

Local Emergency Management Plan (EMPLAN)



BLAND SHIRE

Edition I – July 2013

an approved Plan
under the Section 29 (1) of the
STATE EMERGENCY & RESCUE MANAGEMENT ACT 1989 (as amended)

TITLE

Local Emergency Management Plan (EM Plan) for BLAND Shire Edition 1 – July 2013

AUTHORISATION

The Emergency Management Plan (EMPLAN) for Bland Shire has been prepared by the Local Emergency Management Committee for Bland Shire in accordance with Section 29.1 of **State Emergency and Rescue Management Act, 1989**

APPROVED

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For BLAND SHIRE

Date: 17 / 07 / 2013

ENDORSED

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Date: 24 / 07 / 2013

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AMENDMENT LIST

1. Suggested amendments or addition to this Emergency Management Plan are to be sent to:-

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2. Amendments are to be certified in the following table.

EDITION or AMENDMENT		AUTHORITY		DETAILS
NUMBER	DATED	APPROVED	ENDORSED	
Edition 1	17/07/2013			1 st Edition - Bland Local EM Plan

DISTRIBUTION

Electronic Mail will be the mechanism for distribution of the plan in PDF format to those nominated organisations and positions as listed below. Hard copies to be printed by recipients as required.

The Internet, at the following web address, is the medium used to disseminate the public version (restricted sections removed) of the plan to agencies not listed below, and to the wider community,

<http://www.Bland.nsw.gov.au>

APPOINTMENT/ORGANISATION	PDF File ISSUED
Local Emergency Operations Controller	1
Local Emergency Operations Officer	1
REGION EMERGENCY OPERATIONS CONTROLLERS for	
Riverina Murray Emergency Management Region	1
EMERGENCY MANAGEMENT COMMITTEES and EMERGENCY OPERATIONS CENTRES for	
Bland Shire LEMC	1
Riverina Murray REMC	1
Carrathool Shire LEMC	1
Coolamon LEMC	1
Narrandera Shire LEMC	1
Temora Shire LEMC	1
Forbes Shire LEMC	1
Lachlan Shire LEMC	1
Weddin Shire LEMC	1
Young Shire LEMC	1
LOCAL EMERGENCY SERVICE ORGANISATIONS	
NSW Ambulance Service – Station Officer West Wyalong	1
NSW Rural Fire Service – Fire Control Officer Bland Temora	1
Fire and Rescue NSW - Captain West Wyalong Brigade	1
NSW Police Service - Local Area Commander - Griffith	1
NSW State Emergency Service – Local Controller	1

APPOINTMENT/ORGANISATION	PDF File ISSUED
Local Organisations providing services in FUNCTIONAL AREAS	
Agricultural Services NSW DPI – Emergency Liaison Officer	1
Communication Services Telstra - Region Coordinator	1
Engineering Services Bland Council – Director Technical Services	1
Environmental Services Bland Council - Environmental Officer	1
Health Services Bland Hospital – Manager	1
Transport Services Transport for NSW – Region Coordinator	1
Welfare Services Family and Community Services – Region WELFAC	1
OTHER	
Department of Environment & Conservation - Griffith	1
West Wyalong Library	1
Riverina Murray Regional Emergency Management Officer	1
West Wyalong High School	1
Public School	1
Public School	1
Local Land Services	1
Department of Primary Industry	1
Roads and Maritime Services	1

DEFINITIONS

NOTE:

The definitions used in this Plan are sourced from the State Emergency & Rescue Management Act 1989 (as amended) other New South Wales legislation and the Macquarie Dictionary (2nd Edition, 1991). Where possible, the reference source is identified as part of the definition (eg the State Emergency & Rescue Management Act 1989 (as amended), is identified as the SERM Act).

Act

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

Agency

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

Agency Controller

in this Plan means the statutory head of the agency, who has command of the resources of the particular combat agency.

Assembly Area

A designated location used for the assembly of emergency-affected persons prior to transport to place of safety or an evacuation centre. Welfare Services are not generally available at an assembly point.

Casual volunteer

means a person who :

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

Assists, on his or her own initiative, in a rescue operation or otherwise in response to an emergency in circumstances in which the assistance was reasonably given.

Source : SERM Act

Civil Defence

means the performance of some or all of the 15 humanitarian tasks intended to protect the civilian population against the dangers and to help it recover from the immediate effects of hostilities, and also to provide the necessary conditions for its survival.

(Source : Article 61 of Protocol 1 (1977) additional to the 1949 Geneva Convention)

Combat Agency

means the agency identified in EMPLAN as the agency primarily responsible for responding to a particular emergency.

Source : SERM Act

Combat Agency Managed Operation

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

Command

means the direction of members and resources of an agency in the performance of that agency's roles and tasks. Authority to command is established by legislation or by agreement within the Agency. Command relates to agencies only and operates vertically within that agency.

Concept of Operations

In this plan refers to the Emergency Operations Controller's general idea or notion, given the anticipated problems of the effects of the event, of how the emergency response and initial recovery operation is to be conducted. It is a statement of the Emergency Operations Controller's operational intentions and may be expressed in terms of stages and or phases of the emergency operation.

Control

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

Coordination

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

Emergency Management

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

Emergency Management affected person: See "victim".

EMPLAN

in this Plan means State, Region or Local Emergency Management Plan.

Emergency

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

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

being an emergency which requires a significant and coordinated response.

(Source : SERM Act)

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

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

Emergency Area

Means the area in which the State of Emergency is declared to exist (Source – SERM Act)

Emergency Officer

means the Commissioner of the NSW State Emergency Service or a person belonging to a class of persons appointed as an Emergency Officer under Section 15 of the State Emergency Service Act 1989. A person may be appointed as an Emergency Officer whether or not the person is a member of the State Emergency Service.

(Source : SES Act)

Emergency Operations Centre (EOC)

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

(Source : SERM Act)

Emergency Risk Management

In this Plan means the process approved by the State Emergency Management Committee and published in the Implementation Guide for Emergency Management Committees.

Emergency Services Officer

means a Police Officer, an Officer of the Fire and Rescue NSW of or above the position of station commander, an officer of the State Emergency Service of or above the position of Unit Controller, or a divisional executive officer or the Director Operations of that Service, a member of the Rural Fire Service of or above the position of deputy captain, or a Region Emergency Management Officer, a member of the NSW Ambulance Service of NSW of or above the rank of Station Officer.

(Source : SERM Act)

Emergency Service Organisation (ESO)

means the Police Service, Fire Rescue NSW, Rural Fire Service, Ambulance Service, NSW State Emergency Service, Volunteer Rescue Association, or any other agency which manages or controls an accredited rescue unit.

(Source : SERM Act)

Essential Services

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

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

Evacuation Centre

A centre set up to meet the immediate needs of Emergency Management affected people following evacuation from an emergency situation, this may include travellers (commuters & tourists), who are unable to complete their journey. Evacuation Centres are managed by staff from the Department of Family and Community Services who are assisted by a range of non-government agencies.

Functional Area

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

- a. Agricultural and Animal Services;
- b. Communications Services
- c. Energy and Utilities
- d. Engineering Services;
- e. Environmental Services;
- f. Health Services;
- g. Public Information Services;
- h. Transport Services;
- i. Welfare Services;

(Source : SERM Act)

Functional Area Coordinator

In this Plan means the nominated coordinator of a Functional Area, tasked to coordinate the provision of Functional Area support and resources for emergency response and initial recovery operations, who, by agreement of the Participating and Supporting Organisations within the Functional Area, has the authority to commit the resources of those organisations.

Government Agency

Means:

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

(Source – SERM Act)

Hazard

means a potential or existing condition that may cause harm to people or damage to property or the environment.

Hazardous Material

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

Hazardous Materials Incident

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

Incident

means a localised event, either accidental or deliberate which may result in death, injury or damage to property which requires normal response from a combat agency or agencies. An incident becomes an emergency when the resources of the combat agency are insufficient to deal with the incident and outside resources are desirable or required. Those resources now require coordination.

Joint Media Advisory Centre

A location which would provide the media with :

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

Local Emergency Management Officer (LEMO)

means a person appointed by Council under Section 32 of the State Emergency & Rescue Management Act 1989 (as amended) to provide executive support to the Local Emergency Management Committee and the Local Emergency Operations Controller.

Liaison Officer (LO)

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

(Source : State EMPLAN)

Local Area

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

Local Emergency Management Plan (Local EMPLAN)

means the Emergency Management Plan for a local Government area. The object of a local EMPLAN is to ensure a graduated and coordinated response to emergencies by all agencies having responsibilities and functions in emergencies.

Local Government Area (LGA)

means an area within the meaning of the Local Government Act 1993 and includes combined local government areas as referred to in section 27 of the State Emergency and Rescue Management Act, 1989, (as amended).

(Source : SERM Act)

Local Emergency Operations Controller (LEOCON)

means a Police Officer appointed by the Region Emergency Operations Controller as the Local Emergency Operations Controller for the Local Area.

(Source : Section 30 of the SERM Act)

Local Emergency Management Committee (LEMC)

means the committee established by the State Emergency and Rescue Management Act 1989, (as amended), which at local level is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the local government area (Local EMPLAN) for which it is constituted. In the exercise of its functions, any such Committee is responsible to the relevant Region Emergency Management Committee.

(Source : SERM Act)

Local Emergency Management Officer (LEMO)

means a person appointed as the principle executive officer to the Local Emergency Management Committee and the Local Emergency Operations Controller

Logistics

in this plan means the range of operational activities concerned with the supply, handling, transportation and distribution of materials. Also applicable to the transport of people.

Marshalling Area

in this Plan means an area in where resources congregate prior to allocation of tasks.

Minister

means the Minister for Emergency Services

Neighbourhood Safer Place

means a location where people facing an immediate threat to their personal safety or property can gather and seek shelter from a bush fire.

Non Government Agency

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

Participating Organisation

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

(Source : State EMPLAN)

Plan

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

(Source – State EMPLAN)

Preparation

in relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency.

(Source : SERM Act)

Prevention

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

(Source – State EMPLAN)

Recovery

in relation to an emergency includes the process of returning an affected community to its normal level of functioning after an emergency
(Source: SERM Act).

Recovery Centre

One-Stop-Shop that centralises Local, State and Commonwealth Government and non government services to affected by Emergency Management

Region

the State is divided into such Regions as the Minister may determine by order published in the Gazette. Any such order may describe the boundaries of a Region by reference to Police Regions, local government areas, maps or otherwise.

In this Plan the **Riverina Murray Emergency Management Region** includes ALL of the following Local Council Areas :-

Albury, Balranald, Berrigan, Bland, Carrathool, Conargo, Coolamon, Corowa, Deniliquin, Greater Hume, Griffith, Hay, Jerilderie, Junee, Leeton, Lockhart, Murray, Murrumbidgee, Narrandera, Temora, Tumbarumba, Urana, Wakool, Wagga Wagga

Regional Emergency Management Committee (REMC)

means the committee established by the State Emergency and Rescue Management Act 1989, as amended, which at Regional level is responsible for preparing plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the Region (Regional EMPlan) for which it is constituted. In the exercise of its functions, any such Committee is responsible to the State Emergency Management Committee.
(Source : SERM Act).

Regional Emergency Management Officer (REMO)

means the person appointed under the State Emergency & Rescue Management Act 1989, as amended, as the Executive Officer to the Regional Emergency Management Committee and the Regional Emergency Operations Controller.

Regional Emergency Operations Centre (REOC)

in this Plan means the facility established at Riverina Murray Emergency Management Regional level, from which the control of Regional level emergency operations and coordination of resources is effected.

Regional Emergency Operations Controller (REOCON)

in this Plan means the Region Commander of Police, appointed by the Commissioner of Police as the Regional Emergency Operations Controller for each emergency management region. The REOCON for the Riverina Emergency Management Region is the Region Commander of Police, Riverina Police Region.
(Source : SERM Act)

Rescue

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

Rescue Unit

Means a unit (comprising a group of persons) which carries out rescue operations for the protection of the public or sections of the public
(Source: SERM Act)

Response

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

Roads Authority

means officers of the Roads and Maritime Act (amended 10/7/2013) and Council authorised under Part 1, Section 7 of the Roads Act 1993.

Senior Emergency Officer

means any of the following: a police officer of or above the rank of sergeant or a police officer for the time being in charge of a police station, an officer of the Fire and rescue NSW of or above the rank of station Commander, an officer of the State Emergency Service of or above the position of unit controller, or a divisional executive officer or the Director, Operations of that Service, a member of the Rural Fire Service of or above the position of deputy captain, a Region Emergency Management Officer. (Source: State Emergency Service Act).

Source of risk

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

State Emergency Management Committee

Means the committee constituted under the State Emergency & Rescue Management Act 1989 (as amended) as the principal committee established under this Act for the purposes of emergency management throughout the State, and , in particular, is responsible for emergency planning at State level.
(Source – State EMPLAN)

State Emergency Operations Controller (SEOCN)

means the person appointed by the Governor, on the recommendation of the Minister, responsible, in the event of an emergency which affects more than one Region, for controlling the allocation of resources in response to the emergency. The State Emergency Operations Controller is to establish and control a State Emergency Operations Centre.
(Source : SERM Act)

State Emergency Recovery Controller (SERCON)

means a statutory position appointed by the Minister for Emergency Services and is responsible for controlling the recovery from the emergency in accordance with Section 20 of the State Emergency and Rescue Management Act 1989

State Emergency Management structure

In this plan the emergency management structure of New South Wales consists of State, Region and Local emergency management committees and emergency operations centres at State, Region and Local levels, which provides for the control and coordination of emergency response and initial recovery operations by all agencies having responsibilities and functions in emergencies.
(Source – State EMPLAN)

State of Emergency

means a state of emergency declared by the Premier under Section 33(1) of the SERM Act.

(Source: SERM Act)

NOTE: other New South Wales legislation also provides for a declaration of an emergency which has different meanings and different authorities within that specific legislation. eg: Essential Services Act 1988, Dam Safety Act 1978 and Bush Fire Act 1949 (as amended)

State Waters

means;

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

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

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

Sub Plan

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

(source – State EMPLAN)

Supporting Organisation

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

(Source : State EMPLAN)

Supporting Plan

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

(Source – State EMPLAN)

Victim

means a sufferer from any destructive , injurious, or adverse action or agency. In this plan means any person adversely affected by an emergency.

ABBREVIATIONS

ABS	Australian Bureau of Statistics
ADF	Australian Defence Forces
BFB	Bush Fire Brigade
CBR	Chemical, Biological or Radiological emergencies
DACC	Defence Assistance to the Civil Community
EMPLAN	State, Region or Local Emergency Management Plan
EOC	Emergency Operations Centre
EOCON	Emergency Operations Controller
EPA	Environment Protection Authority
ERM	Emergency Risk Management
FACS	Family & Community Services NSW
F&RNSW	Fire and Rescue NSW
HAZMAT	Hazardous materials
JMIC	Joint Media Information Centre
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LEP	Local Environmental Plan
LLS	Local Land Services
LO	Liaison Officer
NSP	Neighbourhood Safer Place
REMC	Regional Emergency Management Committee
REMO	Regional Emergency Management Officer
REOC	Regional Emergency Operations Centre
REOCON	Regional Emergency Operations Controller
RFS	NSW Rural Fire Service
RMS	Roads and Maritime Services
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SERCON	State Emergency Recovery Controller
SERM Act	State Emergency & Rescue Management Act 1989 (as amended)
NSW SES	NSW State Emergency Service
SITREP	Situation report
SO	Standing Order/s
SOP	Standing Operating Procedures
TOC	Transport Operations Centre
SRA	State Rail Authority
VRA	Volunteer Rescue Association

PART 1 INTRODUCTION

LEGISLATIVE BASIS

- 101 The Government of New South Wales enacted the State Emergency Management Act, 1989 (as amended) in recognition of the need for effective control and coordination of emergency response and recovery operations.
- 102 Section 29 of the Act provides the legislative basis for the preparation of this Local EMPLAN to record the agreed local arrangements in regards to the prevention of, preparation for, response to and recovery from emergencies in the Bland local government area.

AIM

- 103 The aim of this EMPLAN is to ensure controlled and coordinated response and initial recovery to emergencies by all agencies having responsibilities and functions in the Bland Shire Local Government Area. (Section 12 (2) of the SERM Act)

OBJECTIVES

- 104 The objectives of this EMPLAN are to detail:-
- a. responsibilities for the identification, development and implementation of prevention and mitigation strategies;
 - b. Functional Area roles and responsibilities in preparation for, response to and recovery from, emergencies;
 - c. the control, coordination and liaison arrangements within Bland Shire;
 - d. activation and alerting arrangements ;
 - e. arrangements for the acquisition and coordination of resources;
 - f. public warning systems and responsibility for implementation ;
 - g. public information arrangements and public education responsibilities;
 - h. arrangements for reporting before, during and after an operation, including:-
 - i) information and intelligence flow during an incident or emergency;
 - ii) arrangements for LEOCON reporting to the REOCON; and
 - iii) responsibilities for the preparation of post emergency reports; and
 - i. arrangements for the review, testing, evaluation and maintenance of this EMPLAN.

PURPOSE

- 105 This plan details arrangements for the **prevention** of, **preparation** for, **response** to and **recovery** from emergencies within the Bland Shire.
- 106 It covers arrangements where :
- a. A combat agency is in control, and no support is required,
 - b. A combat agency is in control and supported by the LEOCON.
 - c. There is no combat agency, and
 - d. A combat agency has handed control over to the LEOCON

SCOPE

- 107 This EMPLAN provides for mobilisation of all agencies and all resources in the emergency management structure and within the Bland Shire, for the conduct of emergency prevention, preparation, response and initial recovery operations only.
- 108 Long term recovery, reconstruction and rehabilitation measures are the subject of separate arrangements. However, the LEOCON is responsible to advise the REOCON on appropriate measures from initial recovery operations to long term recovery / reconstruction operations, and for subsequent liaison with any appointed Recovery Coordinator or reconstruction authority.

PLANNING ASSUMPTIONS

- 109 The effectiveness of this EMPLAN is dependant upon all involved agencies preparing, testing and maintaining **their own** appropriate internal instructions and/or **Standing Operating Procedures**.
- 110 Arrangements in this EMPLAN are based on the assumption that the resources upon which the EMPLAN relies, are available when required.

PRINCIPLES

- 111 The following principles apply to this EMPLAN :-
- a **Responsibility for preparation, response and recovery rests initially at Local level.** If Local agencies and available resources cannot cope they are augmented by those at Region level. If necessary, resources and support, coordinated from the State, and/or resources provided from the Commonwealth and other States and Territories may be used.
 - b **Control** of emergency response and recovery operations **is conducted at the lowest effective level.**

- c **Agencies may deploy additional resources** from their own agency from outside the affected local area, to meet the requirements of the designated combat agency or emergency operations controller.
- d During an operation which is the legal responsibility of a combat agency, the Emergency Operations Controller is responsible, when so requested by that combat agency, to coordinate the provision of support resources. The Emergency Operations Controller is responsive to the requirements of the Controller / Coordinator of the combat agency. **Emergency Operations Controllers would not normally assume control from the combat agency unless the situation can no longer be contained and a change of control is likely to improve matters. In any case, a change of control at any level can only occur after consultation between SEOCON and the State Controller of the combat agency, and agreement from the latter, or at the direction of the Minister.**
- e Combat Agency Controllers are required to keep Emergency Operations Controllers advised of the situation during emergency operations which are their responsibility.
- f In the event that an Emergency Operations Controller has assumed control of an operation which would normally be the responsibility of a combat agency, control should be passed back to the combat agency as soon as the situation is stabilised and when change of control will not adversely affect operations.
- g Emergency preparation, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.
- h Prevention measures remain the responsibility of authorities / agencies charged by statute with the responsibility

ACTIVATION FOR BUSHFIRES

- 112 Under the provisions of the Rural Fires Act, 1997, a “bush fire emergency” may be declared and a person appointed to take charge of fire fighting operations and fire prevention measures by the Commissioner, under the provisions of Section 44 of the Act, as the “Commissioner’s delegate”.
- 113 In the above case, the EMPLAN for the Local Area or Region to which the declaration applies is automatically active and Police, the other Emergency Services and Functional Areas are to provide support as required by the Combat Agency Controller. The Local or Region Emergency Operations Controller is then to be prepared to coordinate support if requested by the “Commissioners delegate”.

ACTIVATION FOR FLOODS AND STORM

- 114 Subject to the requirements and provisions of the SERM Act, and under the provisions of the SES Act, for the emergencies of flood and damage control for storms and tempest, including the coordination of evacuation and welfare of affected communities, the overall control of operations in response to these emergencies is vested in the Commissioner of the NSW State Emergency Service.
- 115 For both flood, or storm emergencies, the EMPLAN for the Region and / or any Local Area to which the emergency applies is automatically active and Police, the other Emergency Services and Functional Areas are to provide support as required by the Combat Agency Controller. The Local or Region Emergency Operations Controller is then to be prepared to coordinate support if requested by the appointed Local / Region State Emergency Service Incident Controller.

116 **AREA COVERED BY THIS PLAN**

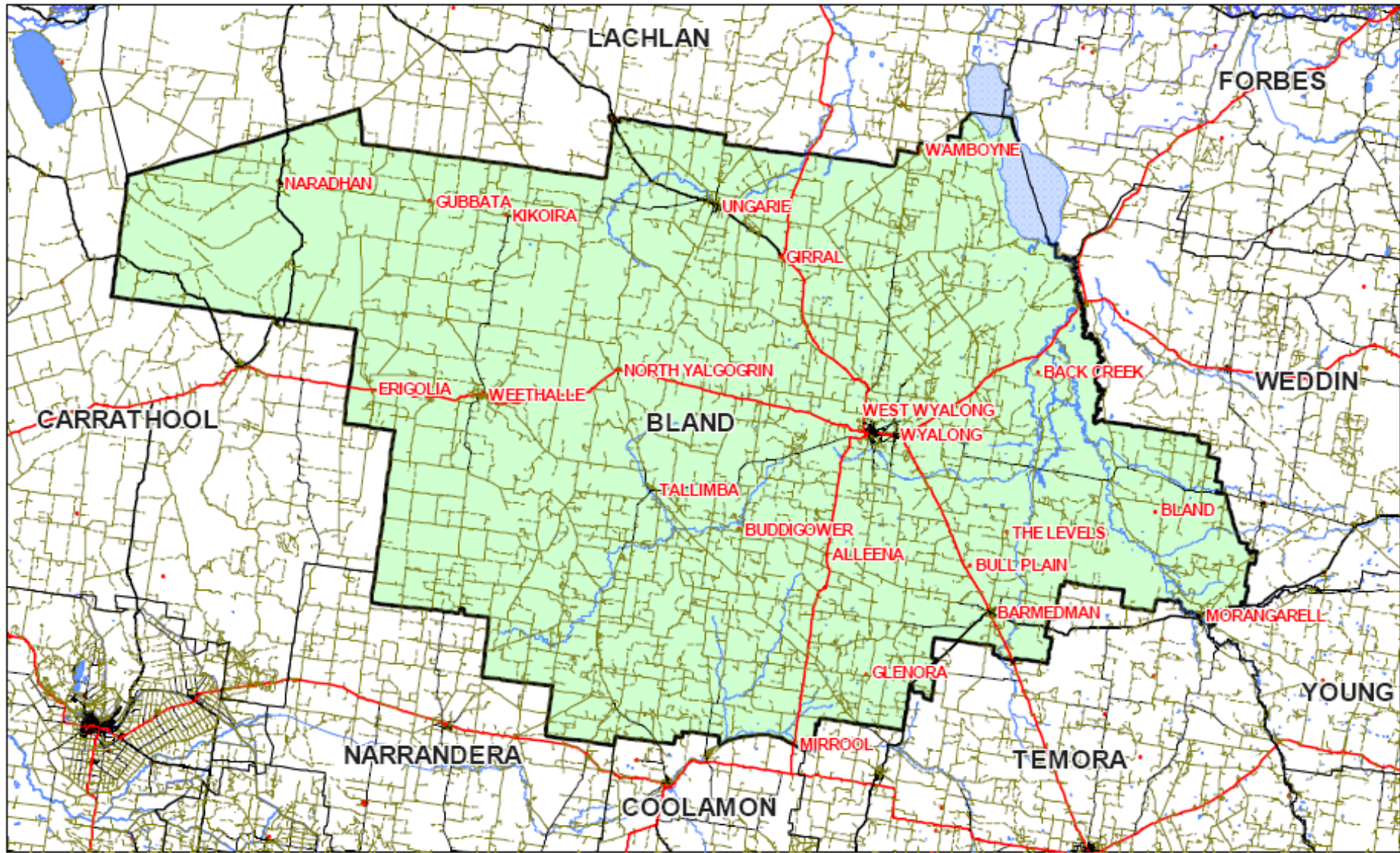
The area covered by this plan is the whole of the Shire of Bland. The Shire is bordered in the West by Carrathool Shire; the North by Lachlan and Forbes Shires; the East by Weddin and Young Shires and South by Narrandera, Coolamon and Temora Shires. See map – page 21

The population is approximately 6,600.

The Shire covers an area of 8560 km²

The Shire is mainly rural with small town and villages areas. Note: Barrick Cowal Gold Mine is located in the North Eastern end of the Bland Shire Local Government Area.

117 Bland Shire Map



118 **TRANSPORT INFORMATION**

The main transport routes through the local area are :

Roads

East-West: Mid-Western Highway (SH 6) North-South: Newell Highway (SH 17)

North-West: The Gipps Way (MR 57N)&(MR 231) South-East: Goldfields Way (MR 57S)

Distances from Capital Cities

Sydney - 483 kms Canberra - 256 kms Melbourne - 593 kms

Brisbane - 1167 kms Adelaide - 938 kms

Passenger Freight Service

Country Link provides a rail service to Cootamundra with connecting bus to West Wyalong.

Daily coach passenger services to and from Canberra, Sydney, and Melbourne.

Airport

The Bland airport is located south of the town area off the Mid Western Highway.

Airport Features Main Runway - 1585 metres long - 30 metres wide seal & Cross Runway - 780 metres long - 18 metres wide gravel

Bland airport grid reference:

Bland airport Lat/Long: 33.9372 degrees South – 147.1914 degrees East

Radio Navigational Aids: - NDB (non-directional beacon)

PAL (pilot actuated lighting on Main Runway)

SOURCES OF RISK

119 The table below is taken from the Bland Emergency Risk Management study an outlines emergency situations which could require **LOCAL** level support and/or control are:-

Executive Summary – Bland Shire Hazards			
Hazard Name	Hazard Type Risk Rating	Hazard I.D No	Risk Register ERM Page No.
Bush Fire	Natural Hazard Extreme Risk	NH01	Page 18
Grass Fire	Natural Hazard Extreme Risk	NH02	Page 19
Extreme Heat	Natural Hazard Extreme Risk	NH03	Page 20
Severe Hail Storm	Natural Hazard High Risk	NH04	Page 21
Severe Rain Storm	Natural Hazard High Risk	NH05	Page 22
Severe Wind Storm	Natural Hazard High Risk	NH06	Page 23
Earthquake	Natural Hazard Moderate Risk	NH07	Page 24
Aeronautical	Technological Hazard High Risk	TH01	Page 25
Space Debris Re-entry	Technological Hazard Moderate Risk	TH02	Page 26
Hazardous Materials	Technological Hazard Extreme Risk	TH03	Page 27
Infrastructure Failure - Power	Technological Hazard High Risk	TH04	Page 28
Infrastructure Failure - Water	Technological Hazard High Risk	TH05	Page 29
Infrastructure Failure -Sewerage	Technological Hazard Low Risk	TH06	Page 30
Infrastructure Failure - Comms	Technological Hazard Extreme Risk	TH07	Page 31
Mine accident	Technological Hazard High Risk	TH08	Page 32
Transport Accident–Road	Technological Hazard Extreme Risk	TH09	Page 33
Explosion	Technological Hazard High Risk	TH10	Page 34
Fire–Urban	Technological Hazard Extreme Risk	TH11	Page 35
Communicable Disease in Humans	Biological Hazard Extreme Risk	BH01	Page 36
Communicable Disease in Animals	Biological Hazard Extreme Risk	BH02	Page 37

The Bland LEMC ERM Study should be consulted for details regarding risk statements, determinations of likelihood and consequence and risk treatment strategies.

PART 2 PREVENTION

RESPONSIBILITIES AND STRATEGIES

- 201 The Local Emergency Management Committee for Bland Shire uses the Emergency Risk Management process to identify prevention and mitigation options, to refer these options and recommendations to any appropriate agency, and to monitor outcomes.
- 202 Responsibility for the development and implementation of prevention and mitigation strategies rests with the agencies, organisations and/or committees detailed below and is **NOT** subject to EMPLAN arrangements. Strategies implemented are also listed.

SOURCES OF RISK	AGENCY / COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
Animal And Plant Disease	NSW Dept of Primary Industry	<ul style="list-style-type: none"> - Surveillance by DPI, especially through Australian Quarantine Inspection Service. - State & Region Agriculture and Animal Services Plan - AUSTVET PLAN - Training of NSW Agriculture staff in detection of diseases.
Bush And Grass Fires	Local Government Councils Bush Fire Management Committee Fire Agencies - Rural Fire Brigades, Fire & Rescue NSW, State Forests of NSW, and National Parks and Wildlife Service and Dept of Infrastructure, Planning & Natural Resources.	<ul style="list-style-type: none"> - Require landowners to clear firebreaks & remove fire hazards. - Regulate burning off. - Regulate property development & building construction through Local Environment Plans & Development Control Plans. - Coordinate bushfire management strategies. - Implement bush fire fuel management strategies.
Earthquake	Local Councils	<ul style="list-style-type: none"> - Regulate property development & building construction through Land Environment Plans & Development Control Plans.
Flood	Local Councils	<ul style="list-style-type: none"> - Regulate property development & building construction through Land Environment Plans & Development Control Plans. - Development and maintenance of flood mitigation strategies.

SOURCES OF RISK	AGENCY / COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
	NSW Police Force Local Councils and RMS Dept of Infrastructure, Planning and Natural Resources NSW State Emergency Service	<ul style="list-style-type: none"> - Management and coordination of the road network to support road closures and traffic diversions. - Development & maintenance of flood mitigation works. - Preparation of floodplain management plans. - Technical & financial assistance to Local Government in the preparation of mitigation schemes and floodplain management plans - Technical Assistance to the State Emergency Service in the development of flood plans. - Development and maintain flood intelligence systems - Prepare and Maintain Flood Plans
Hazardous Materials And CBR Emergency	F&R NSW Department of Environment and Conservation Workcover Authority Local Councils	<ul style="list-style-type: none"> - Combat Agency for Hazmat - Regulate transport of dangerous goods. - Assists industry with the development of safe handling and response procedures. - Regulate the production & storage of dangerous goods. - Assists industries that don't require an EPA licence with the development of safe handling and response procedures.
Landslip	Local Councils	<ul style="list-style-type: none"> - Regulate property development & building construction through Land Environment Plans & Development Control Plans.
Transport Crashes	NSW Police Force Traffic Committee RMS & Local Council RMS Waterways Authority	<ul style="list-style-type: none"> - Traffic Law Enforcement. Management and coordination of the road network to support road closures and traffic diversions. - Policy for traffic speed and routes - Road development and maintenance. Management and coordination of the road network to support road closures and traffic diversions. - Public education strategies. - Boating regulation, licenses and seaworthy certificates
Aviation Emergency	CASA Local Council	<ul style="list-style-type: none"> a. Civil Aviation Licenses b. Flight Control Aerodrome development and maintenance

SOURCES OF RISK	AGENCY / COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
Urban Fires	Fire & Rescue NSW Local Council	- Inspections for fire regulation breaches. - Building regulations.
Windstorms	Local Council	- Building regulations.
Water Pollution	Local Council, Environment Protection Authority, Department Energy, Utilities and Sustainability, Dept of Public Works	- Regulate and monitor discharge into waterways - Land Usage.

PART 3 PLANNING and PREPARATION

EMERGENCY MANAGEMENT PLANNING

EMERGENCY RISK MANAGEMENT PROCESS

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

RISK IDENTIFICATION, ANALYSIS, EVALUATION AND TREATMENT

302 Only those risks which may require a **significant and coordinated multi agency response** are processed by Local Emergency Management Committees

COMMUNITY VULNERABILITY

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

304 Details of those elements and/or parts of the community that are at risk in the Bland Shire are to be outlined in this EMPLAN. Vulnerable communities requiring special attention include hospital, aged care facilities, schools and pre-school and are listed within Annex D.

LOCAL PLANNING

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

305 The Local Emergency Management Committee for BLAND Shire is chaired by a senior representative of the local council with executive support provided by the Local Emergency Management Officer (LEMO).

306 The LEMC is subject to the direction of the Region Emergency Management Committee and is to develop and maintain a Local Emergency Management Plan (EMPLAN) and Sub Plans relating to specific hazards or emergencies. Supporting Plans for Functional Areas are to be developed and maintained by the relevant Functional Area Coordinator if they are required.

307 The mission and functions of Local Emergency Management Committees are:

Mission

To develop, maintain and coordinate comprehensive, all agency emergency management arrangements for the communities within the Bland Shire and to provide assistance and advice to the Region Emergency Management Committee

Functions:

- a To prepare, maintain and review the Local Emergency Management Plan (EMPLAN);
- b Review any Local Supporting Plans and Sub Plans;
- c To identify, evaluate and monitor hazards and threats to life and property within the Bland Shire area, and where appropriate recommend specific hazard management guidelines;
- d To establish and review the emergency management structure for Bland Shire;
- e To identify resources within the Bland Shire and make plans for the allocation and coordination of those resources during emergencies;
- f To establish and review systems for use in the control and coordination of emergency operations within the Bland Shire;
- g To review and recommend emergency management arrangements to the Riverina Murray Regional Emergency Management Committee;
- h To provide advice on the combination of local government areas for emergency management purposes to the Riverina Murray Regional Emergency Management Committee;
- i To establish and maintain communication networks between Agencies & Functional Areas within the local area, including an up to date contact directory;
- j To arrange emergency management training for individuals and groups in Agencies & Functional Areas within the local area;
- k To disseminate educational material on established emergency management policies and procedures within the local area;
- l To arrange the conduct of exercises to periodically test emergency management plans and procedures;
- m To produce standing orders, instructions and standing operating procedures relative to local emergency management plans and arrangements;
- n To arrange for graduated warnings of emergencies to the public;
- o To assist the Regional Emergency Operations Controller as required;

- p To establish and coordinate functional area and other sub committees as required within the local area, and
- q To implement emergency risk management and provide advice and assistance as necessary.

SUPPORTING PLANS

- 308 Supporting Plans describe the arrangements for the provision of support to the controlling or coordinating body by Functional Areas during operations. The development and maintenance of these plans is the responsibility of the respective Functional Area Coordinator.
- 309 Any Supporting plans to this EMPLAN are listed in Annex "A".

SUB PLANS

- 310 Sub Plans describe the arrangements necessary to deal with a specific hazard / source of risk, event or facility, where those arrangements are outside the scope of those in EM PLAN. Responsibility for development of sub plans rests with the combat agency responsible for the hazard / source of risk or event or the owner / operator of the facility.
- 311 Any Sub plans of this EM PLAN are listed in Annex "A".

ARRANGEMENTS FOR REVIEWING, TESTING, EVALUATING AND MAINTAINING THIS PLAN

- 312 Responsibility for reviewing, testing, evaluating and maintaining this plan rests with the Bland Local Emergency Management Committee.
- 313 The plan should be reviewed:
- a After each exercise or actual operation;
 - b In the event that deficiencies are identified;
 - c As roles & responsibilities of agencies change;
 - d In the event of legislative changes; or
 - e At least every five (5) years.
- 314 The frequency and method of testing and evaluation are determined by the LEMC.

LOCAL EMPLAN

- 315 This EMPLAN includes:
- a the roles detailed in this Plan for each Agency & Functional Area.
 - b the Combat Agencies designated in this Plan.
 - c. the activation procedures, stages, sequence of actions and coordination, response and recovery arrangements detailed in this Plan.
- 316 This EMPLAN also includes arrangements for handover of responsibility for emergency response and recovery operations between a Combat Agency and the Local Emergency Operations Controller, and from the LEOCON to the REOCON.

RESOURCE AND CONTACT DIRECTORIES

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

WARNING ARRANGEMENTS

- 318 Relevant Agency controllers are to advise the LEOCON whenever an event occurs which does or may:
- a require support at either a Local level; or
 - b escalate to a Local level emergency operation.
- 319 The LEOCON will then notify the Regional Emergency Operations Controller and LEOCONs from adjoining local areas of the potential and developing situation.
- 320 Agencies & Functional Areas, wherever possible, will be warned and placed on stand by. All agencies must be prepared to provide a Liaison Officer to the Local Emergency Operations Centre when requested to do so by the LEOCON.
- 321 Public warnings may be communicated, by the LEOCON and/or the responsible agency, using any media considered appropriate.
- 322 If time permits, emergency and evacuation warnings are to be delivered by appropriate personnel using a door knock operation and/or mobile public address system.
- 323 Responsibilities for providing warnings to the community, the LEOCON, Agencies & Functional Areas and other agencies in relation to local sources of risk, are detailed below.

RESPONSIBILITIES FOR PROVIDING WARNINGS TO THE COMMUNITY

SOURCE OF RISK	RESPONSIBILITY	WARNING PROVIDED
Animal and Plant Disease	NSW Dept of Primary Industry	Warnings to the community, REOCON, and relevant agencies specific to exotic disease outbreaks & controlled / restricted areas.
Bush And Grass Fire	Bureau of Meteorology NSW Rural Fire Service	General fire weather advice to the community. Specific warnings & Total Fire Ban advices to the Community, REOCON & relevant agencies & Functional Areas.
Flooding	Bureau of Meteorology NSW State Emergency Service	General weather advice to the community and specific flood warnings and predictions to SES. Pump & Stock Warnings, Local Flood Advices, Flood Bulletins, Flood Height Broadcasts & Evacuation Warnings to:- <ul style="list-style-type: none"> - flood affected communities; - the REOCON; and - relevant agencies & Functional Areas.
Hazardous Materials and CBR Emergency	Police, Site Controller, EOCON acting on the advice of the Fire Rescue NSW Hazmat Controller IAHS Public Health Unit	Evacuation warnings, public safety directions and warnings relating to spillages. Provide health warnings in the event of persons being affected by hazardous materials.
Landslip	LEOCON	General and Evacuation Warnings to affected communities and relevant agencies & Functional Areas.
Major Structure Collapse	LEOCON	General and Evacuation Warnings to affected communities and relevant Agencies & Functional Areas.
Severe Storms and/or Strong Winds	Bureau of Meteorology NSW State Emergency Service	Severe storm advices and warnings to the wider community, which include SES public safety messages. General advice and warnings to the REOCON, LEOCONs and relevant agencies & Functional Areas.
Significant Infrastructure Failure / Damage	Agency responsible for the infrastructure affected.	General advice and warnings to the REOCON, LEOCONs and relevant agencies & Functional Areas.
Other Warnings	LEOCON	General and Evacuation Warnings to affected communities and relevant agencies & Functional Areas.

STANDARD EMERGENCY WARNING SIGNAL (SEWS)

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

AUTHORITY TO USE SEWS

- 327 Combat Agency Commanders / Controllers and Emergency Operations Controllers at Local, Region and State levels are authorised to use SEWS for the above purposes.
- 328 Full instructions for the use of the S.E.W.S. are included in the Standing Operating Procedures for the Regional Emergency Operations Centre.

PUBLIC EDUCATION

329 Responsibilities for the conduct and coordination of public education relating to local sources of risk, are detailed below.

Source of risk	AGENCY AND RESPONSIBILITY
Animal And Plant Disease	The NSW Dept of Primary Industry is responsible for public awareness concerning the implications of animal and plant disease and appropriate strategies for its prevention and detection.
Bush And Grass Fires	The NSW Rural Fire Service coordinates public education programs relating to the bush and grass fire threat throughout the local area
Environmental Emergencies	The Department of Environment and Conservation conducts education programs, addresses various groups on request and issues relevant information.
Flooding	The Local Controller of the West Wyalong NSW State Emergency Service is responsible for ensuring, as detailed in the Local Flood Plan, that the residents are aware of the flood threat and how to protect themselves against it.
Hazardous Materials and CBR Emergencies	Workcover issue information in relation to handling and safety. Environment Protection Authority conducts Hazmat Incident and Emergency training seminars Fire and Rescue NSW issues information relating to safe storage and transport practices. NSW Health (Public Health Unit) provides advice and warnings in the event of persons being affected by hazardous materials.
Severe Storm and/or Strong Winds	The Local SES Controller is responsible for ensuring that the residents of the local area are aware of the likely effects of storm impact and how to protect themselves against it.
Urban Fires	Fire Rescue NSW issues information relating to fire safety.
Transport Crashes	The Roads and Maritime Services coordinates public education programs relating to road safety, manages and coordinates road closures and traffic diversions.
Water Supply	The Local Council undertakes waterwise public education programs relating to road safety.

PART 4 CONTROL, COORDINATION AND COMMUNICATION ARRANGEMENTS

THE LOCAL EMERGENCY OPERATIONS CONTROLLER

- 401 The REOCON appoints a Police Officer as the Local Emergency Operation Controller for the Bland local area.
- 402 The functions of the LEOCON may be exercised without the need for the declaration of a “State of Emergency”.
- 403 The LEOCON is subject to the direction of the REOCON.
- 404 The roles and responsibilities of the LEOCON are detailed in Part 5 of this plan.

TYPES OF EMERGENCY OPERATIONS

COMBAT AGENCY MANAGED OPERATIONS

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

OPERATIONS CONTROLLED BY THE LEOCON

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

OPERATIONAL CONTROL / COORDINATION RELATIONSHIPS

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

LOCAL EMERGENCY OPERATIONS CENTRE (LEOC)

- 410 The **LEOC for Bland Shire** is located within the Bland Shire Council Chambers Shire Street . The NSW RFS Control Centre on the Mid Western Highway may be considered as a secondary site if required.
- 411 In the event that either of these (410 above) LEOC sites becomes inoperable or is inappropriate, an alternate LEOC will be established at a location to be determined and advised by LEOCON at the time of the operation.
- 412 The LEOC is activated by the LEOCON to:
- a Control local level emergency operations.
 - b Coordinate support to Local level emergency operations.
 - c Coordinate support to combat agency managed operations as required.
 - d Coordinate support to other areas either on a pre-planned basis or as directed by REOCON.
- 413 The LEOCON is responsible for:-
- a Establishing, maintaining and controlling the LEOC.

- b Preparing and maintaining Standing Operating Procedures for Emergency Operations.
 - c Ensuring that sufficient trained personnel are available to staff the LEOC when required.
 - d Maintaining a contact directory of LEOC staff.
 - e Providing appropriate training for LEOC staff.
- 414 Personnel to staff the LEOC, except for Liaison Officers and their assistants, are drawn from other Agencies & Functional Areas as required.
- 415 The Local Emergency Management Officer (LEMO), as executive officer to the LEOCON, is responsible for :
- a The development and maintenance of the contact directory.
 - b The development and review of Standing Operating Procedures.
 - c Staff training.

AGENCY & FUNCTIONAL AREA CONTROL & COORDINATION

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

AGENCY / FUNCTIONAL AREA	LEVEL	EMERGENCY AREA COVERED
Agriculture and Animal Services	Region	Riverina Region
Ambulance Service of NSW	Sector	Riverina Sector
Communication Services	Region	Riverina Region
Engineering Services	Local	Bland LGA
Environmental Services	State	South West Region
Fire Rescue NSW	Region	Leeton Zone (West 7)
Health Services	Area	Murrumbidgee Local Health District
Local Government	Local	Bland LGA
NSW Police Force	Local	Griffith Local Area Command
Public Information Services	Region	Riverina Region
Rural Fire Service	Region	Bland Temora – Reg. West
NSW State Emergency Service	Region	Lachlan Region
Transport Services	Region	South West Region

Welfare Services	Area	Western Region
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AGENCY & FUNCTIONAL AREA CONTROL / COORDINATION CENTRES

417 The locations of Agency & Functional Area Control / Coordination Centres are detailed in **Annex 'B'**.

LOCAL EMERGENCY OPERATIONS CENTRES (LEOC)

418 The location of Local Emergency Operations Centres are detailed in **Annex 'B'**.

LIAISON OFFICER ARRANGEMENTS

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

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

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

422 Liaison Officers are to:

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

COMMUNICATIONS

423 The public switched telephone network is the primary means of communication to and from the LEOC.

424 Alternate means of communication, should the primary means fail or be

unable to provide sufficient flexibility, are mobile telephones or radio communication systems (Bland Shire/RFS PMR).

- 425 Ten (10) “EMPLAN“ telephone lines and four (4) standard lines are installed in the LEOC.
- 426 All Liaison Officers in the LEOC unable to provide their own alternate communications systems should advise the LEOCON of their requirements.
- 427 Assistance can then be sought from REOCON .

INFORMATION AND INTELLIGENCE

- 428 The LEOCON is responsible for the passage of local operational information and intelligence in accordance with the **Local Emergency Operations Centre , Standing Operating Procedures for Bland Shire**.
- 429 During combat agency managed operations the relevant combat agency controller is responsible for the passage of public information to the community and the media, and for operational information and intelligence to the LEOCON and all involved agencies.
- 430 During combat agency managed operations the relevant combat agency controller may request the LEOCON to assume responsibility for the passage of all or certain classes of operational information and intelligence between agencies.
- 431 During operations controlled by the LEOCON, the LEOCON is responsible for:-
- a The passage of operational information and intelligence between all involved agencies, using the LEOC as the collection, processing and distribution point.
 - b the passage of public information to the community.
 - c the release of regular media releases.
 - d ensuring the REOCON is kept informed of developments and forecast support needs.
- 432 The LEOCONs are responsible for the passage of operational information and intelligence to the REOCON during all types of emergency operations.

MEDIA ARRANGEMENTS

- 433 **During operations controlled by a combat agency**, whether or not supported by the LEOCON, media liaison, including the coordination of media briefings and releases, **will be the responsibility of the combat agency**.

- 434 **During emergencies where there is no combat agency, or the combat agency has passed control to the LEOCON**, media liaison, including the coordination of media briefings and liaison, **will be the responsibility of the LEOCON.**
- 435 Arrangements will be made in accordance with the NSW Public Information Services Functional Area Plan.
- 436 Where necessary a Joint Media Information Centre (JMIC) will be established to provide media with a facility which will provide the media with :
- a centralised point of contact
 - media liaison arrangements and the names of Media Liaison Officers
 - verification of information
 - timely, accurate and consistent information
 - Public Information contact arrangements
- 437 If the Local Emergency Operations Centre is activated a Media Liaison Officer will be appointed.

RELEASE OF INFORMATION

- 438 NO information is to be released to the Media, outside organisations or individuals, without the authorisation of the appropriate Controller or Public Information Liaison Officer

MEDIA COVERAGE

- 440 The following are some details in regards to the media coverage in the BLAND Shire

a. Television Stations

Location of TELEVISION STATIONS	Channel / frequency	LOCAL AREAS COVERED
ABC	ABC59 746.5 Mhz	Good coverage across the LGA
SBS	SBS56 725.5 Mhz	Good coverage across the LGA
7 / Prime	CBN62 767.5 Mhz	Good coverage across the LGA
Nine / Win	WIN68 809.5 Mhz	Good coverage across the LGA
Ten	CTC65 788.5 Mhz	Good coverage across the LGA

b. **Radio Stations (AM band)**

Location of RADIO STATIONS (AM band)	Call sign / Frequency	LOCAL AREAS COVERED
2WG	1152	Good coverage
2RG	963	Not available in all areas
ABC Regional CW	549	Not available in all areas
ABC Regional RM	675	Not available in all areas

c. **Radio Stations (FM Band)**

Location of RADIO STATIONS (FM band)	Call sign / Frequency	LOCAL AREAS COVERED
ABC Regional	89.9	Not available in all areas
ABC Regional	100.5	Not available in all areas
ABC JJJ	96.5	Good Coverage
Star FM Wagga	93.1	Not available in all areas
Star FM Griffith	99.7	Not available in all areas
Rock	95.5	Not available in all areas
Gold FM	94.5	Community Radio - West Wyalong only

ROAD INFORMATION

441 A **Road Information Cell** can be activated by the LEOCON to collect, collate and disseminate road information during emergency situations.

Traffic information may be available the Local Council Web Site and the "Live Traffic NSW" site from the Transport Management Centre (Transport for NSW)

PART 5 ROLES AND RESPONSIBILITIES

GENERAL

- 501 The primary operational roles of each of the agencies, functional areas and other organisations described in this part of the plan do not preclude the flexibility to adjust roles or responsibilities if circumstances require such action.
- 502 The agreed roles and responsibilities of functional area participating and supporting organisations are detailed in Supporting Plans.
- 503 The organisations detailed in the following table have been identified in the NSW State EMPLAN, or by agreement at the Region level, as the agencies primarily responsible for controlling the response to the particular emergency.

RESPONSIBILITY FOR CONTROLLING PARTICULAR EMERGENCIES

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

SOURCE OF RISK / EMERGENCY	COMBAT AGENCY / RESPONSIBILITY
Significant Infrastructure Failure or Damage.	Appropriate Emergency Operations Controller (EOCON) under EMPLAN arrangements.
Transport Emergency – Aircraft, Road & Waterway.	Appropriate Emergency Operations Controller (EOCON) under EMPLAN arrangements.

504 The **Local Emergency Operations Controller has control responsibility for all other emergency situations** where a combat agency is not designated, including an aviation emergency.

LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)

505 ROLES

- a. Member of the Local Emergency Management Committee for BLAND Shire.
- b. Chair the Local Rescue Committee for Bland Shire.
- c. **Activate** the arrangements in **this EMPLAN** as required.
- d. Request the Local Area Commander to allocate a Police Officer to perform the Police duties normally performed by the LEOCON.
- e. **Activate and staff the Local Emergency Operations Centre** for BLAND Shire in accordance with the Standing Operating Procedures.
- f. Maintain liaison with adjoining Local Emergency Operations Controllers.
- g. Monitor local level combat agency managed operations.
- h. **Coordinate support** as requested by the combat agency.
- i. Control emergency response and initial recovery operations, when there is no combat agency or where control has been handed over from a combat agency.
- j. Appoint a Senior Operations Officer for the first and subsequent shifts in the Local Emergency Operations Centre.
- k. Ensure the Region Emergency Operations Controller is kept informed of the situation.
- l. Ensure recovery operations are initiated during the earliest stages of response operations and that the Local Recovery Coordinating Committee for Bland Shire is established (where required) to manage long term recovery issues.

Further information

www.mpes.nsw.gov.au

www.emergency.nsw.gov.au

State Emergency & Rescue Management Act 1989

NSW Aviation Emergency Sub Plan

NSW Major Structure Collapse Sub Plan

506 **SITE CONTROLLERS**

- a. Establish a Site Control Point, notify all relevant agencies of its location and requests Liaison Officers from agencies at the site as necessary.
- b. Controls the overall situation and coordinates activities and resources of all agencies at the site.
- c. Determines the priority of actions of the individuals or agencies concerned at the site.
- d. Ensures that perimeters are established and access to the site is controlled.
- e. In consultation with Ambulance and Medical authorities, designate a treatment / triage area and Ambulance loading area, if required.
- f. Designate equipment / personnel assembly areas. marshalling areas, rest areas, media assembly / briefing area and evacuation assemble areas, as required.
- g. Designate a helicopter landing area if required.
- h. Arrange through the EOCON additional support resources as required.
- i. Provide Situation Reports (SITREPS) to the EOCON if requested.
- j. Through agency commanders, coordinate the provision of catering and other support to agency personnel at the site.
- k. Determine and plan resource needs.

507 **LIAISON OFFICERS**

ROLES

- a. It is preferable that any Liaison Officer have the authority or capacity to commit the resources of the agency or functional area they represent/coordinate.
- b. maintain communication links with their own control/coordination centres and/or their counterparts at any other involved local Emergency Operations Centre(s) and at the Riverina Murray REOC.
- c. provide accurate and timely advice to the LEOCON, and other LEOC staff, on the situation, capabilities, status, actions of their agency or functional area, and any forecast requirements.
- d. keep the LEOCON and the LEOC staff informed of the actions taken, and the requirements of their organisation or functional area.
- e. convey the LEOCON's directions, instructions or requests to their agency or functional area, as soon as possible.

FUNCTIONAL AREA COORDINATION AT LOCAL LEVEL

- 508 At State level certain Agencies have been appointed as Functional Area Coordinators, by the State Emergency Management Committee (at the Ministers direction). Their role is to control the activities and coordinate the resources, associated with their respective Functional Areas. The person appointed by each agency to coordinate this role is called the State Functional Area Coordinator.
- 509 In most cases, unless there is a specific delegation, there are no Functional Area coordinators at local level. Indeed, Functional Area Liaison Officers at local level can only represent their Agency on a Local Emergency Management Committee, or during emergency operations.
- 510 If it is considered necessary for emergency operations, a request can be made through either a Region or State Functional level Coordinator to place an appropriate Functional Area Coordinator within a local emergency operations centre.

PARTICIPATING AND SUPPORTING ORGANISATIONS

- 511 The names, agreed roles and responsibilities of participating and supporting organisations within the BLAND Shire are detailed in Local Sub Plans or Functional Area Supporting Plans listed in Annex A.

512

AGRICULTURE AND ANIMAL SERVICES FUNCTIONAL AREA

COORDINATION - at Region / State level by NSW Department of Primary Industry

ROLE OF THE FUNCTIONAL AREA

- a. NSW Department of Primary Industry is the designated **combat agency** for exotic animal diseases operations. This includes implementing procedures in conjunction with National and State authorities for the eradication or control of exotic animal diseases, including:
 1. detection, diagnosis, risk assessment and surveillance of the disease;
 2. destruction and disposal of infected animals, plant and products;
 3. disinfection of contaminated areas, buildings and vehicles;
 4. programs for vector control, e.g. insect, feral and domestic animal control;
 5. quarantine controls for the movement of persons, animals, and plants, and
 6. provision of adequate trained staff to ensure quarantine requirements are observed.

- b. Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
 1. assessment of injured stock
 2. disposal of carcasses;
 3. assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
 4. coordination of the supply and distribution of emergency fodder supplies and other materials;
 5. administration of financial assistance to victims.
 6. Assistance to primary producers suffering emergency induced traumas, in conjunction with the Department of Community Services, and
 7. with the support of participating and supporting organisations, manage the care of companion pets.

- c. With the support of Participating and Supporting Organisations, provide animal care services for wildlife, domestic animals and companion pets of victims evacuated from an area affected by an emergency.

- e. Planning for response and recovery operations for agricultural emergencies and advising on animal care, veterinary public health and plant disease control measures.

- f. **Provide a liaison officer to the LEOC if requested by the LEOCON.**

Local Participating Organisations

NSW Agriculture
Local Land Services
National Parks and Wildlife Service
RSPCA
WIRES

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au

NSW Animal Health Emergency Sub Plan
NSW Agriculture & Animal Services Functional Area Plan

513

AMBULANCE SERVICE OF NSW

LOCAL COMMANDER - Station Officer, West Wyalong

ROLES

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

Local Participating Organisations

Nil

Local Supporting Organisations

NSW Health
St John Ambulance Australia (NSW)

Further information

www.asnsw.health.nsw.gov.au
www.emergency.nsw.gov.au

514

COMMUNICATIONS SERVICES FUNCTIONAL AREA

COORDINATION - at Region / State level

ROLE OF THE FUNCTIONAL AREA

- a. Plan, establish and maintain reliable communications for the control and coordination of emergency response and initial recovery operations.
- b. Maintain resource registers detailing available communications resources, available to the local level.
- c. Maintain communications between Region and Local Emergency Operations Centres during emergency operations.
- d. **Participating or Supporting Organisations will provide a liaison officer to the LEOC if requested by the LEOCON.**

Local Participating Organisations

Nil

Local Supporting Organisations

Nil

Further information www.emergency.nsw.gov.au

NSW Communication Services Functional Area Plan

ENGINEERING SERVICES FUNCTIONAL AREA

COORDINATION – At Region level by Department of Public Works

ROLE OF THE FUNCTIONAL AREA :

- a. Coordinate the all engineering resources required for emergency response and recovery operations. This may include resources to deal with clearance and re-establishment of roads and bridges, demolition and shoring up of buildings, removal of debris and establishment of electrical power, water, sewerage, and gas services, construction of levees to control flooding, maintenance of essential services, resources for containment of hazardous materials and other related matters.
- b. Provide support to Agencies and Functional Areas within the scope of its capability, in particular to rescue groups.
- c. Provide technical engineering and advisory services.
- d. **The Department of Public Works and any Participating or Supporting Organisation will provide a liaison officer to the LEOC if requested by the LEOCON.**

Local Participating Organisations

Bland Council
Department of Commerce
RTA
State Rail Authority

Local Supporting Organisations

Telstra
State Forests
NPWS

Further information

www.emergency.nsw.gov.au

NSW Engineering Services Functional Area Plan
Riverina Region Communications Functional Area Plan

516

ENVIRONMENTAL SERVICES FUNCTIONAL AREA

COORDINATION - at Region / State level by the Environmental Protection Authority

ROLE OF THE FUNCTIONAL AREA:

- a. Protect the environment during emergency response and recovery operations.
- b. Coordinate scientific support for the on scene Controller during operations to combat the pollution of inland waters within Shire.
- c. Advise and coordinate scientific support to the New South Wales Fire Brigades during land based hazardous materials emergencies.
- d. Advise the combat agency, and other Functional Areas or Organisations involved in an emergency, on environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.
- e. Once the material has been rendered safe, direct and coordinate cleanup of hazardous materials which pose a threat to the environment
- f. Conduct post response operations investigations following major incidents or emergencies involving hazardous materials.
- g. **Provide a liaison officer to the LEOC.**

Local Participating Organisations

NSW Health Department
Australian Red Cross (NSW Division)
Department of Community Services
Ambulance Service of NSW
NSW Fire Brigades

Local Supporting Organisations

Bland Council

Further information

www.emergency.nsw.gov.au

NSW Environmental Services Functional Area Plan

517

HEALTH SERVICES FUNCTIONAL AREA

**COORDINATION – by the Murrumbidgee Local Health District
Functional Area Coordinator
(Region HSFAC)**

ROLE OF THE FUNCTIONAL AREA:

- a. Coordinate and control the mobilisation of all health responses to emergencies. This includes medical, public and mental health services including ;
- b. Hospital and medical services for the management of large numbers of casualties.
- c. Provision of field hospital medical teams to manage casualties in the field. This may be prior to, or as an alternative to, later transport to hospital.
- d. Medical and mental health services to welfare centres.
- e. Public health units and scientific specialists, and
- f. Control of communicable diseases.
- g. Provide a liaison officer to the LEOC.

Local Participating Organisations

West Wyalong Hospital

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au

NSW Health Sub Plan

518

PUBLIC INFORMATION SERVICES

COORDINATION - at Region / State level by NSW Police

ROLE OF FUNCTIONAL AREA:

- a. Assist the effective conduct of emergency response and recovery operations by coordinating the release of official and current information to the media and the public about the emergency, including measures being undertaken or planned. This may require:
 1. establishing a Media Information Centre, arranging media conferences on behalf of the LEOCON and when appropriate, arranging access by journalists to the area affected by the emergency;
 2. preparing media releases on behalf of the LEOCON.
 - i. establishing a Joint Media Information Centre (JMIC) for the dissemination of information to the public but excluding enquiries in regards to victims, and
 - ii. preparing, for approval and issuing by the LEOCON, official warnings and messages for broadcast to the public by the regional electronic media.
 - iii. provide a liaison officer to LEOC when requested by the LEOCON

Local Participating Organisations

NSW Police Force
Fire Rescue NSW
Ambulance Service of NSW
NSW Rural Fire Service
NSW State Emergency Service
NSW Department of Primary Industry
Department of Public Works
NSW Health
Transport for NSW
Family and Community Services
Bland Shire Council
Roads and Maritime Services

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au

NSW Public Information Services Functional Area Plan

519

FIRE AND RESCUE NSW

LOCAL COMMANDER - Station Officer, West Wyalong

PRIMARY ROLE

- a. In relation to Fire Districts, prescribed in the New South Wales Fire Brigades Act, 1989 (as amended), is the designated **combat agency** for taking all practicable measures for preventing and extinguishing fires and protecting and saving life and property in case of **fire in any fire Region**
- b. Is the designated **combat agency** for hazardous materials emergencies on land and on inland waters within New South Wales, specifically for taking all practicable measures:
 - 1 for protecting and saving life and property endangered by hazardous material incidents; and
 - 2 for confining or ending such an incident; and
 - 3 for rendering the site of such an incident safe.

OTHER ROLES

- c. Provide fire control services by:
 - 1 dealing with outbreaks of fire and the rescue of persons in fire endangered areas
 - 2 taking such measures as may be practicable to prevent the outbreak of fires; and
 - 3 on land, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape
- d. As determined by the State Rescue Board, provide accredited "rescue units" NSW Fire Brigade Accredited rescue units within the BLAND Shire are located at :-

PRIMARY

F&RNSW

SECONDARY

Nil

- e. Assist in any other response or recovery operations for which the Fire Brigades' training and equipment is suitable, for example, the provision of emergency water supplies and pumping equipment.
- g. **Provide a liaison officer to the LEOC when requested by the LEOCON**

Local Participating Organisations

Fire Rescue NSW
 NSW Rural Fire Service
 National Parks and Wildlife Service
 State Forests of NSW

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au
www.nswfb.nsw.gov.au

NSW Hazardous Materials Sub Plan

520

NSW POLICE FORCE

LOCAL COMMANDER - Sector Supervisor, West Wyalong

ROLES

- a. Is the designated **combat agency** for law enforcement,
- b. Is the designated **combat agency** for searches and rescues
- c. As necessary, control and coordinate the evacuation of victims from the area affected by the emergency.

OTHER RESPONSIBILITIES

- d. Maintain law and order, protect life and property, and provide assistance and support to a Combat Agency, Functional Area and other organisations as required. This may include:
 - i. reconnaissance of the area affected by the emergency;
 - ii. traffic control and crowd control
 - iii. access and egress route security and control
 - iv. identifying the dead and injured, and notifying next of kin
 - v. establishing temporary mortuaries
 - vi. maintaining the security of property
 - vii. statutory investigative requirements, and
 - viii. operation of a public enquiry centre capable of providing general information on the emergency to the public
- e. Respond accredited rescue units to general and specialist rescue situations and control and coordinate rescue operations.
- f. Manage Emergency Management Victim Registration (DVR) and a Emergency Management victim enquiry system capable of :
 - 1. Providing Emergency Management Victim Registration system for victims of emergencies
 - 2. Managing a Emergency Management victim enquiry centre capable of providing relatives and close friends with basic details on the location and safety of victims.

Local Participating Organisations

NSW Police

Local Supporting Organisations

Australian Red Cross (NSW) – for DVR

NSW Health – Emergency Management Victim Identification

Further information

www.emergency.nsw.gov.au

www.police.nsw.gov.au

521

NSW RURAL FIRE SERVICE

LOCAL COMMANDER - Fire Control Officer, Bland Temora

ROLE

- a. Is the designated **combat agency** for **fire emergencies** in relation to Rural Fire Regions, as prescribed in the Rural Fires Act.

OTHER ROLES

- b. Provide fire control services by:
1. dealing with outbreaks of bush fire and the rescue of persons in bush fire endangered areas; and
 2. taking such measures as may be practicable to prevent the outbreak of bush fires.
- c. Assist in any other response or recovery operations for which the Rural Fire Services' training and equipment is suitable.
- d. **Provide a Liaison Officer to the LEOC when requested by the LEOCON**

Local Participating Organisations

NSW Rural Fire Service
Fire and Rescue NSW
National Parks and Wildlife Service
State Forests of NSW
Bland Council

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au
www.rfs.nsw.gov.au

Bland Bushfire Operations Plan
State Bush Fire Plan

522

NSW STATE EMERGENCY SERVICE

Local Commander - Local Controller, Bland Shire

- a. To act as the combat agency for dealing with floods to protect persons from dangers to their safety and health, and to protect property from destruction or damage (including the establishment of flood warning systems) and to co-ordinate the evacuation and welfare of affected communities (See Note 1 below). Floods include those resulting from dam failure, storm induced coastal inundation, and tsunamis.
- b. To act as the combat agency for damage control for storms to protect persons from dangers to their safety and health, and to protect property from destruction or damage (including coastal erosion) and to co-ordinate the evacuation and welfare of affected communities (See Note 1 below).
- c. To arrange for the collation, assessment and public dissemination of information (including warnings) relating to floods and storms.
- d. As directed by the State Emergency Operations Controller, to deal with an emergency where no other agency has lawful authority to assume command of the emergency operation.
- e. To assist the State Emergency Operations Controller to carry out emergency management functions relating to the prevention of, preparation for, response to and recovery from emergencies in accordance with the State Emergency and Rescue Management Act 1989.
- f. To assist, at their request, members of NSW Police, Fire and Rescue NSW, the NSW Rural Fire Service or the Ambulance Service of New South Wales in dealing with any incident or emergency.
- g. To maintain effective liaison with all emergency services organisations.
- h. To carry out such other functions as may be assigned to it by or under the State Emergency Service Act 1989 or any other Act, or by the State Emergency Operations Controller or the Minister.
- i. To undertake planning and make preparation for the purpose of enabling the Service's functions under the State Emergency Service Act 1989 to be exercised in the most effective manner.

Local Participating Organisations

Nil

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au

www.ses.nsw.gov.au

Local Flood Plan
State Flood Plan
State Storm Plan

523

TRANSPORT SERVICES

COORDINATION - at Region / State level by Transport for NSW

ROLES:

- a. Coordinate the provision of transport support as required by other Agencies and Functional Areas, whilst maintaining as far as practicable, the normal operations and activities of public and commercial transport services. Tasks for providing transport to other Services or areas might include:
 1. movement of emergency equipment and personnel;
 2. movement of emergency supplies and goods including water, fuel and food;
 3. evacuation of people; and
 4. assistance for medical transport at the request of the Ambulance Service.
- b. Maintain and operate a road condition/closure advisory service to Agencies, other Functional Areas and members of the public.
- c. Provide a liaison officer to the LEOC when requested by the LEOCON

Local Participating Organisations

Nil

Local Supporting Organisations

Nil

Further information

www.emergency.nsw.gov.au

State Transport Services Functional Area Plan

WELFARE SERVICES

COORDINATION - at Region / State level by Family and Community Services

- a. During response and initial recovery
 - 1. establish Evacuation to manage the provision of short term emergency accommodation, essential material needs and the deliver welfare services to victims of major incidents and emergencies ;
 - 2. coordinate welfare information and advisory services to victims;
 - 3. coordinate personal welfare support and referral services;
 - 4. Coordinate immediate financial aid ;
 - 5. establish a support unit to coordinate and distribute offers of donated relief aid;
 - 6. coordinate mobile welfare service teams;
 - 7. ensure, in conjunction with Agricultural Services, the provision of companion animal care, and
 - 8. ensure, in conjunction with Health Services, the provision of medical and mental health (counselling) services.
- b. Mobilise and coordinate catering facilities and services to provide:
 - 1. feeding of victims of emergencies including evacuees in transit or in Evacuation and Welfare/Recovery Centres, and displaced or homeless people in short term emergency accommodation centres,
 - 2. by arrangement, meals for personnel engaged in emergency response and initial recovery operations.
- c. Coordinate emergency accommodation for homeless victims of emergencies;
- d. Arrange for the acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites, and
- e. Provide emergency financial assistance to victims of emergencies.
- F Provide a liaison officer to the LEOC.
- g. Provide appropriate personnel as member/s of the Local Recovery Coordinating Committee for Bland Shire (if formed).
- h. Provide a liaison officer to the LEOC when requested by the LEOCON

Local Participating Organisations

Nil

Local Supporting Organisations

Nil

Further information

www.mpes.nsw.gov.au
www.community.nsw.gov.au

State Recovery Supporting Plan

OTHER AGENCIES AND ORGANISATIONS

525 **BLAND SHIRE COUNCIL**

ROLES:

At the request of LEOCON:-

- a. provide human, plant, equipment and material resources, as available and as required, to assist during an emergency .
- b. Coordinate public health aspects for Emergency Management response and recovery operations.
- c. provide expertise and technical support.
- d. provide executive support and other assistance to maintain the Bland LEOC.
- e. Support local recovery operations.
- f. Provide a liaison officer to the Bland LEOC
- g. Appoint a Local Emergency Management Officer (LEMO) to provide executive and operational support to the LEOCON for Bland Shire and the LEOC for Bland Shire.
- h. Provide a liaison officer to the LEOC when requested by the LEOCON
- i. Provide the required traffic management

526 **RESCUE**

Rescue resources (accredited or otherwise) are coordinated by the Police in accordance with the requirements of the State Emergency & Rescue Management Act 1989 (as amended) and the NSW State Rescue Policy.

PART 6 RESPONSE

ACTIVATION AT LOCAL LEVEL

- 601 The arrangements in this EMPLAN are activated by the Local Emergency Operations Controller (LEOCON). (For Bland Shire Emergency Operation Centre – Operating Guidelines refer to Annex G of this document).
- 602 These arrangements are activated for emergency situations when :-
- a. a combat agency is in control and the LEOCON is monitoring the situation, or
 - b. a combat agency is in control and requires support from the LEOCON, or
 - c. a combat agency has passed control to the LEOCON, or
 - d. there is NO combat agency
- 603 The EOCON will **automatically** activate the arrangements in this EMPLAN whenever:-
- a. an emergency is declared and a person appointed to take charge of fire fighting operations, under the provisions of the Rural Fires Act 1997; and/or
 - b. The Bland Shire Local SES Controller is conducting flood, storm/tempest operations, under the provisions of the State Emergency Service Act, 1989.
- 604 In either case, the LEOCON, other Emergency Services, Functional Areas and other Agencies are to be prepared to provide support as requested by the "Chief Co-ordinators Appointee" in the case of bush fires, or a SES Local Controller in the case of floods and storms.

STAGES OF ACTIVATION

605 STAGES OF ACTIVATION

The EOC will NOT be staffed until required by the LEOCON. The five stages of activation are:

PHASE	ACTION
<p>NORMAL (WHITE)</p> <p>Signifies the facility is operating in its normal capacity or function</p>	<p>The LEOCON, on receipt of advice of an incident which could escalate to an emergency, or which could require co-ordination of support, will:</p> <ol style="list-style-type: none"> a) monitor the situation; and b) inform: <ul style="list-style-type: none"> • The LEMO; • ALL Emergency Service Controllers; • ALL relevant agencies who provide a service in a Functional Area; and • The REMO. <p>The LEOCON will thereafter activate the EOC to an appropriate state of readiness.</p>
<p>STAND BY (YELLOW)</p> <p>Signifies the facility is activated to a heightened state of readiness</p>	<p>The Combat Agency advises the LEOCON that assistance under DISPLAN arrangements may be required, or the LEOCON determines that a local level emergency operation is likely to be required.</p> <p>The LEOCON will:</p> <ol style="list-style-type: none"> a) monitor the situation; b) activate the DISPLAN arrangements; c) activate the EOC (if required) and brief ALL staff; d) place all relevant Emergency Service Functional Area Liaison Officers on STAND BY; and e) brief the REOCON.
<p>OPERATIONAL (RED)</p> <p>Signifies the facility is activated and controlling/ coordinating resources</p>	<p>The Combat Agency advises the LEOCON that support is required, or the LEOCON determines that a local level emergency operation is required, or a pre-emptive activation is required due to a catastrophic fire rating.</p> <p>The LEOCON will:</p> <ol style="list-style-type: none"> a) activate the EOC in accordance with these SOPs; b) request ALL relevant Emergency Service & Functional Area Liaison Officers to report to the EOC or wherever else deemed appropriate; and c) liaise with the REOCON as required. <p>Liaison Officers will:</p> <ol style="list-style-type: none"> a) maintain contact with their respective agencies and respond with resources as directed by the LEOCON.
<p>STAND DOWN (GREEN)</p> <p>Signifies the facility is in the process of return to Normal (White) status</p>	<p>The LEOCON determines that support is no longer required and the EOC should close down. LEOCON will:</p> <ol style="list-style-type: none"> a) hand control to the Combat Agency and advise regarding the continuing recovery and restoration measures put in place; b) advise ALL relevant Emergency Service & Functional Area Liaison Officers. c) advise the REOCON & issue final SITREP; d) ensure all required documents including logs are filed by the LEMO; e) conduct a debrief; f) replenish stores; g) clean off display boards; and h) stow/secure all EOC equipment and resources.

RESOURCE DEPLOYMENT

606 The LEOCON, in consultation with the combat agency, and LEOC Liaison Officers, will determine priorities for deployment of resources being coordinated.

LOGISTIC SUPPORT (Supply of Goods and Services)

607 Agencies will be responsible for providing their own logistic support, including re-supply and relief of their own personnel.

608 Agencies will also be responsible for advising the LEOCON of any specific requirements which cannot be met from their own resources.

609 Where practicable, normal procedures within existing delegations should be used for the acquisition and supply of goods/services.

610 Any request for the supply of goods and services is to be made through the appropriate agency or functional area, which has the responsibility for provision of those goods and services, and the capacity to fund the request.

611 A resource support group may be established in the LEOC to assist in the coordination of logistic support.

612 The tasks of the Resource Support Group include :

- a. Coordinate and process requests for logistic support from Agencies and Functional Areas,
- b. Monitor operations and planning , to identify logistic implications and to forecast logistic requirements, and
- c. Provide advice on logistic matters to the LEOCON.

613 When emergency response and initial recovery operations are being conducted by a combat agency and the arrangements in this EMPLAN have NOT been activated, any request for emergency management support is to be referred to the LEOCON.

EXPENDITURE AND RECOVERY OF FUNDS

614 Expenditure of funds by Agencies, Participating organisations and Supporting organisations, during emergency response and recovery operations, is to be met **in the first instance from within their normal operating budgets or any special emergency financial arrangements.**

615 Should the level of expenditure prevent the providing Agency/Functional Area from continuing normal operations for the remainder of the financial year, Treasury may provide supplementation, but there is no guarantee that funding will be provided.

616 The cost of providing goods and services from the private sector, during emergency response and recovery operations, is to be met by the requesting agency or functional area.

- 617 Certain expenditure incurred during natural Emergency Managements may be included under Commonwealth / State funding arrangements.
- 618 In view of the above, **all Liaison Officers in the EOC must be aware of their Agency / Organisational or Functional Area financial delegations and procedures and fully document commitments and expenditure relating to the emergency operation.**

AUSTRALIAN DEFENCE FORCE ASSISTANCE

- 619 The type of assistance available from the Australian Defence Force (ADF) during an emergency is:

Defence assistance to the Civil Community (DACC).

DACC is the provision of Defence Force personnel, equipment, facilities or capabilities to perform emergency tasks which are primarily the responsibility of civil authorities or organisations, and **for which New South Wales lacks the necessary equipment or resources**; and

- 620 **ADF POLICY**
ADF support is available where State authorities are unable to cope.
Details of the emergency categories of DACC are as follows:

621 **CATEGORY 1**

Immediate assistance by a local area ADF Service Commander where:

- a. Immediate action is necessary to save human life or alleviate suffering, or prevent extensive loss of animal life, or loss or damage to property;
- b. Local resources are inadequate, not available or cannot be mobilised in time; and
- c. Immediate assistance can be provided from within the resources available.
- d. Category 1 assistance requests are passed directly by the LEOCON to the ADF Service Commander in the particular Local Area, who has the authority to provide support if the resources are available. The REOCON is to be informed whenever this occurs.

622 **OTHER CATEGORIES**

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

These emergency assistance requests MUST be passed through Local Emergency Operations Controllers to the Region Emergency Operations Controller for referral **to the State Emergency Operations Controller**, who is authorised to

request assistance from the Commonwealth through Emergency Management Australia (EMA).

NOTE:

- a. ADF resources made available for operations remain under the command of Defence Force Commanders who are responsive to the Emergency Operations Controller to whom they are providing support.
- b. The ADF provides deployed elements with administrative support.
- c. ADF resources are made available **for specific tasks**, and their tasking is **not to be changed** except as arranged between the State Emergency Operations Controller and Emergency Management Australia (EMA).

623 USAR RESOURCES

NSW has developed extensive USAR resources. Although developed specifically for USAR operations, these resources may be useful in emergencies other than major structural collapse. The resources, including technical advice, personnel or equipment, can be accessed utilising the normal Emergency Management Arrangements without the need to activate the Major Structural Collapse Plan.

EVACUATIONS

624 Evacuation of persons or animals from an area of danger or potential danger is a strategy in combating any hazard impact.

DECISION

625 Any decision to evacuate persons or animals should only be made after considerable planning and looking at all possible options and strategies. There are many tasks which will need to be done that will affect the operational capabilities for ongoing operations and may require considerable resources.

626 Evacuations require many tasks to be completed by various agencies and this necessitates a controlled and coordinated approach to ensure that evacuation is timely, efficient and that evacuees needs are met.

627 In some circumstances it may be appropriate for people/animals to remain in their homes and take other measures to ensure their safety. Be guided by the combat agency (if any).

628 The Agency with the authority to order an evacuation is to ensure that the effected community is informed, through a Public Education programme, of the proposed evacuation strategies.

629 The Controller responsible at the time (either combat agency or LEOCON/REOCON) will determine the need for evacuation. Ideally the decision should only be made after liaison with all agencies likely to be involved or affected.

630 If evacuation is the preferred option, the Controller will consult with the Local Welfare Services Functional Area Coordinator to identify a safe and suitable Evacuation Area or Evacuation Centre.

AUTHORITY

631 The authority to order an evacuation should also be made clear. The following table indicates which individuals and agencies have authority to order the evacuation of people and/or animals.

INDIVIDUAL / AGENCY	CIRCUMSTANCES
The Minister for Emergency Services, or an “emergency services officer” (as defined) when authorised by the Minister	During a declared State of Emergency direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them and/or not to enter an emergency area or part thereof. (S.37 - State Emergency & Rescue Management Act)
A senior Police Officer (of or above the rank of Sergeant)	If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by actual or imminent emergency (S.60L - State Emergency & Rescue Management Act)
A Police Officer	In support of the authority of a member of the Fire Brigade acting under the Chief Officers orders and to assist him or her where the persons are or the property is endangered by fire or hazardous materials. S.25 - Fire Brigades Act
A Police Officer and all other members of emergency service organisations	In recognition of the authority of the Director General and emergency officers (as defined) provide assistance in connection with flood, storm or tempest operations. S.21 - State Emergency Service Act
The Fire Rescue NSW officer in charge at a fire or a hazardous materials incident	Take such measures as the officer thinks fit to protect life and property and to remove any person, vehicle, vessel or thing which might interfere with the work of Fire & Rescue NSW S.13,19 - Fire Brigades Act
The Commissioner of the State Emergency Service or an “emergency officer (as defined) when authorised by the Commissioner.	Direct a person to leave a premises and move out of an emergency area or part thereof, taking any persons in their care with them and/or not to enter an emergency area or part thereof. S.22 - State Emergency Service Act
State Emergency Service	Authority is limited to the evacuation of people during flood and storm or at the direction of the State Emergency Operations Controller S.19,20 – State Emergency Service Act
Ambulance Service	The Ambulance Service may be directed by the Police Service to assist in the conduct of evacuations, or, during a declared State Of Emergency, by an authorised officer as determined under S37 of the State Emergency & Rescue Management Act. Evacuation of medical facilities such as hospitals or nursing homes will be at the discretion of the Medical Controller.
Local Government Authorities	In connection with fire safety related to buildings, the issue of orders to cease use of the premises, evacuate premises, to leave premises and not to enter premises. S.124 - Local Government Act

EVACUATION WARNINGS

- 632 Evacuation warnings to the public, or any advice not to evacuate, will be authorised and released by a person or agency responsible for controlling the situation.
- 633 The controlling agency will determine the most appropriate and effective method to disseminate warnings. This may include :
- a. Electronic media
 - b. Public address systems
 - c. Evacuation teams using door knocks etc.
- 634 Any warning message should contain (if possible) :
- a. A clear instruction to evacuate and the location of assembly areas and transport arrangements to/from Welfare Centres
 - b. The location of Welfare Centres (for self evacuees)
 - c. Authorised safe route/s to Welfare Centres
 - d. Arrangements for children in schools
 - e. Arrangements for elderly or infirm persons.
 - f. Arrangements for animals.
 - g. What people should bring with them
 - h. Likely duration of the evacuation
 - i. Phone number or contact point for further details

A guide to the content of emergency warning messages is included in annex e.

- 635 A Media contact directory is maintained by the LEMO for the LEOC.

WITHDRAWAL

- 636 Provided it is within their capabilities, authorised agencies may conduct evacuations but MUST liaise with the Police in regards to security of the evacuated area, or the area to be evacuated. Consultation must also occur with any necessary supporting organisations.
- 637 If requested by a Combat Agency Controller/Commander, the Police will control and coordinate the evacuation of people to an appropriate/identified evacuation centre, secure the evacuated area and supervise Emergency Management Victim Registration.
- 638 Transport arrangements required will be arranged through the Transport Services Functional Area Coordinator.
- 639 Buildings which have been evacuated are to be identified as directed by the controlling authority and appropriate records maintained for reference and checking purposes.

SHELTER

- 640 The Welfare Service Coordinator is to :
- a. Arrange for staffing of the identified Welfare Centres in time to receive evacuees.
 - b. Provide welfare support services to evacuees in accordance with the Welfare Services Functional Area Supporting Plan, and
 - c. Address longer term welfare requirements

RETURN

- 641 The Agency / authority which authorised the evacuation will determine, in consultation with :
- a. the Recovery Coordinating Committee (if established),
 - b. The local Welfare Services Functional Area Coordinator
 - c. The local Engineering Services Functional Area Coordinator, and
 - d. The local Health Services Functional Area Coordinator
- when it is / will be safe for evacuees to return to their homes and also make arrangements for evacuees to be advised as soon as possible.
- 642 Transport of evacuees (if required) is to be arranged by the Local Transport Services Functional Area Coordinator.

ROAD CLOSURES

643 The authority to close roads is vested in many Agencies. The following table indicates those Agencies which have that authority and the circumstances when that authority can be exercised.

AUTHORITY TO CLOSE ROADS

INDIVIDUAL / ORGANISATION	CIRCUMSTANCES
Police	Close any public street to traffic during any temporary obstruction or danger. (S. 23 Traffic Act)
	Close off the whole or any part of a “park” (as defined) and its roads to the public. (S. 155 National Parks & Wildlife Act)
The Minister, or an “Emergency Services Officer” (as defined) when authorised by the Minister.	During a declared State of Emergency , direct a person not to enter an emergency area or part thereof. (S.37 - SERM Act)
The Officer in Charge at a fire or hazardous materials incident.	Close any street in the vicinity of a fire or hazardous materials incident. (S. 13 Fire Brigades Act)
Officer in charge of a Rural Fire incident or other emergency.	Close any street or public place in the vicinity of a fire, incident or other emergency. (S. 24 - Rural Fires Act)
The Director General, State Emergency Service, or an “Emergency Officer” (as defined) when authorised by the Director General.	Direct a person not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act)
The Ambulance Service	Close a road for the protection of persons from injury or death, whether or not those persons are sick or injured. (S. 12 - Ambulance Service Act)
The Minister for Agriculture	Restriction of entry to and exit from a quarantined area and closure of roads which pass through a restricted area to vehicles and stock. (S. 12 &15 - Stock Diseases Act)
Department of Agriculture Inspectors	Declaration of entry and exit points during an exotic disease outbreak. (S. 13 - Exotic Diseases of Animals Act)

INDIVIDUAL / ORGANISATION	CIRCUMSTANCES
A Roads Authority (as defined)	Close roads to protect the public from hazards on the public road. (S. 115 - Roads Act) Note: This power is rarely used in emergencies as the powers of Emergency Services Officers generally suffice. It relates only to those roads for which Council is deemed to be the "Roads Authority".
A Roads Authority (as defined)	Roads Authority applies to RMS for consent to regulate traffic. (S. 116 – Roads Act)
Minister	Minister may direct Roads Authority to exercise traffic regulation powers. (S. 120 – Roads Act) Minister may regulate traffic in certain circumstances. (S. 121 – Roads Act)
A Roads Authority (as defined)	Roads Authority may temporarily regulate traffic including prohibiting vehicles to pass. (S. 122 – Roads Act) NOTE: This does not apply to Emergency Vehicles.
A Roads Authority (as defined)	Roads Authority may temporarily close ferries. (Clause 56 – Roads [General] Regulation)

ADVICE OF ROAD CLOSURES

- 644 When an authorised person closes or opens or regulates traffic flow on a major road the Transport for NSW Transport Management Centre (TMC) is to be notified, together with any other appropriate organisations, including Police.
- 645 The Transport for NSW Transport Management Centre will:
 - a **Deploy RMS Traffic Commanders/road crews to major unplanned emergency incidents;**
 - b **Accept responsibility for traffic management from the incident perimeter into the rest of the road network;**
 - c **Take the lead role in communicating traffic management arrangements / issues to the media; and**
 - d **Provide close support to the Police Incident Commander for traffic management within an incident perimeter;**
 - e **Utilise the expertise of the Regional Traffic operations Manager (TOM) to coordinate all traffic management resources on the State Road Network in consultation with the NSW Police Force;**
 - f **Provide a comprehensive and timely response of specialized resources to support traffic management.**
- 646 Unless otherwise advised by the LEOCON, when any major road within the local area is closed for any reason during a local level operation, the LEOC and REOC (if operational) is to be advised.

LOGISTIC SUPPORT (SUPPLY OF GOODS AND SERVICES)

- 647 Agencies are responsible for providing their own logistic support, including re-supply and relief of their own personnel.
- 648 Agencies are responsible for advising the REOCON of any specific requirements which cannot be met from their own resources.

- 649 Any request for supply of goods and/or services is to be made through the appropriate Agency or Functional Area which has responsibility for provision of those goods and/or services and the capability to fund the request.

EXPENDITURE AND RECOVERY OF FUNDS

- 650 Agencies which are Government Departments or Authorities & Functional Area Coordinators meet the cost of providing goods and/or services, including Liaison Officers, during emergency response or recovery operations in the first instance from their normal operating budgets.
- 651 Should the expenditure be of such a magnitude as to prevent the providing Agencies or Functional Areas from continuing their normal operations for the remainder of the financial year, Treasury may provide supplementation, but Departments cannot be guaranteed that funding will be provided.
- 652 For private sector organisations or personnel, the cost of providing goods and/or services during emergency response or recovery operations is to be met by the requesting Agency or Functional Area.
- 653 Certain expenditure incurred during emergency response or recovery operations following natural Emergency Managements may be included under the Commonwealth / State funding arrangements.
- 654 In view of the above, all Liaison Officers in the LEOC must be aware of their Agency or Functional Area financial delegations and procedures and fully document expenditure relating to the emergency operation.

STAND DOWN AND OPERATIONAL DEBRIEFS

- 655 The relevant Combat Agency Controller is responsible for issuing the Stand Down and conducting a debrief of all agencies involved in local level Combat Agency managed operations. The controller is also to provide the LEOCON with a report on the operation and debrief, for presentation to the LEMC.
- 656 The LEOCON, in consultation with the relevant Combat Agency, if appropriate, is responsible for issuing the LEOC Stand Down and conducting a debrief of all agencies that were controlled or coordinated by the LEOCON during:
- g Local level supported operations; or**
 - h LEOCON controlled Local level emergency operations .**
- 657 Following ALL emergency operations:
- i The LEOCON will debrief LEOC staff before closing the LEOC;**
 - j Each agency involved in an operation is to conduct a debrief of its own personnel and report to the LEOCON within fourteen days of the issue of the Stand Down;**
 - k The LEOCON will conduct a combined agencies debrief within twenty one days of the issue of the Stand Down; and**
 - l The LEOCON will report to the REOCON on lessons learned from the operation and matters highlighted during the debrief.**
 - m The LEOCON will also report to the LEMC on lessons learned from the operation and matters highlighted during the debrief.**

PART 7 RECOVERY

EMERGENCY RECOVERY OPERATIONS

701. Emergency Recovery Operations in NSW will be conducted in accordance with the NSW Recovery Plan. (www.mpes.nsw.gov.au follow the links to Plans, Sub & Supporting Plans
702. As soon as possible following an emergency, the Local Emergency Management Committee (LEMC) will meet to discuss recovery implications including the need for a Local Recovery Committee. The LEMC will consider any impact assessment in determining the need for recovery arrangements. This is conveyed in the first instance to the SEOCOn for confirmation with the SERCon.
703. Those involved in contributing to recovery operations should keep in mind that the whole purpose of such operations is to assist the affected community to manage its own recovery, while recognising that there will invariably be a requirement for external technical, physical and financial assistance.

PRINCIPLES

704. Emergency Management recovery is most effective when the following nationally recognised principles are applied:
705. The recovery process will commence as soon as possible during and following the impact and every effort will be made to ensure that individuals from the affected communities are actively involved in their own recovery.
706. Management of recovery services should, whenever possible, occur at local level, although Region and, on occasions, State support will be required.
707. Recovery services are most effective when managed by an identified recovery coordinator.
708. The appointment of a Recovery Coordinator will be done in consultation with the SERCON.

PLANNING FOR RECOVERY

709. Emergency Management Committees at all levels are responsible for recovery planning, which is to be undertaken in accordance with the principles contained herein, and the relevant State level supporting plans & sub plans.
710. The main roles of Recovery Committees are:
 - a) Coordinate arrangements to make an initial assessment of the impact;
 - b) Establish priorities;
 - c) Identify shortfalls in resources;
 - d) Coordinate provision of services; and
 - e) Keep the community informed of recovery strategies.

RECOVERY AT LOCAL LEVEL

711. As soon as possible following an emergency, the LEMC is to meet in order to consider the need to form a Local Recovery Committee. The advice is then forwarded to SEOCOn who then consults with SERCON over the Recovery requirements
712. The LEMC provides a good basis for a Local Recovery Committee, but local community groups such as the local Chamber of Commerce and non-

government agencies should be added. The Combat Agency will need to attend the early meetings to provide an overview of the situation.

- 713. Coordination of the recovery operation may occur from local or Region level.
- 714. The REMO and appropriate Region Functional Area Coordinators (eg Health, Welfare, Engineering and Agriculture) are to be invited to the initial meeting and to subsequent meetings as required.

LOCAL RECOVERY COORDINATORS

- 715. The appointment of a Local Recovery Coordinator is critical to the success of recovery operations. This should be discussed by the LEMC when it meets to consider forming the Local Recovery Coordination Committee. The appointment of the coordinator will occur in consultation with the SERCON, who will consider the recommendation of the LEMC.
- 716. In the event that there is likely to be the need for significant outside resources, the SERCON on the advice of the LEMC/DEMC may recommend the appointment of a higher level Recovery Coordinator.

HIGHER LEVEL RECOVERY COORDINATORS

- 717. In the event that the need is identified for a higher level Recovery Coordinator to be appointed, the REOCON, as Chair of the Region Emergency Management Committee will consult with the SEOCON who will consult with the SERCON about appointing a higher level coordinator.

RECOVERY AT REGION LEVEL

- 718. In the event that an emergency affects several local areas, a Region Emergency Management Committee (DEMC) will meet to discuss recovery implications including the need for a Region Recovery Committee. This is conveyed in the first instance to the SEOCon for confirmation with the SERCon.
- 719. Once the need for recovery has been identified, the SERCon, in consultation with the SEOCon, may recommend the appointment of a Region Recovery Coordinator and nominate an appropriate candidate to the Minister for Emergency Services.
- 720. The SERCon may send a representative to the DEMC and subsequent recovery meetings to provide expert recovery advice and guidance.
- 721. The Combat Agency Controller and Region Emergency Operations Controller (REOCON) attend recovery meetings to provide an overview of the situation.
- 722. Where a Region Recovery Committee is established and local recovery committees have not been established, a key consideration may be the need to establish Local Recovery Committees to coordinate the recovery at the local level.

LONG TERM RECOVERY

- 723. In the event that long term recovery and reconstruction are going to be needed, SERCON and the SEMC may recommend to the Minister or Premier the formation of a Special Recovery Coordinating Committee to coordinate long term recovery planning and coordination.
- 724. The Minister or Premier may appoint a Special Recovery Coordinator, who if so appointed is to be the Chairperson of the Special Recovery Coordinating Committee, and will normally report directly to Government.

RECOVERY CENTRES

- 725 Delivery of recovery services is undertaken from Recovery Centres, which brings together all service providers within one location.
- 726 Recovery Centres will be established in cooperation with local government.
- 727 The need to establish Recovery Centres will be considered whenever there is an emergency.
- 728 The decision to establish a Recovery Centre is made by the Department of Community Services Emergency Management Recovery - Human Services Manager in consultation with the relevant Emergency Service organisation.
- 729 The agencies providing services in the centre may include:
- a) Family & Community Services;
 - b) Community Partners and Agencies (non government organisations);
 - c) Public Works;
 - d) Industry and Investment NSW;
 - e) NSW Rural Assistance Authority;
 - f) NSW Health Department;
 - g) Dept of Housing;
 - h) Centrelink;
 - l) Utility service providers;
 - j) Office of Fair Trading; and
 - k) Telecommunications providers.
 - l) Local Government
 - m) Roads and Maritime Services
- 730 A Recovery Centre may include the following facilities:
- a) Security for access – separating clients from the general office;
 - b) Reception area;
 - c) Interview rooms;
 - d) Meeting room;
 - e) Staff room;
 - f) Storage area; and
 - g) Administration area and offices.

EMERGENCY FINANCIAL ASSISTANCE

- 731 The [Welfare Services Functional Area](#) coordinates emergency financial assistance to persons affected by emergencies.
- 732 Emergency financial assistance to victims of emergencies is coordinated by the [Family & Community Services](#).
- 733 The [Rural Assistance Authority](#) administers some assistance programs to farmers and small business.
- 734 Other government Agencies if a Declaration of Natural Emergency is made

And the NSW Natural Emergency Management Relief and Recovery Arrangements are activated. See EOC Guidelines Form & Tools 4 of the NSW Recovery Plan. [Click here](#)

Public Appeals and Donations

- 735 Any appeal should always be based on the identified needs of those impacted through a needs assessment.**
- 736 Monetary donations are usually the most efficient and effective means for members of the public to support recovery efforts. Monetary donations allow goods to be purchased locally where possible, to ensure appropriateness of the goods for the community and to assist the local economy.**
- 736 It is recommended that recovery committees actively discourage individual material donations. The logistics of transporting and distributing material donations can often be very expensive and time consuming and may not best meet the needs of the community. They reduce the capacity of persons affected by emergencies to manage their own recovery.**
- 737 If a public appeal is to be run, a separate group independent of the Recovery Committee should be established to manage any appeals and donations.**

PART 8 ANNEXES

- A LOCAL SUPPORTING PLANS AND SUB PLANS
- B. OPERATIONAL CONTROL AND CO-ORDINATION RELATIONSHIPS
- C. VULNERABLE COMMUNITIES*
- D LIST OF NEIGHBOURHOOD SAFER PLACES
- E. POTENTIAL ASSEMBLY AREAS*
- F. POTENTIAL EVACUATION CENTRES*
- G. EOC OPERATING GUIDELINES*
- H. LEMC CONTACT DIRECTORY*

* These EOC Guidelines Form & Tools are restricted and do not appear in the public version of this document.

LOCAL SUPPORTING PLANS AND SUB PLANS

SUB PLANS

- Bland Local Flood Plan
- Bland Temora Bush Fire Risk Management Plan
- West Wyalong Aerodrome Emergency Plan

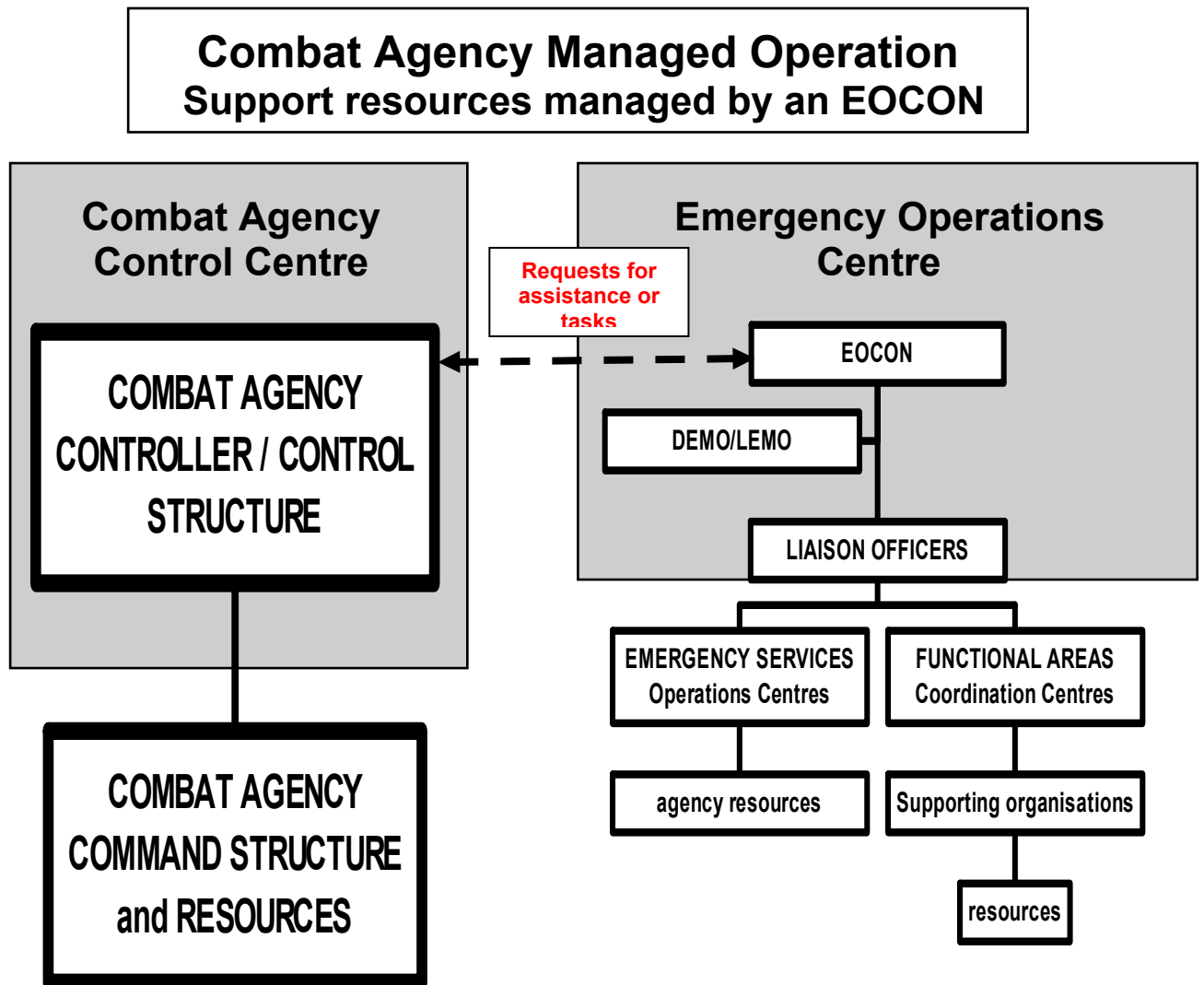
SUPPORTING PLANS

- FACS Western Region Emergency Management Disaster Recovery – Human Services Functional Area Supporting Plan

OTHER PLANS

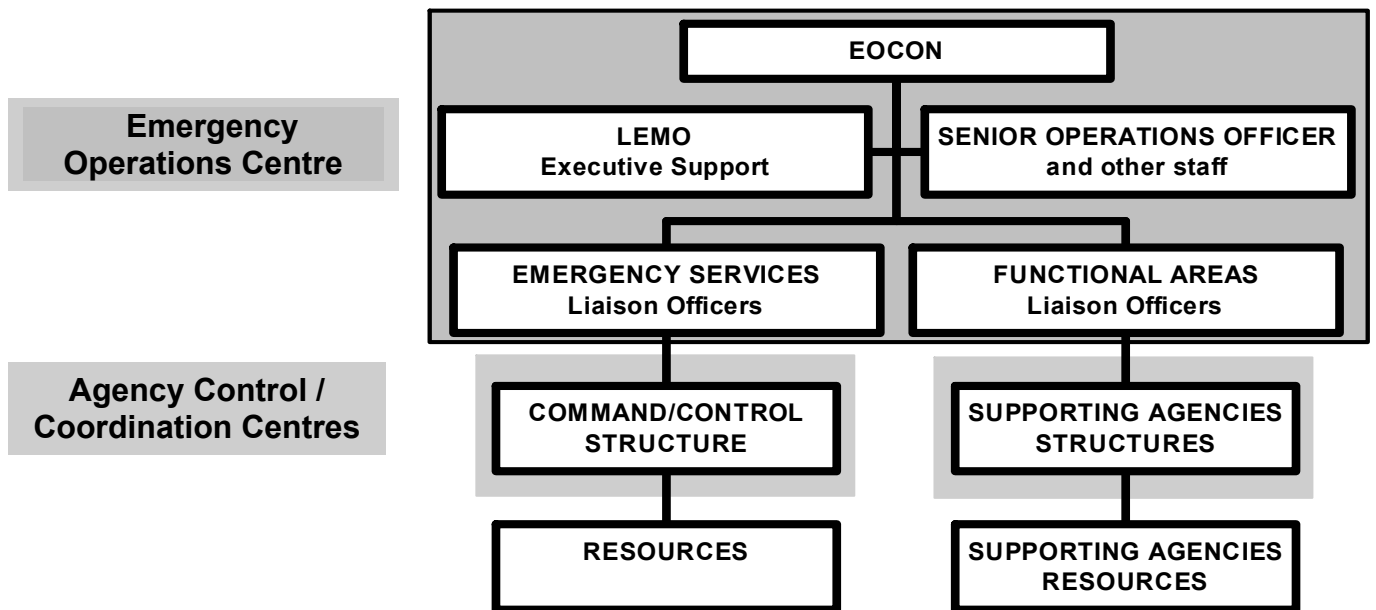
- Barrick Cowal Gold – Emergency Management Plan

**OPERATIONAL CONTROL AND CO-ORDINATION
RELATIONSHIPS**



CONTROL AND COORDINATION RELATIONSHIPS CON'T

Emergency Operations Controlled by the EOCON



Local Emergency Management Plan (EMPLAN) for Bland Shire

TYPE OF EMERGENCY OPERATION	SITUATION	CONTROL STRUCTURE	PLANNING	INFORMATION / LIAISON
OPERATIONS CONTROLLED BY A COMBAT AGENCY	<ol style="list-style-type: none"> 1. Combat Agency alone or with other emergency service and/or functional area support 2. Combat Agency supported by emergency management arrangements 	<p>Combat agency controls ALL aspects of the operation including all resource support.</p> <p>Combat Agency controls the operation and requests the LEOCON \ REOCON to coordinate resource support and/or undertake certain tasks</p> <p>The REOC/LEOC may become a resource coordination centre and /or a control centre if necessary to manage allocated tasks.</p>	<p>Support tasks which can be foreseen are agreed and reflected in Combat Agency Plans (Sub -Plans) or Functional Area Plans (Supporting Plans) where applicable</p> <p>Support tasks which can be foreseen are agreed to and reflected in EMPLAN, Combat Agency Plans (Sub -Plans) or Functional Area Plans (Supporting Plans) where applicable.</p> <p>Unforeseen support can be :</p> <ol style="list-style-type: none"> 1. coordinated by LEOCON \ REOCON or 2. the combat agency can deal direct with supporting agencies. (In this case the LEOCON \ REOCON MUST be kept informed by the Combat Agency.) 	<p>Liaison Officers at combat agency centre. It is the responsibility of the combat agency to ensure that the LEOCON \ REOCON and any involved Agency Commanders or Functional Area Coordinators are kept informed of the situation The LEOCON \ REOCON monitors the situation in case support required.</p> <p>Liaison Officers at LEOC/REOC in accordance with EMPLAN arrangements and LEOC/REOC SOPs. It is the responsibility of the combat agency to ensure that the LEOCON \ REOCON and any involved Agency Commanders or Functional Area Coordinators are kept informed of the situation and advised of the support that is required.</p> <p>LEOCON \ REOCON, and supporting agencies under the control of the Combat Agency and provide resources as required by the Combat Agency</p> <p>Agencies and Functional Areas providing support under the coordination of the LEOCON \ REOCON provide a liaison officer to the REOC / LEOC</p>
OPERATIONS CONTROLLED BY A REGION / LOCAL EMERGENCY OPERATIONS CONTROLLER	<ol style="list-style-type: none"> 3. When there is NO combat agency. 4. When LEOCON \ REOCON designated as controller in EMPLAN 5. Combat Agency hands total control over to LEOCON \ REOCON (with the approval of the combat agency head and SEOCN) 	<p>The LEOCON \ REOCON controls ALL aspects of the operation <u>and</u> coordinates resources.</p> <p>Agencies command their own resources but carry out tasks as directed by LEOCON \ REOCON</p>	<p>As detailed in the EMPLAN, Sub Plans and/or Supporting Plans</p>	<p>Liaison Officers at LEOC\REOC in accordance with EMPLAN arrangements and LEOC/REOC SOPs.</p> <p>It is the responsibility of the LEOCON / REOCON to ensure that Agencies and Functional Areas are kept informed of the situation.</p> <p>Agencies and Functional Areas will provide a liaison officer to the REOC / LEOC.</p>

VULNERABLE COMMUNITIES

ID No	Name	Location	Approximate Number of people
1	Wyalong & District Hospital	70 Ungarie Road, West Wyalong	30
2	West Wyalong High School	Dumaresq Street, West Wyalong	350
3	West Wyalong Public School	Park Street, West Wyalong	350
4	St Marys Catholic School	England Street, West Wyalong	200
5	Wyalong Pubic School	George Bland Avenue, Wyalong	200
6	Barmedman Public School	Robertson Street, Barmedman	30
7	Weethalle Public School	Wattle Street, Weethalle	25
8	Tallimba Pubic School	Kikoira Street, Tallimba	30
9	Ungarie Central School	Condobolin Road, Ungarie	35
10	Naradhan Public School	Kooba Street, Naradhan	12
11	Bland District Pre-School	Pine Street, West Wyalong	50
12	Little Wattle Day Care Centre	50 Park Street, West Wyalong	30
13	Waratah Retirement Village	64 Ungarie Road, West Wyalong	150
14	Marashel Inc	11 Shire Street, West Wyalong	15
15	West Wyalong Caravan Park	60 Main Street, West Wyalong	10
16	Ace Caravan Park	Newell Highway, West Wyalong	10
17	Ungarie Retirement Village	Muriel Street, Ungarie	20
18	West Wyalong Community Care Centre	70 Ungarie Road, West Wyalong	20
19	Community Health Centre		20
20	Community Health Centre	Condamine Street, Ungarie	Visits one day a week 5
21	Community Health Centre	Bulga Street, Weethalle	Visits one day a week 5
22	Kurrajong Waratah Skills Options	Court Street, West Wyalong	20

NEIGHBOURHOOD SAFER PLACES (NSPs)

ID No	Location Name & Owner	Location Address	Lat/Long
1	Barmedman Town Park Bland Shire Council	Queen Street Barmedman	S 34 – 08.720 E147-23.210
2			
3			
4			
5			
6			
7			
8			
9			

Refer NSW RFS Office at West Wyalong for detailed information regarding the Bland Shire NSPs.

POTENTIAL ASSEMBLY AREAS

ID No	Location Name & Owner	Location Address	Description / Capacity
1	Perseverance Street Precinct	Short Street, West Wyalong	5000
2	McAlister Oval	Park Street, West Wyalong	2500
3	Redman Oval		500
4	Barnado Park	Church Street, West Wyalong	500
5	McCann Park	Main Street, West Wyalong	500
6	Herridge Park	Neeld Street, Wyalong	500
7	West Wyalong Showground	By Pass Road, West Wyalong	10000
8	Ungarie Showground	10 Crown Camp Road/Ungarie Showground Access	5000
9	Barmedman Showground	Showground Road, Barmedman	2000
10	Weethalle Showground	Off Teamster Drive, Weethalle	5000
11	Tallimba Recreation Ground	Off Hiawatha Street, Tallimba	500
12	West Wyalong Sports Stadium	Short Street, West Wyalong	300
13	Masonic Hall	England Street, West Wyalong	200
14	Wyalong School of Arts Hall	Neeld Street, Wyalong	150
15	Memorial Hall	Weethalle	150
16	Memorial Hall	Tallimba	150
17	Memorial Hall	Ungarie	150
18	High School Multi-Purpose Unit	Dumaresq Street, West Wyalong	350
19	Community Centre	Queen Street, Barmedman	150
20	Naradhan Hall	High Street, Naradhan	150

POTENTIAL EVACUATION CENTRES

ID No	Location Name & Owner	Location Address	Description / Capacity
1	West Wyalong Sports Stadium	Short Street, West Wyalong	Multi-purpose indoor sports stadium - 250
2	Perserverance Street Precinct	Short Street, West Wyalong	3 x playing fields, changerooms etc - 500
3	Motels (accommodation)	West Wyalong	* 365 Beds
4			
5			
6			
7			
8			
9			

* Villages have very little access to essential services, such as medical, food, ATM – banking facilities if evacuation is needed major centres such as West Wyalong should be first consideration.

Bland Shire EOC Operating Guidelines

INTRODUCTION

The State Emergency & Rescue Management (SERM) Act 1989 requires that, within the State of New South Wales (the State), Emergency Operations Centres (EOCs) be established:

- within each Local Government Area (LGA), and
- within each Emergency Management Region

for the purpose of providing coordinated resource support to designated combat agencies and/or controlling emergency operations.

The **LEOC for Bland Shire** is located within the Bland Shire Council Chambers in Shire Street. The NSW RFS Fire Control Centre on the Mid Western Highway may be considered as a secondary site if required. In the event that either of these LEOC sites becomes inoperable or is inappropriate, an alternate LEOC will be established at a location to be determined and advised by LEOCON at the time of the operation.



EOC GUIDELINES PART A: EMERGENCY OPERATIONS

A.1 STAGES OF ACTIVATION

The EOC will NOT be staffed until required by the LEOCON. The five stages of activation are:

PHASE	ACTION
<p>NORMAL (WHITE)</p> <p>Signifies the facility is operating in its normal capacity or function</p>	<p>The LEOCON, on receipt of advice of an incident which could escalate to an emergency, or which could require co-ordination of support, will:</p> <ol style="list-style-type: none"> a) monitor the situation; and b) inform: <ul style="list-style-type: none"> • The LEMO; • ALL Emergency Service Controllers; • ALL relevant agencies who provide a service in a Functional Area; and • The REMO. <p>The LEOCON will thereafter activate the EOC to an appropriate state of readiness.</p>
<p>STAND BY (YELLOW)</p> <p>Signifies the facility is activated to a heightened state of readiness</p>	<p>The Combat Agency advises the LEOCON that assistance under DISPLAN arrangements may be required, or the LEOCON determines that a local level emergency operation is likely to be required.</p> <p>The LEOCON will:</p> <ol style="list-style-type: none"> a) monitor the situation; b) activate the DISPLAN arrangements; c) activate the EOC (if required) and brief ALL staff; d) place all relevant Emergency Service Functional Area Liaison Officers on STAND BY; and e) brief the REOCON.
<p>OPERATIONAL (RED)</p> <p>Signifies the facility is activated and controlling/ coordinating resources</p>	<p>The Combat Agency advises the LEOCON that support is required, or the LEOCON determines that a local level emergency operation is required, or a pre-emptive activation is required due to a catastrophic fire rating.</p> <p>The LEOCON will:</p> <ol style="list-style-type: none"> a) activate the EOC in accordance with these SOPs; b) request ALL relevant Emergency Service & Functional Area Liaison Officers to report to the EOC or wherever else deemed appropriate; and c) liaise with the REOCON as required. <p>Liaison Officers will:</p> <ol style="list-style-type: none"> a) maintain contact with their respective agencies and respond with resources as directed by the LEOCON.
<p>STAND DOWN (GREEN)</p> <p>Signifies the facility is in the process of return to Normal (White) status</p>	<p>The LEOCON determines that support is no longer required and the EOC should close down. LEOCON will:</p> <ol style="list-style-type: none"> a) hand control to the Combat Agency and advise regarding the continuing recovery and restoration measures put in place; b) advise ALL relevant Emergency Service & Functional Area Liaison Officers. c) advise the REOCON & issue final SITREP; d) ensure all required documents including logs are filed by the LEMO; e) conduct a debrief; f) replenish stores; g) clean off display boards; and h) stow/secure all EOC equipment and resources.

A.2 OPERATIONAL SHIFTS

The EOC will operate on a 24 hour (two 12 hour shifts per day) basis, unless otherwise required by the LEOCON. In effect however each shift will be 13 hours in duration, so as to allow for an additional ½ hour briefing/handover at the beginning and end of the same.

Each organisation must ensure their LOs have sufficient individual authority to commit the resources of their organisation.

It will be the responsibility of each LO to ensure that:

- they have sufficient staff available to meet these requirements;
- such staff are adequately rested/replenished prior to the commencement of each shift, and
- personnel leave the EOC as soon as possible after the completion of their respective shift.

While on duty LO's must further ensure that they are available and able to be contacted by the LEOCON at all times.

A.3 SECURITY OF THE EOC

Once activated the EOC will be considered and maintained as a secured area. Thereafter access will be restricted to official visitors and working members of the EOC only. Official visitors must however be identified and escorted at all times by a member of the EOC.

A.4 INFORMATION MANAGEMENT

A.4.1 Information Displays

ALL EOC Personnel will assist in ensuring that boards/displays are kept up to date within the EOC. Liaison Officers and Functional Area Coordinators will be responsible for maintaining information boards as required by the LEOCON. White boards will normally be left blank and made up by the LEMO according to whatever information is required and relevant to the emergency in respect to which the EOC is operating.

The following information displays will be generally maintained in the EOC:

- **Situation Map**
A map with the affected area(s) marked, along with developing threat/hazard and other known information.
- **Locality Maps**
Maps marked with routes for response traffic, evacuations, traffic control and flow, and any other co-ordination information concerning the area are to be maintained by the LEMO or an officer appointed by the LEMO.
- **Report Displays**
Copies of current situation reports, operations and administrative orders, and intelligence summaries are to be maintained by the LEMO or an officer appointed by the LEMO.
- **Forecasting**
The Planning Officer or a person nominated by the LEOCON will maintain a map for the purpose of forecasting proposed actions/tasks. This map will be separate to the main situation map.
- **Emergency Contact Numbers Board***
To record important contact numbers for use during the emergency. This board will be maintained by the LEMO or a person nominated by the LEMO.

-
- **Resources Board***
To show location, quantity, period applicable, etc. of outside resources available and/or being utilised. This board will be maintained by the LEOCON or a person nominated by the LEOCON.
 - **Situation Board***
To summarise the current situation for the various locations affected by the emergency and give a brief forecast. This board will be maintained by the LEMO or a person nominated by the LEOCON.
 - **Access Situation Board***
To show major roads, highways, rail links, airfields, etc. that may be open/used/closed by the emergency. This board will be maintained by the Transport Services LO or a person nominated by the LEOCON.
 - **Significant Events Board***
A board showing major/significant activities during the emergency. This board will be maintained by the LEOCON or a person nominated by the LEOCON.
 - **Victim Status Board***
This board summarises number of deceased, hospitalised, injured, evacuated, and location. This board will be maintained by the NSW Ambulance LO or a person nominated by the LEOCON.
 - **Task Allocation Board***
This board summarises who has been allocated a task, it's priority and if it has been completed. This board will be maintained by the LEOCON or a person nominated by the LEOCON.
- (* Displays normally maintained on white/smart boards)

A.4.2 Information/Situation Briefings

Information/situation briefings will generally be conducted at a time and place determined by the LEOCON and provide an overview of the following:

- the nature & extent of the problem/threat;
- known & relevant intelligence;
- the area affected, or likely to be affected, and
- known or likely consequences.

A.4.3 Decision Briefings

Decision briefings will generally be conducted on a needs basis at the direction of the LEOCON and follow the below sequence:

- description of the area affected, or likely to be affected;
- the nature and extent of the problem/threat;
- definition of the problem/s;
- summary of facts and logical deductions which relate to the problem/s;
- options available, with advantages and disadvantages of each option;
- recommendation of the most appropriate option/s;
- time frames and tasking will be set, and
- date/time for next decision briefing.

A.4.4 Situation Reports (Sitreps) and Forecasts

Situation reports and forecasts will be compiled by the Operations Officer and released by the LEOCON as and when required, via facsimile or email:

- the State Emergency Operations Centre;
- the Riverina Murray REMO, and
- anywhere else directed by the LEOCON.

A.4.5 Information Flow

Refer to Part 4, Communications.

A.4.6 Road Information

All information regarding road situations will be dealt with through situation reports. The Bland Shire Council and RMS will ensure their websites are kept up to date with the status of all roads under their control.

A.4.7 Maps/Weather Information

The following current forecast and site information will also be maintained:

- various district maps together with detailed maps of the incident area;
- detailed weather information together with weather/flood/fire warnings as applicable;
- maps of the State with overlays of other organisations showing boundaries and command structures, and
- operation planning overlay maps where applicable

All such information will be sourced and maintained by the LEMO.

A.4.8 Plans and Operations Procedures

The following plans will be held in the Local Emergency Operations Centre:

- Local EM Plan;
- Local Emergency Operations Centre SOPs;
- State Rescue Policy;
- State Functional Area Supporting & Sub Plans;
- Riverina Murray EM Plan;
- NSW State EM Plan;
- Major Structure Collapse Plan;
- Local Functional Area Supporting Plans (nil at this time);
- Local Sub Plans;
 - Local Bush Fire Plan, and
 - Local SES Flood Plan.
 - Bland Aerodrome Emergency Plan
- Major Industrial/Private Enterprise Disaster Plans, and
- Reference material relating to Hazard Analysis, Emergency Risk Management, Community Analysis, and Disaster Management within the Bland Shire LGA.

A.5 AFTER ACTION REVIEW/DEBRIEF

The LEOCON will arrange for an after action review/debrief to occur within 28 days of stand down. A copy of all debriefs must be sent to REMO as soon as possible.

EOC GUIDELINES PART B: DUTY STATEMENTS

The following are generally the duties of the key personnel in the EOC. These duties may however vary depending on the requirements of the LEOCON and staff availability.

B.1 LOCAL EMERGENCY OPERATIONS CONTROLLER - (LEOCON)

The LEOCON is responsible for:

- monitoring single-service operations, where control and support co-ordination remains with the responsible combat agency, to ensure an effective response in the event that resource support is required;
- co-ordinating external support and resources on behalf of the responsible combat agency;
- controlling emergency operations where:
 - the LEOCON is designated as controller in the EM PLAN;
 - there is no designated combat agency, and
 - the combat agency hands control over to the LEOCON (with the approval of the combat agency head and SEOCON), and
- ensuring that emergency recovery operations are initiated as soon as possible.

In performing these tasks the LEOCON:

- may issue directions to government or non-government agencies which have functions in connection with responses to emergencies for the purpose of controlling the allocation of resources, and for the provision of support operations (without the need for the declaration of a State of Emergency);
- establish an EOC to assist in the performance of these duties, and
- is responsible to the next higher level of responsibility (REOCON).

B.2 LOCAL EMERGENCY MANAGEMENT OFFICER (LEMO)

The LEMO is the executive officer to the LEOCON and advises, supports and assists them to monitor, control and co-ordinate emergency operations as necessary. The LEMO is responsible for:

- providing executive support and operational advice to the LEOCON as required;
- the ongoing management of the EOC and its facilities, including administrative measures;
- providing an ongoing monitoring service to ensure the LEOCON is aware of incidents with the potential to develop into emergencies;
- preparation of post emergency report/s;
- the overall effective management of the EOC, including staff supervision and application of EOC Operating Guidelines;
- monitoring developing situations;
- preparing an appreciation of the situation;
- providing the LEOCON with a clear and concise picture of the situation;
- providing information and advice on:
 - EM Plans, including the responsibilities of emergency services and functional areas, and resource co-ordination arrangements, and
 - the acquisition and tasking of outside support and resources;

-
- managing the process for collecting, collating, and disseminating information;
 - monitoring the level of activity in the EOC and advising the LEOCON of any need for reduced or additional staff;
 - preparing staff duty rosters for the EOC;
 - calling on liaison officers and staff as required;
 - providing operational briefings as directed by the LEOCON;
 - rostering meal breaks for staff;
 - arranging catering for staff and sleeping accommodation;
 - arranging and co-ordinating the formal operational debrief, and
 - performing the function of EOC Warden, and conducting an evacuation of the EOC if necessary, in accordance with evacuation procedures.

B.3 INTELLIGENCE OFFICER

Intelligence officers will only be required when there is no combat agency. Once appointed, intelligence officers will be responsible to the LEOCON. It will be the responsibility of intelligence officers to:

- collect, collate, assess and interpret information and thereafter produce operational intelligence;
- predict or anticipate future developments and consequences of an emergency, including by way of assessing potential resource requirements;
- display and disseminate intelligence for the use by the LEOCON, EOC staff and agencies;
- provide and prepare maps, overlays, traces, enlargements, and photographs of the operation area;
- prepare and conduct intelligence briefings/debriefings as required;
- maintain intelligence records; and
- before ceasing duty, ensure the incoming intelligence officer is briefed on the current operational situation, particularly any problems encountered, actions taken and still outstanding, and planning options/issues.

B.4 LIAISON OFFICER

Liaison officers (LOs) represent emergency services agencies and functional areas involved in an emergency operation. LOs will only be called for duty in the EOC as required and, when called, provide advice to, and accept tasking directions from the LEOCON. It will be the responsibility of LOs to:

- advise on the operational capabilities, resources, and operating procedures of the agency or functional area they represent;
- provide operational information and intelligence from the agency or functional area they represent;
- convey the LEOCON's tasking directions and priorities to the agency or functional area they represent for implementation;
- clarify the LEOCON's intentions as necessary;
- obtain the latest information from the agency or functional area they represent in regard to the current operational situation and requirements;
- keep EOC staff informed on the agency or functional area deployment status, resources available for tasking, support required and future intentions;

-
- maintain communication links between the EOC and the agency operation centre or functional area co-ordination centre, as well as to the equivalent LOs at higher and/or lower EOCs;
 - comply with the EOC SOPs in regard to message recording, distribution and filing, and
 - before ceasing duty, ensure the incoming LO is briefed on the current operational situation, particularly any problems encountered, actions taken and still outstanding.

EOC GUIDELINES PART C: ADMINISTRATION

C.1 IDENTIFICATION OF EOC STAFF

Staff and visitors within the EOC will wear appropriate identification at all times. In the main this will consist of a name tag or tabard indicating the following:

- who they are;
- what emergency service/functional area/agency they represent, and
- that they are a member of the EOC staff or, if a visitor, the purpose and duration of their attendance.

C.2 ROSTER ARRANGEMENTS

The rostering of EOC staff will be the responsibility of the LEMO in consultation with and the LEOCON. The rostering of staff from other agencies/functional areas, will be the responsibility of each respective LO/function area coordinator.

C.3 CATERING

Once activated it will be the LEMO's responsibility to ensure all staff within the EOC are adequately and appropriately catered for.

C.4 WHITE/SMART BOARDS

White/smart boards play an important role in the effectiveness of an EOC. It will be the LEMO's responsibility to ensure that such items are prepared and ready for use as required. Refer to A.4.1, Information Displays.

C.5 FORMS

It is anticipated that much of the work undertaken in the EOC will be done verbally and informally. However, where there is a requirement to record such information the following forms will be used:

C.5.1 Record of Conversation Form

A record of conversation form will be used whenever information is received that is:

- of an urgent/important nature and needs to be brought to the attention of the LEOCON or actioned immediately by some other person on duty in the EOC;
- too long to be included in the log and the full details of which have to be recorded, and may be used to record telephone conversations, interviews and debriefings of other personnel.

Once completed the original, as well as any attached documents, is to be given to the LEMO for filing. See also EOC Guidelines Form & Tools H.

C.5.2 Task/Request Form

A task/request form will be used for all requests issued by the EOC for the completion of non-legislated tasks. Task/request forms must be authorised by the LEOCON prior to dissemination. Once forwarded, the original, as well as any attached documents, is to be given to the LEMO for filing. See also EOC Guidelines Form & Tools I.

C.5.3 Facsimile Message Form

A facsimile form will be used for all facsimiles sent from the EOC. Once forwarded, the original, as well as any attached documents, is to be given to the LEMO for filing. See also EOC Guidelines Form & Tools J.

C.5.4 Emergency Action Plan (EAP)

An emergency action plan (EAP) will be developed for each activation and include the following:

- the situation;
- what needs to be achieved and how it is going to be achieved;
- what support and equipment is available, who is in command and the lines of communication, and
- any safety concerns.

See also EOC Guidelines Form & Tools K.

C.5.5 Operations Log

A log sheet will be maintained by all staff on duty in the EOC. At the completion of each sheet it will be endorsed by way of signature and handed to the LEMO for filing and review. See also EOC Guidelines Form & Tools L.

C.5.6 Attendance Register

An attendance register will be used to record the attendance of all EOC staff and Los, including times of arrival and departure. The register will be maintained by the LEMO and filed by the same at the conclusion of the activation. **See also EOC Guidelines Form & Tools M.**

C.5.7 Document Register

A document register will be used to record all forms/documents used in/produced by the EOC. The register and all attachments will be filed by the LEMO at the conclusion of each activation. See also EOC Guidelines Form & Tools N.

C.5.8 Situation Report (SITREP) - See Separate Performa Document

Situation reports (SITREPs) are used to brief Single Agency, District and/or State EOCs. SITREPs will be prepared/disseminated in a standard format and address each of the following:

- situation – what has happened/is the area effected;
- impact – what is the impact on the social, built, economic & natural environments;
- tactics – what is being done and is it working, what is proposed to be done;
- resources – what is committed, what is in reserve, what is needed from out of the area;

-
- external – who is involved, list all the agencies (Response & Recovery) that are needed;
 - prognosis – worst case, best case and most likely, and
 - problems – what can be anticipated, including political interest.

SITREPs must be authorised by the LEOCON prior to dissemination. See EOC Guidelines Form & Tools R for further details re the required format of the same.

C.5.9 Emergency Warning Message

Any emergency warning messages generated by the EOC will be prepared and disseminated in a standard format. Such messages, due to the critical role they play in providing timely and accurate information to the general public, must be of the highest quality. Emergency warning messages must be authorised by the LEOCON prior to dissemination. See EOC Guidelines Form & Tools Q for the required format of the same.

C.5.10 Filing

An emergency file will be created in respect to each occurrence that requires the EOC to be activated. This file will be given an emergency file reference number in incident number/year format, i.e. 01/11, and include all original (including copies that are 'original' to the EOC) documents produced/related to the same. Any copies of the same as to be so endorsed with the words 'copy' and distributed/filed/disposed of as directed by the LEOCON.

C.6 MAPS

A centrally located topographical wall map (showing the entire area and immediate surrounds) will be the main visual display of the situation within the EOC. In order to maintain the currency of the same, it is essential that all relevant information received is plotted or displayed as soon as possible. This map will provide a central means to assist with assessment of the totality of the situation. It will be monitored throughout the incident and form a vital part of related decision making processes. Maps of various other types/scales will be available from a designated cabinet situated within the Council Office.

EOC GUIDELINES PART D: COMMUNICATIONS

D.1 GENERAL

While majority of information within an EOC is communicated orally, it is nevertheless essential that any messages generated/received follow the path designated in the incoming and outgoing information flow charts (EOC Guidelines Form & Tools O & P). This system is designed to ensure that such messages are:

- easily validated;
- actioned as soon as possible in priority order;
- handled by appropriate staff with no duplication of function, and
- not overlooked or lost.

Incoming and outgoing information will be separately recorded on logs maintained by the Operations Clerk.

General public inquiries will NOT be handled by or from the EOC.

D.2 TELEPHONES

The LEMO will be responsible for the setting up all required telephone lines within the EOC. LOs should also ensure they have access to mobile telephone phone at all times within the EOC.

In the event of a complete failure of both land based and mobile telecommunications services, the following alternatives will be considered:

- emergency service radio networks;
- other essential services radio networks;
- UHF/Civilian radio networks;
- local commercial and community radio stations;
- council radio networks, and
- any other available communication system deemed appropriate at the time

D.3 FACSIMILE

Facsimile is available within the EOC for the transmission and receipt of messages. Relevant numbers will be provided as soon as they are connected by the relevant service provider. Under NO circumstances are these numbers to be released to either the media or the general public.

D.4 RADIO

The use of radio as a link from the LEOC to an agency operation centre or functional area coordination centres is NOT recommended (and should be considered only as an option of last resort).

D.5 MEDIA

Media personnel will **NOT** be allowed in the EOC once activated. Where media briefings are to occur, a specific briefing area will be designated by the LEOCON. All public messages and out of area media releases will be disseminated via the NSW Police Media Unit. The LEOCON will be responsible for the appointment of an emergency operations spokesperson for the purposes of conducting local media briefings as required.

EOC Guidelines Forms & Tools

- A. Emergency Contacts Board
- B. Resources Board
- C. Situation Board
- D. Access Situation Board
- E. Significant Events Board
- F. Victim Status Board
- G. Record of Conversation Form
- H. Task/Resource Request Form
- I. Fax Message Form
- J. Emergency Action Plan (EAP)
- K. Operations Log
- L. Attendance Register
- M. Document Register
- N. Incoming Information Flow Chart
- O. Outgoing Information Flow Chart
- P. Emergency Warning Messages Format
- Q. Situation Briefing Checklist
- R. Task Allocation Board
- S. LEMC Emergency Telephone Numbers (Restricted to EOC Staff)

Emergency Operations Centre

EMERGENCY CONTACT NUMBERS

Location: _____ Correct as at (Date/Time): _____

ORGANISATION	WHO/LOCATION (include appointment/name)	TELEPHONE/FAX	REMARKS

Emergency Operations Centre RESOURCES BOARD

Location: _____ Correct as at (Date/Time): _____

RESOURCE TYPE	QUANTITY	AVAILABILTY	LOCATION	ALLOCATION/REVIEW

Emergency Operations Centre

SITUATION BOARD

Location: _____ Correct as at (Date/Time): _____

EVENT:

- What happened and when

LOCATION:

- Where exactly (relate to map/scale & grid reference)

CONTROL:

- who is in charge
- where located
- communications system/s
- what liaison officers at site control
- what other liaison officers are required

SUMMARY (of the emergency situation):

- overview
- any special hazards/threats
- what has been done
- what needs to be done
- what is intended to be done
- supporting services

Emergency Operations Centre

ACCESS SITUATION BOARD (information obtained from Road Information Cell)

Location: _____ Correct as at (Date/Time): _____

ROAD/RAIL/AIR/WATER	OPEN/CLOSED	DETOUR/ALTERNATE	REMARKS <small>(Inc. when expect to re-open)</small>

Emergency Operations Centre

VICTIM STATUS BOARD

Location: _____ Correct as at (Date/Time): _____

NUMBER & LOCATION	TYPE	REMARKS
	<ul style="list-style-type: none"> * DECEASED: * INJURED (use Triage system): <ul style="list-style-type: none"> Red (immediate life threatening injuries) Orange (Less serious) Green (walking injured) * TRAPPED: * EVACUATED: * HOMELESS: * UNACCOUNTED FOR: 	

Emergency Operations Centre
TASK ALLOCATION BOARD

TASK:	PRIORITY:	ALLOCATED TO (DATE/TIME):	COMPLETED BY (DATE/TIME):

Emergency Operations Centre RECORD OF CONVERSATION FORM



Location: _____ Date/Time: _____ Register No.: _____

FROM:		
Name:	Title/Agency:	Phone:
TO:		
Name:	Title/Agency:	Phone:
SUBJECT:		
DETAILS:		
ACTION DETAILS:		

White original: To registry for filing in EOC Pink copy: For action Yellow copy: To be kept by Originator PLEASE PRINT CLEARLY

Emergency Operations Centre

TASK/RESOURCE REQUEST FORM



Location: _____ Date/Time: _____

Register No.: _____

PERSON MAKING REQUEST:		
Name:	Title/Agency:	Phone:
REQUEST DETAILS (Detailed description of task or resource):		
Location (Destination – where the task or resource is to be completed or delivered):		
Target Date & Time (Time for completion of task/delivery of resource):		
Contact Person (The name of the person taking delivery of the task/resource):		
Name:	Title/Agency:	Phone:
ACTION DETAILS:		
Referred to (The person who will take action on the request):		
Name:	Title/Agency:	Phone:
Referred on:	(date) at:	(time)
Estimated Cost: \$		
Recommended by:		
Name:	Title/Agency:	Phone:
Approved by:		
Name:	Title/Agency:	Phone:
COMPLETION DETAILS:		
Name:	Title/Agency:	Phone:
Completed on:	(date) at:	(time)
Final Cost: \$		

White original: To registry for filing in EOC

Pink copy: For action

Yellow copy: To be kept by Originator

PLEASE PRINT CLEARLY

Emergency Operations Centre FACSIMILE MESSAGE



Location: _____ Date/Time: _____

Register No.: _____

TO:			
Name:	Title/Agency:	Phone No:	Fax No:
FROM:			
Name:	Title/Agency:	Phone No:	Fax No:
SUBJECT:			URGENT <input type="checkbox"/>
			ROUTINE <input type="checkbox"/>
NUMBER OF PAGES (Including this sheet):			
MESSAGE:			

White original: To registry for filing in EOC Pink copy: For action Yellow copy: To be kept by Originator PLEASE PRINT CLEARLY

Emergency Operations Centre

EMERGENCY ACTION PLAN (EAP)



Location: _____ Date/Time: _____ Register No.: _____

<p><u>Situation</u> Covers general and background information:</p> <ul style="list-style-type: none"> • Affected Area • Hazards • Victims • Resources 	
<p><u>Mission</u> Provides a clear and concise statement of the task(s) to be accomplished.</p>	
<p><u>Execution</u> Explains how the incident is to be carried out in order to accomplish the mission. Sub headings provide three areas of information.</p> <p>General Outline: Gives the concept of the incident action plan and is a broad statement on how it is intended to be carried out.</p> <p>Group Detail: Instructions are given for every role whose presence is necessary to the success of the plan, including tasks, locality and areas of responsibility.</p> <p>Coordinating Instructions: Provide the details necessary to co-ordinate the operation, such as boundaries, routes, procedures etc.</p>	
<p><u>Administration & Logistics</u> Includes everything necessary to support the incident and keep it going once it has commenced. It has clearly defined sections:</p> <ul style="list-style-type: none"> • Catering where, when and how issued • Medical back-up arrangements and facility locations • Hours of duty when to commence, location arrival, stand down time, and estimated completion time • Transport/Fuel Supplies • Dress PPE and specific requirements 	
<p><u>Command, control & communication</u> Advises all control arrangement and command personnel. It describes the lines of communication.</p>	
<p><u>Safety</u> Identifies specific safety requirements, warnings etc and nominates the designated safety officer.</p>	

Contact Officer: _____ Date: _____

Emergency Operations Centre

OPERATIONS LOG



Multi Agency Emergency Operations Centre at:

Event: Date:/...../.....

Name of Operator: Position/Agency:

No.	TIME	PARTICULARS	ACTION/COMMENT	COMPLETED

White original: To registry for filing in EOC Pink copy: For action Yellow copy: To be kept by Originator PLEASE PRINT CLEARLY



Emergency Operations Centre

ATTENDANCE REGISTER

Location:

Event:

Event No:

Date:

DATE IN	TIME IN	NAME	ORGANISATION	PASS NO.	SIGNATURE IN	DATE OUT	TIME OUT	SIGNATURE OUT

White original: To registry for filing in EOC Pink copy: For action Yellow copy: To be kept by Originator PLEASE PRINT CLEARLY

Emergency Operations Centre

DOCUMENT REGISTER



Location:

Event:

Event No:

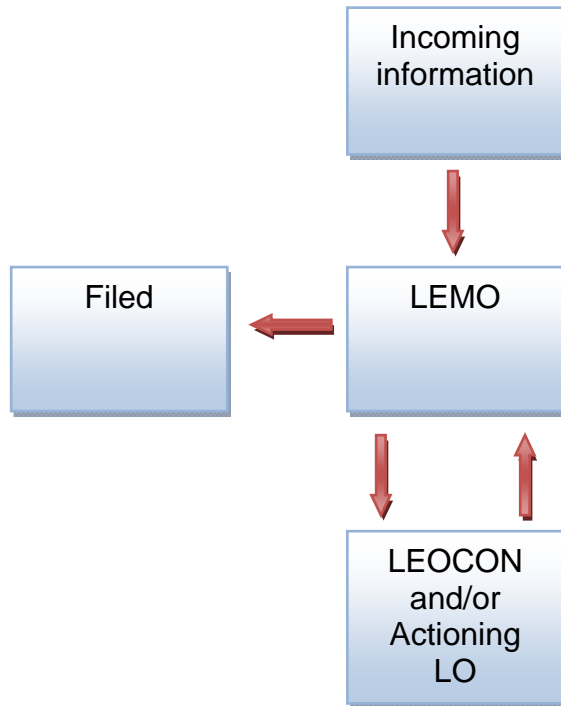
Date:

NUMBER	TIME	TO	FROM	SUBJECT	COMPLETED

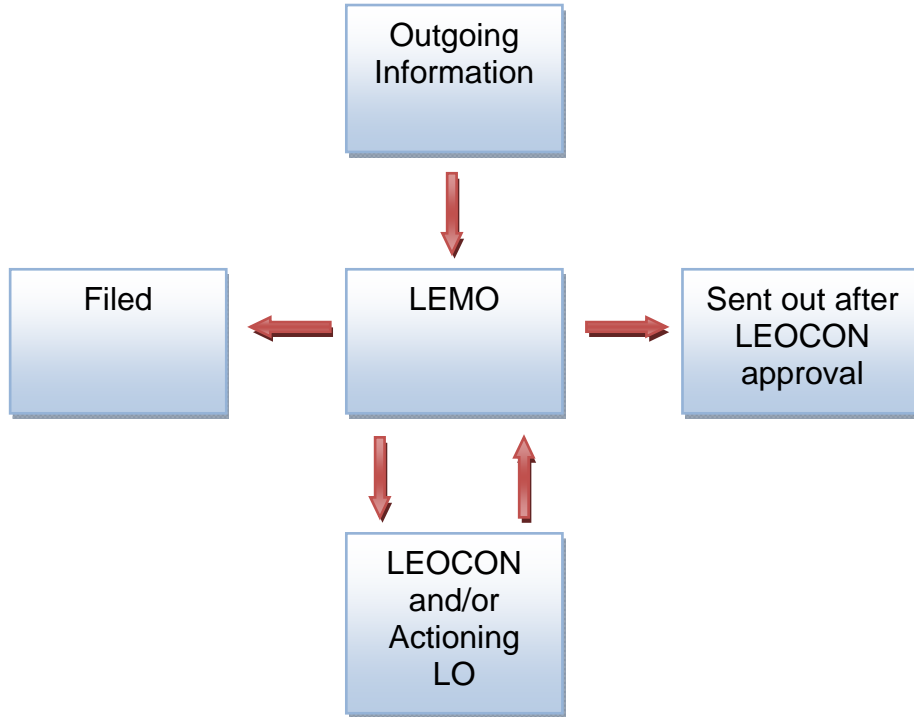
White original: To registry for filing in EOC Pink copy: For action Yellow copy: To be kept by Originator PLEASE PRINT CLEARLY

Emergency Operations Centre

INCOMING INFORMATION FLOW CHART



Emergency Operations Centre OUTGOING INFORMATION FLOW CHART



Emergency Operations Centre

EMERGENCY WARNING MESSAGE FORMAT

1. This warning is issued by the Bland Emergency Operations Controller at (insert date/time of issue)
2. Describe the type of emergency
3. Describe the area to which the warning applies
4. List the actions required to be taken by residents
5. If evacuation is required include:
 - what the problem is;
 - where you want people to go to;
 - how you want them to get there;
 - the route to be taken;
 - how long they expect to be evacuated for;
 - what they should/should not take with them, and
 - security arrangements.
6. The telephone number/s for confirmation of details of the warning message

Emergency Operations Centre

SITUATION BRIEFING CHECKLIST

INTRODUCTION

1. **Objective:**
What is the purpose of the briefing
2. **Scope:**
What is the scope of the briefing (i.e. time, geographic limits, specific topics)

BODY

1. **Intelligence:**
 - Weather report (forecasts & warnings)
 - Areas of operation (topography)
 - Threat & developments
 - Other matters
2. **Operations:**
 - What has been done
 - What is being done
 - What has to be done
3. **Personnel:**
 - Staffing and shift arrangements
 - Staff requirements
4. **Logistics:**
 - Resource status
 - Supply status
 - Additional resources required
 - Additional resources available
 - Offers of assistance received
5. **Supporting Organisations:**
 - Who, where and what are they doing
 - Liaison officer availability/requirements

CONCLUSION

1. **Questions**
2. **Summation of main points**
3. **Next situation briefing (date/time/place)**

LEMC EMERGENCY CONTACT NUMBERS

POSITION / AGENCY:	NAME:	PHONE:	EMAIL:
LEOCON NSW Police Force	Ken Dale		
LEMC Chair Bland Shire Council	Mark Thompson		
LEMO Bland Shire Council			
NSW Ambulance			
NSW Fire & Rescue			
NSW RFS			
NSW SES			
NSW DPI			
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