support group/organisation details

Assistance to evacuate

Carers and responsible organisations need to plan to notify emergency agencies early with details:

- Location of At-Risk persons/groups
- Contact details of At-Risk persons/groups.
- Understand and relay needs for physical assistance
- Alternative contact information.

Incident Management Team (IMT) responsibilities

- The roles and responsibilities of the IMT are to determine the need for evacuation taking into consideration:
- The threats hazards and risks.
- Assess and determine transport routes.
- The predicted path of the threat,
- Determine the evacuation points.
- Determine what is at risk.
- Communicate the ARP&G plan and intentions at earliest possible time to persons and groups identified in this plan.
- Assess practicality of a large-scale evacuation during a response.
- Ensure accurate records are kept of persons relocated in an emergency.

At risk persons and groups responsibilities

- The responsibility of At-Risk person and their carer organisation are to:
- Make the decision to stay or evacuate early, before the property is directly affected by the incident.
- Implement the required aspects of the personal and organisational evacuation plan.
- Ensure that all At-Risk persons are identifiable.

Local Government responsibilities

- The responsibilities of the Shire of Harvey are to prepare, plan for and to determine and document evacuation considerations:
- The threats hazards and risks.
- The predicted threat or hazard behaviour.
- Determine what is at risk.
- Assess the practicality of a large scale evacuation during a response.
- Assess and determine transport routes.
- Determine and document the evacuation points.
- Identify and document safe havens, locations and facilities.
- Identify and document required and available resources needed to enable structured and safe evacuation of At-Risk persons and groups from areas under threat.

Financial arrangements for response

All financial arrangements will be coordinated by the Incident Management Team at the Emergency Coordination Centre. All matters relating to the financial management and arrangements relating to At Risk Persons and Groups are to be recorded and documented.

Recovery

Responsibility for recovery

- Determination of the 'recovery phase' will be made by the Incident Controller and on completion of the 'response phase' and the Impact Assessment completed ready for handover to the Shire of Harvey CEO and Local Recovery Coordinator
- Implementation of the "recovery phase" of an incident will be the responsibility of the Harvey Local Recovery Coordinator and the Harvey Recovery Group.

Transition to recovery

Prior to approving or supporting the movement of impacted people back on to an incident affected property the area needs to be declared safe by Incident Controller.

Annexure 1 – Memorandum of Understanding - Aged Care in Emergency Facilities Partnership

This Memorandum of Understanding (MOU) was endorsed in TBC

Parties to the agreement

There are participant Residential Aged Care (RAC), Independent Living (IL), and Home and Community Care (HACC) organisations and providers party to this agreement. Refer to the signing sheet for the current list of partnering agencies.

Aim

To create an MOU establishing the framework between participating organisations to promote cooperation in a disaster event which effects one or more partnering facilities.

The guiding principle of this MOU is that any support given to in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the organisation providing support.

Purpose

To facilitate the provision of mutual aid between partnering organisations during emergencies and post incident recovery.

To enhance the capability of those working with At-Risk communities, assisting partnering organisations to work co-operatively, and share resources.

Objectives

- Provide whatever resources may reasonably be available within the capacity of that facility/provider to respond to the emergency incident if requested.
- Provide at its discretion, whatever resources may be available within the means of that facility/provider to assist with post incident recovery in the community.
- Acknowledge that the allocation of a facility/provider personnel and/or resource's is an operational issue, and is the responsibility of the Facility Manager or CEO who is seeking to offer aid.
- Demonstrate the partnering organisations commitment to supporting other facilities/providers in need.

Responsibilities

The partners to this MOU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to natural and non-natural disasters.

This MOU recognises that each facility/provider is required to have its own emergency evacuation plans in place, to maintain and exercise those plans.

It is the responsibility of each facility/provider to manage evacuations in consultation with emergency services.

Partnering expectations

1. To provide where possible both physical and human resources to assist with immediate response and recovery. Ongoing protracted assistance may be needed and subject to further negotiation and agreement in writing between the partners concerned
2. Where possible, and appropriate, the affected partner must utilise internal resources and local contractors before requesting assistance from other facilities/providers. This ensures partnering agencies are not seen to be competing with local businesses or offer of assistance
3. All requests for support will be made through the facility manager of the facility/provider, in consultation with the Incident Controller (of the hazard management authority) or Local Emergency Coordinator (Officer in Charge Police)
4. All equipment provided must be covered by the partners own insurance, each partner is responsible for ensuring insurance policies allow for the provision of mutual aid
5. Each individual facility/provider will be responsible for continued salary and any workers' compensation insurance for their own staff regardless of where they are operating during the disaster event
6. Each facility/provider will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed to in writing
7. The partner requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport fuel and storage
8. To maintain professional integrity and confidentiality in relation to client care needs, minimising unnecessary discomfort and stress to the client and their families

Cost recovery

In the event an emergency is declared a disaster, State or Commonwealth funding assistance may be available to residents via the Disaster Relief and Funding Arrangements Western Australia (DRFAWA). Individuals and families must enquire directly to the Department of Communities (DOC) to determine eligibility.

In the event a facility/provider's resources and/or equipment are required to assist another partner, these costs would not be claimable via DRFAWA. Therefore, any intended claim for reimbursement is a matter between partners.

Duration and amendment

The MOU will come into effect at the date which all parties have signed the agreement.

All At-Risk partner organisations to partners within this agreement in the Harvey local government region may be added to the agreement without the need for resigning by other partners.

This MOU can be reviewed at any time but cannot be amended except with the written consent of all partners. The MOU is not intended to be legally binding or enforceable.

Agreement temporal period

Unless mutually extended, terminated or parties withdraw, this MOU will expire on the TBC.

Withdrawal

Any partner may withdraw from this MOU by giving NINETY (90) days written notice to the partners.

Communication

Communications in relation to this MOU should be addressed to each Facility Manager/CEO of the parties to the agreement.

Agreement Signatories

Title
Name

Date

Title
Name

Date

Annexure 2 – Residential Aged Care and Independent Living Contacts and Resources

| Aged Care | | |
|--------------------------|-----------|--|
| Hocart Lodge Aged Centre | 9729 0499 | 3 Knowles Street, Harvey WA 6220 Reception@hocartlodge.com.au |

Early childhood and education contacts and resources

| School and Colleges | | |
|---|-----------|---|
| Australind Primary | 9796 3900 | Barnes Cr, Australind WA 6233 australind.ps@education.wa.edu.au |
| Australind Senior High | 9797 4400 | Break O Day Pl, Australind WA 6233 Australind.SHS@education.wa.edu.au |
| Brunswick Primary | 9788 9100 | Vincent Street, Brunswick WA 6224 Brunswickjunction.ps@education.wa.edu.au |
| Clifton Park Primary | 9796 7300 | Lucy Victoria Avenue, Australind WA 6233 CliftonPark.ps@education.wa.edu.au |
| Harvey Agricultural College | 9782 2100 | 1 Mornington Road, Wokalup Harvey.WACoA@education.wa.edu.au |
| Harvey Primary | 9782 3200 | Gibbs Street, Harvey harvey.ps@education.wa.edu.au |
| Harvey Senior High | 9782 3800 | South Western Highway, Harvey WA 6220 Harvey.shs@education.wa.edu.au |
| Hope Christian College | 9726 3613 | Government Road, Roelands WA 6226 admin@hopecc.wa.edu.au |
| Leschenault Catholic Primary | 9720 3737 | Mardo Avenue, Australind WA 6233 lcpsoffice@cewa.edu.au |
| Kingston Primary | 9797 5000 | Macquarie Drive Australind 6233 kingston.ps@education.wa.edu.au |
| Parkfield Primary | 9796 5900 | Chapple Drive, Australind WA 6233 parkfield.ps@education.wa.edu.au |
| St Anne's Primary | 9782 3300 | Young Street, Harvey WA 6220 admin@stannes.wa.edu.au |
| St Michael's Primary | 9726 1317 | Sommers Road, Brunswick WA 6224 admin.office@stmichbruns.wa.edu.au |
| Yarloop Primary | 9782 7050 | School Street, Yarloop WA 6218 yarloop.ps@education.wa.edu.au |
| Mercy Campus, Bunbury Catholic College | 9720 3300 | Kingston Drive, Australind WA 6233 admin@olmca.wa.edu.au |
| Treendale Primary | 9797 5100 | 5 Opal Drive, Australind WA 6233 treendale.ps@education.wa.edu.au |

| Childcare | | |
|--|--------------|--|
| Annie's Angels Play & Development Centre | 9729 3344 | 1 Hester Street, Harvey childcare@anniesangels.com.au |
| Brilliant Beginnings Childcare | 9725 9734 | 107 The Blvd, Australind treendale@brilliantbeginningschildcare.com.au |
| Binningup Occasional Care | 0429 688 166 | binningupoccasionalcare@gmail.com |
| Garfields Learnaversity Childcare Centre | 9725 8251 | 28 Garfield Dr, Australind garfieldccc@iinet.net.au |
| Harvey Community Play & Learning Centre | 9729 3777 | Tom Latch Drive, 67 Young St, Harvey hcplc@westnet.com.au |
| Riverlinks Childcare Centre | 9796 0040 | 1 Leisure Drive, Australind admin@riverlinkschildcare.org.au |

Annexure 3 – Disability Services Contacts and Resources

Annexure 5 – CALD Network Contacts and Resources

Annexure 6 – Mapping - At-Risk Locations Shire of Harvey

Appendix 7: Shire of Harvey Emergency Relief and Centre Information

Refer to Department of Communities – Local Emergency Welfare Support Plan (LEWP).

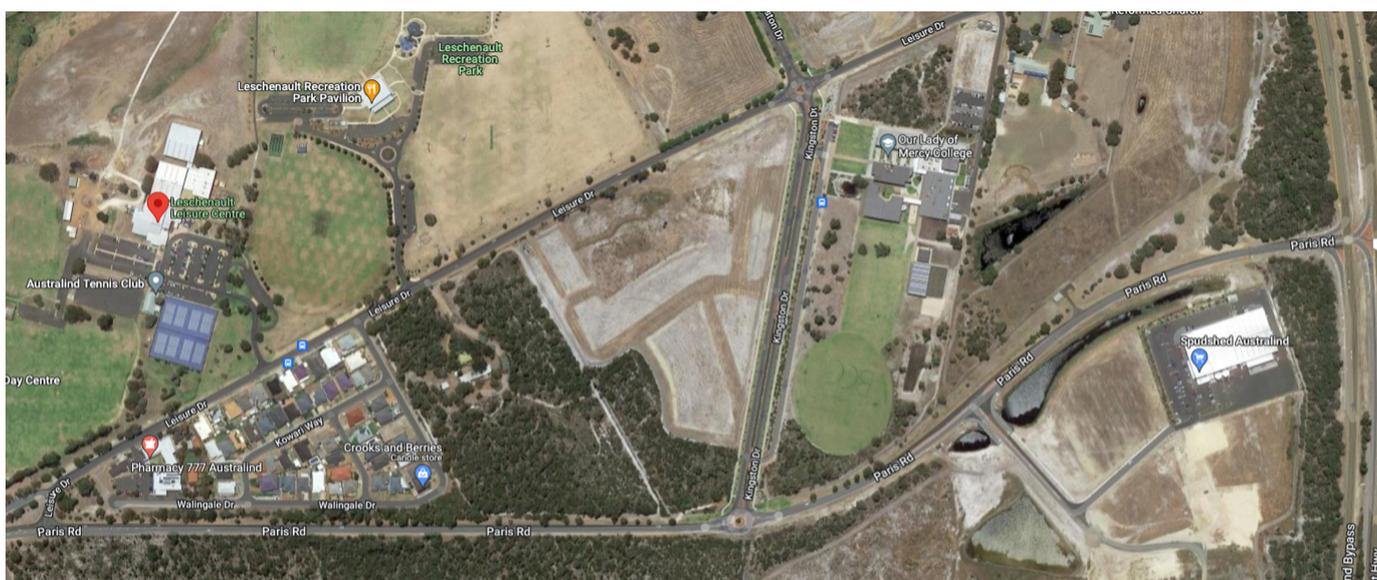
Harvey

| Name | Address | Maximum Capacity | Sleeps | Contacts |
|--|----------------------|------------------|--------|----------------|
| Harvey Recreation and Cultural Centre | Young Street, Harvey | 600 | 300 | Centre Manager |



Australind

| Name | Address | Maximum Capacity | Sleeps | Contacts |
|-----------------------------------|-----------------------------------|------------------|--------|----------------|
| Leschenault Leisure Centre | Lot 42, Leisure Drive, Australind | 800 | 400 | Centre Manager |



Brunswick

| Name | Address | Maximum Capacity | Sleeps | Contacts |
|------------------------------------|-------------------------|------------------|--------|----------|
| Brunswick Recreation Centre | Ommaney Road, Brunswick | 300 | 150 | |



Appendix 8: Emergency Animal Welfare Plan

Abbreviations and definitions

| | |
|------------------------------|--|
| AEC | Animal Evacuation Coordinator |
| Animal | Will include all animal and bird species |
| APS | Animal Protection Society |
| AWC | Animal Welfare Coordinator |
| AWT | Animal Welfare Team |
| CA | Control Agency |
| DPIRD | Department of Primary Industries and Regional Development |
| DFES | Department of Fire & Emergency Services |
| IC | Incident Controller |
| ICC | Incident Control Centre |
| HMA | Hazard Management Agency |
| IMT | Incident Management Team |
| Intensive Agriculture | A recognized agricultural activity when a substantial number of animals are kept in a limited or confined area |
| LAS | Livestock Animal Shelter |
| LGA | The Local Government Authority, being the Shire of Harvey |
| LEMC | Local Emergency Management Committee of Shire of Harvey |
| LEMP | Local Emergency Management Plan |
| Livestock | Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry |
| PAS | Pet Animal Shelter |
| Pets | Small domesticated animals, portable and normally accompany the family when leaving the property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds |
| RSPCA (WA) | Royal Society for the Prevention of Cruelty to Animals |
| State Hazard Plan | WA State Hazard Plans |
| Wildlife | Will include all native species of animals and birds |

Aim and objectives

Aim

Define emergency management arrangements relating to the welfare of animals during emergencies throughout the Shire of Harvey (hereby referred to as 'the Shire' in this plan).

Objectives

- Detail actions, roles and responsibilities for preventative, preparedness, response and recovery arrangements within the Shire.
- Identify emergency management arrangements between stakeholders to ensure an adequate and effective response to and recovery from an emergency incident within the Shire.
- Provide an interface to enable integration with other emergency plans within the Shire and State.
- Provide a reference for those required to respond to Emergency Incidents within the Shire.

Scope

This plan covers the Shire of Harvey Emergency Management arrangements that apply to responders and stakeholders who may become involved with management and response to emergency incidents within the Shire.

Hazard definition

The hazard is defined by the nature of the emergency or incident, the cause and effect of the incident and the incident has, threatens or is likely to cause injury, damage or loss of life, damage to or loss of property, goods or materials, or may cause considerable financial impact on a person, persons, community or area, and requires a response under existing threat plans or strategies.

Plan responsibilities

The development, implementation and revision of this plan is the responsibility of the Shire of Harvey in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related legislation.

Organisational roles and responsibilities

Organisations with responsibilities identified under this plan are listed in the following table. Participating organisations will be required to provide assistance under this plan in the event of an emergency which will, or may impact on any animal, directly or indirectly, being domestic, wildlife, rural, kept for primary production or for recreational purposes which requires resources beyond the capacity of the owner or carer of the affected animals.

| Agency/Authority | Roles/Responsibilities |
|---|---|
| Department of Fire and Emergency Services (DFES) | <ul style="list-style-type: none"> • Hazard Management Authority • Animal Evacuation Coordination (SES – Mounted Section) • Support Agency |
| Department Primary Industries & Regional Dev. (DPIRD) | <ul style="list-style-type: none"> • Livestock Authority • Drought Management • Disease Management • Animal Welfare |
| Western Australia Police (WAPOL) | <ul style="list-style-type: none"> • Hazard Management Authority • Traffic Management • Investigation and Enforcement |
| Dept Biodiversity, Conservation and Attractions | <ul style="list-style-type: none"> • Hazard Management Authority • Wildlife Management |
| Shire of Harvey | <ul style="list-style-type: none"> • Hazard Management Authority • Support Agency • Information Technology |
| RSPCA (WA) | <ul style="list-style-type: none"> • Animal Welfare • Support Agency |
| Department of Health WA | <ul style="list-style-type: none"> • Human Health & Disease Management |
| Main Roads WA | <ul style="list-style-type: none"> • Road Closures • Traffic Management Support • Vehicle Permits |
| Bureau of Meteorology | <ul style="list-style-type: none"> • Information Technology - Weather |
| Australian Red Cross & Salvation Army | <ul style="list-style-type: none"> • Support Agency • Key Welfare Agencies • Counselling Services |
| Water Corporation of WA | <ul style="list-style-type: none"> • Water Supply Management • Support Agency |
| Western Power | <ul style="list-style-type: none"> • Electrical Supply Management |
| Department of Health WA | <ul style="list-style-type: none"> • State Hazard Plan – Human Biosecurity |

Prevention and mitigation

Legislation and codes

Acts and Statutes which relate to specific hazards and threats, are identified and detailed in the relevant sections of the Local Emergency Management Plan. The legislation and codes relevant to Animal Welfare and the movement of livestock are as follows, but not limited to:

- *Animal Welfare Act.*
- *Biosecurity and Agriculture Management Act.*
- Department of Agriculture and Food (codes of conduct and operating codes).
- RSPCA (WA) Codes of Conduct.
- *Emergency Management Act.*

Preparedness

Responsibility for preparedness

The provision of information to the public regarding animals in emergencies must be easily accessible, easy to interpret, deliberate, planned and sustained.

Preparedness actions: The Shire of Harvey and its LEMC

- Disseminate information to community for awareness on launching the Animal Emergency Welfare Plan;
- Arrange training, liaison and agreements with related organisations, agencies, authorities, key stakeholders, service providers and contractors;
- Provide on-going animals in emergency preparation information to residents;
- Establish and utilise printed and electronic media to educate and prepare animal owners and animal facilities for Emergency Incidents.

Preparedness actions: Animal owners and animal facilities

- Prepare an Emergency Animal Management Plan.
- Prepare an Emergency Animal Management Pack.
- Establish an "assistance" group.
- Carry out risk management and risk reduction activities within property or premises.

Planing for evacuation

Local Government responsibilities

The responsibilities of the Shire of Harvey are to prepare, plan for and to determine and document evacuation considerations:

- The threats hazards and risks.
- The predicted threat or hazard behaviour.
- Determine what is at risk.
- Assess the practicality of a large scale evacuation during a response.
- Assess and determine transport routes.
- Determine and document the evacuation points.
- Identify and document safe havens, locations and facilities.
- Identify and document required and available resources required to enable structured and safe evacuation of animals from areas under threat.

Animal owner responsibilities

Considerations:

- Deciding which animals may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.
- The plan should detail arrangements and establish procedures for moving animals to safe and secure holding facilities away from danger zones during a threat.
- If owners do not possess their own transport for animals, they should make prior alternative arrangements with neighbours and local transporters.
- Identification is important in case any animals become lost or mixed with others during an evacuation. Owners should make sure that they can list and identify all animals in their care.
- Records should be kept to verify ownership or status as a carer. Methods may involve identification tags, photographs, microchip numbers, tattoos, colours and markings.
- Any problem animals identified, those most at risk and those difficult to manage or dangerous, and procedure established for dealing with them in an emergency.

Animal owner evacuation planning considerations

- Availability of safe evacuation routes, considering surrounding vegetation, fire fuel loadings, topography, watercourses, and possibility of road closures.
- Proximity of and anticipated response times by local emergency agencies.
- Time required to vacate the property, including time to gather, identify and load animals.
- Owners' need for backup power supply should the mains power fail, especially night evacuation.
- Owners' requirements for effective internal and external emergency communications.
- Need for additional assistance in handling of your animals in an emergency.

Handling equipment

- Needed for moving animals and where it should be stored for emergency use.
- Torch, radio and spare batteries.
- Wire cutters (pliers) and a knife.
- Mobile phone and contact phone numbers.
- First-aid items (discuss with your local veterinarian).
- Buckets and bowls for food and water
- Suitable cages, bags, containers.
- Cotton lead ropes, leather collars, halters or chains.
- Towels to cover cages.

Assistance to evacuate

Owners need to plan to notify emergency agencies early with details of:

- Location of animals.
- A contact person (short and long term).
- Type and number of animals.
- Alternative contact information.
- Handling facilities and equipment, leads, halters, etc.
- Owners have alternative accommodation for their animals after immediate danger period or evacuation.
- Problem animals hard to manage or need special care or medication
- Owners are able to transport some of the animals to a designated safe area or refuge.

Arrangements for assistance

Arrangements and requests for assistance will be made to the Incident Management Team and coordinated through the Animal Welfare Coordinator (AWC).

Response

Responsibility for response

The responsibility to activate this plan and to determine the extent of the response and the requirement to evacuate will be made by the Incident Controller. The Incident Controller will appoint an Animal Welfare Coordinator (AWC) to oversee the aspects of this Plan.

Notification and communications

The notification of the response and an appropriate communications plan will be determined and activated by the Incident Planning Officer and the AWC.

Levels of response

The level of response and the response action plan will be determined and implemented by the Incident Operations Officer and the AWC.

Intensive agriculture activities – response aspects of this plan

There are considerable “Intensive Agricultural” activities located throughout the Shire of Harvey and surrounding Local Governments. These include:

(To be completed by Animal Welfare / Management staff Shire of Harvey)

| |
|-------------|
| Harvey Beef |
| Piggeries |
| Feedlots |
| |
| |

Due to the nature of these facilities and the numbers of animals kept, it is unlikely that these facilities could be evacuated. All facilities have established Emergency Management Plans which would be implemented immediately a threat or risk has been identified. Incident Managers need to identify and appraise these facilities.

Evacuation arrangements

Incident management responsibilities

The roles and responsibilities of the Incident Management Team are to determine the need for evacuation taking into consideration:

- The threats hazards and risks.
- Assess and determine transport routes.
- The predicted path of the threat.
- Determine the evacuation points.
- Determine what is at risk.
- Communicate the plan and intentions at earliest possible time.
- Assess practicality of a large scale evacuation during a response.
- Ensure accurate records are kept (see annexures to this plan).

Animal owner responsibilities:

- The responsibility of the animal owner is to:
- Make the decision to stay or evacuate early, before the property is directly affected by the incident.
- Implement the required aspects of the (animal owners) evacuation plan.
- Ensure that all animals are identifiable.

Traffic management and road closures

Is the responsibility of Main Roads WA / Shire of Harvey being authorised and coordinated through the Incident Management Team.

Financial arrangements for response

All financial arrangements will be coordinated by the Incident Management Team at the Emergency Coordination Centre. All matters relating to the financial management and arrangements relating to Animal Welfare are to be recorded and documented using the Forms provided at Annexure 9 of this Plan.

Recovery

Responsibility for recovery

- Determination of the 'recovery phase' will be made by the Incident Controller and on completion of the 'response phase' and the Impact Assessment completed ready for handover to the Shire CEO and Local Recovery Coordinator.
- Implementation of the "recovery phase" of an incident will be the responsibility of the Harvey Local Recovery Coordinator and the Harvey Recovery Group.

Transition to recovery

Prior to approving or supporting the movement of animals back on to an incident affected property the area needs to be declared safe by Incident Controller.

Before animals are returned to a facility or property ensure:

- All perimeter fences are intact;
- The facility or property is secure;
- That the animals are returning to a safe and liveable environment;
- That there is an adequate supply of clean feed and water.

Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.

Annexure 1 – Contact List

| | | |
|----------------------------|--|--------------|
| Vet (all animals) | Brunswick Veterinary Services | 9726 1070 |
| | Ninth Street Vet Clinic, Harvey | 9729 1915 |
| | Treendale Pet Medical | 9796 1388 |
| Vet (horse) | As above | |
| Animal Health SES | Department of Agriculture, Water and Environment (Diseases) | 1800 675 888 |
| Animal Welfare | RSPCA | |
| Agricultural | DPIRD | |
| Slaughterman | Harvey Beef | 9729 0000 |
| Wildlife | Wildcare Helpline | 9474 9055 |
| | Parks and Wildlife (DBCA) | 9735 1988 |
| Public Transport Authority | Rail and Bus Services | 9220 9999 |
| Main Roads WA | Road Hazards | 1800 013 314 |
| | Road Permits (Heavy Vehicle) | 9311 8450 |
| Electrical Supply | Western Power | 13 13 51 |
| Rail | Emergency | 9326 2111 |
| | Security | 9326 2067 |
| | Train Control | 9326 2067 |
| Environmental | Environmental Protection Authority | 9222 7000 |
| Department of Environment | Pollution Emergency | 1300 784 782 |
| Department of Health | On Call Duty Officer Disaster Preparedness and Management Unit (24/7) | 9328 0553 |

Annexure 2 – Animal Rescue Form (Page 1/2)

Name of Incident:

Incident Number:

Emergency Rescue Information

| | | | | | |
|---------------------------|---------------|-----------------|-----------|---------|-------|
| Date/Time: | | Hazard: | Fire | Flood | Storm |
| Rescue Location: | | Officer: | Other: | | |
| Holding Location: | PAS Other: | Agency: | | | |
| PEN N^o: | LAS | Reason: | Evacuated | Roaming | |

Animal Description

| | | | | | | |
|-----------------|-------------------------|--------------------------|------------------------------|----------|--------|---------|
| Species: | Dog Other: | Cat | Sex: | Male | Female | |
| Breed: | | | Sterilised: | Yes | No | Unknown |
| Colour: | | | Microchip: | Yes | No | Unknown |
| Markings | | | Vaccination: | Yes | No | Unknown |
| Age: | < 6 months > 3 years | 6mths to 3yrs Elderly | ID / Registration | Yes | No | |
| | | | | Number: | | |
| | | | | Council: | | |
| | | | | Collar: | Yes | No |

Owner Information

| | | | |
|----------------------|------------------------|----------------------|--|
| Name: | | | |
| Address: | | | |
| Phone (Home): | Phone (Mobile): | Phone (Work): | |
| Email: | | | |

Annexure 2 – Animal Rescue Form (Page 2/2)

Owner Contact Running Sheet

Release Summary

Fees:

Release N^o:

Outcome:

Owner Reunited
Rehomed

**Person/
Agency
Released to:**

Signature:

Annexure 3 – Animal Welfare Coordinator (AWC) Roles

| Name of Incident: | | Incident Number: |
|--|-------------|------------------|
| Considerations | Date/Time | Signed |
| Threat: | | |
| Appointed AWC: | | |
| AWC appointed by: | | |
| Date/Time appointed: | | |
| Is AOC required? | Yes No | |
| Where is the nominated AOC? | | |
| Is an AWT required? | | |
| Members of the AWT first 24 hours: | | |
| • Name: | | |
| • Agency: | | |
| • In: | | |
| • Out: | | |
| Priority or high risk residents? | | |
| Prepare written brief on daily operations of AWT/PAS/LAS | | |
| Prepare written report on financial expenditure during emergency | | |
| Debrief conducted | | |

Annexure 4 – Animal Welfare Team (AWT) Form

| | | |
|---|------------------|-------------------------|
| Name of Incident: | | Incident Number: |
| AWT Considerations (to complete within the first 24 hours) | Date/Time | Signed |
| Threat: | | |
| AWC: | | |
| Location of Primary PAS: | | |
| Location of LAS (if required): | | |
| Members of the AWT first 24 hours: | | |
| • Name: | | |
| • Agency: | | |
| • In: | | |
| • Out: | | |
| Number of dogs rescued/assisted: | | |
| Number of cats rescued/assisted: | | |
| Number of livestock and other rescued/assisted: | | |
| Notes to AWC: | | |

Annexure 5 – Functions of Pet Animal Shelter (PAS)

| Functions of PAS | Signed |
|--|--------|
| Identify each assisted/rescued animal with an ID number. | |
| Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form. | |
| Ensure animals have fresh water daily. | |
| Ensure animals are fed at least once daily. | |
| Ensure animals are exercised at least once daily. | |
| Secure animals safely in a pen/crate or enclosed location. | |
| Facilitate the rapid reunion between animal and owner. | |
| Who is responsible for PAS security? | |
| Ensure animal Rescue Display list is displayed outside PAS for 24 hour access. | |
| Ensure the Animal Rescue Display list is sent to Communications Officer at Shire of Harvey. | |

Annexure 6 – Functions of Livestock Animal Shelter (LAS)

| Function of PAS | Signed |
|--|--------|
| Are livestock involved: Yes No | |
| Is a LAS required: Yes No | |
| Location of LAS (if required): | |
| Identify each assisted/rescued animal with an ID number. | |
| Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form. | |
| Ensure animals have fresh water daily. | |
| Ensure animals are fed at least once daily with quality feed. | |
| Ensure animals are able to exercise. | |
| Secure livestock in safe, temporary location. | |
| Facilitate the rapid reunion between animal and owner. | |
| Number of horses rescued/assisted: | |
| Number of cattle rescued/assisted: | |
| Number of sheep rescued/assisted: | |
| Number of other livestock rescued/assisted: | |

Appendix 9: State Emergency Management Plans

View online [here](#).

Appendix 10: Shire of Harvey Response Areas Map

See over page.

Appendix 11(a): Local Emergency Management Committee Extraordinary Meeting Agenda

Extraordinary Meeting Agenda

Date:

Time:

Venue:

Attendees

| Name | Organisation | Name | Organisation |
|------|--------------|------|--------------|
|------|--------------|------|--------------|

| No. | Item | Reporting |
|-----|----------------------------|------------------------------|
| | Welcome and apologies | Chair |
| 1 | Current situation | From Sitrep or lead agency |
| 2 | Other agency reports | Agency leads |
| 3 | Communications employed | HMA lead, others as required |
| 4 | Priorities, further action | Chair |
| 5 | | |
| 6 | | |
| 7 | Other business | [As required] |
| 8 | Next meeting time and date | Chair |

Appendix 11(b): Shire of Harvey Situation Report

Situation report - Shire of Harvey Incident Report Group meeting

| | | |
|--|--------------|---------------------|
| Event: | | |
| | | |
| Sitrep No: | Date: | Time period: |
| | | |
| Distribution: | | |
| <ul style="list-style-type: none"> • Shire President, Deputy Shire President, Councillors • CEO & Executive team • Managers • Local Emergency Management Committee & Local Recovery Group • Other organisations as necessary <p>Council can determine who receives the SITREPs based on relationships and need.</p> | | |

Situation summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued
e.g. a shortage of a given resource, significant WHS issues

Approval

| | | | |
|---------------------|------------------|--------------|--------------|
| Prepared by: | Signature | Date: | Time: |
| | | | |
| Approved by: | Signature | Date: | Time: |
| | | | |

Appendix 11(c): Communications Planning Template

Recovery communications checklist

| Action | Y/N | Responsible Person |
|---|-----|--------------------|
| Communications Governance | | |
| Lead Spokesperson selected/ advised | | |
| Message media chosen | | |
| Liaison with CA PIO made | | |
| Message rhythm/frequency decided | | |
| Recovery Message board locations established | | |
| Internal Staff messaging in place | | |
| Outgoing community messaging in place | | |
| Channels for incoming community messages to be received in place | | |
| Communication links with agencies devised | | |
| Messaging | | |
| Regular message format developed | | |
| Recovery branding devised and used | | |
| Physical donations/goods messaging devised and promulgated in all messaging | | |
| Spontaneous volunteer management messaging devised and promulgated in all messaging (as required) | | |
| Community Outreach Program | | |
| Format and content devised | | |
| Received information management format devised | | |
| Ongoing information access portal/media devised and established | | |

Authorised for distribution by: _____
 Position: _____
 Date: _____

Community Message Talking Points

Spokesperson:

Position:

Message Timing

To be delivered at:

AM

PM

Media channels:

Target Audience

Internal Staff:

Community Groups:

Agency/s:

Intro: Discuss current situation (include 'No physical donations accepted', etc).

What we know:

What we do not yet know:

What we are doing:

What we want you to do:

Reiterate main and salient points. Next message will be available at: _____

Authorised for distribution by: _____ **Position:** _____ **Date:** _____

Appendix 12: Local Recovery Plan

See over page.