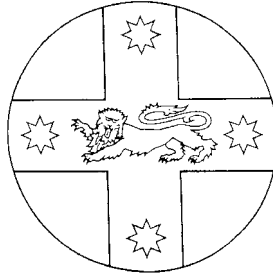


Copy No.



KEMPSEY SHIRE
LOCAL DISASTER PLAN
(DISPLAN)

February 2007

TITLE

Kempsey LOCAL DISASTER PLAN (DISPLAN)

AUTHORITY

The Kempsey Local Disaster Plan (DISPLAN) has been prepared and issued by the Kempsey Local Emergency Management Committee in accordance with Section 29 (1) of the State Emergency and Rescue Management Act, 1989, as amended.

APPROVED

Chair
Kempsey Local Emergency Management Committee.
Dated: / /

ENDORSED

Chair
Mid North Coast District Emergency Management Committee.
Dated: / /

CONTENTS

| | |
|---|----|
| TITLE..... | 2 |
| AUTHORITY | 2 |
| CONTENTS..... | 3 |
| AMENDMENTS..... | 5 |
| DISTRIBUTION | 6 |
| ABBREVIATIONS | 17 |
| INTRODUCTION | 18 |
| 1 PURPOSE | 18 |
| 2 OBJECTIVES | 18 |
| 3 SCOPE | 18 |
| 4 PRINCIPLES | 19 |
| 5 AREA COVERED BY THIS PLAN | 20 |
| 7 VULNERABLE COMMUNITIES..... | 23 |
| ROLES AND RESPONSIBILITIES | 24 |
| 8 RESPONSIBILITIES..... | 24 |
| 8.1 LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON) .. | 24 |
| 8.2 LOCAL EMERGENCY MANAGEMENT OFFICER (LEMO)..... | 24 |
| 8.3 COUNCIL..... | 25 |
| 8.5 AMBULANCE | 26 |
| 8.6 COMMUNICATION SERVICES FUNCTIONAL AREA | 26 |
| 8.7 ENGINEERING SERVICES FUNCTIONAL AREA | 27 |
| 8.8 ENVIRONMENTAL SERVICES FUNCTIONAL AREA | 27 |
| 8.9 FIRE BRIGADES | 27 |
| 8.11 POLICE | 28 |
| 8.12 | 29 |
| STATE EMERGENCY SERVICE..... | 29 |
| 8.14 WELFARE SERVICES FUNCTIONAL AREA | 30 |
| b. Mobilise and coordinate catering facilities and services to provide:i. Feeding of victims of emergencies, including evacuees in transit or in Welfare Centres, and displaced or homeless people in short term emergency accommodation centres;ii. by arrangement, meals for personnel engaged in emergency response and 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.e. Provide emergency financial assistance to victims of emergencies.f. Provide a Liaison Officer to the Local Emergency Operations Centre as requested by the LEOCon.8.15 OTHER ROLES | 31 |
| PREVENTION..... | 33 |
| 10 RESPONSIBILITIES AND STRATEGIES..... | 33 |
| PREPARATION | 35 |
| 12 TEST AND REVIEW PROCESS..... | 36 |
| 13 LOCAL EMERGENCY OPERATIONS CENTRE (LEOC) | 37 |
| RESOURCE AND CONTACT DIRECTORIES..... | 37 |
| 15 37 | |
| 16 PUBLIC EDUCATION..... | 41 |
| RESPONSE..... | 42 |
| 17 ACTIVATION | 42 |
| 18 PHASES OF ACTIVATION/DEACTIVATION | 43 |
| 19 CONTROL..... | 44 |
| 19.1 LOCAL EMERGENCY OPERATIONS CONTROLLER | 44 |
| 19.2 LOCAL EMERGENCY OPERATIONS CENTRES | 44 |
| 19.3 COMBAT AGENCIES..... | 44 |
| 20 OPERATIONS CONTROLLED BY COMBAT AGENCIES..... | 45 |
| 21 OPERATIONS CONTROLLED BY COMBAT AGENCIES AND | |

KEMPSEY LOCAL DISPLAN

| | | |
|----------------------|--|----|
| | SUPPORTED BY THE LEOCon | 45 |
| 22 | OPERATIONS FOR WHICH THERE IS NO COMBAT AGENCY | 46 |
| 23..... | OPERATIONS WHERE CONTROL IS HANDED OVER TO OR ASSUMED BY THE LEOCon | 46 |
| 24 | MARSHALLING AREAS FOR OUT OF LOCAL AREA RESOURCES | 46 |
| 25 | COMMUNICATIONS | 46 |
| 26 | MEDIA LIAISON | 46 |
| 27 | RELEASE OF INFORMATION | 47 |
| 28 | LIAISON | 47 |
| 29 | LOGISTIC SUPPORT | 47 |
| 30 | EMERGENCY FUNDING | 49 |
| 31 | EVACUATION | 49 |
| 32 | ROAD CLOSURES | 52 |
| 33 | STAND DOWN | 54 |
| 34 | DEBRIEF | 54 |
| ANNEXES | | 60 |

KEMPSEY LOCAL DISPLAN**DISTRIBUTION
(Asterisk denotes copies issued without restricted Annexures)**

| APPOINTMENT/ORGANISATION | COPY NO. |
|--|--------------------|
| SYDNEY MID WEST EMERGENCY MANAGEMENT DISTRICT | |
| District Emergency Operations Controller | 1 |
| Deputy District Emergency Operations Controller | 2 |
| District Emergency Management Officer | 3 |
| District Emergency Operations Centre (2) | 4 - 5 |
| MEMBERS, LOCAL EMERGENCY MANAGEMENT COMMITTEE | |
| Local Emergency Management Officer | 6 |
| Alternate Local Emergency Management Officer | 7 |
| Local Emergency Operations Controller | 8 |
| Alternate Local Emergency Operations Controller | 9 |
| NSW Fire Brigades – Captain | 10 & 11 |
| Ambulance Service – Station Officer Kempsey | 12 |
| State Emergency Service - Kempsey Local SES Controller | 13 |
| Welfare Coordinator - DOCS, | 14 |
| LOCAL GOVERNMENT | |
| Kempsey Council - Mayor | 15 * |
| Kempsey Council - General Manager | 16 * |
| Kempsey Council - Director, Shire Services | 17 |
| Kempsey Council - Manager, Works | 18 |
| Kempsey Council – Director Sustainable Development | 19 |
| LOCAL EMERGENCY OPERATIONS CENTRES | |
| Primary - | 20-25 |
| Alternate - | 26-30 |
| NSW POLICE | |
| Local Area Commander - MNC | 31 |
| Duty Officer - Kempsey Police Station | 32 |
| Supervisor - | 33 |

KEMPSEY LOCAL DISPLAN

| NSW FIRE BRIGADES | |
|---|------------|
| Zone Commander - Port Macquarie | 35 |
| Fire Stations - Kempsey | 36* |
| - South West Rocks | 37 |
| AMBULANCE SERVICE OF NSW | |
| Area Manager - Coffs Harbour | 38 |
| Station Officer - Kempsey | 39* |
| STATE EMERGENCY SERVICE | |
| Region Headquarters - Oxley (Taree) | 40 |
| DISTRICT FUNCTIONAL AREA COORDINATORS | |
| Agriculture & Animal Services - Department of Primary Industries | 41 |
| Environmental Services - Department Environment Conservation (EPA) | 42 |
| Engineering Services- Department of Commerce (Port Macquarie) | 43 |
| Transport Services - Department of Transport (Coffs Harbour) | 44 |
| Health Services - HSFAC North Coast Area Health Service | 45 |
| Communications - Telstra Countrywide Area Manager (Port Macquarie) | 46 |
| ADJOINING LOCAL EMERGENCY MANAGEMENT COMMITTEES | |
| Hastings - Local Emergency Management Officer | 47* |
| Nambucca - Local Emergency Management Officer | 48* |
| Armidale Dumaresq - Local Emergency Management Officer | 49* |
| ADJOINING LOCAL EMERGENCY OPERATIONS CENTRES | |
| Hastings - Local Emergency Management Officer | 50* |
| Nambucca - Local Emergency Management Officer | 51* |
| Dumaresq- Local Emergency Management Officer | 52* |
| LIBRARIES | |
| Kempsey - Customer Service Officer | 53* |
| South West Rocks - Customer Service Officer | 55* |
| Stuarts Point - Customer Service Officer | 56* |

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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 (Second Edition, 1991). Where possible, the reference source is identified as part of the definition (eg. the State Emergency and Rescue Management Act, 1989 (as amended), is identified as **SERM Act**).

Agency

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

Agency Controller

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

Casual Volunteer

means a person who:

- (a) assists an accredited rescue unit in carrying out a rescue operation with the consent of the person in charge of the rescue operation; or
- (b) assists, on his or her own initiative, in a rescue operation or otherwise in response to an emergency in circumstances in which the assistance was reasonably given. (Source: SERM Act).

Civil Defence

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

Combat Agency

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

Command

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

Concept of Operations

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

Control

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

Coordination

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

Disaster

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

Displan

means the New South Wales State Disaster Plan. The object of Displan is to ensure the coordinated response to emergencies by all agencies having responsibilities and functions in emergencies. (Source: SERM Act).

District

the State is divided into such districts as the Minister may determine by order published in the Gazette. Any such order may describe the boundaries of a district by reference to local government areas, maps or otherwise. (Source: SERM Act).

District Emergency Management Committee

means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), which at District level is responsible for preparing plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the District (District Displan) 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).

District Emergency Operations Controller

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

Emergency

means an emergency due to an 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 or animals 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 co-ordinated response.

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 a reference to the protection of the environment. (Source: SERM Act).

Emergency Officer

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

Emergency Operations Centre

means a centre established at State, District 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 NSW Implementation Guide for Emergency Management Committees.

Emergency Services Officer

means a Police Officer, an officer of the NSW Fire Brigades 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 NSW Rural Fire Service of or above the position of deputy captain, or a District Emergency Management Officer. (Source: SERM Act).

Emergency Services Organisation

means the NSW Police, NSW Fire Brigades, 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).

Functional Area

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

- (a) Agriculture and Animal Services;
- (b) Communication Services;
- (c) Energy and Utility Services;
- (d) Engineering Services;
- (e) Environmental Services;

- (f) Health Services;
- (g) Public Information Services;
- (h) Transport Services; and
- (i) Welfare Services.

Functional Area Coordinator

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

Government Agency

means:

- (a) a government department or administrative office as defined in the Public Sector Management Act 1988;
- (b) a public authority, being a body (whether incorporated or not) established by or under an Act for a public purpose, other than:
 - (i) the Legislative Council or Legislative Assembly or a committee of either or both of those bodies; or
 - (ii) a court or other judicial tribunal;
- (c) the NSW Police;
- (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
 - (iii) a judicial officer. (Source: SERM Act).

Hazard

in this plan 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 Material Incident

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

Incident

in this plan means a localised event, either accidental or deliberate, which may result in death or injury, or damage to property, which requires a normal response from an agency, or agencies.

Incident Control System (ICS)

means an operations management system using common language and procedures that allows agencies to retain their own command structure. The key principles are management by objectives and span of control using key functions of Control, Operations, Planning and Logistics.

Liaison Officer (LO)

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

Local Emergency Management Committee

means the committee constituted under the State Emergency and Rescue Management Act, 1989 (as amended), for each local government area, and 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 DISPLAN) for which it is constituted. In the exercise of its functions, any such Committee is responsible to the relevant District Emergency Management Committee. (Source: SERM Act).

Local Emergency Operations Controller

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

Local Government Area

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).

Logistics

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

Minister

means the Minister for Emergency Services.

Mitigation

means measures taken in advance of, or after, a disaster aimed at decreasing or eliminating its impact on society and environment. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Natural Disaster

a natural disaster is a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and which requires significant and coordinated multi-agency and community response. Such serious disruption can be caused by any one, or a combination, of the following natural hazards: bushfire; earthquake; flood; storm; cyclone; storm surge; landslide; tsunami; meteorite strike; or tornado. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Non Government Agency

means a voluntary organisation 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 or Functional Area Coordinators, or have acknowledged to the State Emergency Management Committee, that they are willing to participate in emergency management response and recovery operations under the direction of the Controller of a combat agency, or Coordinator of a Functional Area, with the levels of resources or support as appropriate to the emergency operation.

Plan

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

Preparation

in relation to an emergency includes arrangements or plans to deal with an emergency or the effects of an emergency. (Source: SERM Act).

Prevention

in relation to an emergency includes the identification of hazards, the assessment of threats to life and property and the taking of measures to reduce potential loss to life or property. (Source: SERM Act).

Public Awareness

The process of informing the community as to the nature of the hazard and actions needed to save lives and property prior to and in the event of disaster. . (Source: COAG Review into Natural Disasters in Australia, August 2002).

Recovery

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

Relief

the provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief or recovery centres. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Rescue

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

Rescue Unit

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

Response

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

Risk

a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Risk Assessment

the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Risk Management

the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. (Source: COAG Review into Natural Disaster in Australia, August 2002).

Roads Authority

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

Site Control

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

Site Controller

a police officer appointed by and subject to the direction of an emergency operations controller to be responsible for determining the site, establishing site control and controlling on the ground response to an emergency. Until the Emergency Operations Controller appoints a Site Controller, the Senior Police Officer will assume control

State Disasters Council

means the council established by the State Emergency and Rescue Management Act, 1989 (as amended), to advise the Minister on all matters relating to the prevention of, preparation for, response to and recovery from emergencies (including the coordination of the activities of government and non-government agencies in connection with those matters).

State Emergency Management Committee

means the committee constituted under the State Emergency and 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.

State Emergency Management Structure

In this plan the emergency management structure of New South Wales consists of the State, District and Local Emergency Management Committees, and established emergency operations centres at State, District and Local levels, which provides for the control and coordination of emergency response and recovery operations by all agencies having responsibilities and functions in emergencies.

State Emergency Operations Controller

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

State of Emergency

means a state of emergency declared by the Premier under Section 33(1) of the State Emergency & Rescue Management Act, 1989 (as amended).

NOTE: Other New South Wales legislation also provides for a declaration of an emergency which has different meanings and different authorities within that specific legislation - that is: Essential Services Act, 1988; Dam Safety Act, 1978; and Rural Fires Act, 1997 (as amended)

State Waters

means:

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

The Act provides that State waters consist of the territorial sea from the low 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.

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.

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.

Terrorist Act

is an act or threat, intended to advance a political, ideological or religious cause by coercing or intimidating an Australian or foreign government or the public, by causing serious harm to people or property, creating a serious risk of health and safety to the public, disrupting trade, critical infrastructure or electronic systems. (Source: Criminal Code Act 1995 [Commonwealth]).

Victim

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

Vulnerability

the degree of susceptibility and resilience of the community and environment to hazards. (Source: COAG Review into Natural Disasters in Australia, August 2002).

Welfare Services

means the services provided to assist in the relief of personal hardship and distress to individuals, families and communities who are the victims of an emergency. (Source: Community Welfare Act 1987).

ABBREVIATIONS

| | |
|------------|--|
| DEMC | District Emergency Management Committee |
| DEMO | District Emergency Management Officer |
| DEOC | District Emergency Operations Centre |
| DEOCON | District Emergency Operations Controller |
| DOCS | Department of Community Services |
| DISPLAN | Disaster Plan |
| EOC | Emergency Operations Centre |
| HAZMAT | Hazardous Materials |
| LEMC | Local Emergency Management Committee |
| LEMO | Local Emergency Management Officer |
| LEOC | Local Emergency Operations Centre |
| LEOCON | Local Emergency Operations Controller |
| LESFAC | Local Engineering Services Functional Area Coordinator |
| LO | Liaison Officer |
| NSWFB | NSW Fire Brigades |
| Police MAC | Police Marine Area Command |
| RTA | Roads and Traffic Authority |
| SES | NSW State Emergency Service |
| SEOCON | State Emergency Operations Controller |
| SITREP | Situation Report |
| SO | Standing Orders |
| SOP | Standing Operating Procedures |
| SRA | State Rail Authority |

PART 1

INTRODUCTION

1 PURPOSE

This plan details arrangements for prevention of, preparation for, response to and recovery from emergencies within the Kempsey Local Area. It encompasses arrangements where:

- 1.1 A combat agency is in control,
- 1.2 A combat agency is in control and supported by the Local Emergency Operations Controller,
- 1.3 There is no combat agency, and
- 1.4 A combat agency has passed control to, or control has been assumed by, the Local Emergency Operations Controller.

2 OBJECTIVES

The objectives of this plan are to:

- 2.1 Detail responsibilities for prevention and mitigation strategies;
- 2.2 Detail roles and responsibilities in preparation for, response to and recovery from emergencies;
- 2.3 Set out the control, coordination and liaison arrangements at Local level;
- 2.4 Detail activation and alerting arrangements;
- 2.5 Detail arrangements for the acquisition and coordination of resources;
- 2.6 Detail public warning systems and responsibility for implementation;
- 2.7 Detail public information arrangements and public education responsibilities;
- 2.8 Detail arrangements for the review, testing, evaluation and maintenance of this plan; and
- 2.9 Detail reporting and information flow arrangements

3 SCOPE

- 3.1 The plan describes the arrangements at Local level for the conduct of emergency preparedness, response and recovery operations no matter what the cause, including emergencies caused as a result of a terrorist act. It also provides policy direction for the preparation of Sub-Plans and Supporting Plans.
- 3.2 Arrangements detailed in this plan are based on the assumption that the resources upon which the plan relies are available when required.

- 3.3 The effectiveness of arrangements detailed in this plan are dependant upon all involved agencies preparing, testing and maintaining appropriate internal instructions and/or standing operating procedures.

4 PRINCIPLES

The following principles are applied in this plan:

- 4.1 Responsibility for preparedness, response and recovery rests initially at Local level. If Local agencies and available resources cannot cope they are augmented by those at District level. Finally, resources and support, coordinated from the State, and possibly resources provided from the Commonwealth and other States and Territories, are used.
- 4.2 Control / Coordination of emergency response and recovery operations is conducted at the lowest effective level.
- 4.3 Designated combat agencies may deploy additional resources from their own service from outside the affected Local Area or District if they are needed to conduct single service operations.
- 4.4 During an operation which is the legal responsibility of a designated combat agency, the Emergency Operations Controller is responsible, when so requested by that combat agency, to coordinate the provision of support resources through the Emergency Operations Centre. The Emergency Operations Controller is responsive to the requirements of the Controller of the Combat Agency. **Emergency Operations Controllers would not normally assume control of an operation from a designated 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.**
- 4.5 Combat Agency Controllers at all levels are required to keep Emergency Operations Controllers advised of the situation during emergency operations which are their responsibility.
- 4.6 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 to the combat agency as soon as the situation is stabilised and when the change of control will not adversely affect operations.
- 4.7 Emergency Operations following a terrorist attack will be controlled by SEOCON although operations will likely involve LEOCON.
- 4.8 Emergency preparedness, response and recovery operations should be conducted with all agencies carrying out their normal functions wherever possible.
- 4.9 Prevention measures remain the responsibility of authorities / agencies charged by statute with the responsibility.

5 SECURITY OF INFORMATION

- 5.1 Displans, Sub Plans and Supporting Plans are public documents. However, they are not to contain contact details or locations of operations centres, evacuation centres or recovery centres, unless these details are essential to the effectiveness of the plan.

5.2 Contact details are to be maintained separately.

6 COMMUNITY RELATIONS

6.1 In the course of a response to an emergency, Emergency Service Organisations and/or Functional Areas may encounter community relations issues, which may arise from the emergency or from other events. Any sub situations are to be referred to the chairperson of the Community Relations Commission for a multicultural NSW. If in the chairpersons opinion, in consultation with community leaders and CEOs of relevant Government Agencies or by the Premier, the situation represents a crisis in community relations the NSW Community Relations Crisis Management may be activated.

6.2 It is the responsibility of Controllers and functional area coordinators to ensure that their organizations are aware of the requirement to notify of community relations issues in relation to responses to an emergency and are familiar with the contents of the Community Relations Crisis Plan.

7 AREA COVERED BY THIS PLAN

7.1 The Kempsey Shire has an area of 3355 square kilometres. The Shire extends from the coastal plains on the east to the foothills of the Great Dividing Range on the west, the south and north boundaries are generally the watersheds between the Macleay Valley and the Hastings Valley and the Macleay Valley and the Nambucca Valley respectively.

7 The Shire contains the urban areas as:

| Suburb | Population |
|-------------------------|-------------------|
| Kempsey | 11,000 |
| South West Rocks | 3500 |
| Crescent Head | 1300 |
| Stuarts Point | 700 |
| Hat Head | 400 |
| Smithtown | 600 |
| Gladstone | 400 |
| Frederickton | 900 |
| Willawarrin | 100 |
| Bellbrook | 100 |

Additionally a large population is located in rural residential areas around

KEMPSEY LOCAL DISPLAN

Kempsey and extending towards Willawarrin. The Pacific Highway traverses the Shire on a north-south axis and carries a vast amount of district and interstate traffic. Heavy transport trucks and large passenger vehicles regularly travel the highway giving cause for concern.

The Macleay River cuts the Shire in a west to east direction. The river has an extensive catchment area rising in the Great Dividing Range near Armidale and exiting to the ocean at South West Rocks. The river flows through the town of Kempsey dividing the urban area.

See Annex A for Map.

7.1 Police Local Area Command

The Mid North Coast Local Area Command is based in Port Macquarie. The Local Area Commander is the LEOCON for the Kempsey Shire, with a Duty Officer appointed as an alternate LEOCON operating from Kempsey Police Station. Policing services are provided locally from the following Police Stations:

Kempsey
South West Rocks
Bellbrook
Gladstone/Kinchela
Crescent Head

8 HAZARDS (Sources of Risk)

8.1 The following hazards although not prioritised are considered to pose a significant threat to the Shire's population.

| SOURCE OF RISK | RISK LEVEL | COMBAT AGENCY/AGENCY RESPONSIBLE |
|----------------------------|------------|----------------------------------|
| FLOOD | EXTREME | NSW SES |
| BUSHFIRE | EXTREME | RFS |
| STORM | HIGH | NSW SES |
| EARTHQUAKE | HIGH | LEOCON |
| TSUNAMI | HIGH | NSW SES |
| BUS OR LIKE ACCIDENT | HIGH | NSW POLICE |
| ROAD/RAIL HAZCHEM ACCIDENT | MODERATE | NSWFB |

KEMPSEY LOCAL DISPLAN

| SOURCE OF RISK | RISK LEVEL | COMBAT AGENCY/AGENCY RESPONSIBLE |
|-------------------------------|------------|----------------------------------|
| PASSENGER ACCIDENT RAIL | LOW | NSW POLICE |
| SEARCH/RESCUE FOREST/WATERWAY | MODERATE | NSW POLICE |
| AIRCRAFT ACCIDENT | LOW | NSW POLICE |

| | |
|--------|--|
| LEGEND | These source's of risk have been subject to ERM Yet to have ERM applied |
|--------|--|

8.2 FLOODS

Subject to the requirements and provisions of the State Emergency and Rescue Management Act, 1989 (as amended), and under the provisions of the State Emergency Service Act, 1989 (as amended), for the emergencies of flood and damage control for storms, including the coordination of evacuation and welfare of affected communities, the overall control of operations in response to these emergencies is vested in the Director General of the State Emergency Service.

The appropriate Emergency Operations Controller is then to be prepared to coordinate support resources if requested by the appointed Local / Region State Emergency Service Controller.

A major flood in the Macleay River will have the effect of inundating valuable farmland on the flood plain below Kempsey and isolating the Villages of Smithtown, Gladstone, Kinchela and Jerseyville. With the exception of a small area along the riverbank at Gladstone these village areas will be covered by floodwaters in a major flood.

South West Rocks, Hat Head and Crescent Head will also be isolated but are essentially flood free.

The town of Kempsey is protected by a levee system which will provide protection against floods with a recurrence interval of ten (10) years. In a major flood the central business district and adjacent lands extending westerly almost to the North Coast Railway will be inundated. Flood waters in this area will be deep and swiftly flowing.

Upstream of Kempsey the Village of Willawarrin is partly affected by floodwaters backing up Hickey's Creek from the Macleay River. The Armidale Road is essentially flood free; there is the possibility of this road being affected in major floods west of Willawarrin at the peak of the flood.

8.3 BUSH FIRES

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 "Commissioners delegate".

The appropriate Emergency Operations Controller is then to be prepared to coordinate support resources if requested by the "Commissioners delegate".

Bush fires occur regularly in Kempsey Shire, generally west of the Railway line. Localised communities such as Kundabung, Dondingalong, Collombatti and Barraganyatti are subject to periodic serious fire threat, dependent on climatic conditions every two (2) to three (3) years.

The Shire has 14,582 ha of National Parks, 68,368 ha of forestry, 40,550 ha of crown lands, of which 17,775 ha is leasehold, with the balance of the Shire being privately owned lands.

The Forestry and National Parks lands to date have been reasonably well managed, with most threats to communities coming from large tracts of inadequately maintained private forest lands.

Hat Head National Park is regularly subject to vandalism by fire, which although spectacular and devastating to the Park, is not expected to cause evacuation of Hat Head Village.

The Shire has 15 volunteer NSW Rural Fire Brigades, with 29 fire tankers and some 400 active fire fighters who can cope with most standard bush fire situations.

9 VULNERABLE COMMUNITIES

- 9.1 Various facilities within the community have been identified as possibly requiring special consideration during a hazard impact by virtue of either the number of people in the facility, their age, mobility, or state of health. Examples of vulnerable facilities include but are not limited to hospitals, nursing homes, schools and shopping centres.
- 9.2 Details of these facilities are at Annex 'B'. "**Restricted Annexure**"

PART 2

ROLES AND RESPONSIBILITIES

10 RESPONSIBILITIES

10.1 LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)

- a. Monitor operations controlled by combat agencies.
- b. Maintain liaison with combat agency and support organisations.
- c. Coordinate support and control the allocation of resources to combat agency controlled operations when required by the combat agency.
- d. Control operations when there is no designated combat agency.
- e. In consultation with the combat agency, assume control of the operation from the combat agency if the situation can no longer be contained.
- f. Advise and activate appropriate emergency service organisations and Functional Areas.
- g. Activate and staff the Local Emergency Operations Centre in accordance with LEOC Standing Operating Procedures.
- h. Conduct exercises to test all or part of this DISPLAN.
- i. Ensure the District Emergency Operations Controller is kept apprised of the situation.
- j. As necessary, request "out of local area" resources from the District Emergency Operations Controller.
- k. Ensure that another Police Officer in the local area is delegated responsibility for and authority to act as "deputy" or "back-up" to the appointed LEOCON in his/her absence and that the DEOCON and/or DEMO are advised of absence or intended absence of LEOCON.

10.2 LOCAL EMERGENCY MANAGEMENT OFFICER (LEMO)

- a. Provide executive support to the Local Emergency Management Committee and the Local Emergency Operations Controller.
- b. Assist the LEOCON to establish and maintain the LEOC.
- c. Maintain a directory of contacts within the Council.
- d. Collate a comprehensive resource register and media directory (Council, Emergency Services and Functional Areas).
- e. Collate a comprehensive contact directory (Council, Emergency Services and Functional Areas).
- f. Coordinate public education programs in relation to local emergency management arrangements in consultation with the LEMC.

- g. Provide executive support at the Local Emergency Operations Centre when activated.
- h. Coordinate arrangements for a central debrief following emergency operations and prepare a consolidated report on the operation, in consultation with the Local Emergency Operations Controller.
- i. Ensure that adequate "back-up" arrangements are made to cover any period of absence and that the LEOCON is advised of absence or intended absence of the LEMO.

10.3 KEMPSEY SHIRE COUNCIL

- a. Provide a senior representative of Council who is to be nominated as the Chairperson of the Local Emergency Management Committee.
- b. Provide a Local Emergency Management Officer as executive support for the Local Emergency Management Committee and the Local Emergency Operations Controller.
- c. Provide a liaison officer to the Local Emergency Operations Centre, when requested.
- d. Provide a local liaison person from Councils Engineering, Environmental and Public Health section in support of those District Functional areas of Engineering, Environmental, Public Health and Transport to participate in local planning and operations when required or when requested.
- e. Provide personnel, plant, equipment and materials as available and required to assist in dealing with an incident or emergency.
- f. Provide expertise and support as requested to the following functional areas, whether established at Local, District or State level:
 - i. engineering functional area;
 - ii. health services functional area;
 - iii. environmental services functional area; and
 - iv. welfare services functional area.
- g. Support recovery operations.

10.4 AGRICULTURE AND ANIMAL SERVICES

Coordinator: Department of Primary Industries -Agriculture (Coordinated at District Level)

- a. Act as the combat agency for exotic animal diseases operations and other animal health emergencies. This means implementing procedures in conjunction with national authorities for the eradication or control of exotic animal diseases, including:
 - I. detection, diagnosis, risk assessment and surveillance of the disease;
 - ii. destruction and disposal of infected animals and products as required;
 - iii. disinfection of contaminated areas, buildings and vehicles;
 - iv. programs for vector control, for example, insect and feral animal control;

KEMPSEY LOCAL DISPLAN

- v. quarantine controls for the movement of persons and animals; and
 - vi. provision of adequate trained staff to ensure quarantine requirements are observed.
- b. Provide immediate animal relief services and continuing rehabilitation assistance to primary producers, including:
- I. assessment of injured stock and disposal of carcasses;
 - ii. assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
 - iii. coordination of the supply and distribution of emergency fodder supplies and other materials;
 - iv. administration of financial assistance to victims
 - v. assistance to primary producers suffering emergency induced traumas.
- c. Coordinate the collection, movement, care and destruction/disposal of companion pets, domestic animals and wildlife, when necessary during emergency response and/or recovery operations.
- d. Planning for agricultural emergencies, and advising on animal care, veterinary public health, and plant disease control measures.
- e. Provide a Liaison Officer to the District or Local Emergency Operations Centre as requested by the District Emergency Operations Controller.

10.5 AMBULANCE

- a. Provide Ambulance transport and pre-hospital care for all injured persons, as detailed in the Ambulance Service Major Incident/Disaster Plan.
- b. Provide and/or assume the responsibilities for transport of designated medical teams and their equipment to the sites of emergencies as detailed in (AMPLAN & NCAHS FUNCTIONAL AREA PLAN).
- c. Provide coordinated communications for all health services involved in emergency responses, as detailed in (AMPLAN& NCAHS FUNCTIONAL AREA PLAN).
- d. Provide, when called for, an Ambulance Liaison Officer with communications to the District Emergency Operations Centre.
- e. Provide, when necessary an Ambulance Liaison Officer to the forward Police Commander.

10.6 COMMUNICATIONS – TELEPHONE

Coordinator: Telstra (Coordinated at District level)

- a. Advise on the establishment and maintenance of reliable Telephone communications for the control and coordination of emergency response and recovery operations.
- b. Arrange for alternate Telephone communications links in the event of overloading or need for greater capacity.
- c. Provide a Liaison Officer to the District or Local Emergency Operations Centre as requested by the DEOCON.

- d. Provide advice on DISPLAN lines services.

10.7 ENGINEERING SERVICES FUNCTIONAL AREA

Coordinator: Department of Commerce (Coordinated at District Level)

Mobilise and coordinate facilities and services, through the Local Engineering Services Functional Area Coordinators, to provide:-

- a. Engineering plant and equipment
- b. Technical engineering and advisory services to combat agencies and the LEOCON.
- c. Acquisition, storage, issue and disposal of materials and other goods as required by the LEOCON.
- d. Deal with all engineering aspects associated with emergency response and recovery.
- e. Provide a Liaison Officer to the District or Local Emergency Operations Centre as requested by the DEOCON.

* Refer to section 10.3 (d) of Councils responsibilities.

10.8 ENVIRONMENTAL SERVICES FUNCTIONAL AREA

Coordinator: Department of Environment and Conservation – EPA
(Coordinated at District Level)

- a. Act as the combat agency to coordinate clean up and rehabilitation operations in areas affected by hazardous materials incidents and emergencies.
- b. Protect the environment during emergency response and recovery operations.
- c. Coordinate scientific support for the on scene Controller during operations to combat the pollution of inland waterways.
- d. Advise and coordinate scientific support to the New South Wales Fire Brigades during land base hazardous materials incidents and emergency response operations.
- e. Advise the combat agency and other Functional Areas or organisations involved on environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.
- f. Conduct post response operations investigations following incidents or emergencies involving hazardous materials.
- g. Provide a Liaison Officer to the District or Local Emergency Operations Centre as requested by the DEOCON.

* Refer to section 10.3 (d) of Councils responsibilities.

10.9 NSW FIRE BRIGADES

- a. Act as combat agency for fire and hazardous materials incidents and emergencies on land or inland waters.
- b. Provide fire control services by:
 - v. dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
 - vi. taking such measures as may be practicable to prevent the outbreak of fire;
 - vii. on land, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- c. As determined by the State Rescue Board, provide the Secondary accredited rescue unit at Kempsey and the Primary accredited rescue unit at South West Rocks.
- d. Assist in any other response or recovery operations for which the Fire Brigade's training and equipment is suitable.
- e. Provide a liaison officer to the Local Emergency Operations Centre as requested by the LEOCON.

10.10 HEALTH SERVICES

Coordinator: NSW Department of Health (Coordinated at District Level North Coast Area Health)

- a. Coordinate and control the mobilisation of all health responses to emergencies when this plan is activated. This includes medical, nursing, first aid, mental health and public health services, and involves:
 - I. hospital and medical services for the management of large numbers of casualties resulting from an emergency;
 - ii. 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.
 - iii. medical and mental health services to welfare centres;
 - iv. public health units and scientific specialists; and
 - v. control of communicable diseases
- b. Provide a Liaison Officer to the Local Emergency Operations Centre as requested.

* Refer to section 10.3 (d) of Councils responsibilities.

10.11 NSW POLICE

- a. Initial reconnaissance of the area affected by an emergency.
- b. Traffic and crowd control.

KEMPSEY LOCAL DISPLAN

- c. Control of evacuations (with the exception of Flood events).
- d. Recovery and identification of the dead and injured and notifying next of kin.
- e. Disaster victim registration.
- f. Security of evacuated areas and personal property of the dead and injured.
- g. Coordination of rescue operations except where vested by law in another authority.
- h. Establish temporary mortuaries.
- i. Provide a liaison officer to the Local Emergency Operations Centre or the Combat Agency Operations Centre as appropriate.
- j. Provide the LEOCON and the alternate LEOCON.
- k. Undertake statutory investigative requirements.

10.12 NSW RURAL FIRE SERVICE

Act as Combat Agency for fires within the Kempsey NSW Rural Fire District.

- a. Dealing with fire outbreaks and the rescue of persons in fire endangered areas within the NSW Rural Fire District of Kempsey.
- b. Take all practicable measures to prevent the outbreak of fires.
- c. Assist in other emergency operations where training and equipment are appropriate.
- d. Dealing with structure fires and motor vehicle accidents in the Kempsey NSW Rural Fire District.

10.13 NSW STATE EMERGENCY SERVICE

- a. Act as the combat agency for dealing with floods and to coordinate the rescue, evacuation and initial welfare of affected communities.
- b. Act as the combat agency for damage control for storm and tempest and to coordinate the evacuation and initial welfare of affected communities.
- c. Assist, at their request, members of the Police Service, Fire Brigade and Ambulance Service in dealing with incidents or emergencies.
- d. As determined by the State Rescue Board provide the Primary Accredited "Rescue Unit" for the Kempsey area.
- e. Provide a liaison officer to the Local Emergency Operations Centre as requested by the LEOCON.
- f. Act as the combat agency for dealing with Tsunami.

10.14 TRANSPORT SERVICES

Coordinator: Department of Transport (Coordinated at District Level)

KEMPSEY LOCAL DISPLAN

- a. Coordinate the provision of transport support as required by Combat Agencies, participating organisations and other Functional Areas, whilst maintaining as far as practicable, the normal operations and activities of public and commercial transport services. Tasks may include:
 - I. Movement of emergency equipment and personnel;
 - ii. Movement of emergency supplies and goods including water, fuel and food;
 - iii. Evacuation of people; and
 - iv. Assistance for medical transport
- b. Maintain and operate a road condition/closure advisory service to Participating Organisations and members of the public.
- c. Provide a Liaison Officer to the Local Emergency Centre as requested.

* Refer to section 10.3 (d) of Councils responsibilities.

10.15 WELFARE SERVICES FUNCTIONAL AREA

Coordinator: Department of Community Services (Local Disaster Welfare Manager)

- a. During response and recovery operations provide relief services to victims of incidents and emergencies. This may require:
 - I. Establishing Welfare Centres through which the provision of emergency accommodation, essential material needs, and the delivery of personal services to victims of emergencies can be made;
 - ii. Providing welfare information and advisory services to victims of emergencies.
 - iii. Providing personal welfare support and referral services, including financial aid.
 - iv. Establishing a support unit to coordinate and distribute offers of donated relief aid;
 - v. Providing mobile welfare service teams.
 - vi. Ensuring, in conjunction with Agriculture and Animal Services, the provision of companion animal care; and
 - vii. Ensuring, in conjunction with Health Services, the provision of medical and mental health (counselling) services.
- b. Mobilise and coordinate catering facilities and services to provide:
 - i. Feeding of victims of emergencies, including evacuees in transit or in Welfare Centres, and displaced or homeless people in short term emergency accommodation centres;
 - ii. by arrangement, meals for personnel engaged in emergency response and 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.
- e. Provide emergency financial assistance to victims of emergencies.
- f. Provide a Liaison Officer to the Local Emergency Operations Centre as requested by the LEOCON.

10.16 ROYAL VOLUNTEER COASTAL PATROL

- a. As determined by the State Rescue Board, provide accredited Marine Rescue Units
- b. As determined by the State Rescue Board, provided accredited Marine search and rescue coordination centre at South West Rocks.
- a. Provide marine rescue communications coordination.
- b. Under the control of the relevant combat agency (NSW Police Service) or Emergency Operations Controller, assist in any response or recovery operation for which the patrols training and equipment is suitable.
- c. Provide a Liaison Officer to the District Emergency Operations Centre when requested by the Local Emergency Operations Controller.

10.17 COUNTRY ENERGY

- a. Provide advice to the Kempsey Shire LEOCON of any need to disconnect power supplies or of any time table for reconnection.
- b. Clear or make safe any hazard caused by power lines or electrical reticulation equipment.
- c. Assess the necessity for and implement the disconnection of customer's electrical installations where these may present a hazard.
- d. Advise the public with regard to electrical hazards during flooding and storms to the availability or otherwise of the electricity supply.
- e. Inspect, test and reconnect customers electrical installations as conditions allow.

11 RESCUE

- 11.1 This section refers Rescue Operations as described in the 'State Rescue Policy'.
- 11.2 NSW Police will coordinate rescue activities in the local area in accordance with the State Rescue Policy through the senior Police officer at the scene, with the exception of rescue from fire, fire endangered areas, where respective fire services are responsible, or in the case of hazardous materials, which is coordinated by the NSW Fire Brigade, or from floods, which is coordinated by the NSW State Emergency Service. Call out of rescue units is managed by Police Radio VKG based in Newcastle.
- 11.3 In addition to the various accredited rescue units, the NSW State Emergency Service and the NSW Fire Brigades can provide a general emergency rescue capability.

KEMPSEY LOCAL DISPLAN

- 11.4 Rescue standing operating procedures for the Mid North Coast District are annexed to the Mid North Coast District DISPLAN. These SOPS apply to the Kempsey Shire area.
- 11.4 NSW Police is the authority responsible for the overall control of marine search and rescue operations in NSW. The NSW Police Marine Area Command will normally coordinate marine search and rescue operations.

PART 3

PREVENTION

12 RESPONSIBILITIES AND STRATEGIES

- 12.1 Responsibility for the development and implementation of Prevention and Mitigation strategies rests with the agencies or organisations detailed below and are not subject to DISPLAN arrangements.
- 12.2 To facilitate coordination of Prevention and Mitigation measures, the agencies or organisations with responsibilities have provided details of the strategies they implement within the local area and these are listed below:-

| HAZARD | AGENCY RESPONSIBLE | MITIGATION/ PREVENTION STRATEGIES |
|---------------|---|---|
| FLOODS | Kempsey Shire Council NSW State Emergency Service Dept of Natural Resources Bureau of Meteorology | Regulate property development & building construction through LEPs & DCPs. Development & maintenance of flood mitigation works. Preparation of floodplain management plans. Provide public education material Preparation of mitigation schemes and floodplain management plans. Issue of Warnings |
| STORM | Bureau of Meteorology NSW State Emergency Service | Issue storm & thunderstorm warnings Provide public education material |
| FIRE | Kempsey Shire Council Bureau of Meteorology Bush Fire Management Committees Fire Agencies – RFS, NSW Fire Brigade, National Parks, | Require landowners to clear firebreaks and remove fire hazards. Regulate burning off. Regulate property development and building construction through LEP's and DCP's. Issue Warnings Co-ordinate bushfire fuel management strategies. Implement bushfire fuel management programs, community education. |

KEMPSEY LOCAL DISPLAN

| HAZARD | AGENCY RESPONSIBLE | MITIGATION/ PREVENTION STRATEGIES |
|---|--|---|
| | NSW Forestry | |
| HAZARDOUS MATERIALS | <p>Department of Environment and Conservation - EPA</p> <p>Workcover Authority</p> <p>North Coast Area Health Service – Public Health Unit</p> | <p>Regulate the transport of dangerous goods.</p> <p>Assists industry with the development of safe handling and response procedures.</p> <p>Regulate the production & storage of dangerous goods.</p> <p>Provide advice and health warnings in the event of persons being affected by hazardous material.</p> |
| EARTHQUAKE | Local Government Councils | Regulate property development & building construction through LEP's & DCPs. |
| AGRICULTURE AND ANIMAL HEALTH EMERGENCIES | Department of Primary Industries – Agriculture | <p>Surveillance by Department of Primary Industries – Agriculture, especially through Australian Quarantine Inspection Service</p> <p>NSW State Animal Health Emergency Sub-Plan</p> <p>AUSVET PLAN</p> <p>Training of Department of Primary Industries – Agriculture staff in detection of diseases.</p> |

PART 4

PLANNING AND PREPARATION

13 DISASTER PLANS

- 13.1 The State Disaster Plan requires that the Local Emergency Management Committee is to develop and maintain its own Local Disaster Plan, with appropriate Sub Plans, as required by Combat Agency Controllers at the appropriate level. Supporting plans are to be the exception at local level and their development must be approved by District Functional Area Coordinators.
- 13.2 The emergency risk management process is to be used as the basis for emergency planning in NSW. This methodical approach to the planning process is to be applied by emergency management committees at all levels. Advice on the implementation of emergency risk management may be obtained from the Secretariat of the SEMC.

14 SUB PLANS, SUPPORTING AND RELATED PLANS

| PLANNING TREATMENTS | Level of Planning | | |
|---------------------|--|---|---|
| | State | District | Local |
| DISPLAN | State Displan | District Displan | Local Displan |
| SUB PLANS | Animal Health Emergency Sub Plan | <i>Supported by District and Local Displans</i> | |
| | Human Health Pandemic | <i>Supported by area Health Service Health Pandemic Plans and District and Local Displans</i> | |
| | NSW Marine Oil and Chemical Spill Contingency Plan | <i>Supported by District and Local Displans</i> | |
| | State Bush Fire Plan | Northern Region Bush Fire Operations Plans | Kempsey Shire Bush Fire Operations and Risk Management Plan |
| | State Aviation Emergency Sub Plan | <i>Supported by District and Local Displans</i> | |
| | Major Structure Collapse Sub Plan | <i>Supported by District and Local Displans</i> | |
| | State Storm Plan | <i>Supported by District and Local Displans</i> | |
| | State Flood Plan | SES Region Flood Plan (Oxley) | Kempsey SES Local Flood Plan |
| | Food Industry Emergency Sub Plan | | |
| | Hazmat CBR Sub Plan | <i>Supported by District and Local Displans</i> | |
| | State Tsunami Plan | Arrangements to be incorporated in coastal SES Region (Oxley) and Kempsey SES Local Flood Plans | |

KEMPSEY LOCAL DISPLAN

| PLANNING TREATMENTS | Level of Planning | | |
|-------------------------|---------------------------------|--|-----------------------------|
| | State | District | Local |
| SUPPORTING PLANS | Agriculture and Animal Services | District Agriculture & Animal Services | |
| | Communications Services | | |
| | Energy and Utility Services | | |
| | Engineering Services | District Engineering Services Plan | |
| | Environmental Services | | |
| | Health Services | Area Health Services Plan | |
| | Public Information Services | | |
| | Transport Services | District Transport Services Plan | |
| | Welfare Services | District Welfare Services Plan | Local Welfare Services Plan |

OTHER LOCAL PLANS

AERODROME EMERGENCY PLAN

ERM PLAN WHEN DEVELOPED.

15 TEST AND REVIEW PROCESS

- 15.1 The LEMC is to ensure that this DISPLAN is reviewed, tested, evaluated and maintained.
- 15.2 the plan is to be reviewed by the Local Emergency Management Committee:-
 - a. after each local level operation
 - b. after each exercise to test the DISPLAN (or part thereof)
 - c. as deficiencies are identified
 - d. as roles, responsibilities and capabilities of agencies change
 - e. to reflect appropriate legislative changes
 - f. with a major review at least every five years.
- 15.3 The frequency and method of testing and evaluation of the plan will be determined by the LEMC.
- 15.4 The Local Emergency Management Officer maintains this DISPLAN and issues amendments approved by the Local Emergency Management Committee.

16 LOCAL EMERGENCY OPERATIONS CENTRE (LEOC)

16.1 All arrangements relating to the activation and use of the Kempsey Local Emergency Operations Centre (LEOC) are detailed in the Kempsey Local Emergency Operations Centre Standing Operating Procedures.

16.2 The LEOCON is responsible for:-

- a. Establishing, maintaining and controlling the LEOC.
- b. Preparing and maintaining Standing Operating Procedures for the LEOC.
- c. Ensuring that adequate 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.

17 RESOURCE AND CONTACT DIRECTORIES

Each Combat Agency Controller, Functional Area Coordinator and other participants to this plan is to develop and maintain up-to-date resource and contact directories appropriate to their area of responsibility. The LEMO will maintain an up to date contact list for the Kempsey Shire area.

18 WARNING

18.1 When the Local Emergency Operations Controller receives advice of any event which has the potential to escalate into an emergency or may require the support of additional resources, the Local Emergency Operations Controller will:-

- a. contact the emergency services and Functional Areas required to either support the combat agency or carry out other tasks relating to the emergency; and,
- b. advise neighbouring areas and the next higher level of control.

18.2 Responsibilities for providing warnings to the community, the LEOCON, Emergency Services, Functional Areas and other agencies in relation to the Local Area hazards/threats are detailed below:

KEMPSEY LOCAL DISPLAN

| HAZARD OR THREAT | AGENCY/ POSITION RESPONSIBLE | WARNING PROVIDED |
|--|---|---|
| BUSH AND GRASS FIRE | Bureau of Meteorology Executive Officer Fire Management Committee | General fire weather advice to the wider community via regional electronic & print Media Specific warnings & Total Fire Ban advice to the LEOCON, relevant Emergency Services and Functional Area representatives. |
| EXOTIC ANIMAL AND PLANT DISEASE | Department of Primary Industries | Warnings to the LEOCON Warnings to relevant agencies specific to exotic disease outbreaks & restricted areas. |
| FLOODING INCLUDING COASTAL EROSION AND TSUNAMI | NSW State Emergency Service - Local Controller | Pump & Stock Warnings, Local Flood Advices, Flood Bulletins, Flood Heights & Evacuation Warnings to the LEOCON and relevant Emergency Services and Functional Area representatives. |
| FLOODING - Dam Failure | NSW State Emergency Service - Local Controller SES LEOCON | Specific warnings to the LEOCON Specific warnings including evacuation warnings to the community. |
| HAZARDOUS MATERIALS SPILLAGES | POLICE or LEOCON (at the request of NSW Fire Brigade) | Evacuation warnings, public safety directions and warnings relating to spillage's into waterways. |
| SEVERE STORMS | Bureau of Meteorology NSW State Emergency Service - Local Controller SES | General advice to the wider community via electronic Media. General advice and warnings to the LEOCON, relevant Emergency Services and Functional Area representatives. |
| OTHER WARNINGS | LEOCON | General and Evacuation Warnings to affected communities and relevant Emergency Services and Functional Area representatives. |

19 PUBLIC

- 19.1 Normally, warnings to the public will be authorised and released by the combat agency. However, if there is an urgent need for localised warnings, then these may be authorised by the LEOCON.
- 19.2 Public warnings will be communicated, by the responsible agency, to the community by whatever media is considered appropriate at the time.
- 19.3 In some circumstances, particularly if there is a need for urgent evacuations

or other actions, media warnings may be reinforced by the following methods:

- a. Use of public address systems fitted to emergency services vehicles.
- b. Evacuation teams, made up of personnel from either Police, Fire Brigades and/or State Emergency Service, and others if necessary, to carry out door knocks within the danger area.

20 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

- 20.1 The LEMC is responsible to develop and maintain a Local Displan. Where no Combat Agency is nominated for a hazard or emergency (by NSW Displan) the LEMC is to prepare Sub-Plans in relation to the preparation for, response to and recovery from those hazards and emergencies in the local government area or combination of local government areas for which it is constituted. The LEMC is to provide support to Combat Agencies preparing Sub-Plans and to Functional Areas preparing Supporting Plans, related to specific hazards and emergencies within the area.
- 20.2 Some agencies represented on a LEMC will have a role in prevention measures related to a particular hazard or emergency but prevention is not a direct responsibility of a LEMC. A LEMC will interact with prevention activities through its work in implementing emergency risk management. A senior representative of the council of the relevant local government area, nominated by that council is Chairperson of the LEMC

21 LOCAL DISPLANS

- 21.1 The State DISPLAN specifies that Local Displans are to detail:
 - a. the Combat Agencies;
 - b. the Functional Areas;
 - c. the roles and responsibilities
 - d. the response and recovery procedures
- 21.2 Local Displans are also to include arrangements for the coordination of support resources to a Combat Agency and for the handover of responsibility for emergency response and recovery operations between Local, District and State levels of the emergency management structure.

22 SUB-PLANS

- 22.1 Agencies designated as a Combat Agency for a particular hazard or emergency are required to prepare a Sub-Plan for each hazard or emergency dealing with the preparation for, response to and recovery from those hazards and emergencies. The role of agencies in prevention varies from agency to agency and from hazard to hazard. All agencies involved in EMC's are also involved in the implementation of ERM in NSW and it is through that avenue that prevention activities are linked to the work of EMC's.
- 22.2 In preparing a sub-plan an agency is required to communicate and consult with all other agencies and organisations that have a role or an interest in the emergency management of a hazard or emergency. All sub-plans must

be reviewed and endorsed by their respective EMC's.

23 SUPPORTING PLANS

23.1 Local level Functional Area Coordinators are required to prepare and maintain Supporting Plans to the Local Displan, to implement their roles on a Local basis, and to identify the resources available from their own agency, as well as those arranged to be provided from external sources.

24 REVIEW OF DISASTER PLANS

24.1 Displans and Sub-Plans must be formally reviewed no less frequently than every five years and reviews of relevant aspects are to be carried out following emergencies or changes of legislation.

24.2 Supporting Plans must also be reviewed at least every five years, but may be reviewed more frequently at the direction of the Functional Area Coordinator.

25 STANDARD EMERGENCY WARNING SIGNAL (SEWS)

25.1 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 (SEWS) will alert the public to messages about things they can do to reduce potential loss of life and property.

25.2 SEWS is to only be used to warn the public when they need to take some urgent and immediate action in order to reduce the potential for loss to life or property from emergencies such as:-

- Severe Thunderstorms
- Severe Floods
- Hazardous Materials Emergencies
- Earthquake Aftershocks
- Dam Failure
- Terrorist Act.
- Gale Force Winds
- Cyclones
- Biological Hazards
- Tsunamis
- Bushfires

25.3 The purpose of SEWS is to:

Alert listeners/viewers of radio/television that an official emergency announcement is about to be made concerning an actual or potential emergency.

Alert the community at large, via a public address system, to an important official emergency announcement.

26 AUTHORITY TO USE SEWS

Emergency Operations Controllers, Combat Agency Commanders/Controllers at Local, District and State level are authorised to use SEWS for the above purposes (vide para 223 State Displan).

27 PROCEDURE FOR THE USE OF SEWS

27.1 Requests to the media to broadcast SEWS will be confirmed by facsimile

KEMPSEY LOCAL DISPLAN

27.2 The SEMC is responsible for issuing the SEWS signal to the electronic media annually.

27.3 Format of Request to the Media to use SEWS, see Annex F.

28 PUBLIC EDUCATION

28.1 Education of the public about the existence of and arrangements contained within this plan is the responsibility of the Kempsey Local Emergency Management Committee and participating organisations.

28.2 Copies of this plan will be made available for public viewing at Council Administrative Offices and at public libraries.

28.3 As appropriate, participating organisations may make copies of this plan available for public viewing.

28.4 The method of dissemination to be used will be determined as necessary by the Local Emergency Management Committee

28.5 The responsibilities for the conduct and coordination of public education in regards to specific hazards/threats rest with the relevant combat agency as outlined below.

| HAZARD | AGENCY & RESPONSIBILITY |
|---------------------------------|--|
| EXOTIC ANIMAL AND PLANT DISEASE | Department Primary Industries (Agriculture), is responsible for public awareness concerning the implications of exotic animal and plant disease and appropriate strategies for its prevention and detection. |
| FLOODING AND TSUNAMI | The NSW State Emergency Service Region and Local Controllers are responsible for ensuring, as detailed in SES region and Local Flood Plans, that the residents of the region and local areas are aware of the flood threat and how to protect themselves against it. |
| SEVERE STORM | The State Emergency Service Region and Local Controllers are responsible for ensuring that the residents of the region are aware of the likely effects of storm impact and how to protect themselves against it. |
| ENVIRONMENTAL | The Department Environment and Conservation (Environment Protection Authority) conducts general public education programs on environmental matters and addresses various groups/organisations on request. |
| HAZARDOUS MATERIALS | The Chemical Industry Council undertakes public education and awareness through the Responsible Care Program. Workcover issue information in relation to handling and safety. |

PART 5
RESPONSE

29 ACTIVATION

- 29.1 The arrangements detailed in this plan can be activated by the Local Emergency Operations Controller (LEOCON) or the responsible combat agency.
- 29.2 The arrangements herein will apply during operations whether under the control of the LEOCON or a Combat Agency.
- 29.3 A formal declaration of an "emergency" or a State of Emergency is not required for the arrangements detailed in this plan to apply.
- 29.4 The LEOCON will implement the arrangements in this plan when:
- a. the LEOCON has received advice from a Combat Agency that a situation is likely to develop into a multi-agency response.
 - b. the LEOCON has received confirmed reports that an emergency has occurred.
 - c. the LEOCON has been notified that an emergency in an adjoining Local Area is likely to impact on this Area.
 - d. directed by the DEOCON.
- 29.5 The LEOCON will monitor situations being controlled by a Combat Agency.

30 PHASES OF ACTIVATION/DEACTIVATION

| PHASE | ACTION |
|------------------------|--|
| ALERT | <ol style="list-style-type: none"> 1. LEOCON receives advice of an operation which could escalate and require co-ordinated resource support, or develop into an emergency. 2. LEOCON monitors the situation and informs as appropriate: <ul style="list-style-type: none"> * Relevant emergency services * Functional Area Co-ordinators * LEMO & DEOCON |
| STAND BY | <ol style="list-style-type: none"> 1. Combat agency advises LEOCON that assistance under the DISPLAN might be required. 2. LEOCON: <ul style="list-style-type: none"> * activates LEOC to a level appropriate to the situation. * informs relevant Combat and Functional Area Agencies to place units on standby; and * briefs DEOCON and DEMO on situation. 3. Liaison Officers report to LEOC as required by LEOCON. |
| CALL OUT | <ol style="list-style-type: none"> 1. Combat agency advises LEOCON that assistance is required. 2. LEOCON: <ul style="list-style-type: none"> * escalates LEOC to required staff level; * calls out combat agencies and Functional Areas as required; and * liaises with DEOCON and DEMO as required. 3. Liaison Officers advise respective agencies to respond as required. |
| DEBRIEF and STAND DOWN | <ol style="list-style-type: none"> 1. Combat agency advises LEOCON that assistance is no longer required. 2. LEOCON: <ul style="list-style-type: none"> * advises Liaison Officers and arranges time and location for debriefing; * advises DEOCON and DEMO. 3. Combat agency and Functional Area personnel are debriefed and stood down on completion of final tasks. 4. Final reports completed and distributed by agencies in accordance with Standing Operating Procedures. |

31 CONTROL

31.1 LOCAL EMERGENCY OPERATIONS CONTROLLER

- a. The Police Local Area Commander based at Port Macquarie is the Local Emergency Operations Controller (LEOCON) for the Kempsey Local Area appointed by the DEOCON. The alternate LEOCON will be a Duty Officer from the Local Area Command as selected by the LEOCON and appointed by the DEOCON.
- b. The LEOCON is responsible to the District Emergency Operations Controller (DEOCON) for the overall direction, control and coordination of emergency response and recovery measures for the local area.

31.2 LOCAL EMERGENCY OPERATIONS CENTRES AND COMBAT AGENCY OPERATION CENTRES AND FUNCTIONAL AREA HEADQUARTERS – RESTRICTED INFORMATION.

- a. The Local Emergency Operations Centre (LEOC) is located within **“Restricted Information”**.
- b. The alternate Local Emergency Operations Centre is located within **“Restricted Information”**.
- c. Should both of the above facilities become unusable, the Local Emergency Operations Controller shall determine an appropriate facility to use as the Local Emergency Operations Centre.

31.3 CONTROL RESPONSIBILITIES

- a. The following organisations have been identified in State DISPLAN as the agencies primarily responsible for controlling particular hazards/emergencies as follows:

AGENCIES

| EMERGENCY | COMBAT AGENCY |
|--|--|
| ANIMAL, PLANT DISEASE, RODENTOR INSECT PLAGUE | DEPARTMENT PRIMARY INDUSTRIES (AGRICULTURE) |
| FIRE (WITHIN NSW RURAL FIRE DISTRICT) | NSW RURAL FIRE SERVICE |
| FIRE (WITHIN A FIRE DISTRICT) | NSW FIRE BRIGADE |
| FOOD INDUSTRY | NSW FOOD AUTHORITY |
| FLOOD | NSW STATE EMERGENCY SERVICE |
| | |

KEMPSEY LOCAL DISPLAN

| | |
|---|---|
| HUMAN HEALTH PANDEMIC | NSW HEALTH SERVICE – NORTH COAST AREA HEALTH |
| LAW ENFORCEMENT DURING A DECLARATION | NSW POLICE |

| EMERGENCY | COMBAT AGENCY |
|---|---|
| HAZARDOUS MATERIALS ON LAND INLAND WATERS STATE WATERS | NSW FIRE BRIGADE NSW FIRE BRIGADE NSW MARITIME |
| MARINE OIL SPILL | NSW MARITIME |
| SEARCH AND RESCUE | NSW POLICE |
| SEVERE STORM | NSW STATE EMERGENCY SERVICE |
| TSUNAMI | NSW STATE EMERGENCY SERVICE |

EMERGENCY OPERATIONS CONTROLLERS

Aviation Emergency
 Major Structure Collapse Emergency
 Other emergencies not designated to a combat agency
 Terrorist act

32 OPERATIONS CONTROLLED BY COMBAT AGENCIES

- 32.1 Agencies may deploy their own resources from outside the affected Local Area or District if they are needed.
- 32.2 Local Functional Area support may be sought direct from the co-ordinator in accordance with Local Supporting Plans. District and State Functional Area support should be sought through the LEOCON.
- 32.3 Any resource requests unable to be met by an agency should be directed to the LEOCON.
- 32.4 The LEOCON will direct requests for any resources unable to be provided at Local level to the DEOCON.

33 OPERATIONS CONTROLLED BY COMBAT AGENCIES AND SUPPORTED BY THE LEOCON

- 33.1 Combat agencies may request additional resources and/or Functional area support from the LEOCON, who will co-ordinate their allocation.

33.2 The LEOCON will direct requests for any resources unable to be provided at Local level to the DEOCON.

34 OPERATIONS FOR WHICH THERE IS NO COMBAT AGENCY

34.1 The LEOCON will assume control of operations where there is no combat agency.

34.2 Emergency Services Organisations and Functional Areas are to be prepared to provide Liaison Officers at the request of the LEOCON.

35 OPERATIONS WHERE CONTROL IS HANDED OVER TO OR ASSUMED BY THE LEOCON

35.1 The Local Emergency Operations Controllers may assume responsibility for controlling the response to an emergency under Displan if:

- a) the State Emergency Operations Controller is satisfied that it is necessary to do so in the particular circumstances of the case, and
- b) the combat agency has requested or agreed to the Local Emergency Operations Controller assuming that responsibility, or, in the case of any disagreement on the matter, the Minister has directed the Local Emergency Operations Controller to do so.

35.2 If the Local Emergency Operations Controller has assumed control of an operation from the responsible Combat Agency, control should revert to that Combat Agency as soon as it is expedient to do so.

36 MARSHALLING AREAS FOR OUT OF LOCAL AREA RESOURCES

36.1 Areas suitable for the marshalling of out of area resources prior to deployment are:

South Kempsey Park or
Warwick Park Racecourse or
Kempsey Showground

37 COMMUNICATIONS

37.1 The primary method of communication between the Local Emergency Operations Centre, coordination centres and involved agencies will be the public switched telephone network.

37.2 The secondary method of communication will be the cellular telephone network.

37.3 Backup communications will be coordinated by the LEOCON.

38 MEDIA LIAISON

38.1 A Media Contact Directory is to be maintained at the LEOC and at

Combat Agency Operations Centres. Responsibility for collating and maintaining this contact directory rests with the LEMO.

- 38.2 During incidents and emergencies controlled by a combat agency, whether or not supported by the LEOCON, media liaison, including the coordination of media releases and briefings, will be the responsibility of the combat agency.
- 38.3 During emergencies where there is no combat agency or where control is handed over to or assumed by the LEOCON, media liaison, including the coordination of media releases and briefings, will be the responsibility of the LEOCON.
- 38.4 The appropriate Controller is to appoint a Media Liaison Officer and escorts for journalists and camera crews as required.
- 38.5 Facilities for dealing with the media are to be provided as close as possible to, but not in, the controlling Operations Centre.

39 RELEASE OF INFORMATION

- 39.1 No information is to be released to the Media, outside organisations or individuals without prior authorisation of the appropriate Controller or Media Liaison Officer.

40 LIAISON

- 40.1 Liaison Officers are to be appointed by each involved Emergency Service and Functional Area.
- 40.2 For operations controlled by the LEOCON, Emergency Services Liaison Officers are to deploy to the LEOC, as requested by the LEOCON. Functional Area Liaison Officers are to be available but will not attend the LEOC unless requested by the LEOCON.
- 40.3 Liaison officers maintain communications with and convey directions/requests to their organisation or functional area and provide advice on the status, capabilities, actions and requirements of their organisation or functional area. A liaison officer must have the authority to commit the resources of their organisation or functional area.
- 40.4 Liaison Officers must be able and prepared to provide communications to their own organisations.
- 40.5 The LEMO will always deploy to the Local Emergency Operations Centre when activated.

41 LOGISTIC SUPPORT

- 41.1 Whenever possible, normal procurement procedures are to be used for the acquisition of goods and services.
- 41.2 Council resources will be co-ordinated by the Council Liaison Officer.
- 41.3 Combat agencies are responsible for their own logistic support. Should they require assistance it may be co-ordinated by the LEOCON.

- 41.4 Each Emergency Service and Functional Area will maintain a Local Resource Register appropriate to their area of responsibility.

42 EMERGENCY FUNDING

- 42.1 All Emergency Services and Functional Areas have their own systems for emergency funding, which are to be used.
- 42.2 Other Departments and Authorities within Functional Areas are to meet the costs of the support they provide. Subsequent cost recovery is subject to an approach to the State Government by the Organisation incurring the expense.
- 42.3 Details of financial services available to disaster affected persons may be found in the "Emergency Finance Functional Area Supporting Plan to the State Disaster Plan"

43 EVACUATION

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

DECISION

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

The requirement to evacuate or stay should ideally be identified during the planning process and be included in Organisations' Sub Plans or Standing Operating Procedures as necessary.

The Organisation with the authority to order the evacuation is to ensure that the affected community are informed, through a public education programme, of the proposed evacuation strategies. Suitable leaflets should also be provided if appropriate.

The Controller responsible at the time (Combat Agency Controller or LEOCON) will determine the need for evacuation.

If evacuation is the preferred option, the Controller will:

- a. Consult with the Local Welfare Services Functional Area Coordinator to identify a safe and suitable Evacuation Assembly Centre or Welfare Centre from those identified in **annexes "C" and "D" (Restricted Information)**.
- b. Consult with the Transport Services Functional Area Coordinator to arrange suitable transport from and return to the affected area.
- c. Consult with the Agricultural and Animal Services Functional Area Coordinator to arrange safe and suitable evacuation areas/centres.

AUTHORITY

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

KEMPSEY LOCAL DISPLAN

| INDIVIDUAL / ORGANISATION | CIRCUMSTANCES |
|--|---|
| The Minister, or an "emergency services officer" (as defined) when authorised by the Minister. | During a declared State of Emergency, direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them and / or not to enter an emergency area or part thereof. (S.37 - SERM Act) |
| A senior Police Officer (of or above the rank of Sergeant) | If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency. (S.60L - SERM Act) |
| A Police Officer | In support of the authority of a member of the Fire Brigade acting under the Chief Officer's orders and to assist him or her where the persons are or the property is endangered by fire or a hazardous materials incident. (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 or storm and tempest operations. (S.21 - State Emergency Service Act) |
| The Fire Brigade Officer in charge at a fire or hazardous materials incident | Take such measures as the officer thinks fit to protect life and property and to remove any person, vehicle, vessel or thing which might interfere with the work of the Fire Brigades. (S13;19 - Fire Brigades Act) |
| The Director-General of the State Emergency Service, or an "emergency officer" (as defined) when authorised by the Director-General. | Direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them and / or not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act) |
| State Emergency Service | Authority is limited to the evacuation of people during flood, storm and tempest, or at the direction of the State Emergency Operations Controller. (S.19;22 - State Emergency Service Act) |
| Local Government Authorities | In connection with fire safety related to buildings, the issue of orders to cease the use of premises, evacuate premises, to leave premises or not to enter premises. (S.124 - Local Government Act) |

EVACUATION WARNINGS

Evacuation warnings to the public, or advice not to evacuate, will be authorised and released by the person or Agency in control of the event, in accordance with normal operating procedures.

The normal means of disseminating warnings and advice to the public is via the electronic media. In some circumstances, particularly if there is a need for urgent evacuations or other actions, evacuation warnings will be reinforced by:-

- a. Use of public address systems fitted to Emergency Services vehicles.
- b. Evacuation teams, consisting of Emergency Services personnel and others as necessary, to carry out door knocks of the affected area.

Warnings to evacuate, whether disseminated via the media or by door knocks, should contain:-

- a. Instruction to evacuate
- b. Location of Assembly Areas for transport to Welfare Centres.
- c. Location of Welfare Centres, for those using private transport.
- d. Authorised route/s to Welfare Centres.
- e. Arrangements for children in Schools and Pre Schools.
- f. Arrangements for elderly or infirm residents unable to self evacuate.
- g. Likely duration of the evacuation.

A Media Contact Directory is to be maintained at the Combat Agency Operations Centres and the Local Emergency Operations Centre for warnings to the public.

WITHDRAWAL

Provided it is within their capabilities, Combat Agencies may conduct evacuations but must liaise with Police to ensure security of the evacuated area. Consultation must also occur with the Welfare Services Coordinator and the Transport Services Coordinator.

Police, if requested by the Combat Agency Controller or the LEOCON, will conduct the evacuation of persons to the selected Welfare Centre, secure the evacuated area and coordinate Disaster Victim Registration.

Transport requirements will be organised by the Transport Services Functional Area Coordinator.

Buildings which have been evacuated are to be identified with a towel or similar item securely tied to the front door handle or nearby fixture, so as to be visible from the street. This obviates the need to revisit individual premises to ensure that they have been evacuated.

If evacuation is ordered, the Combat Agency Controller is to arrange for a check of the area to ensure that evacuation has been effective.

KEMPSEY LOCAL DISPLAN

If evacuation is necessary to an adjoining Local Government Area, arrangements are to be coordinated at the District level.

SHELTER

The Welfare Services Coordinator is to:-

- a. arrange for staffing of the identified Welfare Centre/s in time to receive the evacuees.
- b. provide welfare support services to evacuees in accordance with the Welfare Services Supporting Plan, and
- c. Address longer term accommodation requirements.

RETURN

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

Transport is to be arranged by the Transport Services Functional Area Coordinator.

44 ROAD CLOSURES

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

| ACT | SECTION | SITUATION | AUTHORISED PERSON | PROVISO |
|--|----------|---|---|---------------------------------------|
| Traffic Act 1909 | 23 | Close any public street to traffic during any temporary obstruction or danger | Police | Non emergency situations |
| State Emergency and Rescue Management Act 1989 | 37 | Persons not to enter the emergency area | Minister or authorised Emergency Services Officer | A State of Emergency must be declared |
| Fire Brigades Act 1989 | 13 | Close any street in the vicinity of a fire or HAZMAT incident | OIC at a fire or HAZMAT incident | |
| Rural Fires Act 1997 | 24 | Close any street or public place in the vicinity of a fire, incident or other emergency | OIC at a Fire Incident or other emergency | |
| State Emergency Service Act 1989 | 22(1)(c) | Persons not to enter the Emergency Area | Director General or authorised Emergency Officer | |

KEMPSEY LOCAL DISPLAN

| ACT | SECTION | SITUATION | AUTHORISED PERSON | PROVISO |
|-------------------------------------|-----------|--|--|--|
| Ambulance Services Act 1990 | 12 | Close a road for the protection of persons from injury or death | | |
| Stock Diseases Act 1923 | 12 & 15 | Restriction of entry to and exit from a quarantined area and closure of roads which pass through a restricted area to vehicles and stock | Minister for Primary Industries | Notification in Gazette and newspaper |
| Exotic Diseases of Animals Act 1991 | 13 | Declaration of entry and exit points during an exotic disease outbreak | Department of Primary Industries Inspector | |
| Roads Act 1993 | 115 | Close roads to protect the public from any hazards on the public road | Roads Authority | This power is rarely used in emergencies as the powers of Emergency Services Officers generally suffice. Relates only to those roads for which Council is deemed to be the "Roads Authority" |
| Roads Act 1993 | 116 | Roads Authority applies to RTA for consent to regulate traffic | Roads Authority | |
| Roads Act 1993 | 120 | Minister may direct Roads Authority to exercise traffic regulation powers | Minister | |
| Roads Act 1993 | 121 | Minister may regulate traffic in certain circumstances | Minister | |
| Roads Act 1993 | 122 | Roads Authority may temporarily regulate traffic including prohibiting vehicles to pass | Roads Authority | |
| Roads (General) Regulation 1994 | Clause 56 | Roads Authority may temporarily close ferries | Roads Authority | |

44.2 When an authorised person closes a road or regulates traffic flow, the following Organisations are to be notified:-

- * Police
- * Kempsey Council
- * Fire Brigade Control
- * Ambulance Control
- * Kempsey SES
- * Bus Companies (if bus route)
- * RTA if State Roads are affected
- * Taxi Companies

44.3 The Organisations notified as per paragraph 2 are also to be notified when the road is reopened or when traffic flow regulation has ceased.

45 STAND DOWN

45.1 In the case of operations controlled by the LEOCON, the Local Emergency Operations Controller will issue an "All Clear" advice after consultation with the relevant agencies. For operations controlled by a Combat Agency, the responsibility rests with that Combat Agency.

45.2 The "All Clear" must be passed to:

LEOCON (if issued by Combat Agency)
Police
All organisations involved or utilised in the operation.

45.3 Agencies involved in a response or recovery operation will not stand down on their own initiative without the approval of the LEOCON or Combat Agency as appropriate.

46 DEBRIEF

46.1 Each emergency service and functional area will conduct its own incident debrief and report to the LEOCON.

48.2 After an emergency:

- i) The LEOCON will debrief EOC staff before closing EOC.
- ii) Each involved agency will conduct its own debrief and report to the LEOCON within seven days of the issue of 'stand down'.
- iii) The LEOCON will conduct a combined agencies debrief within fourteen days of the issue of the stand down.
- iv) The LEOCON will report to the LEMC on lessons learned and highlighted during the debriefs. A copy of the report will be sent to the DEOCON.

PART SIX

EMERGENCY RECOVERY OPERATIONS

47 GENERAL

- 47.1 When an emergency has been contained, the emergency management structure continues to conduct recovery operations to satisfy personal and community needs, and to restore services to the level where the continuing process can be managed by local government and the normal responsible agencies. While local government authorities have significant responsibility for the well-being of local communities, and play a major role in recovery operations, they may require significant resource support, particularly with respect to the overall coordination of recovery operations.
- 47.2 It is essential that the requirements of recovery operations are assessed and planned during the earliest stages of an emergency operation. Although an overlap will occur between the commencement of the recovery and the completion of the response, the handover of responsibilities between the response organisations and the recovery organisations needs to be considered carefully. EOCON's are responsible to ensure recovery planning occurs.
- 47.3 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.

48 PRINCIPLES

- 48.1 Disaster recovery is most effective when the following nationally recognised principles are applied:
- a. management arrangements recognise that disaster recovery is a complex, dynamic and protracted process;
 - b. agreed plans and management arrangements are well understood by the community and disaster management agencies;
 - c. recovery agencies are properly integrated into disaster management arrangements;
 - d. community service and reconstruction agencies have input into key decision-making;
 - e. recovery services are conducted with the active participation of the affected community;
 - f. recovery managers are involved from the initial briefing on the operation;
 - g. recovery services are provided in a timely, fair, equitable and flexible manner; and
 - h. recovery personnel are supported by training programs and exercises. (Source: National Standing Committee of Community Services and Income Security Administrators).

- 48.2 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.
- 48.3 Management of recovery services should, whenever possible, occur at local level, although District and, on occasions, State support will be required. Combat agencies are to advise the appropriate Emergency Operations Controller (EOCON) if specific recovery coordination will be required.
- 48.4 Recovery services are most effective when managed by an identified recovery coordinator.
- 48.5 There are a number of coordination options available, these include:
- a. LEOCON appointment – Disaster Recovery Coordinator - LEOCON established Committee.
 - b. DEOCON appointment – Disaster Recovery Coordinator - DEOCON established Committee.
 - c. Welfare Services Functional Area Coordinator – Welfare Services Committee and key representatives advise.
 - d. Engineering Services Functional Area Coordinator – Engineering Functional Area committee and key representatives advise.
 - e. SEOCON appointments – Welfare Services Coordinator - SEOCON established Committee.
 - f. Minister appointments – Welfare Services Coordinator - Appointee established committee or task force.

49 PLANNING FOR RECOVERY

- 49.1 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.
- 49.2 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.

50 RECOVERY AT LOCAL LEVEL

- 50.1 As soon as possible following an emergency, the LEMC is to meet in order to form a Local Recovery Committee. 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.
- 50.2 Coordination of the recovery operation may occur at local or district level.
- 50.3 The Chairman of the Recovery Committee is to be the Mayor, Deputy Mayor or other Council representative as appointed.
- 50.3 The DEMO and appropriate District Functional Area Coordinators (eg Health, Welfare, Engineering and Agriculture) are to be invited to the initial local meeting and to subsequent meetings as required.

51 LOCAL RECOVERY COORDINATORS

- 51.1 The appointment of a Local Recovery Coordinator is critical to the success of recovery operations. This should be discussed by the LEMC when it meets to form the Local Recovery Committee. The appointment of the coordinator should occur in consultation with the DEOCON, on the recommendation of the LEOCON.
- 51.2 In the event that there is likely to be the need for significant outside resources, the LEOCON on the advice of the LEMC will normally recommend the appointment of a higher level Recovery Coordinator.

52 HIGHER LEVEL RECOVERY COORDINATORS

- 52.1 In the event that the need is identified for a higher level Recovery Coordinator to be appointed, the DEOCON, as Chair of the District Emergency Management Committee will consult with the SEOCON who will appoint a coordinator in consultation with appropriate State level agencies.

53 RECOVERY AT DISTRICT LEVEL

- 53.1 In the event that an emergency impacts on several local government areas within an emergency management district, it will be necessary to form a District Recovery Coordination Committee.
- 53.2 In such circumstances the DEMC will meet to determine the composition of the committee and nominate a Coordinator to the SEOCON for approval. Local Recovery Committees will be required, but will act as sub-committees to the District Recovery Committee.

54 RECOVERY AT STATE LEVEL

- 54.1 When an emergency impacts on several adjoining emergency management districts, or in the event of a major emergency, it may be necessary to establish a State level Recovery Coordinating Committee.

- 54.2 When there is likelihood that this may be required, the SEOCAN will meet with the SEMC and make a decision on an appropriate structure, including the appointment of a State Recovery Coordinator.

55 LONG TERM RECOVERY

- 55.1 In the event that long term recovery and reconstruction are going to be needed, SEOCAN 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.
- 55.2 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.

56 RECOVERY CENTRES

- 56.1 Delivery of recovery services is undertaken from Recovery Centres, which brings together all service providers within one location.
- 56.2 Recovery Centres will be established in cooperation with local government.
- 56.3 The need to establish Recovery Centres will be considered whenever there is an emergency.
- 58.4 The decision to establish a Recovery Centre is made by the Welfare Services Functional Area Coordinator in consultation with the relevant Emergency Service organisation.
- 56.5 The agencies providing services in the centre may include:
- a. Department of Community Services
 - b. Community Partners and Agencies (NGOs)
 - c. Department of Commerce
 - d. Department of Primary Industries
 - e. State Council Rural Lands Protection Board
 - f. NSW Health Department
 - g. Department of Housing
 - h. Centrelink
 - i. Electricity service providers
 - j. Office of Fair Trading, and
 - k. Telecommunications service providers.
- 56.6 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
- g. Administration area and offices.

57 EMERGENCY FINANCIAL ASSISTANCE

- 57.1 Emergency financial assistance to persons affected by emergencies is coordinated by the Welfare Services Functional Area.

PART 7

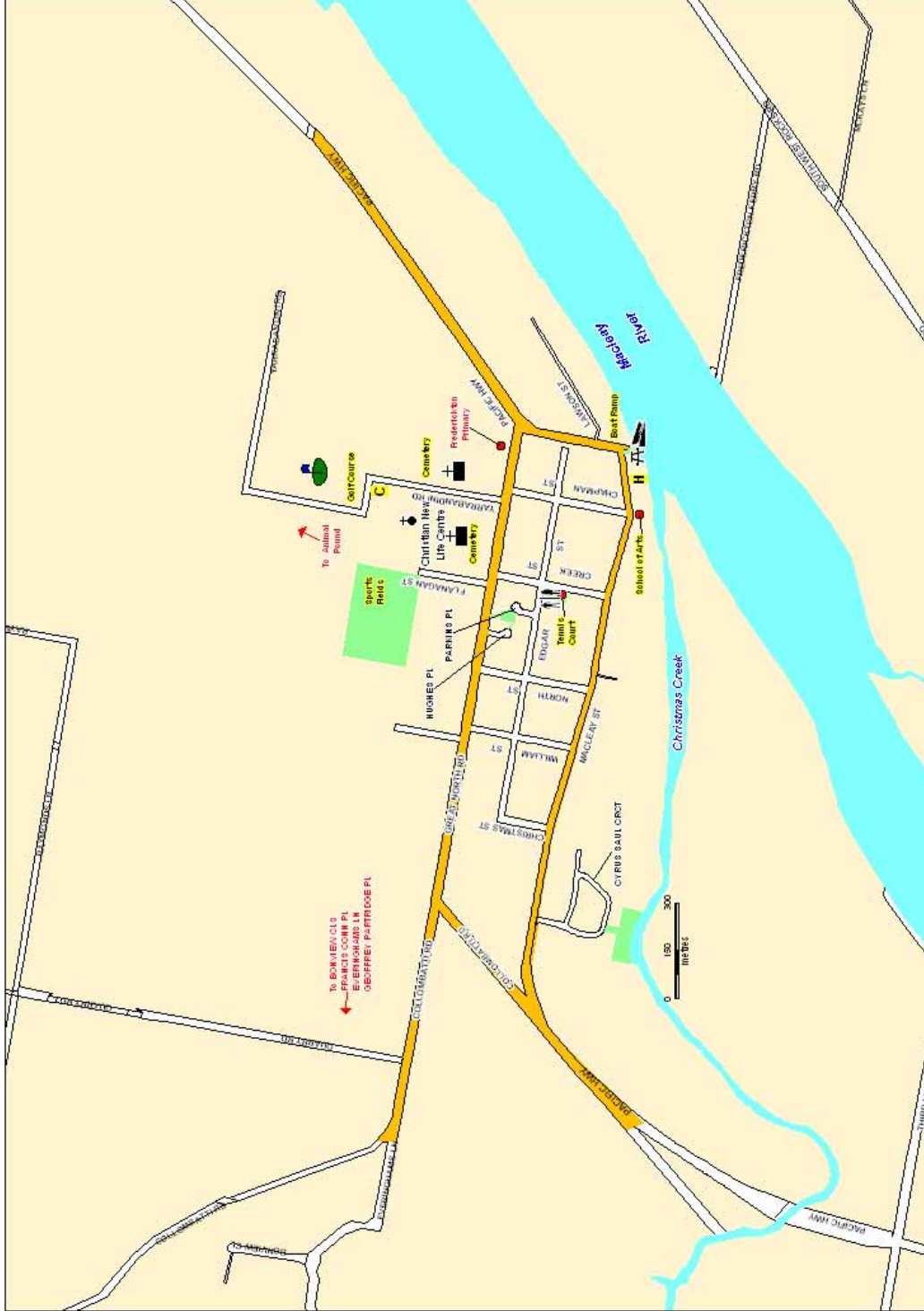
ANNEXES

| | | |
|----------|---|-------------------|
| A | Map of Kempsey Local Area | |
| B | Vulnerable Facilities | RESTRICTED |
| C | Interpreters | RESTRICTED |
| D | Format of request to media to use sews | |
| E | Operational Control Co-ordination Relationships | |
| F | Welfare Services Functional Area Supporting Plan | RESTRICTED |
| G | Evacuation Centres | RESTRICTED |

**KEMPSEY LOCAL DISPLAN
Annexure A - 1**



**KEMPSEY LOCAL DISPLAN
Annexure A – 5
Frederickton Locality Map**



**KEMPSEY LOCAL DISPLAN
Annexure A – 8
Stuarts Point Locality Map**



**KEMPSEY LOCAL DISPLAN
Annexure D
Format of request to media to use SEWS**

FORMAT OF REQUEST TO THE MEDIA TO USE SEWS

Format of Request to the Media to Use SEWS

All requests to the media will contain the Name, Appointment and Telephone Number of the Authorising Officer and the Formal Warning Message. Use of this proforma is mandatory.

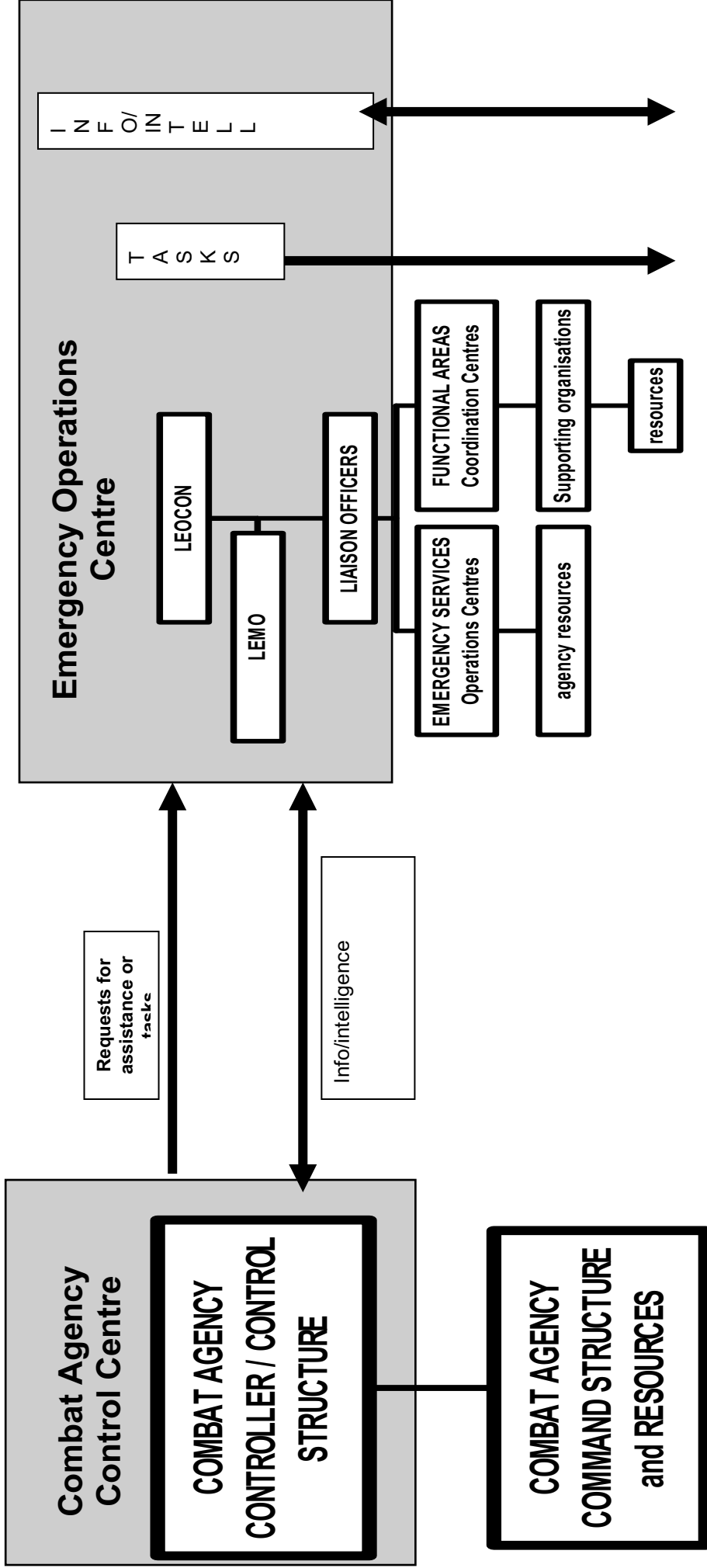
| |
|---|
| REQUEST TO BROADCAST AN EMERGENCY ANNOUNCEMENT USING THE STANDARD EMERGENCY WARNING SIGNAL |
| This is a formal request to broadcast the following emergency announcement preceded by Standard Emergency Warning Signal. |
| Please broadcast this message verbatim every _____ minutes for the next _____ hours(s) |
| This use of the SEWS is authorized by _____ (name) _____ (appointment) |
| This message may be confirmed by telephoning _____ (telephone No.) |
| EMERGENCY ANNOUNCEMENT |
| This is an official announcement for _____ (Area) |
| Issued by _____ (Appointment/Agency) |
| Concerning the _____ (Emergency Description) |
| Message Text |
| <i>Optional details</i> |
| _____ (What has happened, Where, When) |
| _____ (What has been done to date) |
| _____ (What actions are proposed) |
| PUBLIC SAFETY MESSAGES |
| _____ |
| _____ |
| _____ |
| (This section to include any actions the public should take to protect life and property) |
| THIS EMERGENCY ANNOUNCEMENT WAS ISSUED BY _____ APPOINTMENT/AGENCY |
| STAY TUNED TO THIS STATION FOR FURTHER INFORMATION |

UPON RECEIPT OF A SEWS FAX:

If in doubt, confirm the message is not a hoax by calling the number given.
Begin the broadcast by playing the Standard Emergency Warning Signal for 15 seconds
Broadcast the Emergency Announcement verbatim.
Repeat the broadcast of the SEWS, followed by the Emergency Announcement, twice at five minute intervals, unless requested otherwise by the Authorising Officer.
Cancellation of the Request is to be confirmed by Fax by the Issuing Authority.

**KEMPSEY LOCAL DISPLAN
Annexure E
Operational Control and Co-ordination Relationships**

**Combat Agency Managed Operation
Support resources managed by the LEOCON**

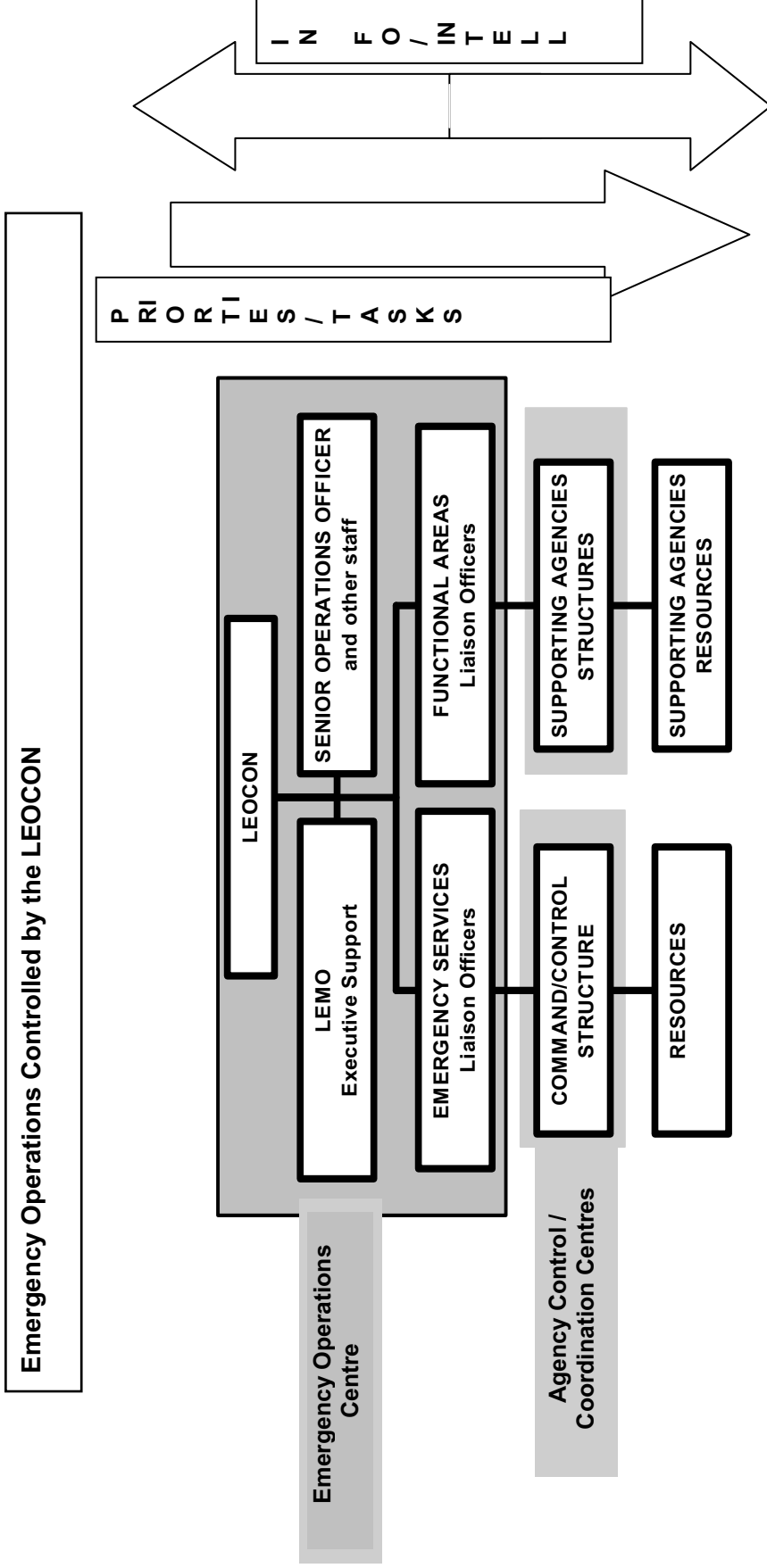


KEMPSEY LOCAL DISPLAN

Annexure E

Operational Control and Co-ordination Relationships

CONTROL AND COORDINATION RELATIONSHIPS CON'T



**KEMPSEY LOCAL DISPLAN
Annexure E
Operational Control and Co-ordination Relationships**

| TYPE OF EMERGENCY OPERATION | SITUATION | CONTROL STRUCTURE | PLANNING | INFORMATION / LIAISON |
|--|--|---|---|---|
| <p style="text-align: center;">OPERATIONS CONTROLLED BY A COMBAT AGENCY</p> | <p>1. Combat Agency alone or with</p> <p>2. Combat Agency supported by</p> | <p>Combat agency controls ALL aspects of the operation including all resource support.</p> <p>Combat Agency controls the operation and requests the LEOCON to coordinate resource support and/or undertake certain tasks</p> <p>The 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 DISPLAN, 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 2. the combat agency can deal direct with supporting agencies. (In this case the LEOCON 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 and any involved Agency Commanders or Functional Area Coordinators are kept informed of the situation</p> <p>The LEOCON monitors the situation in case support required.</p> <p>Liaison Officers at LEOC in accordance with DISPLAN arrangements and LEOC SOPs. It is the responsibility of the combat agency to ensure that the LEOCON 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 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 provide a liaison officer to the LEOC</p> |
| <p style="text-align: center;">OPERATIONS CONTROLLED BY A LOCAL EMERGENCY OPERATIONS CONTROLLER</p> | <p>3. When there is NO combat agency.</p> <p>4. When LEOCON</p> <p>3. Combat Agency hands total approval of the combat agency head and SEOCON)</p> | <p>The LEOCON controls ALL aspects of the operation and coordinates resources. (Exception if the SEOCON or DEOCON decides to take over Local operation from the LEOCON)</p> <p>Agencies command their own resources but carry out tasks as directed by LEOCON</p> | <p>As detailed in the DISPLAN, Sub Plans and/or Supporting Plans</p> | <p>Liaison Officers at LEOC in accordance with DISPLAN arrangements and LEOC SOPs.</p> <p>It is the responsibility of the LEOCON 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 LEOC.</p> |

