



**COMBINED EMERGENCY MANAGEMENT  
ARRANGEMENTS**

**FOR**

**THE CITY OF PERTH & THE BOTANIC GARDEN  
& PARKS AUTHORITY**

**PART FIVE**

**SUPPORT PLANS FOR  
EVACUATION, WELFARE &  
ENVIRONMENTAL HEALTH**

## CONTENTS

EVACUATION.....	3
1. Introduction.....	3
2. Stages of Evacuation.....	3
3. Types of Evacuation.....	3
3.1. Immediate Evacuation.....	4
3.2. Planned Evacuation.....	5
4. Perth CBD Major Emergency Management Arrangements (PCMEMA) ...	6
4.1. Management of People Plan.....	6
4.2. PCMEMA Management Positions.....	6
5. Likely Areas of Local Response Support.....	7
6. Conclusion.....	7
WELFARE.....	8
1. Introduction.....	8
2. General Policy.....	8
3. DCP Perth District, Local Welfare Plan.....	8
3.1. Emergency Accommodation.....	9
3.2. Emergency Catering.....	10
3.3. Personal Requisites and Clothing.....	10
3.4. Personal Services.....	10
3.5. Registration and Inquiry.....	10
3.6. Provision of Financial Assistance.....	10
4. Activation Diagram.....	11
5. Conclusion.....	12
ENVIRONMENTAL HEALTH.....	13
1. Introduction.....	13
2. Activation.....	13
3. Role of The Coordinator Environmental Health.....	13
4. Surveillance Duties and Report.....	13
5. Responsibilities.....	14
5.1. Food:.....	14
5.2. Water:.....	14
5.3. Disease Prevention:.....	14
5.4. Water Disposal (including site of ablutions etc):.....	14
5.5. Hygiene and Cleaning Details:.....	15
5.6. Environmental Protection:.....	15
5.7. Surveys:.....	15
6. Conclusion.....	15

# EVACUATION

## 1. Introduction

The Emergency Management Act 2005 makes provision for Authorised Officers to evacuate people (with or without consent) from areas of danger. There are also other “Powers” under the Act which allow entry to dwellings and to requisition resources. Therefore:

1. **The decision to evacuate an area must come from an Authorised Officer of the HMA or Police.**
2. **The City of Perth must be informed of any evacuations within the City Boundaries.**

Evacuation is without doubt, one of the most difficult operations to coordinate. Operational factors such as weather, time, population, threat, communications, transport and distance, have a bearing on the success of any evacuation.

For this reason, it is important to have a clear evacuation structure in place before the event. This Support Plan addresses this issue.

## 2. Stages of Evacuation

The following stages are common to most evacuations. During **Immediate Evacuations** these stages may be compressed.

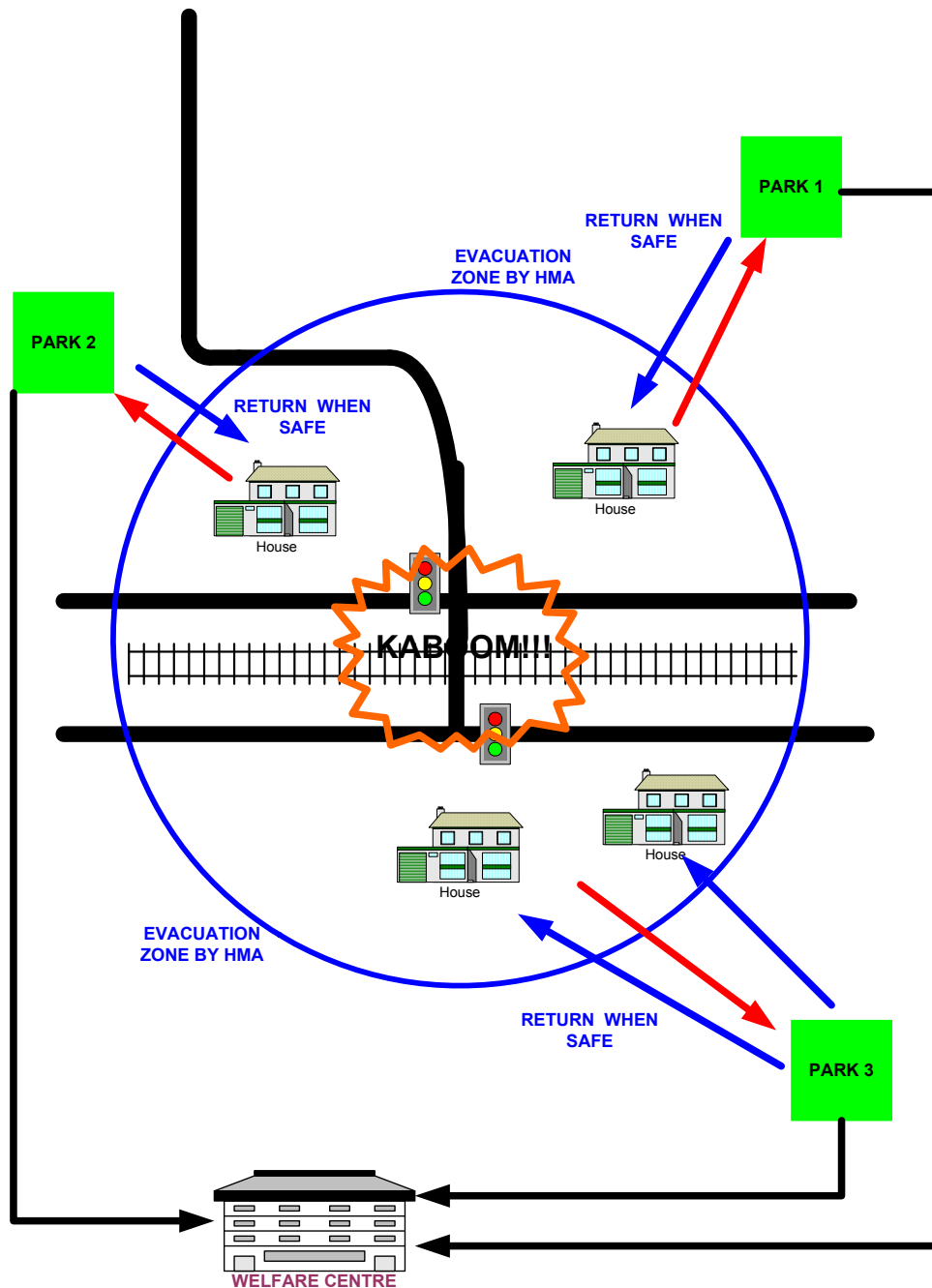
1. Stage One – Warning; notification to the Community that evacuation may be / is necessary. Usually accompanied by instructions on:
  - a. What to bring.
  - b. Where to go.
  - c. Securing utilities and property.
  - d. Pets.
  - e. Important papers
2. Stage Two – Assembly, movement to pre-determined transport point
3. Stage Three – Evacuation, movement under personal or arranged transport to Welfare Centres.
4. Stage Four – Return, movement to evacuation area and re-occupation of dwellings.

## 3. Types of Evacuation

There are two types of evacuation, **Immediate** and **Planned**. Immediate evacuations, as the name implies, are required where there is an immediate threat to life. Planned evacuations occur when the area to be evacuated is known in advance, or where a reasonable estimate of the evacuation area can be made. Both types are discussed below.

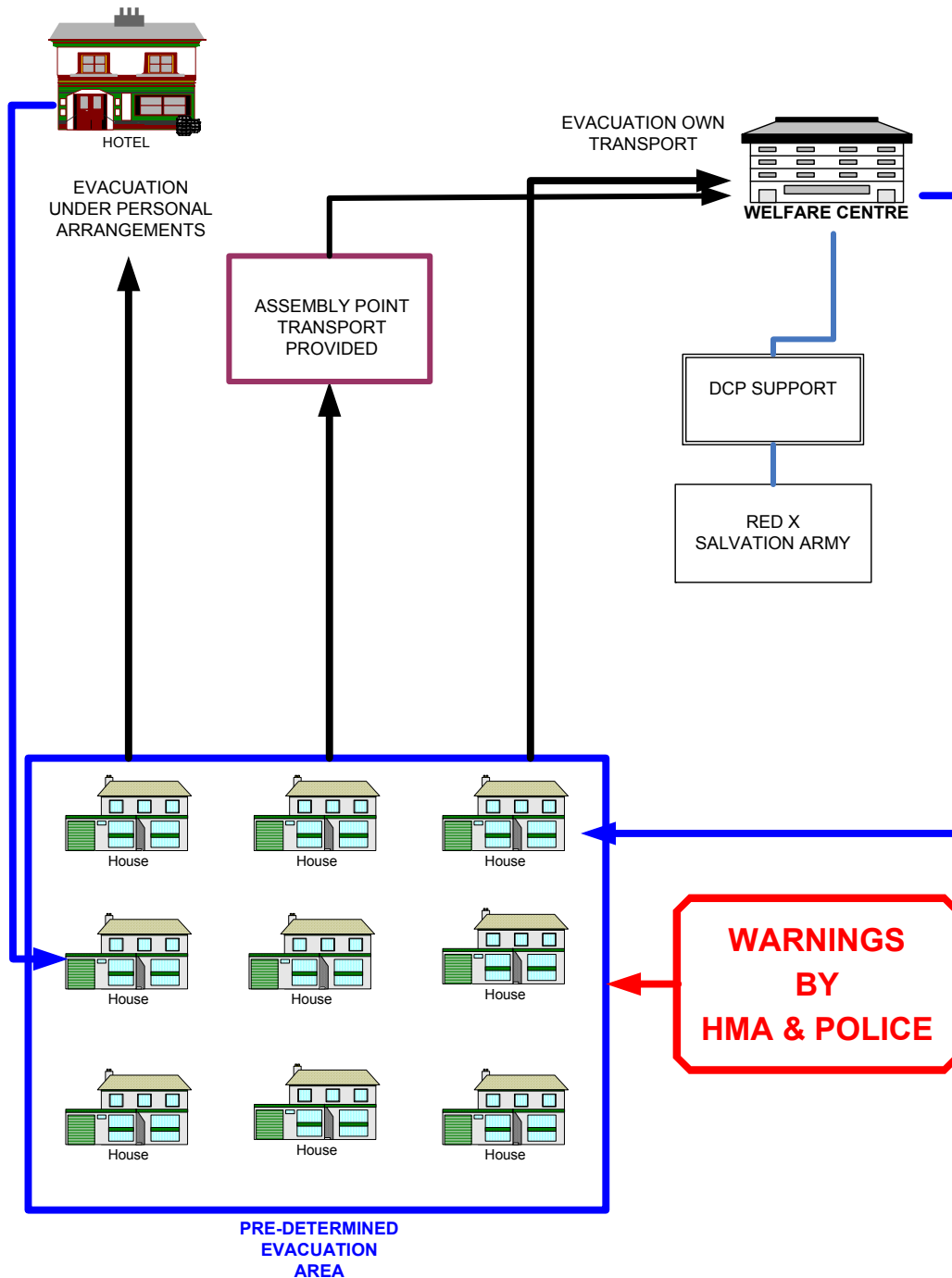
### 3.1. Immediate Evacuation

Immediate evacuation occurs when the threat to life or health occurs without warning and requires instant movement of a population from the hazard. The decision is made between the HMA and Police and will make use of the most appropriate “safe” area in the first instance. Should the threat pass or be of short duration, those evacuated may be allowed to return to their homes / business. Should inclement weather (too hot or cold or raining) or the evacuation be prolonged (more than 2-3 hours), those evacuated may be directed to seek alternative shelter under their own arrangements or to relocate to a Welfare Centre. The following diagram illustrates this concept.



### 3.2. Planned Evacuation

Where the hazard boundaries are well known or can be reasonably forecast, a planned evacuation will be initiated by the HMA in conjunction with the Police. In such cases, the HMA will be responsible for evacuation warnings and recommended actions by those being evacuated, including all information contained in the "Stages of Evacuation" detailed above. The diagram below illustrates this concept.



## 4. Perth CBD Major Emergency Management Arrangements (PCMEMA)

In addition to this Support Plan for evacuation, the City of Perth, in conjunction with the WA Police, Emergency Services, Support Agencies and the Transport Authorities, have developed a set of arrangements specifically for the Perth Central Business District (CBD). These special arrangements are not exclusively directed towards evacuation, but rather towards the management of large numbers of people during special events or other circumstances where it is appropriate to institute alternative traffic management and public transport strategies. PCMEMA may however be utilised for emergency evacuation, but this is not the primary function of this plan.

### 4.1. Management of People Plan

The PCMEMA is activated by the HMA or Police. The Management of People Plan has the following features:

- A pre-determined operational Structure.
- A designated Traffic Operations Centre (TOC) (Main Roads Operations Centre, East Perth).
- Designated traffic plan, including pre-determined:
  - Routes for Emergency Services.
  - Public Traffic diversions.
  - Pre-determined road closures.
- Designated Emergency Transit Areas (DETA), selected to provide a safe haven and the efficient Movement of People out of the CBD.

The PCMEMA is a restricted document.

### 4.2. PCMEMA Management Positions

The following table indicates the various emergency management positions:

POSITION	AGENCY	OPERATIONS CENTRE
Evacuation Area	HMA	On Scene or Local EOC
Evacuation Control	Police	On Scene
Traffic Control Centre (TOC)	Main Roads	Main Roads Centre East Perth
Designated Emergency Transit Area (DETA)	City of Perth	City of Perth
Welfare Centre Management	DCP	At designated locations, if a Welfare Centre is opened.

## **5. Likely Areas of Local Response Support**

The City of Perth is likely to be called to support evacuation operations by:

1. The provision of transport for evacuees from “holding areas” to Welfare Centres”
2. The provision of Welfare Centres or DETA either:
  - a. For short term under the City’s management
  - b. For longer terms under Welfare Centre Management provided by the Department for Child Protection (DCP)
3. The provision of briefings to evacuees on the progress of operations.

## **6. Conclusion**

There will be a considerable number of actions required of the HMA and Police during evacuations. This Support Plan provides the interface between the HMA & Police and the City’s Emergency Management Arrangements.

# WELFARE

## 1. Introduction

The Emergency Management Act 2005 details the responsibilities within Western Australia for the management of emergencies. Local Governments are required to prepare plans under this statute primarily in the area of Support during Response Operations and taking a more active role in the Recovery Process.

A major area of support is through the provision of the Local Authority's community facilities for use as Welfare Centres. This Support plan details these arrangements for the City of Perth.

## 2. General Policy

Whereas the City has a responsibility under the Emergency Management Act, the legislative responsibility for the Welfare of Disaster Victims lies with the Department for Child Protection (DCP) under its establishment legislation. There is therefore a degree of mutual support required for this function. In general terms, the City or the DCP can activate arrangements to open Welfare Centres. However, where the City acts on its own initiative and incurs expense, then this expenditure is borne by the City. If, however, the DCP opens the Centre (or are requested to do so by the City or HMA), any expense incurred is funded through the DCP's operating budget. In order to give guidance in this matter, the table below provides a scale based on the number of evacuees and the duration of the evacuation as an indicator of the level of Welfare Support which should be activated.

Duration → People ↓	0 – 8 Hours	8 Hrs to 1 Day	1 – 3 Days	3 – 7 Days	1 Week+
1 - 10	Local	Local	Local/District	District	District
10 - 100	Local	Local/District	District	District	State
100 - 500	Local/District	District	State	State	State
500 +	District	District	State	State	State

## 3. DCP Perth District, Local Welfare Plan

The DCP will prepare a Perth District Welfare Plan, which provides the details for services provided in this support plan. DCP will determine which emergency welfare services will be established according to the needs identified. Welfare services include all or some of the following functions:

- Feeding of evacuees.
- Temporary shelter.
- Short/medium term accommodation.
- Registration
- Personal services such as:
  - Care of children/aged persons
  - Counselling
  - Spiritual services

The above services are provided by a wide range of Government, Local Government, church and voluntary agencies coordinated by the DCP in liaison with the City of Perth/Kings Park IMG.

In an emergency the physical and psychological needs of those affected can be many and varied. The nature and scale of the emergency will determine the type of services required to meet those needs and the manner in which they should be delivered. For example, only psychological services may be needed for one emergency while another may require a combination of accommodation and psychological services. To assist in coordinating these services they have been grouped into the following six functional areas which are coordinated by the DCP.

### **3.1. Emergency Accommodation**

The provision of temporary shelter for person's rendered homeless are provided at welfare or evacuation centres. These centres will be set up by the DCP in conjunction with the CoP/KP IMG. The following facilities have been identified as Welfare Centres under the Perth District Welfare Plan.

<b>LOCATION</b>	<b>DESCRIPTION</b>
<b><u>Welfare Centres</u></b>	
Hay Street Perth	Town Hall Detailed capability is contained in the DCP Perth District Welfare Plan
Roe Street Perth	Citiplace Detailed capability is contained in the DCP Perth District Welfare Plan
Hay Street East Perth	Rod Evans Centre Detailed capability is contained in the DCP Perth District Welfare Plan
<b><u>Assembly Areas</u></b>	
Elder Street Perth	<b>No 3B Car Park</b>
Hay Street Perth	<b>No 5 Car Park</b>
Lake Street Northbridge	<b>No 6 Car Park</b>
Pier Street Perth	<b>No 9 Car Park</b>
James Street Northbridge	<b>No 11 Car Park</b>
Roe Street Perth	<b>No 16 Car Park</b>
Mayfair Street West Perth	<b>No 27 Car Park</b>
Regal Place East Perth	<b>No 41 Car Park</b>
PCEC Perth	<b>No 46 Car Park</b>

In addition, certain major privately operated facilities in the City of Perth have been identified as State Level Welfare Centres. Arrangements for the activation and use of these Centres are detailed in State Welfare Support Plan.

### **3.2. *Emergency Catering***

The DCP in conjunction with the CoP / KP IMG will coordinate this activity. The Salvation Army, Country Women's Association, Meals on Wheels may be activated to organise the preparation and distribution of meals to evacuees and staff at the welfare centre. Commercial food outlets will be used as required; responsibility for the provision of meals for emergency workers is the responsibility of the Hazard Management Agency.

### **3.3. *Personal Requisites and Clothing***

The provision of essential clothing and personal requisites such as toiletry packs to affected persons including provision of basic necessities such as blankets, towels, clothing, bedding, nappies, some medications, sanitary needs etc. will be arranged as required.

### **3.4. *Personal Services***

The provision of services to ensure that affected persons receive the necessary personal support to cope with the affects of loss, stress, confusion, trauma and family disruption will be arranged at the welfare centre. These services include the provision of information, advice, basic care and comfort and counselling services.

### **3.5. *Registration and Inquiry***

The implementation of a registration and inquiry system that provides for individuals to be traced, families reunited and inquiries answered.

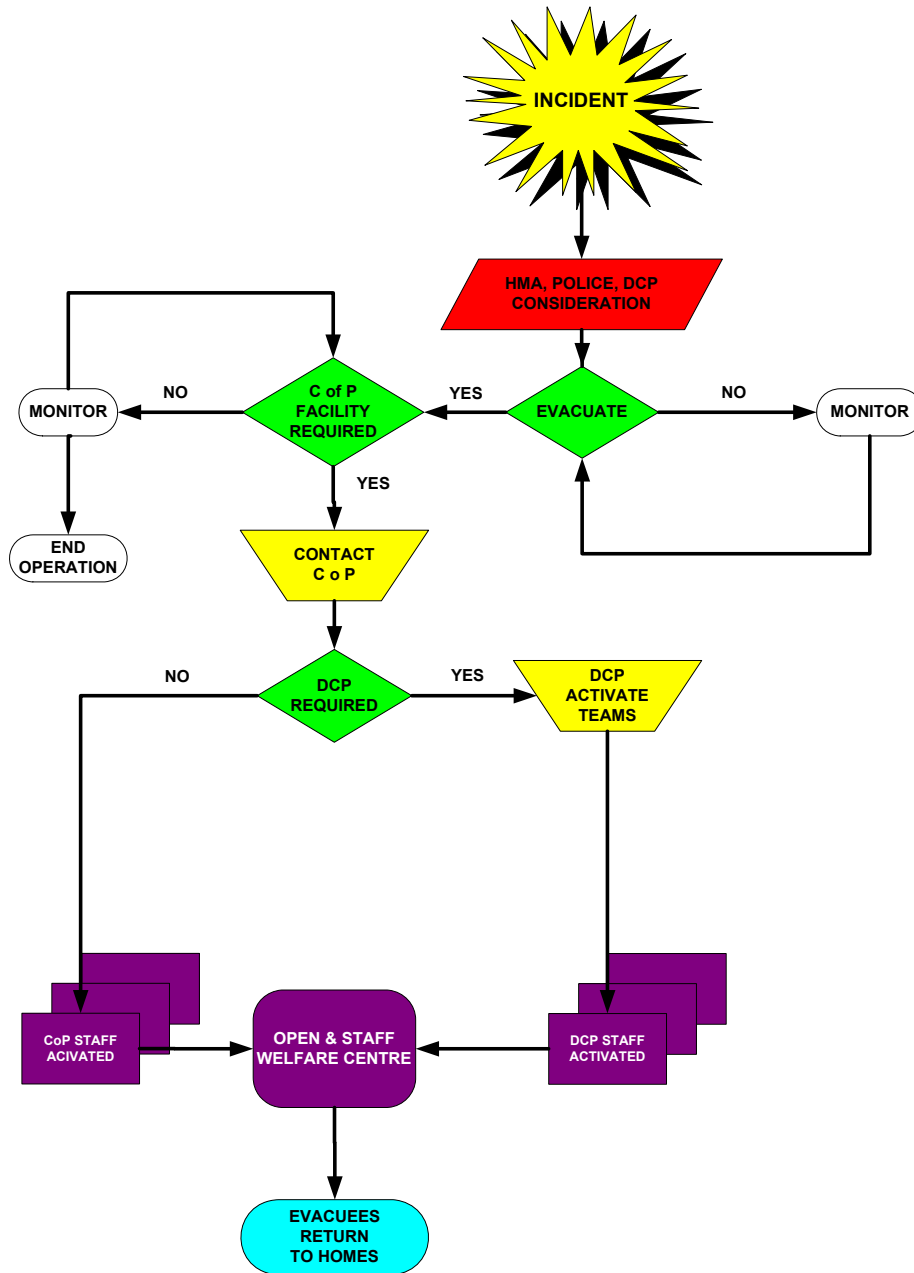
### **3.6. *Provision of Financial Assistance***

Following an emergency/disaster incident there are a number of financial assistance/grant programs available. These may include:

- Natural Disaster Relief Arrangements (NDRA).
- Personal Hardship and Distress Payments administered by the DCP for:
  - Emergency Assistance
  - Temporary Living expenses.
  - Essential Household Contents Assistance (means tested).
  - Structural Grants.
- Centrelink's Disaster Relief Payments and Special Benefits.
- DCP's Family Crisis Program and Funeral Benefits Program.
- Public Appeals administered through banks, businesses, local government etc.
- The Lord Mayor's Distress Relief Fund/Appeal administered through the CoP.

## 4. Activation Diagram

Welfare Centres are established in accordance with the following diagram



## **5. Conclusion**

The provision of Welfare Services to city residents, or affected residents from adjacent communities is a significant task. The DCP has a Legislative responsibility, which is based on the City making its facilities available. The HMA or WA Police are the primary decision makers who initiate evacuation and consequently the need for short or long term Welfare. The City retains control of its own facilities, but invites DCP to manage the Welfare function on its behalf. The City Council should be seen to be the active conduit between residents and the emergency services.

# ENVIRONMENTAL HEALTH

## 1. Introduction

The aim of this Support Plan is to provide for the protection of persons within a disaster affected area and ensure from a public health view point that sufficient preventative measures are undertaken to prevent and control any outbreak of infections or communicable disease.

## 2. Activation

- The Health Plan will be activated by the CoP / KP IMG.
- Once the Coordinator Environmental Health is called out, he/she shall attend the Incident Management Centre and undertake an inspection of the areas concerned.

## 3. Role of The Coordinator Environmental Health

The Coordinator's role is as follows:-

- To liaise with the Local Emergency Coordinator or Incident Manager
- To organise the installation of portable and temporary ablution facilities
- To determine the suitability of affected persons occupying and residing on their property in the disaster affected zone
- To consider how food and water distribution will be monitored
- To co-ordinate field surveys of affected property taking into account aspects of sanitation, garbage, pest control as well as other public health considerations
- To co-ordinate Environmental Health Officers co-opted into the area to carry out investigations
- To co-ordinate sanitation, garbage collection/disposal, pest control and clearing operations within the disaster area in consultation with the City of Perth Engineer
- To consult with the City of Perth Engineer about the need to establish an emergency garbage tip
- To consult with the Department of Agriculture about the method of disposing of dead stock
- To monitor public health aspects of temporary water supplies
- To monitor public health aspects of emergency accommodation
- To advise the Coordinator of environmental/pollution issues relating to chemical spillage etc.

## 4. Surveillance Duties and Report

Once a proper Environmental Health Survey has been undertaken throughout the disaster affected area, the Coordinator Environmental Health shall report the details of any observations which need to be rectified. The surveillance report shall also take account of the facilities that will be necessary to establish emergency

accommodation (i.e. ablutions, sanitary conveniences, laundry and clothes drying facilities etc). The extent of these facilities shall be related to the number of disaster affected persons and/or combating troops that will require the availability of these facilities.

The Coordinator Environmental Health shall maintain close liaison with the Welfare Coordinator in relation to the works to be undertaken and should ensure that his report sets out the overall problems within the disaster affected area and particular note should be made concerning the suitability of allowing disaster affected persons to return into the affected area and what works might be necessary to bring about proper sanitary conditions. The report should address the possibility of disaster affected persons returning to their property for the purposes of habitation.

## **5. Responsibilities**

The Coordinator Environmental Health will be responsible for aspects of public health as they relate to:-

### **5.1. Food:**

- Food inspection and rejection including the examination of community donated food
- Monitoring the receipt, storage and distribution of food to disaster affected people and others
- Briefing of food handlers including appropriate food handling procedures
- Supervision of food preparation buildings/facilities.

### **5.2. Water:**

- Selection of source of potable water in an emergency.
- Maintaining and monitoring potable water including the clarification and/or sterilization of water
- Monitoring water transport and distribution.

### **5.3. Disease Prevention:**

- Immunisation
- Destruction of insect disease vectors and vermin
- Preventative measures applicable to all facilities connected with storage, preparation and handling of food.

### **5.4. Water Disposal (including site of ablutions etc):**

- Disposal of waste eater from emergency ablutions, laundries and sanitary conveniences
- Siting of emergency facilities (i.e. ablutions, laundries and sanitary conveniences)
- Establishment and siting of emergency tip sites
- Collection of domestic and putrescent rubbish

- Disposal method of dead animals
- Disposal of liquid wastes from ablutions and kitchens.

### **5.5. *Hygiene and Cleaning Details:***

- Schedule the method and regularity of undertaking the cleaning of certain installations (i.e. ablutions, sanitary conveniences), food storage and preparations
- Monitor the results of the cleaning details
- Arrange contractors who will be responsible for the de-sludging of septic tanks and the waste water tanks and portable toilets.

### **5.6. *Environmental Protection:***

- Assess and monitor possible environmental pollution/damage
- Liaise with Incident Manager and Department of Environmental Protection in relation to environmental protection matters.

### **5.7. *Surveys:***

- Field surveys will identify matters of public health importance prior to site cleaning. Also individual problems on allotments such as checking of water supplies should be noted
- Siting of rubbish collection/disposal areas
- Siting of temporary accommodation and food consumption areas
- Assessment of potential health hazards i.e. flooding, asbestos dust and possible sources of contamination.

## **6. Conclusion**

This Support Plan must be read in conjunction with the City's Evacuation and Welfare Support Plans. It also has a close interface with the DCP Perth District Welfare Plan and WESTPLAN Human Epidemic produced by the Health Department of WA.