



MAITLAND

LOCAL DISASTER PLAN

(Displan)

AUTHORITY

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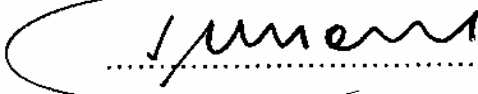
The Maitland Local Disaster Plan (Displan) has been prepared by the Maitland Local Emergency Management Committee in compliance with the State Emergency and Rescue Management Act, 1989 Section 29(1).

APPROVED



Richard Minter
Chairperson
Maitland Local Emergency Management Committee
Dated: 11/7/05

ENDORSED

 12/7/05

Chairperson
Hunter Central Coast District Emergency Management Committee
Dated:

DISTRIBUTION

This Displan document is to be distributed in PDF format. Agencies will be sent an updated PDF file whenever amendments to the document are made. Amendments can be tracked in the Amendment Table on Page 3 of this document.

ELECTRONIC COPY OF DISPLAN SENT TO:
Hunter-Central Coast DEMC
District Emergency Operations Controller
District Emergency Management Officer
District Emergency Operations Centre
Maitland LEMC
Local Emergency Operations Controller (LEOCon)
Deputy LEOCon
Local Emergency Management Officer
Police
Ambulance
NSW Fire Brigade
Local Controller – Maitland State Emergency Service
Hunter Division – New South Wales State Emergency Services
Rural Fire Service (Hunter Zone Manager and Hunter Operations Officer)
Department of Primary Industries
Telstra
Maitland Hospital
Maitland Private Hospital
Department of Community Services
Australian Rail Track Corporation
Hunter Water Corporation
Energy Australia
Public Works & Services
Department of Environment & Climate Change
Hunter New England Area Health Service
Ministry of Transport
Railcorp
Roads & Traffic Authority
Alinta
Maitland City Council Alternate LEMO's, Mayor, General Manager

Local Emergency Operations Centre
Other Organisations
LEMO's of adjoining Council Areas: <ul style="list-style-type: none"> • Cessnock City Council • Port Stephens Shire Council • Dungog Shire Council • Newcastle City Council • Singleton Shire Council.
Maitland City Libraries (Maitland, East Maitland, Rutherford, Thornton)
Appointment/Organisation
Police Communications Centre VKG3
Ambulance Service of NSW – Operation Centre
NSW Fire Brigade Communications Centre
MCC Website & Intranet (excluding restricted Annexures)

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DEFINITIONS

Note: Where appropriate, the source of definitions has been provided and indicated as follows: -

- (*) **State Emergency and Rescue Management Act, 1989, as amended.**
- (**) **Fire Brigades (Hazardous Materials) Amendment Act, 1993.**
- (***) **Hazardous Materials Major Incident and Emergency sub-Plan (HAZMATPLAN) dated 1 December 1993**
- (****) **NSW State Disaster Plan**

Activation of Plan

means the arrangements detailed in this plan apply, without the need for any activation or declaration of a state of emergency.

Accredited Rescue Unit

is a unit (comprising a group of persons) which carries out rescue operations for the protection of the public or a section of the public.

Act

Means the State Emergency and Rescue Management Act 1989, as amended.

Agency (*)

Means a government agency or a non-government agency.

Call Out

Is the process of staffing the LEOC with sufficient personnel, particularly Liaison Officers, to deal with a situation;

Casual Volunteer

Is 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.

Combat Agency (*)

The agency identified in the State Disaster Plan as the agency primarily responsible for responding to a particular emergency.

Combat Agency Controller

The statutory head of the organisation, who has operational control of the resources of the particular combat agency.

Command (**)**

is the direction of members and resources of an agency/organisation in the performance of the agency/organisation's role 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

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

Control (*)

is the overall direction of the activities, agencies or individuals concerned.

Coordination (*)

is the bringing together of agencies and individuals to ensure effective emergency or rescue management, but does not include the command or control of agencies and individual.

DACC Category One

is support to a local emergency with immediate threat to life and/or property. A local Defence commander, utilising local resources, may approve this type of support.

DACC Category Two

is support to a general emergency with direct threat to life and/or property.

DACC Category Three

is support provided to an ongoing emergency with no direct threat to life and/or property.

Disaster Support

- a) the provision of immediate and continuing care of disaster affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and
- b) the maintenance of health and well-being of such persons with all available community resources until their rehabilitation is achieved.

District

is the Hunter/Central Coast Emergency Management District and incorporates the local government areas of Cessnock, Dungog, Lake Macquarie, Maitland, Newcastle; Upper Hunter; Muswellbrook, Port Stephens; Singleton, Wyong and Gosford.

District Emergency Management Committee (DEMC)

is the Hunter-Central Coast Emergency Management Committee constituted under the Act, which is responsible Displan for the preparation and maintenance of plans in relation to the prevention of, preparation response to recovery from emergencies in the District including the District. In the exercise of its functions, this Committee is responsible to the State Emergency Management Committee.(SEMC)

District Emergency Management Officer (DEMO)

is the person appointed by the Act to act as the Executive officer to the DEMC and Staff Officer (Emergency Management) to the DECON.

District Emergency Operations Centre (DEOC)

is the centre established at District level, from which the control of District level emergency operations and co-ordination of resources is affected.

District Emergency Operations Controller (DEOCON)

is the Police Region Commander appointed by the Commissioner of Police as District Emergency Operations Controller for the Hunter-Central Coast Emergency Management District

Emergency (*)

is an emergency due to an actual or imminent occurrence such as fire, flood, storm, earthquake, explosion, accident, epidemic or warlike action which:-

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

being 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 Services Organisation (*)

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

Emergency Operations Centre (EOC)

a facility established at State, District or Local level, from which the control of emergency operations and co-ordination of resources is effected.

Emergency Officer

is the Director General of SES or a person appointed as an Emergency Officer under Section 15 of the SES Act. A person may be appointed as an Emergency Officer even if not a member of the SES.

Emergency Service Officer

is a Police Officer, an officer of the NSW Fire Brigades or above the position of Station Commander, an officer of the SES of or above the position of Unit Controller, or a divisional Executive Officer of the Director, Operations of that Service, a member of the Rural Fire Service of or above the position of Deputy Captain, or a District Emerging Management Officer.

Evacuation Assembly Area

is a facility/area/centre to which persons are directed to go immediately upon being evacuated from their homes/locale, where they stay for a short time before returning to their homes or proceeding to a Support Centre for a longer stay, or to have their longer term needs met. An evacuation assembly centre may also be the venue for disaster victim registration, triage and/or the meeting of immediate needs of evacuated persons.

Evacuation Centre

is a facility/area/centre to which persons are directed to go immediately upon being evacuated from their homes/locale, where they may stay for a short time before returning to their homes or being transported to a Support Centre for a longer stay.

Functional Area (**)**

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

- a Agriculture & Animal Services;
- b Communications Services;
- c Engineering Services;
- d Environmental Services;
- e Health Services;
- f Media Services;
- g Transport Services; and
- h Support Services.

Functional Area Co-ordinator (**)**

is the nominated co-ordinator of a functional area, task to co-ordinate the provision of Functional Area support and resources for emergency response and initial recovery operations, who, by agreement of participating organisations within the functional area, has the authority to commit the resources of those agencies.

Government Agency (*)

is:

- a) a government department or administrative office as defined in the Public Sector Employment and Management Act 2002;
- b) public authority, being a body (whether incorporated or not) established by or under an Act for any public purpose, other than:
 - the Legislative Council or Legislative Assembly or a committee of either or both of those bodies; or
 - a court or other judicial tribunal;
- c) the Police Service;
- d) a local government council or other local authority; or
- e) a member or office 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:
 - the Governor, the Lieutenant Governor or the Administrator of the State;
 - a Minister of the Crown;
 - a member of the Legislative Council or Legislative Assembly or an officer of that Council or Assembly;
 - a judicial officer.

Hazard (**)**

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

Hazardous Material ()**

Is 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 (Fire Brigade Act, 1989, as amended).

Hazardous Materials Incident (*)**

is any spillage or escape of gas, liquid, solid or substance during its manufacture, use, handling, transport or storage in sufficient quantity to endanger, or threaten to endanger, the health or safety of any person, or damage or destroy, or threaten to damage or destroy any property or the environment; including fires that involve, or may involve hazardous materials, and fires that have the potential to, or are causing pollution. Such incident may be land based, or occur on or in the inland waters or the state waters of New South Wales.

Hunter-Central Coast Emergency Management Aid Network (HEMAN)

is representatives of like industries/organisations with the aim of providing mutual aid and developing emergency plans to help minimise environmental impact and develop efficient response capabilities in any emergency.

Incident

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

Incident Controller

in this plan is the person in overall control of bush fire fighting operations within all or part of a particular area.

Liaison Officer (LO)

is 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 or coordination centre. 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. A Liaison Officer must have the authority to commit the resources of their organisation or functional area.

Local Area

is the local government area of the Maitland City Council.

Local Government Area

is a Council within the meaning of the Local Government Act 1993 or combined local government areas as referred to in Section 27 of the State Emergency and Rescue Management Act, 1989.

Local Emergency Management Committee (LEMC)

is the Local Emergency Management Committees established within the State Emergency and Rescue Management Act, 1989, as amended. In the exercise of their functions, these Committees are responsible to the Hunter-Central Coast Emergency Management Committee.

Local Emergency Operations Centre (LEOC)

is the centre established at the Local Area level as a centre of communications during an emergency.

Local Emergency Operations Controller (LEOCON)

is a member of the Police Service stationed within the Maitland local area appointed by the DEOCON.

Local Emergency Management Officer (LEMO)

is the person appointed by Council, under the Act to act as the Executive Officer to the LEOCON for emergencies affecting that particular local area.

Logistics (**)**

is the range of operational activities concerned with supply, handling, transportation and distribution of materials. Also applicable to the transportation of people.

Non Government Agency

is a voluntary organisation or any other private individual or body, other than a government agency.

Participating Organisation

is the Government Departments, statutory authorities, volunteer organisations and other agencies who have given formal notice to agency Controllers, Functional Area Coordinators, or have acknowledged to the State, District or Local 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 or resources or support as appropriate to the emergency operation.

Plan (**)**

is 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 of plans to deal with an emergency or the effects of an emergency.

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.

Ready State

is the process of establishing, equipping and staffing, with minimal resources, a Local Emergency Operations Centre;

Recovery

Initial Recovery: in this plan means 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 responsibility agencies.

Long Term Recovery/Reconstruction: in this plan means long term recovery, reconstruction or rehabilitation measures which are subject to separate arrangements.

Registered Emergency Volunteer

is the registered officer or member of any accredited volunteer emergency service organisation as defined in the State Emergency and Rescue Management Act 1989, or as approved by the Minister.

Rescue (*)

is the safe removal of persons or animals from actual or threatened danger of physical harm.

Rescue Area

in this plan, means the general areas of operation of accredited rescue units.

Response (*)

in relation to an emergency, includes the process of combating an emergency and of providing immediate relief for persons affected by an emergency.

Roads Authority

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

Section 44 Appointee

in this plan, means the person appointed by the Commissioner, Rural Fire Service to take charge of fire fighting operations for a particular bush fire or within a particular Council area, or areas.

Site Controller

A Police officer appointed by and subject to the direction of the emergency operations controller, to be responsible for determining the site, establishing site control and controlling the on the ground response to the emergency. Until the emergency operations controller appoints a site controller, the senior police officer will assume control

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 advisors as required

Staging Area

is an area in which resources from outside the local area may either congregate prior to allocation of tasks, or establish a mobile headquarters remote from the Local Emergency Operations centre. (EOC)

Standby State

is the process of gradually increasing LEOC personnel and equipment resource levels to deal with an increase in activities.

State Emergency Operations Controller (SEOCON)

is the person appointed by the Governor, on the recommendation of the Minister, responsible for, in the event of an emergency affecting more than one district, controlling the allocation of resources in response to the emergency.

State of Emergency

is a state of emergency declared by the Premier in accordance with Section 33 (1) of the State Emergency & Rescue Act. (Source: SERM Act)

NOTE: other New South Wales legislation also provides for a declaration of an emergency, which has different meanings and different authorities within that specific legislation. Eg: Essential Services Act 1988, Dam Safety Act 1978 and Rural Fires Act 1996 (as amended)

Sub-Plan (**)**

is an action plan required for a specific hazard, critical task or special event. It is prepared when management arrangements necessary to deal with the affects of the hazard, or the critical task or special event differ from the general co-ordination arrangements set out in the main or supporting plans for the area.

Support Centre

is any centre established to provide support services to disaster victims. It may be Evacuation Centre, Disaster Relief/Recovery Centre, Support Assembly Centre, One Stop Relief Centre and Accommodation Centre.

Supporting Plan (**)**

is an action plan which describes how a single service or functional area is to be coordinated in order to fulfil the roles and responsibilities allocated. These plans are to be prepared by functional areas, however Emergency Services Operations Manuals, etc., may substitute for the supporting plan provided all allocated roles/responsibilities are covered.

Warning Agency

is the person, agency or organisation which provides initial advice of the existence of an actual or imminent incident.

Welfare Centre

is any centre established to provide support services to disaster victims. It may be Evacuation Centre, Disaster Relief/Recovery Centre, Support Assembly Centre, One Stop Relief Centre and Accommodation Centre.

ABBREVIATIONS

ADF	Australian Defence Forces
AVCG	Australian Volunteer Coast Guard
CREST	Citizen's Radio Emergency Service Teams
DACC	Defence Assistance to the Civil Community
DEMC	District Emergency Management Committee
DEMO	District Emergency Management Officer
DEOC	District Emergency Operations Centre
DEOCON	District Emergency Operations Controller
DESFAC	District Engineering Services Functional Area Coordinator
DOCS	Department of Community Services
Displan	Disaster Plan
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
EOCON	Emergency Operations Controller
HEMAN	Hunter Emergency Mutual Aid Network
LEMC	Local Emergency Management Committee
HAZMAT	Hazardous Material
HS FAC	Health Services Functional Area Co-ordinator
LEMO	Local Emergency Management Officer
LESFAC	Local Engineering Services Functional Area Co-ordinator
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LO	Liaison Officer
NSWFB	New South Wales Fire Brigades
RTA	Roads and Traffic Authority
RVCP	Royal Volunteer Coastal Patrol
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCON	State Emergency Operations Controller
SES	NSW State Emergency Service
SITREP	Situation Report
SO	Standing Order
SOP	Standing Operating Procedure
UBD	Universal Business Directory - Street Directory Newcastle
WICEN	Wireless Institute Civil Emergency Network
WIRES	Wildlife Information and Rescue Service
VRA	Volunteer Rescue Association

PART 1 – INTRODUCTION

1.1 PURPOSE

- a) This plan details arrangements that prevent or mitigate, prepare for, respond to and recover from emergencies within the Maitland City Council Local Government Area. It covers arrangements where:
 - i. a combat agency is in control;
 - ii. a combat agency is in control and support is coordinated by the Local Emergency Operations Controller;
 - iii. emergency operations for which there is no combat agency;
 - iv. operations where a combat agency has passed control to the Local Emergency Operations Controller;
 - v. operations at District or State level where the Local Emergency Operations Controller continues to co-ordinate local level operations.
- b) The arrangements detailed in this plan apply to emergency operations conducted by the local emergency operations controller or the relevant combat agency.

1.2 OBJECTIVES

The objectives of the Maitland Local Disaster Plan are to:

- a) Detail responsibilities for prevention and mitigation strategies;
- b) Detail roles and responsibilities in preparation for, response to and recovery from emergencies;
- c) Set out the control, coordination and liaison arrangements at the Local level;
- d) Detail activation and alerting arrangements;
- e) Detail arrangements for the acquisition and coordination of resources;
- f) Detail public warning systems and responsibility for implementation;
- g) Detail public information arrangements and public education responsibilities;
- h) Detail arrangements for the review, testing, evaluation and maintenance of this plan; and
- i) Detail reporting and information flow arrangements.

1.3 SCOPE

- a) The plan describes the arrangements at the local level to prevent, prepare for, respond to and recover from emergencies and also provides policy direction for the preparation of Sub-plans and Supporting Plans.
- b) Arrangements detailed in this plan are based on the assumption that the resources upon which the plan relies are available when required.

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

1.4 PLANNING PRINCIPLES

The Maitland Local Displan is based on the following principles:

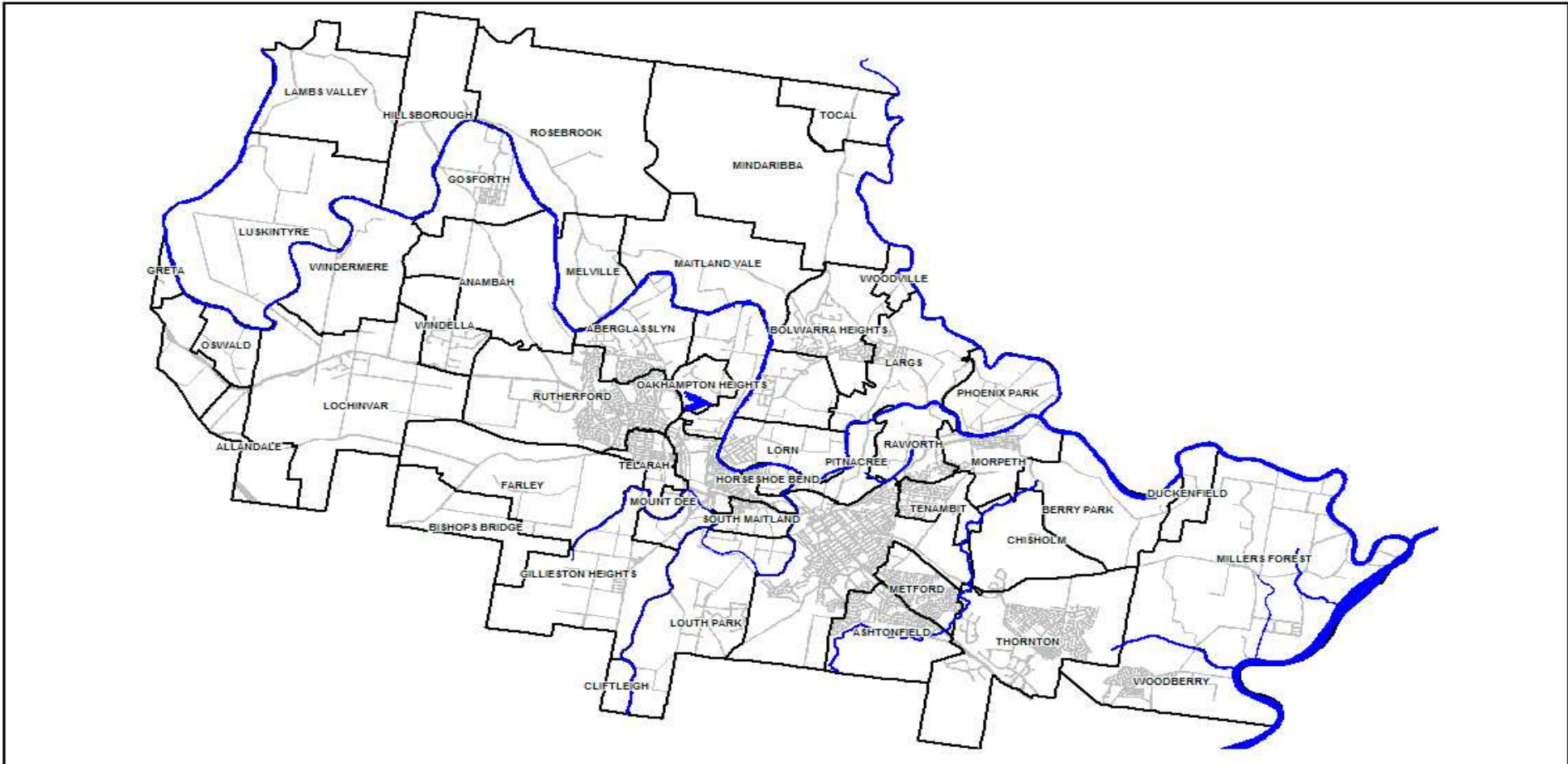
- a) Responsibility for preparation, response and recovery rests initially at the local level. If local agencies and available resources cannot cope they are augmented by those at District, State, or Commonwealth levels.
- b) Control of emergency response and recovery is conducted at the lowest effective level.
- c) Combat agencies may deploy their own resources from outside the affected local area or district if they are needed.
- d) The Local Emergency Operations Controller is responsible, when requested by a combat agency, to co-ordinate all or part of the support resources needed.
- e) The Local Emergency Operations Controller would not normally assume control from a combat agency unless the situation can no longer be contained. Where necessary, this should only be done after consultation with the DEOCON and agreement of the combat agency and the appropriate level of control.
- f) Emergency preparation, response and recovery should be conducted with all agencies carrying out their normal functions wherever possible.

1.5 AREA COVERED BY THIS PLAN

The area covered by this plan includes the whole of the Maitland Local Government Area which has an area of 396.27 square kilometres.

The City of Maitland includes residential, industrial, commercial and rural land. The Central Business District is located alongside the Hunter River. A map detailing the Maitland area can be found in Figure 1 below.

FIGURE 1 – MAP OF LOCAL AREA



Scale 1 : 140 000
 Printing Date: February 200



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This map has been prepared on the basis of information available to Council at the date of issue. However, that information may be subject to change over a limited time and should therefore be verified with Maitland City Council

PART 2 – AGENCY ROLES AND RESPONSIBILITIES

2.1 COMBAT AGENCY & LEOCON RESPONSIBILITY

The following organisations have been identified by the NSW State Displan, or by local arrangement, as the agencies primarily responsible for controlling the hazards/emergencies listed below:

THREATS	AGENCY OR EOCON RESPONSIBLE FOR CONTROL AND INITIAL RECOVERY
Communicable Disease Affecting Humans	Hunter New England Area Health Service
Earthquake	Appropriate EOCON under Displan arrangements
Exotic Animal or Plant Disease	Department of Primary Industries
Flood - Riverine	NSW State Emergency Service
Flood - Dam Failure	NSW State Emergency Service
Flood - Flash	NSW State Emergency Service
Fires - Urban (within Fire Districts proclaimed under the provisions of the Fire Brigades Act).	NSW Fire Brigade Incident Controller, or in accordance with a Bush Fire Management Committee Plan of Operations or Mutual Aid Agreement.
Fires - Rural (Bush, Grass and other fires within Rural Fire Districts as prescribed in the Rural Fires Act 1997)	Incident Controller or Officer appointed by the Commissioner, Rural Fire Service, or in accordance with a Bush Fire Management Committee Plan of Operations or Mutual Aid Agreement.
Hazardous Materials Emergency (including Transport related Hazmat emergencies)	<p><u>NSW Fire Brigade</u> - rendering safe and clean up operations that are land based including inland and coastal waterways other than State Waters.</p> <p><u>Department of Environment & Climate Change (DECC)</u> - scientific support, enforcement and legislative requirements.</p> <p><u>Hunter New England Health Services Public Health Unit</u> - Provide advice and health warnings in the event of persons being affected by the hazardous material.</p>

THREATS	AGENCY OR EOCON RESPONSIBLE FOR CONTROL AND INITIAL RECOVERY
Marine Oil Spill	DECC - Newcastle Note: Newcastle Port Corporation - State Waters and Port Hunter based operations only as far upstream as the Hexham Bridge.
Storm	NSW State Emergency Service
Tidal Inundation	NSW State Emergency Service
Transport Emergency - Impact (Road related)	Appropriate EOCON under Displan arrangements
Transport Emergency - Impact (Aviation related)	Appropriate EOCON under Displan arrangements
Transport Emergency - Impact (Marine related)	Appropriate EOCON under Displan arrangements
Transport Emergency - Impact (Rail related)	Appropriate EOCON under Displan arrangements
Tsunami	NSW State Emergency Service
Water Contamination Supply	<u>Appropriate EOCON</u> - under Displan arrangements. <u>Hunter New England Health Services Public Health Unit</u> - Provide advice and health warnings in the event of persons being affected by the hazardous material.
Major Structure Collapse (USAR)	NSW Police Control NSW Fire Brigade – Provide and control USAR Task Force

2.2 AGENCY ROLES

2.2.1 Local Emergency Operations Controller (Leocon)

The NSW Police Service have appointed a LEOCON for the City of Maitland to:

- 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 DEOCON and 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) Ensure the District Emergency Operations Controller is kept apprised of the situation.
- i) As necessary, request “out of local area” resources through the District Emergency Operations Controller.

2.2.2 Local Emergency Management Officer (LEMO)

Maitland City Council have designated a LEMO for the City of Maitland to:

- a) Provide executive support to the LEMC.
- b) Act as Executive Officer to the LEOCON.
- c) Act as liaison officer of the Council.
- d) Assist the LEOCON to establish and maintain the LEOC.
- e) Maintain a directory of contacts within the Council.
- f) Co-ordinate emergency management public education programs which are not the responsibility of a combat agency.
- g) Collate a comprehensive resource register and media directory (Councils, Emergency Service and Functional Areas).
- h) provide executive support at the LEOC when activated.
- i) Co-ordinate arrangements for a central debrief following operations and prepare a consolidated report on the operation, in consultation with the Local Emergency Operations Controller.
- j) Ensure that adequate “back-up” arrangements are made to cover any period of absence and that the LEOCON is advised of the absence or intended absence of the LEMO.

2.2.3 Maitland City Council

- a) Establish and maintain an LEOC for the LEOCON.
- b) Provide support staff for the LEOC.
- c) Provide human resources, plant, equipment, materials and services, as required in dealing with an incident or emergency.
- d) Provide support to combat agencies and functional area agencies as required including:
 - i. reconnaissance of the area affected by the emergency; and
 - ii. post disaster damage assessment.
- e) Provide facilities for reception and registration of evacuees at the request of the Police and/or Dept of Community Services.
- f) Assist, subject to availability of resources, at their request, the Police Service, NSW Fire Brigades, Ambulance Service, Rural Fire Service and NSW State Emergency Service in dealing with any incident or emergency.
- g) Assist in any other emergency management prevention, preparedness or recovery operations, including emergency management training, for which the Council's training and equipment is suitable.
- h) At the request of the LEOCON, co-ordinate disaster recovery operations, excluding support assistance to disaster victims for whom Dept of Community Services is responsible.
- i) Provide engineering resources required for response and recovery operations including:
 - i. Damage assessment
 - ii. Clear and re-establish roads and bridges
 - iii. Demolish and shore-up buildings
 - iv. Remove debris
 - v. Construct and maintain temporary levees and evacuation routes, when appropriate
 - vi. Erection of barricades and fences for public protection
- j) Provide a liaison officer and executive support to the LEOC and LEOCON or Combat Agency Controller.
- k) Provide an officer to represent the Hunter New England Area Health Service Public Health Unit in relation to Public Health emergency management matters.
- l) Provide an officer to represent the District Engineering Functional Area Coordinator in relation to engineering emergency management matters.
- m) Provide an officer to represent the District Environmental Functional Area Coordinator in relation to environmental emergency management matters.

- n) Group Manager Assets & Infrastructure Planning, or their nominee, to represent Engineering and Transport Services at local level until resources required and/or supplied by the appropriate department.
- o) Group Manager Service Planning & Regulation or their nominee, to represent Environment and Public Health Services at local level until resources required and/or supplied by the appropriate department.

2.2.4 Ambulance Service of NSW

- a) Provide pre-hospital care and transport for the sick and injured.
- b) Provide and/or assume responsibility for transport of designated Health Service teams and their equipment to the sites of incidents or emergencies, receiving hospitals or emergency medical facilities when so requested by the Health Services Functional Area Coordinator.
- c) Provide coordinated communications for all health systems involved in emergency responses.
- d) As determined by the State Rescue Board, provide accredited “rescue units”.
- e) Provide, when called for, an Ambulance Liaison Officer with communications to the Local Emergency Operations Centre.
- f) Provide, when necessary an Ambulance Liaison Officer to the Police Site Controller.
- g) Act as the primary accredited general land rescue unit for the Maitland Local Government Area and also parts of other Local Government Areas such as Paterson, Beresfield, and Hinton, as determined by local rescue sub-committee arrangements.

2.2.5 Hunter Region Westpac Helicopter Rescue Service

- a) Under the coordination of the Ambulance Service, provides a medical evacuation, transport and retrieval service for sick and injured persons.
- b) At the request of the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Services' training and equipment is suitable.

2.2.6 NSW Fire Brigade

- a) In relation to Fire Districts, prescribed in the New South Wales Fire Brigades Act, 1989 (as amended), is the designated Combat Agency for taking all practicable measures for preventing and extinguishing fires and protecting and saving life and property in case of fire in any fire district.
 - i. Provide assistance to the NSW Rural Fire Service in accordance with Local Mutual Aid Agreement and Memorandum of Understanding. (see item 2.2.10 – Rural Fire Service – Hunter Zone)

- b) Is the designated Combat Agency for land based hazardous materials incidents and emergencies within New South Wales, specifically for taking all practicable measures:
 - ii. for protecting and saving life and property endangered by hazardous material incidents; and
 - iii. for confining or ending such an incident; and
 - iv. for rendering the site of such an incident safe.
 - v. to provide fire control services by:
 - dealing with outbreaks of fire and the rescue of persons in fire endangered areas;
 - taking such measures as may be practicable to prevent the outbreak of fires
 - on land, dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape.
- c) Provide Primary and Secondary Accredited General Land Rescue Units as determined by the State Rescue Board.
- d) In accordance with Major Structure Collapse Sub Plan provide, control and deploy USAR Task Force(s) as directed by SEOCON or Deputy SEOCON.
- e) Assist in any other response or recovery operations for which the Fire Brigades' training and equipment is suitable, for example, the provision of emergency water supplies and pumping equipment.
- f) During flood and storm provide assistance to the NSW State Emergency Service (SES) in accordance with the Memorandum of Understanding between the NSWFB and SES.
- g) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.
- h) Inform the LEOCON of the existence of serious incidents.

2.2.7 NSW Police

- a) Is the designated Combat Agency for law enforcement.
- b) Is the designated Combat Agency for search and rescue.
- c) As necessary, control and coordinate the evacuation of victims from the area affected by the emergency.
- d) Maintain law and order, protect life and property, and provide assistance and support to a Combat Agency, Functional Areas, and other Organisations as required. This may include:
 - i. reconnaissance of the area affected by the emergency;
 - ii. traffic control, and crowd control, including the control of evacuations if required;
 - iii. access and egress route security and control;

- iv. identifying the dead and injured, and notifying next of kin;
 - v. establishing temporary mortuaries;
 - vi. maintaining the security of property;
 - vii. statutory investigative requirements; and
 - viii. operation of a public enquiry centre capable of providing general information on incidents and emergencies to members of the public.
- e) Respond accredited "rescue units" to general and specialist rescue incidents, and control and coordinate rescue operations. (See note below).
 - f) As determined by the State Rescue Board, provide accredited "rescue units".
 - g) Operate and manage Disaster Victim Registration, and a disaster victim enquiry system capable of:
 - i. Providing a Disaster Victim Registration system for victims of emergencies;
 - ii. Providing a disaster victim enquiry centre capable of providing relatives and close friends with basic details on the location and safety of victims of emergencies occurring within New South Wales; and
 - iii. Managing a similar disaster victim enquiry service when the National Registration and Inquiry System (NRIS) is activated in relation to emergencies in other States and Territories.
 - h) Provide overall control and co-ordination for emergency response and short term recovery operations.
 - i) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

2.2.8 NSW State Emergency Service – Maitland Unit

- a) Is the designated Combat Agency for dealing with floods, and to coordinate the rescue, evacuation and support of affected communities.
- b) Is the designated Combat Agency for damage control for storms (including coastal erosion from storm activity), and to coordinate the evacuation and support of affected communities
- c) Assist, at their request, the Police, Fire Brigades, Bush Fire Brigades and Ambulance Service in dealing with incidents or emergencies.
- d) Assist in any other emergency management prevention, preparedness, response or recovery operations, including emergency management training.
- e) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency.

2.2.9 Rural Fire Service – Hunter Zone

- a) In relation to the Maitland Rural Fire District, (as defined in the Rural Fires Act 1997), or in accordance with Mutual Aid Agreements, is the designated combat agency for fire incidents and emergencies and for taking all practical measures for preventing and extinguishing fires and for protecting and saving life and property.
- b) Dealing with outbreaks of fire and the rescue of persons in fire endangered areas.
- c) Takes such measures as may be practicable to prevent the outbreak of bush fires.
- d) At the request of, and under the control of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Rural Fire Services' training and equipment is suitable.
- e) Provides a liaison officer to the Local Emergency Operations Centre when requested by the Local Emergency Operations Controller.

2.2.10 Other Agencies/ Organisations

Other support agencies such as volunteer organisations may assist if needed at the discretion of the appropriate combat agency responsible for managing the event.

2.3 FUNCTIONAL AREAS & OTHER AGENCIES

Support provided by functional areas, and other agencies included in the following section, is co-ordinated by the appropriate District Functional Area Co-ordinator.

2.3.1 Agriculture & Animal Services (Dept of Primary Industries)

- a) Is the designated Combat Agency for exotic animal diseases operations and other animal health emergencies. This includes implementing procedures in conjunction with State and 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, plants and products as required;
 - iii. disinfection of contaminated areas, buildings and vehicles;
 - iv. programs for vector control, for example, insect and feral animal control;
 - v. quarantine controls for the movement of persons, animals and plants; and
 - vi. provision of adequate trained staff to ensure quarantine requirements are observed.

- b) Provide immediate animal care services and continuing rehabilitation assistance to primary producers, including:
 - i. assessment of injured stock;
 - ii. disposal of carcasses;
 - iii. assessment of rural property losses and damage to buildings, fences, crops, equipment and fodder;
 - iv. coordination of the supply and distribution of emergency fodder supplies and other materials;
 - v. administration of financial assistance to victims;
 - vi. assistance to primary producers suffering emergency induced traumas, in conjunction with the Department of Community Services; and
 - vii. with support of Participating and Supporting Organisations, manage the care of companion pets.
- c) With support of Participating and Supporting Organisations, provide animal care services for wildlife, for domestic animals, and for companion pets of victims evacuated from an area affected by an emergency.
- d) Planning for response and initial recovery operations for agricultural emergencies, and advising on animal care, veterinary public health, and plant disease control measures.
- e) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

2.3.2 Engineering Services (Public Works & Services)

- a) Coordinate all engineering resources associated with emergency response and initial recovery operations, including clearance and re-establishment of roads and bridges, demolition and shoring up of buildings, removal of debris, and establishment of electrical power, water, sewerage, and gas services, (either temporarily or permanently as required), construction of levees to control flooding, maintenance of essential services and other related matters.
- b) Provide Engineering Services support to a Combat Agency, and other Functional Areas or Organisations involved in the emergency.
- c) Co-ordinate resources required for hazardous materials clean up operations.
- d) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

2.3.3 Environmental Services (Dept of Environment & Climate Change)

- a) Protect the environment during emergency response and recovery operations.

- b) Co-ordinate scientific support for the on site controller during operations to combat the pollution of the sea and inland waters within NSW.
- c) Advise and co-ordinate scientific support to the NSW Fire Brigades during land base hazardous materials incidents and emergency response operations.
- d) Advise other combat agencies on environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.
- e) Act as the co-ordinating agency for hazardous materials clean up operations.
- f) Conduct post response operations investigations following incidents or emergencies involving hazardous materials.
- g) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

2.3.4 Health Services (Hunter New England Area Health Services)

- a) Coordinate and control the mobilisation of all health responses to emergencies when this Plan's arrangements are activated. This will be undertaken in association with Hunter New England HEALTHPLAN inclusive of Medical, Mental and Public Health Services and involves:
 - i. The mobilisation of health resources to the emergency site/sites and the imitation of prioritised patient management;
 - ii. The provision of coordinated hospital and medical response;
 - iii. The provision of mental health services to victims, emergency workers and communities affected by emergencies;
 - iv. The provision of public health services to prevent, prepare for, respond to and recover from emergencies; and
 - v. A coordinated health communications response.
- b) Provide a Liaison Officer to the District/Local Emergency Operations Centre as requested.

2.3.5 Transport Services (Ministry of Transport)

- a) Mobilise and co-ordinate facilities and services to provide plant & equipment. Provide and maintain testing of transport related resources;
- b) In conjunction with the RTA, co-ordinate a road condition/closed road advisory service for emergency services, other functional areas and members of the public.
- c) Co-ordinate, through the Ministry of Transport, the provision of transport support as required by other Combat Agencies and other Functional Area Agencies, whilst maintaining, as far as practicable, the normal operations and activities of public and commercial transport services, including:
 - i. movement of emergency equipment and personnel;

- ii. movement of emergency supplies and goods including water, fuel and food;
 - iii. evacuation of people;
 - iv. assistance for medical transport; and
 - v. transport of animals and stock.
- d) Provide a liaison officer to the Local Emergency Operations Centre or Combat Agency Operations Centre as appropriate.

2.3.6 Support Services – Department of Community Services (DOCS)

- a) During response and/or recovery operations, provide relief services to victims of incidents and emergencies. This may require:
- i. establishing Support 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 information and advisory services to victims of emergencies;
 - iii. providing personal support, counselling and referral services, including financial aid and Child Care services;
 - iv. establishing a support unit to co-ordinate offers of donated relief aid; and
 - v. providing mobile support teams to operate within the area affected by the emergency.
- b) Mobilise and co-ordinate catering facilities and services to provide:
- i. feeding of victims of emergencies, including evacuees in transit or in Support Centres, and displaced or homeless people in emergency accommodation centres; and
 - ii. meals for Combat Agency or other Functional Area personnel engaged in response and/or recovery operations, by arrangement between the Combat Agencies or Functional Area and the responsible Support Services Catering Co-ordinator.
- c) Provide short term 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 or Combat Agency Operations Centre as appropriate.

A copy of The Maitland and Dungog Disaster Recovery Services Functional Area Supporting Plan is available at the Local Emergency Operations Centre.

2.3.7 Telstra

Within the scope of its business operations, provide communications support to the LEOCON, Combat Agencies, Council and Functional Areas. (In particular when normal systems require enhancement or fail.)

2.3.8 Energy Australia

Within the scope of its business, provide support to the LEOCON, combat agencies, Council and functional areas. (In particular when normal systems require enhancement or fail).

2.3.9 Hunter Water Corporation

Within the scope of its business, provide support to the LEOCON, combat agencies, Council and functional areas. (In particular when normal systems require enhancement or fail).

PART 3 - PREVENTION

3.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) RESPONSIBILITY

- a) The Local Emergency Management Committee (LEMC), using the emergency risk management process to identify prevention or mitigation options, may refer these options and recommendations to the appropriate agency, and monitor outcomes.
- b) Responsibility for the development and implementation of Prevention and Mitigation strategies rests with the agencies, organisations and/or committees detailed below and is not subject to Displan arrangements.
- c) To facilitate coordination of Prevention and Mitigation measures, the agencies, organisations and/or committees with responsibilities have provided details of the strategies they implement within the local area, which are listed below: -

3.2 AGENCY RESPONSIBILITIES AND STRATEGIES

HAZARD	AGENCY / COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
BUSH, GRASS OR RURAL FIRES	Local Government Councils NSW Rural Fire Service Bush Fire Management Committees & Regional Fire Associations Fire Agencies - Rural Fire Service, NSW Fire Brigades, National Parks and Wildlife Service, State Forests of NSW, Hunter Water Corp and Dept of Environment & Climate Change.	<ul style="list-style-type: none"> - Regulate property development & building construction through LEPs and DCPs. Planning for bushfire protection. - Require landowners to clear firebreaks & remove fire hazards. Regulate burning off. Regulate property. - Coordinate bush fire fuel management strategies. - Implement bush fire fuel management programs.
COMMUNICABLE DISEASE AFFECTING HUMANS	Hunter New England Area Health Service	<ul style="list-style-type: none"> - Warnings provided to: <ul style="list-style-type: none"> • Community • LEOCON • Relevant agencies specific to communicable disease outbreaks. •

HAZARD	AGENCY / COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
CONTAMINATION OF WATER SUPPLY / WATERWAYS	Local Government Councils, Hunter Water Corporation, Public Health Unit, Dept of Environment & Climate Change	<ul style="list-style-type: none"> - Monitor water supply at water treatment plants. - Erect warning signs at sites of contaminated water. eg lagoons - Surveillance of waterways through testing of water samples
EARTHQUAKE	Local Government Councils	<ul style="list-style-type: none"> - Regulate property development and building construction through LEPs & DCPs.
EXOTIC ANIMAL AND PLANT DISEASE	Dept of Primary Industries	<ul style="list-style-type: none"> - Surveillance by NSW Dept of Primary Industries, especially through Australian Quarantine Inspection Service. - Training of DPI staff in detection of diseases.
FLOOD - RIVERINE	Local Government Councils Dept of Environment & Climate Change	<ul style="list-style-type: none"> - Regulate property development and building construction through LEPs & DCPs. - Preparation of floodplain management plans. - Preparation of mitigation schemes and floodplain management plans. - Development & maintenance of flood mitigation works.
FLOOD - DAM FAILURE	Dept of Environment & Climate Change, State Water Incorporated and Hunter Water Corporation	<ul style="list-style-type: none"> - Upgrading safety standards. - Owner of dams to develop Dam Safety Emergency Plans in accordance with Dams Safety Committee requirements.

HAZARD	AGENCY / COMMITTEE RESPONSIBLE	MITIGATION / PREVENTION STRATEGIES
HAZARDOUS MATERIALS ACCIDENTS	<p>Dept of Environment & Climate Change</p> <p>WorkCover Authority</p> <p>NSW Fire Brigade</p>	<ul style="list-style-type: none"> - Regulate the transport of dangerous goods. - Assists industry with the development of safe handling and response procedures. - Regulate the production and storage of dangerous goods. - Provision of education programs for the public where required. - Assist with expert advice for the location of production and storage of dangerous goods.
URBAN FIRE & STRUCTURAL FIRES	NSW Fire Brigade	<ul style="list-style-type: none"> - Inspections, surveys and Community Fire Safety Units.

PART 4 – PREPARATION

4.1 PLANNING

4.1.1 Emergency Risk Management (ERM) Process

The Local Emergency Management Committee has undertaken an Emergency Risk Management (ERM) study that has identified, analysed, evaluated and determined treatment plans for community risks. The outputs and outcomes of this process will form the basis for all emergency management plans developed, reviewed and updated by the Local Emergency Management Committee.

4.1.2 Risk Identification, Analysis, Evaluation and Treatment

Only those risks that may require a significant and coordinated multi agency response are processed by the LEMC. The hazards with the highest risks identified by the ERM study included:

Natural Hazards –

- Earthquake
- Fire – bush & grass
- Flood
- Extreme heat
- Severe storm – hail

Technological Hazards –

- Industrial accident
- Infrastructure failure – power
- Infrastructure failure – road
- Transport accident – road
- Fire – residential

Biological Hazards –

- Communicable disease – affecting humans

4.1.3 Community Vulnerability

Vulnerable groups requiring special attention include Nursing Homes, Hospitals, Retired Persons Accommodation, Schools and Pre schools, Special Schools and Disability Services.

Details of vulnerable groups and those elements and/or parts of the community that are at risk are shown at Annex A.

4.1.4 Sub Plans

Sub-plans for specific hazards and Supporting Plans for functional areas that have been produced as separate documents to this plan are listed below:

- Maitland City Local Flood Plan (14/2/2003);
- Maitland District Bushfire Management Plan – Operations (24/10/2003).

4.1.5 Supporting Plans

4.1.5.1 Local Supporting Plans

- Maitland and Dungog Disaster Recovery Services Functional Area Supporting Plan (CD Version 2004).

4.1.5.2 District Supporting Plans

- Hunter-Central Coast Agriculture & Animal Services Plan (2006)
- Hunter Valley and Central Coast Engineering Services Plan (under review)
- Hunter New England Area Health Service Disaster Plan (HNE Health plan) (2008)
- Hunter-Central Coast Emergency Management District Transport Services Functional Area Supporting Plan (under review)
- Hunter Central Coast Disaster Welfare Plan (2006)

4.1.5.3 State Supporting Plans

- Public Information Services Functional Area Supporting Plan– (2000)
- NSW Environmental Services Functional Area Supporting Plan (Environ plan) (2005)
- Hazmatplan (2005)
- NSW State Storm Plan (2007)
- NSW Major Structure Collapse Sub-Plan (2001)
- NSW Aviation Emergency Sub-Plan (2004)
- NSW Animal Health Emergency Sub-plan (2005)

4.1.6 Other Organisational Plans & Procedures

- a) These plans and procedures are the responsibility of the relevant schools, industry, commercial organisations and institutions to update. These documents will not normally be reviewed by the Local Emergency Management Committee.
- b) The Displan is supported by the Standing Operating Procedures, Standing Orders and Instructions of all participating and supporting Agencies for both incidents and emergencies.

- c) For a flood event the following local operating procedure applies – NSW Department of Natural Resources Flood Plain Development Manual 2005.
- d) Standing Operating Procedures for Local Authority Emergency Public Health Services (Jan 2001).
- e) MCC Operations Procedures for Flood Gates.

4.1.7 Reviewing, Testing, Evaluating and Maintaining the Local Displan

- a) The LEOCON is to ensure that this Displan is reviewed, tested and evaluated.
- b) This Displan is to be reviewed by the Local Emergency Management Committee:
 - i. After each local operation
 - ii. After each exercise to test the Displan (or part thereof)
 - iii. If deficiencies are identified
 - iv. At least once every five (5) years and
 - v. As roles and responsibilities of agencies change due to legislative changes
- c) The LEOCON is to ensure that this Displan is tested through the conduct of an exercise every two (2) years to:
 - i. Ensure all participants are familiar with the contents of the plan
 - ii. Test specific aspects of the plan and
 - iii. Practice procedures associated with the plan
- d) The Maitland Local Emergency Management Officer (LEMO) maintains this Displan and issues amendments.
- e) All sub-plans are to be tested and reviewed by 30 April every second year and the results advised to the Local Emergency Management Committee.

4.2 MAP STANDARDS

To ensure uniformity and alleviate problems during response operations, the District Emergency Management Committee recommends:

- a) 1:25000, 1:100000 or 1:250000 scale topographic maps or digital mapping systems, which utilise Australian Map Grid (AMG) co-ordinates, be used by agencies when necessary for operational purposes: and
- b) UBD Street Directories be used by agencies when necessary for operational purposes.

4.3 RESOURCE AND CONTACT DIRECTORIES

Each Emergency Service Controller, Functional Area Co-ordinator and other Agency participating in Displan arrangements is to develop and maintain up to date resource and contact directories, relevant to their operational requirements.

A community directory for the Maitland LGA is accessible on Maitland Council's website via the Residents & Community Link at www.maitland.nsw.gov.au.

4.4 LOCAL EMERGENCY OPERATIONS CENTRE (LEOC) MANAGEMENT

- a) The LEOCON is responsible for controlling the LEOC and preparing and maintaining Standing Operating Procedures for the LEOC.
- b) The Local Council has accepted responsibility for:
 - I. Establishing and maintaining a Local Emergency Operations Centre for its local community.
 - II. Ensuring that sufficient adequately trained Council personnel are available to staff the LEOC when required.
 - III. Maintaining a contact directory of LEOC staff.
 - IV. Providing appropriate training for LEOC staff.
 - V. Liaison Officers and their Assistants, required at the LEOC, are to be drawn from relevant participating and supporting agencies.

4.5 PUBLIC EDUCATION

- a) Responsibilities for the conduct and co-ordination of public education relating to the local threats are detailed in the following table: -

THREAT	AGENCY AND RESPONSIBILITY
Communicable Diseases Affecting Humans	Hunter New England Health Service has prepared a plan for the area of Hunter New England, including advice to the community.
Exotic Animal & Plant Disease	Department of Primary Industries is responsible for public awareness concerning the implications of exotic animal and plant disease and appropriate strategies for its prevention and detection.
Flooding (Riverine & Dam Failure)	State Emergency Service and Local Controller is responsible for ensuring, as detailed in SES and Local Flood Plans, that the residents are aware of the flood threat and how to protect themselves against it.
Rural Fires (Bush, Grass & Other Fires)	Rural Fire Service co-ordinates public education programs relating to the bush and grass fire threat throughout the Local Area.

THREAT	AGENCY AND RESPONSIBILITY
Severe Storm	NSW State Emergency Service Local Controller is responsible for ensuring that the residents of their Local Areas are aware of the likely effects of storm impact and how to protect themselves against it.
Urban Fire	NSW Fire Brigade Conduct Community Safety programs.

b) Community education programs are to provide an awareness of:

- I. The nature of local threat;
- II. Public warning systems;
- III. Agency roles and responsibilities;
- IV. Emergency procedures.

PART 5 - CONTROL AND CO-ORDINATION

5.1 CONTROL AND CO-ORDINATION RELATIONSHIPS

TYPE OF OPERATION	CONTROL	PLANNING	INFORMATION \ LIAISON
<p>COMBAT AGENCY MANAGED</p>	<p>Combat Agency controls operation and may request other agencies or Emergency Operations Controller to coordinate support.</p> <p>Supporting agencies command their own elements and carry out support tasks as directed by the Combat Agency, other agency or Emergency Operations Controller</p>	<p>Support tasks, which can be foreseen, are agreed to and reflected in Combat Agency Plans, Displans, Sub Plans or Supporting Plans where applicable.</p> <p>Unforeseen support can be coordinated by the Emergency Operations Controller, or the Combat Agency can deal direct with the supporting agencies. In the latter case the Emergency Operations Controller must be kept informed.</p>	<p>The Combat Agency is responsible to ensure that the Emergency Operations Controller, supporting emergency service organisation and functional area coordinators are kept informed of the situation.</p> <p>Emergency Operations Controllers and supporting agencies, under the control of the Combat Agency, provide resources to the Combat Agency Control Centre as required.</p> <p>Supporting agencies carrying out tasks under the coordination of an Emergency Operations Controller provide liaison to the Emergency Operations Centre as required.</p>
<p>OPERATIONS CONTROLLED BY EMERGENCY OPERATIONS CONTROLLERS</p> <p>This applies when:-</p> <ul style="list-style-type: none"> - Emergency Operations Controllers are designated in plans as Controllers. - There is no designated Combat Agency. - Emergency Operations Controllers are requested by the Combat Agency to assume control, with the approval of the Combat Agency head. 	<p>Emergency Operations Controller controls operations and coordinates resources.</p> <p>Individual agencies command their own resources and carry out tasks as directed.</p>		<p>The Emergency Operations Controller is responsible to ensure that the emergency service organisations and functional area coordinators are kept informed of the situation.</p> <p>Agencies provide liaison to Emergency Operations Centre as required.</p>

5.2 COMBAT AGENCY OPERATIONS

Without limiting the authority of Combat Agency Controllers, Combat Agency operations may be managed in the following ways:

- a) The responsible Combat Agency Controller controls the operation which requires no support resources other than the Combat Agency resources; or
- b) The responsible Combat Agency Controller:
 - i. controls the operation; and
 - ii. coordinates pre-planned support from other agencies; and
 - iii. ensures that the LEOCON is kept aware of these operations; or
- c) The responsible Combat Agency Controller retains overall control of the operation and requests the LEOCON to:
 - i. coordinate the support services specified by the Combat Agency Controller; or
 - ii. manage part of the operation to meet the requirements of the Combat Agency Controller, (eg evacuation operations).

5.3 FUNCTIONAL AREA SUPPORT

Support provided by the Agricultural/Animal Services, Communications Services, Environmental Services, Engineering Services, Media Services, Health Services, Transport Services and Support Services Functional Areas is co-ordinated by the appropriate District Functional Area Co-ordinator.

5.4 LIAISON

- a) Liaison Officers representing Combat Agency Controllers or Functional Area Co-ordinators at the LEOC must be capable of providing immediate advice to the LEOCON, and other combat agencies, on the capabilities and current resource status of their agency and must have the authority to commit their agency's resources.
- b) During prolonged operations the LEOCON, or the Combat Agency Controller is to conduct regular progress report/briefing/planning meetings in the LEOC, alternate LEOC or appropriate meeting venue to be attended by all combat agency controllers and functional area co-ordinators. The minimum requirement is for a daily meeting, at a mutually convenient time, to plan for the next 24 hour period.

5.5 COMMUNICATIONS

- a) The primary means of communication between the LEOCON and agencies is to be telephone, facsimile and email.
- b) Backup radio communications are to be co-ordinated by the LEOCON and LEMO.

5.6 INFORMATION MANAGEMENT AND INTELLIGENCE

- a) During bushfires the District Fire Committee Executive Officer is responsible for the passage of operational information between agencies.

- b) During floods and storm/tempest damage control operations the SES Local Controller is responsible for the passage of operational information between agencies.
- c) During other Combat Agency managed operations, the Combat Agency Controller is responsible for the passage of operational information and intelligence to the LEOCON.
- d) The Combat Agency Controller is also responsible for:-
 - i. the passage of operational information and intelligence to and from all involved agencies, using the combat agency control centre as the collection and distribution point.
 - ii. the passage of public information to the community.
 - iii. the release of regular media releases.
 - iv. ensuring the LEOCON is kept informed of developments and forecast support needs.
- e) During Combat Agency managed operations, the relevant Combat Agency Controller may request the LEOCON to assume responsibility for the passage of all or certain classes of operational information and intelligence between LEOCONS and/or involved agencies.
- f) During operations controlled by the LEOCON, the LEOCON is responsible for the passage of operational information and intelligence to the DEOCON and adjoining LEOCONS. The LEOCON is also responsible for:-
 - i. the passage of operational information and intelligence to and from all involved agencies, using the LEOC as the collection and distribution point.
 - ii. the passage of public information to the community.
 - iii. the release of regular media releases.
 - iv. ensuring the DEOCON is kept informed of developments and forecast support needs.
- g) The following may be used to disseminate public information throughout the community:-
 - i. The Maitland Mercury, Newcastle Herald, The Post and The Star newspapers or other local newspapers
 - ii. Maitland City Council newspaper - Council News.
 - iii. Radio Stations in Maitland area eg,; 1233 ABC Newcastle, 2HD, KOFM, NX FM, NEW FM & 2NUR FM.
 - iv. Maitland Community Broadcasters
 - v. Tourist Information Radio 107.9 FM.
 - vi. Progress Associations/Community Newsletters in the local areas (e.g. Millers Forest and Morpeth).
 - vii. The Hunter Zone Rural Fire Service.
 - viii. The Maitland Visitor Information Centre.

- ix. Letter box drops and public displays, and public addresses at service clubs and schools.
- x. Maitland Television Networks NBN, PRIME & ABC
- h) In the event of a widespread power failure, printed public information material will be required. Australia Post will be requested to assist in distribution.

5.7 RESCUE ARRANGEMENTS

- a) Rescue arrangements detailed in this Plan are subject to the provisions of the State Rescue Policy and the command structure of the NSW Police Service, except when an operation is controlled by an Emergency Operations Controller.
- b) Initial response to rescue operations is coordinated by Police Operations Staff at VKG3 Newcastle (Police Communications). Coordination of a rescue operation passes to the senior officer on the first Police vehicle to arrive at the scene.
- c) The general areas of operation of the accredited rescue units operating within the local area are described, in general terms, in the responsibility section of this Displan.
- d) Rescue arrangements are managed by the relevant Police Local Area Commander (or delegate), assisted by the Local Rescue Committee. The Local Rescue Committee is responsible to the Hunter-Central Coast District Rescue Committee, which in turn is responsible to the State Rescue Board for the implementation of State Rescue Policy.
- e) Rescue related matters, involving local rescue resources, that are raised at Committee meetings, particularly Emergency Management Committees and Control Room Committees, are to be referred, as soon as practical, to the relevant Police Local Area Commander.

PART 6 - RESPONSE ARRANGEMENTS

6.1 ACTIVATION OF PLAN

- a) This plan is activated by the LEOCON, but does not need activating for combat agencies to respond to incidents.
- b) Whenever a combat agency responds to a major incident, or receives warning that it may need to do so, the controller is to advise the LEOCON in accordance with local arrangements. The LEOCON is to then maintain contact with that combat agency and monitor the incident.
- c) The LEOCON will implement the arrangements in this plan when:
 - i. The lead combat agency controller indicates assistance may be needed; or
 - ii. An Incident Controller is appointed under the provisions of Section 44 of the Rural Fires Act, to take charge of fire fighting operations;
 - iii. The SES Local Controller is conducting:-
 - Storm damage control incidents and emergencies; or
 - Flood incident and emergency operations in accordance with the Maitland Local Flood Plan.
 - iv. The LEOCON believes that an emergency has or may occur.
 - v. Directed by the DEOCON.
- d) If circumstances, in adjoining areas are such that the LEOCON considers that the establishment of a combined EOC would be beneficial, the LEOCON shall determine the location of the EOC and advise of the activation of the centre.

6.2 MOBILISATION OF RESOURCES

Provided circumstances permit, resources are to be mobilised in stages:-

- a) Alert Stage;**
- b) Standby Stage;**
- c) Callout Stage;**
- d) Stand Down & Debrief.**

6.3 STAGES OF ACTIVATION AND STAND-DOWN

6.3.1 Alert Stage

ALERT STAGE	
RESPONSIBILITY	ACTION
Relevant Combat or Warning Agency	<ul style="list-style-type: none"> Notifies the LEOCON in accordance with local arrangements, that an operation with potential to escalate has occurred or is imminent.
LEOCON	<ul style="list-style-type: none"> Notifies the LEMO and DEOCON Monitors operations
LEMO	<ul style="list-style-type: none"> Notifies the Supporting Emergency Services Controllers Notifies the Functional Area Representative

6.3.2 Standby Stage

STANDBY STAGE	
RESPONSIBILITY	ACTION
The Lead Combat Agency Controller	<ul style="list-style-type: none"> Notifies the LEOCON that assistance under Displan arrangements might be required.
The LEOCON	<ul style="list-style-type: none"> Notifies the LEMO and the DEOCON. Collects intelligence on the potential emergency
The LEMO	<ul style="list-style-type: none"> Notifies the Mayor and General Manager of Maitland City Council Notifies supporting Emergency Services Controllers Notifies Functional Area Coordinators Activates the LEOC and tests communications
Supporting Emergency Services Controllers	<ul style="list-style-type: none"> Open Control Centres and test communications with the LEOC Prepare resources for response
Functional Area Representatives	<ul style="list-style-type: none"> Move to normal work place test communications with the LEOC Prepare resources for response

6.3.3 Callout Stage

CALLOUT STAGE	
RESPONSIBILITY	ACTION
Combat Agency Controller	<ul style="list-style-type: none"> Notifies the LEOCON that assistance under Displan arrangements is required.
LEOCON	<ul style="list-style-type: none"> Provides a liaison officer to Combat Agency's control centre Notifies the LEMO and DEOCON Moves to the LEOC
LEMO	<ul style="list-style-type: none"> Notifies the Mayor and General Manager of Maitland City Council Notifies Supporting Agency Controllers Notifies Functional Area Co-ordinators Escalates LEOC to required staff level <ul style="list-style-type: none"> Ready State Standby State Callout State
Supporting Emergency Services Controllers	<ul style="list-style-type: none"> Moves to LEOC Through their own Centres, deploy resources as required by the LEOCON.
Functional Area Representatives	<ul style="list-style-type: none"> Provide liaison officer to the LEOC From their normal workplace, deploy resources as required by the LEOCON.

6.3.4 Stand Down Stage

STAND DOWN STAGE	
RESPONSIBILITY	ACTION
Agencies	<ul style="list-style-type: none"> Controllers must authorise the 'stand down' of their own and supporting agency resources after incidents.
LEOCON	<ul style="list-style-type: none"> If the LEOCON issues an alert, standby or callout, the LEOCON is to issue the 'stand down' advice to all agencies originally placed on alert or called out. This may be done after consultation with the combat agency controller if there is a combat agency for the particular type of operation.

6.3.5 Debriefing

DEBRIEFING	
RESPONSIBILITY	ACTION
Combat Agency	<ul style="list-style-type: none"> Each agency is to conduct its own debrief and report to the LEOCON.
LEOCON	<ul style="list-style-type: none"> The LEOCON is to ensure that a combined agency debrief is conducted for major incidents within seven days of the incident occurring.

6.4 OPERATIONS CENTRES

The Maitland Local Emergency Operations Centres are located at:

- i. Maitland City Council Depot Administration Building, Metford Road, Metford NSW 2323;
- ii. Rutherford Community Centre, Arthur Street, Rutherford NSW 2320.

Displan lines are located at the Maitland Police Station, three (3) in Bolwarra Largs RFS station, two (2) in the SES HQ at Waterworks Road, Rutherford, and one (1) in the Mayor's office at the Maitland City Council Administration Building.

Other sites without the availability of Displan lines (including the East Maitland Library in Garnett Road, and Maitland Town Hall) may be allocated as alternate LEOC sites depending on the nature of the emergency.

Arrangements could also be made to use the neighbouring Lake Macquarie City Council's EOC at Estelville, or Cessnock City Council's EOC.

6.4.1 Combat Agency – Control Centre Location

COMBAT AGENCY	CONTROL CENTRE LOCATION
NSW Fire Brigades	Newcastle Fire Station Corner Bull & Union Streets Newcastle
Rural Fire Service	C/- Cessnock Fire Control Centre Cessnock City Council Debeyers Road Pokolbin
SES	SES Headquarters Waterworks Road Rutherford

COMBAT AGENCY	CONTROL CENTRE LOCATION
Department of Primary Industries	Total Agricultural Centre Total Road Paterson

6.4.2 Emergency Services Co-Ordination Centre Location

EMERGENCY SERVICE	CO-ORDINATION CENTRE LOCATION
Ambulance	Northern Operations Centre Dudley Road Charlestown
Police	Maitland Police Station Caroline Place Maitland

6.4.3 Functional Area Co-Ordination Centre Location

FUNCTIONAL AREA	CO-ORDINATION CENTRE LOCATION
Engineering Services	Public Works & Services Level 2 Government Offices Block 117 Bull Street Newcastle West
Environmental Services	DECC Government Offices Block 117 Bull Street Newcastle West
Health Services	Area Disaster Control Centre Northern Operations Centre, Dudley Rd. Charlestown Local Hospital Disaster Control Centre: Maitland Hospital 550 – 560 High Street Maitland

FUNCTIONAL AREA	CO-ORDINATION CENTRE LOCATION
Transport Services	Ministry of Transport Ground Floor 239 King Street Newcastle
Support Services	Department of Community Services Maitland Community Centre 262 High Street Maitland
Telstra	Telstra County Wide 2/4 Molly Morgan Drive Greenhills
Energy Australia	84 Green Street Telarah
Hunter Water	36 Honeysuckle Drive Newcastle
Alinta	36 Mitchell Road Cardiff

6.5 WARNING ARRANGEMENTS

- a) Local Combat Agency Controllers are to advise the LEOCON whenever an event occurs which may escalate to a Local level emergency operation.
- b) 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 in the following matrix: -

THREAT	AGENCY RESPONSIBLE	WARNING PROVIDED
Communicable Disease Affecting Humans	Hunter New England Area Health Service	<ul style="list-style-type: none"> • Warnings provided to: <ul style="list-style-type: none"> – Community – LEOCON – Relevant agencies specific to communicable disease outbreaks.
Contamination of Water Supply	Hunter Water, Public Health Unit, Local	<ul style="list-style-type: none"> • Erection of warning signs at sites of contaminated water.

THREAT	AGENCY RESPONSIBLE	WARNING PROVIDED
/ Waterways	Council, Dept of Environment & Climate Change	<ul style="list-style-type: none"> Warnings to the wider community via electronic and print media.
Exotic Animal & Plant Disease	Department of Primary Industries	<ul style="list-style-type: none"> Warnings to the community and LEOCON. Warnings to relevant agencies specific to exotic disease outbreaks and restricted areas.
Flooding - Riverine	SES Local Controller	<ul style="list-style-type: none"> Flood watch, equipment and livestock advice, flood warnings and evacuation warnings to the LEOCON and relevant Emergency Services and Functional Area representatives
	Bureau of Meteorology	<ul style="list-style-type: none"> General weather advice and specific flood predictions to the community.
Flooding - Dam Failure	SES Local Controller	<ul style="list-style-type: none"> Specific warnings including evacuation warnings to the community regarding concerns about dam safety to SES Controllers, DEOCON, LEOCON.
	Agency responsible and relevant dam owner	<ul style="list-style-type: none"> Specific warnings regarding concerns about dam safety to SES controllers.
Hazardous Materials Spillage	Police or LEOCON (on behalf of Hazmat Controller)	<ul style="list-style-type: none"> Evacuation warnings, public safety directions and warnings relating to spillages.
	Hunter New England Area Health Service	<ul style="list-style-type: none"> To advise on risk to population health.
Rural Fires (Bush, Grass and Other Fires)	Bureau of Meteorology	<ul style="list-style-type: none"> General fire weather advice to the wider community via regional electronic and print media.
	Rural Fire Service	<ul style="list-style-type: none"> Specific warnings and Total Fire Ban advice to the community, LEOCON, relevant Emergency Services and Functional Area representatives.

THREAT	AGENCY RESPONSIBLE	WARNING PROVIDED
Severe Storms	Bureau of Meteorology	<ul style="list-style-type: none"> General advice to the wider community via regional electronic media.
	SES Local Controllers	<ul style="list-style-type: none"> General advice and warnings to the LEOCON, relevant Emergency Services and Functional Area representatives.
Urban Fire	NSW Fire Brigade in conjunction with Police	<ul style="list-style-type: none"> Evacuation warnings, public safety directions.
Other Warnings	LEOCON	<ul style="list-style-type: none"> General and Evacuation Warnings to affected communities and relevant Emergency Services and Functional Area representatives.

- c) A guide to the contents of emergency warning messages is described in Annexure E - Guidelines for the Use of the Standard Emergency Warning Signals (SEWS).
- d) If time permits emergency warnings will be broadcast over the following media as appropriate and in accordance with DEMC Standing Operating Procedures for dissemination of warnings via the electronic media;
- i. AM Radio, 1233 ABC Newcastle and 2HD
 - ii. FM Radio Stations NEW FM, 2NUR FM, NX FM and KO FM
 - iii. Maitland Television Networks NBN, PRIME & ABC
 - iv. Citizens Band Radio Networks (CREST)
- e) If time permits appropriate personnel will deliver evacuation warnings through a door knock operation and mobile public address systems.

6.6 STANDARD EMERGENCY WARNING SIGNAL (SEWS)

The **Standard Emergency Warning Signal (SEWS)** may be utilised to alert the community to messages about action they can take to reduce potential loss of life and property.

The signal is only to be used to warn the community when they need to take some urgent and immediate action in order to reduce the potential for loss of life or property from emergency events such as:

- Severe Thunderstorms
- Gale Force Winds
- Cyclones

- Severe Floods
- Bushfires
- Biological Hazards
- Dam Failure
- Tsunami
- Hazardous Materials Emergencies
- Earthquake Aftershocks

The purpose of SEWS is to:

- a) Alert listeners/viewers of radio/television that an official emergency announcement, concerning an actual or potential emergency, is about to be made.
- b) Alert the community at large, via a public address system, to an important official emergency announcement.

6.6.1 Authority To Use SEWS

Combat Agency Commanders/Controllers at Local, District and State level are authorised to use SEWS for the above purposes.

6.6.2 Procedure For The Use Of SEWS

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

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

6.7 AREA CONTROL

The Police are to control access to and egress from any disaster area. The disaster area will be designated by the LEOCON or Combat Agency Controller.

6.8 ROAD CLOSURES

- a) When major road transport routes are closed by an authorised agency or individual or found to be closed as a result of the hazard impact, the advice is to be passed by that agency or individual to the LEOCON.
- b) 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
Law Enforcement Powers & Responsibilities Act 2002 No. 103	186	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	The 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 SES or authorised Emergency Officer	
Ambulance Services Act 1990	12	Close a road for the protection of persons from injury or death	Ambulance Service	
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	The Minister	
Roads Act 1993	121	Minister may regulate traffic in certain circumstances	The Minister	

ACT	SECTION	SITUATION	AUTHORISED PERSON	PROVISO
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	

6.9 EVACUATION ARRANGEMENTS

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

6.9.1 Decision

- a) The decision to evacuate persons or animals is not one which should be taken lightly. During evacuations there are many tasks which need to be carried out by a number of different organisations. This necessitates a coordinated approach to ensure that all the evacuee's 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.
- b) The requirement to evacuate or stay put will ideally be identified during the planning process and be included in organisation's sub plans or standing operating procedures as necessary.
- c) The organisation with the authority to order an evacuation is to ensure that the community is informed, through a public education program, of the proposed evacuation strategies. Information leaflets should also be provided, if appropriate.
- d) The controller of the major incident/emergency (Combat Agency Controller, Section 44 Appointee/Incident Controller, LEOCON or DEOCON) will determine the need for evacuation. Early identification of evacuation as a possible strategy during a response operation may allow time for the controller to brief the LEOCON/Local Emergency Management Committee allowing for more specific preparedness measures to be taken. At the first available opportunity the LEOCON will also advise the DEOCON in order that District Functional Areas may be alerted.
- e) If evacuation is the preferred option, the Controller is to consult with the Support Services Functional Area Coordinator to identify a safe and suitable Evacuation Centre from those identified in Local Displans and Welfare Supporting Plans.

6.9.2 Authority

The Authority to order an evacuation must also be clear. The following Table indicates which individuals and organisations have authority to order an evacuation of persons or animals and under which circumstances.

EVACUATION	
INDIVIDUAL OR 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 (ie 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	The NSW Police Act empowers police officers to evacuate persons considered at risk. This authority to evacuate is more widely used on a day-to-day basis than that granted under the State Emergency and Rescue Management Act.
A Police officer and all other members of emergency service organisations	In recognition of the authority of the Director General and emergency officers, 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 that might interfere with the work of the Fire Brigades. (S.13; 19- Fire Brigade Act)
The Director General NSW 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)
Rural Fire Service	The officer in charge of a rural fire brigade or group of rural fire brigades may cause any street or public place in the vicinity of a fire, incident or other emergency to be closed to traffic.
NSW State Emergency Service	Authority is limited to the evacuation of people during flood, storm and tempest, or at the direction

EVACUATION	
INDIVIDUAL OR ORGANISATION	CIRCUMSTANCES
	of the State Emergency Operations Controller (S. 19; 22 State Emergency Service Act)

6.9.3 Warning

- a) Evacuation warnings to the public, or advice not to evacuate, are to be authorised and released by the person or agency nominated in Part 4 of this plan in accordance with the agency's normal operating procedures and the Hunter-Central Coast SOPs for the Dissemination of Warnings via the Electronic Media.
- b) 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:
 - i. Use of public address systems fitted to emergency services vehicles.
 - ii. Evacuation teams, made up of emergency services personnel and others as necessary, to carry out door knocks of the affected area.
- c) Warnings to evacuate, whether disseminated via the media or by door knocks, should contain:
 - i. Instruction to evacuate;
 - ii. Location of assembly areas for transport to support centres;
 - iii. Location of Evacuation Centres, for those using private transport;
 - iv. Authorised route(s) to evacuations centres;
 - v. Arrangements for children in schools and pre-schools;
 - vi. Arrangements for elderly or infirm residents unable to self evacuate;
 - vii. Likely duration of the evacuation; and
 - viii. Arrangements for pets / animals.

6.9.4 Withdrawal

- a) The Combat Agency may initiate and conduct evacuations if it is within its capability but must liaise with Police to ensure security of the evacuated area. Consultation must also occur with the necessary supporting services, eg. Support Service Coordinator and the Transport Services Coordinator.
- b) Police, if requested by the Combat Agency Controller, Section 44 (Rural Fires Act) Incident Controller, LEOCON or DEOCON, will conduct the evacuations of persons to the selected Evacuation Centre, secure the affected area and coordinate Disaster Victim Registration. Police are to

advise the Support Functional Area Coordinator of the activation of the selected Evacuation Centres.

- c) Registration - The Police are to ensure that all disaster victims (including evacuees) are registered and details forwarded to the Local Emergency Operations Centre in accordance with Police Services instructions.
- d) Transport requirements are to be organised by the Transport Services Functional Area Coordinator.
- e) Buildings which have been evacuated are identified as directed (eg with a towel, similar item or emergency service barrier tape 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 they have been evacuated.
- f) The Combat Agency Controller, Incident Controller or LEOCON is to arrange for a check of the area to ensure the evacuation has been effective.
- g) Response to some hazard impacts may require the partial or complete evacuation of some smaller town and village areas to larger centres in adjoining local areas and/or districts. Evacuation strategies to deal with such situations are detailed in Local Displans. If evacuation to an adjoining local area or district is necessary, operations may be controlled at District Level, and contact made with adjoining areas as required.

6.9.5 Shelter

- a) Assembly areas and Evacuation Centres that may be used in an emergency are detailed in the Local Displan and Local Disaster Support Plans. The Local Displan and Local Disaster Recovery Services Functional Area Supporting Plan are to detail the same evacuation centre information.
- b) Police and the Local Disaster Support Coordinator are to maintain up to date details of Key Holders of evacuation centres.
- c) The District Disaster Support Service Coordinator is to ensure that nominated evacuation centres are assessed, on a regular basis, as to their suitability for use.
- d) The District Support Services Functional Area Coordinator is to:
 - i. Arrange for staffing of the identified Evacuation Centre(s) in time to receive evacuees;
 - ii. Provide support services to evacuees in accordance with the Disaster Recovery Services Supporting Plan; and
 - iii. Address longer term accommodation arrangements.

6.9.6 Return

- a) The Agency/Authority who initiated the evacuation determines, in consultation with the Combat Agency, Recovery Coordinating Committee (if established), and the Coordinators of the Engineering Services, Health

Services and Support Services Functional Areas, when it is safe for evacuees to return to their homes, and arranges for the evacuees to be advised accordingly.

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

6.10 OUT OF AREA ASSISTANCE

- a) Combat agencies may obtain additional resources from outside the local area or deploy their own resources outside the local area.
- b) All other requests for out of area resources under this Displan are to be notified to the Hunter-Central Coast Emergency Operations Controller.
- c) NSW has developed extensive USAR resources. Although developed specifically for USAR operations, these resources may be useful in emergencies other than major structural collapse. The resources, including technical advice, personnel or equipment, can be accessed utilising the normal Emergency Management Arrangements without the need to activate the Major Structural Collapse Plan.

6.11 RESOURCE ASSEMBLY AREAS

Resources arriving from outside the Council area may be staged at the following assembly areas:

- Metford Road Works Depot, Metford Road, East Maitland.
- Fieldsend Oval, Metford Road, Metford.
- Schank Drive Oval, Off Ferraby Drive, Metford.
- Cooks Square Park, William Street, East Maitland.
- Maitland Park, Les Darcy Drive, Maitland.
- Coronation Oval / Hartcher Field, South Street, Telarah.
- Rutherford Oval, Cnr Weblands St & Alexander Ave, Rutherford.
- Norm Chapman Oval, Dunkley Street, Rutherford.
- Largs Oval, Largs Avenue, Largs.
- Lochinvar Oval, Robert Road, Lochinvar.
- Woodberry Oval, Lawson Avenue, Woodberry.
- A & D Lawrence Oval, Off Thomas Coke Drive, Thornton.
- Roy Jordan Oval, Fanning Street, Gillieston Heights.

6.12 LOGISTIC SUPPORT

- a) Each responding agency is responsible to relieve and re-supply its own personnel.
- b) If required by the LEOCON the Local Disaster Support Manager is to provide meals for disaster workers and volunteers assisting them.
- c) At the request of the relevant agency, disaster workers brought in from outside the Council area are to be accommodated and fed under Local Disaster Support Plan arrangements.

6.13 EMERGENCY FUNDING

- a) Combat Agencies, Emergency Services and Functional Areas should have their own systems for emergency funding.
- b) For Participating and Supporting Organisations, which are Government Departments or Authorities, the cost of providing resources, including Liaison Officers, during emergency response or recovery operations is to be met by the providers from their normal operating budgets.
- c) For private sector organisations or personnel, the cost of providing resources during emergency response or recovery operations is to be met by the requesting agency, which would usually be the agency/organisation responsible for meeting the cost during normal circumstances.

6.14 COMMONWEALTH AND DEFENCE ASSISTANCE

- a) **Access to Commonwealth support:** is arranged by the Local Emergency Operations Controller, with the concurrence of the District Emergency Operations Controller and the State Emergency Operations Controller through Emergency Management Australia (EMA).
- b) **Defence Assistance to the Civil Community (DACC).** During major emergencies when the State has officially requested Commonwealth assistance the Australian Defence Force may provide specialist personnel, equipment, facilities or capabilities which are either not available to, or have been exhausted from, State resources.

There are three categories of emergency DACC:

- i. **DACC Category One:** is support to a local emergency with direct threat to life and/or property. A local Defence commander, utilising local resources, may approve this type of support.
- ii. **DACC Category Two:** is support to a general emergency with direct threat to life and/or property. ADF Headquarters (ADFHQ) approves this category of support after State Authorities approach EMA. Defence resources for DACC Cat Two tasks are deployed on the Authority of

HQAST and would generally lead to the deployment of an ADF Liaison Officer at the Local, District and State Emergency Operation Centre.

- iii. **DACC Category Three:** is support provided to an ongoing emergency with no direct threat to life and/or property. Bids for DACC Cat Three are usually submitted as an extension of Cat Two arrangements enabling a quick and efficient resolution to the initial response. This category is approved by ADFHQ after State Authorities approach EMA. Defence resources for DACC Cat Three tasks are deployed on the authority of HQAST and would generally lead to the deployment of an ADF Liaison Officer at the Local, District and State Emergency Operation Centre.

PART 7 - RECOVERY ARRANGEMENTS

7.1 PLANNING FOR RECOVERY OPERATIONS

- a) As early as possible during an emergency, the LEOCON is to call together the Maitland Local Recovery Co-ordinating Committee which comprises of
 - i. Mayor, Maitland Council, Chairperson
 - ii. General Manager, Maitland City Council
 - iii. LEMO / Group Manager City Works & Services, Maitland City Council
 - iv. Group Manager Assets & Infrastructure Planning, Maitland City Council
 - v. Group Manager Service Planning & Regulation, Maitland City Council
 - vi. Group Manager Finance & Administration, Maitland City Council
 - vii. LEOCON
 - viii. Chairperson, Maitland LEMC
 - ix. Local Disaster Recovery Services
 - x. Other representatives as required by the Committee
 - xi. Combat Agency Controller

The committee may invite members of the community to help it define the community's recovery needs.

- b) The committee is to be briefed on the emergency by the LEOCON and then meet daily or as deemed necessary based on the status of the emergency operation, monitor response operations, define the recovery problem and prepare a recovery plan.
- c) At the time the LEOCON issues the stand down signifying the end of response operations the LEOCON is to provide a final brief to the hand control of operations to the Mayor.

7.2 RECOVERY OPERATIONS

- a) The recovery co-ordinating committee is to act as the sole source of requests for assistance to the Hunter-Central Coast Recovery Co-ordinating Committee or any Special Recovery Co-ordinator appointed by the State Government.
- b) The Committee may appoint one of its members or request the Maitland City Council General Manager to act as a special recovery co-ordinator if this is appropriate.
- c) At the conclusion of the recovery period the Mayor in conjunction with the LEOCON, is to recommend to the Hunter-Central Coast Recovery Co-ordinating Committee (or the Special Recovery Co-ordinator if one is appointed by the State Government) the type of longer term reconstruction operations, which may be required. This includes a statement of outstanding relief measures (including

continuing support matters) that need to continue or be implemented by Government Departments or statutory authorities.

7.3 DISASTER RELIEF FUNDING ARRANGEMENTS

A range of disaster relief assistance schemes are in place. Details can be obtained from www.emergency.nsw.gov.au/content.php/501.html