Model LEMA Template

***NOTE****: This template was drafted from the January 2025 Local Emergency Management Arrangement Guidelines Version 2.06. It is an example of how Local Emergency Management Arrangements can be structured. Content should be adapted to reflect the local arrangements.*

*Template notes and brief directions are shown in italic font. Please refer to the* [*Local Emergency Management Arrangement Guideline*](https://www.wa.gov.au/government/publications/local-emergency-management-arrangements-guideline) *for additional information.*

<Local Government> Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of section. 41(1) of the [*Emergency Management Act 2005*](https://semc.wa.gov.au/emergency-management/legislation), endorsed by the <update> Local Emergency Management Committee and the Council of the <Local government>. The Arrangements have been tabled for noting with the <update> District Emergency Management Committee and State Emergency Management Committee.

Chair Date

<Insert LEMC Name>

Endorsed by Council Date

<Insert resolution number>

Table of Contents

Update table of contents.

[Foreword 5](#_Toc188371638)

[Distribution List 5](#_Toc188371639)

[Amendment Record 5](#_Toc188371640)

[Glossary of Terms 5](#_Toc188371641)

[Acronyms 6](#_Toc188371642)

[Introduction 7](#_Toc188371643)

[Community Consultation 7](#_Toc188371644)

[Document Availability 7](#_Toc188371645)

[Aim 7](#_Toc188371646)

[Purpose 7](#_Toc188371647)

[Scope 7](#_Toc188371648)

[Geographic Area Covered 8](#_Toc188371649)

[Related Documents and Arrangements 8](#_Toc188371650)

[Local Emergency Management Policies 8](#_Toc188371651)

[Local Plans & Arrangements 8](#_Toc188371652)

[Special Considerations 8](#_Toc188371653)

[Resources, Roles and Responsibilities 10](#_Toc188371654)

[Local Resources 10](#_Toc188371655)

[Local Roles and Responsibilities 10](#_Toc188371656)

[LEMC Roles and Responsibilities 11](#_Toc188371657)

[Agency Roles and Responsibilities 12](#_Toc188371658)

[Emergency Risk Management 14](#_Toc188371659)

[Description of emergencies likely to occur 14](#_Toc188371660)

[Emergency management strategies and priorities 14](#_Toc188371661)

[Coordination of Emergency Operations 15](#_Toc188371662)

[Incident Support Group 15](#_Toc188371663)

[Triggers for an ISG 15](#_Toc188371664)

[Membership of an ISG 15](#_Toc188371665)

[Frequency of ISG Meetings 15](#_Toc188371666)

[Location of ISG Meetings 15](#_Toc188371667)

[Media Management and Public Information 16](#_Toc188371668)

[Public warning systems 16](#_Toc188371669)

[Local Systems 16](#_Toc188371670)

[Funding Arrangements 16](#_Toc188371671)

[Evacuation Arrangements 16](#_Toc188371672)

[Evacuation centres 17](#_Toc188371673)

[Evacuation of animals 17](#_Toc188371674)

[At-risk groups 17](#_Toc188371675)

[Routes and Maps 17](#_Toc188371676)

[Emergency Relief and Support 17](#_Toc188371677)

[Local Evacuation Centre Coordinator 17](#_Toc188371678)

[Local Government Liaison Officer 18](#_Toc188371679)

[Register.Find.Reunite 18](#_Toc188371680)

[Recovery 19](#_Toc188371681)

[Local recovery coordinator 19](#_Toc188371682)

[Exercising, Reviewing and Reporting Arrangements 20](#_Toc188371683)

[Exercise Local Emergency Management Arrangements 20](#_Toc188371684)

[The Aim of Exercising 20](#_Toc188371685)

[Frequency of Exercises 20](#_Toc188371686)

[Types of *Exercises* 20](#_Toc188371687)

[Reporting of Exercises 20](#_Toc188371688)

[Review of Local Emergency Management Arrangements 21](#_Toc188371689)

[Review of Local Emergency Management Committee positions 21](#_Toc188371690)

[Review of resources register 21](#_Toc188371691)

[Annual Reporting 21](#_Toc188371692)

[Appendices 22](#_Toc188371693)

[Appendix A: Critical Infrastructure 22](#_Toc188371694)

[Appendix B: At-Risk Groups 23](#_Toc188371695)

[Appendix C: Risk Register 24](#_Toc188371696)

[Appendix D: Resource Register 24](#_Toc188371697)

[Appendix E: Evacuation Centre Information 24](#_Toc188371698)

[Contacts 25](#_Toc188371699)

[Access Details 25](#_Toc188371700)

[Accommodation numbers 25](#_Toc188371701)

[Ablution amenities 25](#_Toc188371702)

[General amenities 26](#_Toc188371703)

[Appendix F: Map of the District 28](#_Toc188371704)

[Appendix G: Contacts 28](#_Toc188371705)

[Appendix H: Incident Support Group Meeting Locations 28](#_Toc188371706)

[Location one: 28](#_Toc188371707)

[Location two: 29](#_Toc188371708)

[Appendix I: Special Considerations 29](#_Toc188371709)

[Appendix J: Local Public Warning Systems 29](#_Toc188371710)

# Foreword

## Distribution List

*Below is an example only. Use your usual document distribution process.*

|  |  |
| --- | --- |
| Organisation | Number of copies |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Amendment Record

*Below is an example only. Use your usual document tracking process.*

|  |  |  |
| --- | --- | --- |
| Date | Amendment summary | Author |
|  |  |  |
|  |  |  |
|  |  |  |

## Glossary of Terms

*Include a glossary of terms within the foreword or as an appendix to align with your document structure.*

Terminology used throughout this document has the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary) or the [WA Emergency Risk Management procedure.](https://www.wa.gov.au/government/document-collections/emergency-management-procedures)

**District**: an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**Municipality**: The district of the local government.

## Acronyms

*Include a list of acronyms used within your arrangements within the foreword or as an appendix to align with your document structure. Common acronyms used within LEMA are shown in the table below.*

Table 1: Acronyms

|  |  |
| --- | --- |
| Acronym | Term |
| BFS | Bush Fire Service |
| CEO | Chief Executive Officer |
| Communities | Department of Communities |
| DBCA | Department of Biodiversity, Conservation and Attractions |
| DEMC | District Emergency Management Committee |
| ECC | Emergency Coordination Centre |
| EM | Emergency Management |
| DFES | Department of Fire and Emergency Services |
| HMA | Hazard Management Agency |
| ISG | Incident Support Group |
| LEC | Local Emergency Coordinator |
| LEMA | Local Emergency Management Arrangements |
| LEMC | Local Emergency Management Committee |
| LRC | Local Recovery Coordinator |
| LRCC | Local Recovery Coordination Group |
| SEC | State Emergency Coordinator |
| SEMC | State Emergency Management Committee |
| SES | State Emergency Service |
| SEWS | Standard Emergency Warning Signal |
| SOP | Standard Operating Procedures |

# Introduction

## Community Consultation

*Briefly document the local community consultation process during the development and review of the arrangements.*

*Consultation with the community should be inclusive (where appropriate) of specific sectors of the community including but not limited to, individuals and groups that are able to advocate for people who may need additional assistance during an emergency, this should include, Aboriginal people or CALD groups, and industry representatives.*

## Document Availability

Copies of these arrangements can be found free of charge during office hours at the Shire’s Administration office and on the Shire’s website:

* Shire’s Administration Office Address
* Shire’s Website (insert link)

## Aim

*Include a statement that covers the aim of the local government for these arrangements.*

## Purpose

*The following is an example of an appropriate statement of purpose:*

The purpose of these emergency management arrangements is to set out:

1. the local government’s policies for emergency management;
2. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
3. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
4. a description of emergencies that are likely to occur in the local government district;
5. strategies and priorities for emergency management in the local government district;
6. other matters about emergency management in the local government district prescribed by the regulations; and
7. other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

## Scope

*The following is an example of information to describe the scope of the arrangements.*

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs’ individual plans. Furthermore:

* This document applies to the local government district of the <local government>.
* This document covers areas where the <local government> provides support to HMAs in the event of an incident.
* This document details the <local government> capacity to provide resources in support of an emergency, while still maintaining business continuity; and the <local government> responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

### Geographic Area Covered

*Provide general information regarding the geographic area that the local emergency management arrangements cover.*

A detailed map can be found in Appendix F – Map of the District *(or below).*

## Related Documents and Arrangements

### Local Emergency Management Policies

*Document any local government emergency management policies here.*

*Local government policies for emergency management refer to any policies which are unique to that local government area for example, bylaws or operational policies.*

### Local Plans & Arrangements

*Reference any relevant plans and arrangements that exist for the area. These could include specific hazard plans, special event plans, public building evacuation plans, hospital and school emergency management plans and Emergency Risk Management plans and so on.*

#### Local plans

*Ensure details include the ownership, location and currency or expiry dates for these plans.*

Table 2: Local plans

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Owner | Location | Date |
|  |  |  |  |
|  |  |  |  |

#### Agreements, understandings & commitments

*Record any agreements between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need.*

Table 3: Agreements, understandings and commitments

|  |  |  |  |
| --- | --- | --- | --- |
| Party 1 | Party 2 | Summary of the Agreement | Special Considerations |
|  |  |  |  |

### Special Considerations

*Document any specific factors that may impact emergency management arrangements such as:*

* Major influxes of tourists
* Large public events
* Seasonal conditions e.g. bushfires, cyclones

Appendix I – Special Considerations provides details of special considerations/events.

# Resources, Roles and Responsibilities

## Local Resources

*Summarise the local resources available that may support response, emergency relief and support activities and recovery.*

*Resources should be captured and included in the resources register, as found in Appendix D. Depending on the sensitivity of the information in the resource register, a detailed resource register may be referenced within the arrangements, describing how emergency management agencies can request or obtain access.*

*When developing your list of resources consider not only LEMC member agency resources but also community, industry and commercial resources that may be available.*

*Consider highlighting any resource deficiencies and logistical issues such as time taken to mobilise resources to remote locations or the limited access to local resources, for example:*

* *Process for accessing a grader owned by a local government if it is committed elsewhere or an operator is unavailable.*
* *Res*ources may need to be sought from outside the local government area – for example machinery available on pastoral stations.

*Consider incorporating resource owners within your contact list or within this section.*

Table 4: Resource contacts

|  |  |  |
| --- | --- | --- |
| Resource | Company | Contacts |
|  |  |  |
|  |  |  |

## Local Roles and Responsibilities

*Detail the specific roles and responsibilities for officers in the local government area. Add any localised roles and responsibilities in addition to the ones suggested below.*

Table 5: Local roles and responsibilities

|  |  |
| --- | --- |
| Local Role | Description of Responsibilities |
| Local government | The responsibilities of the <local government> are defined in  section 36 of the EM Act. |
| Local emergency coordinator | The responsibilities of the LEC are defined in section 37 of the EM Act. |
| Local recovery coordinator | To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. |
| LG welfare liaison officer | During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility. |
| LG liaison officer (to the ISG/IMT) | During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA. |
| Local government – Incident management | * Ensure planning and preparation for emergencies is undertaken * Implement procedures that assist the community and emergency services deal with incidents * Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role * Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. * Liaise with the incident controller (provide liaison officer) * Participate in the ISG and provide local support * Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities. |

## LEMC Roles and Responsibilities

*Example content is provided below.*

The <Local Government> has established a Local Emergency Management Committee (LEMC) under section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

* Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
* providing a multi-agency forum to analyse and treat local risk
* providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Table 6: LEMC roles and responsibilities

|  |  |
| --- | --- |
| Local Role | Description of Responsibilities |
| LEMC Chair | Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. |
| LEMC Executive Officer | Provide executive support to the LEMC by:   * Provide secretariat support including: * Meeting agenda * Minutes and action lists * Correspondence * Committee membership contact register. * Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: * Annual Report * Annual Business Plan * Local Emergency Management Arrangements. * Facilitate the provision of relevant emergency management advice to the Chair and committee as required. * Participate as a member of sub-committees and working groups as required. |

## Agency Roles and Responsibilities

*Example content is provided below.*

In the event of an emergency, the local government will need to liaise with a range of State agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Table 7: Agency Roles and Responsibilities

|  |  |
| --- | --- |
| Agency Roles | Description of Responsibilities |
| Controlling Agency | A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.  The function of a Controlling Agency is to:   * undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. * control all aspects of the response to an incident.   During Recovery the Controlling Agency will ensure effective transition to recovery. |
| Hazard Management Agency (HMA) | A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ (s. 4 EM Act).  The HMAs are prescribed in the *Emergency Management Regulations 2006*.  Their function is to:   * Undertake responsibilities where prescribed for these aspects [EM Regulations] * Appoint Hazard Management Officers [s. 55 EM Act] * Declare / revoke emergency situation [s. 50 & 53 EM Act] * Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5]   Ensure effective transition to recovery by local government |
| Combat Agency | A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency. |
| Support Organisation | A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary) |

# Emergency Risk Management

*On completion of the emergency risk assessment process, you will create a risk register complete with the treatment strategies required and an outline of the risk assessment process undertaken.*

*Describe the current status of your emergency risk management process. This should include date completed or any plans to conduct a review.*

*Include a current risk register as an appendix to this set of arrangements, as in Appendix C. If you have used the SEMC Risk Register it may not fit as an appendix, as it is a large spreadsheet and may contain sensitive information. Reference how to access the Risk Register and summarise the risks within this section.*

*If you have recently conducted the emergency risk management process, one of the outputs should have identified critical infrastructure in your community and its vulnerability to hazards. The critical infrastructure should be captured within this section, or as an appendix. An example table is provided at Appendix A – Critical Infrastructure.*

## Description of emergencies likely to occur

*Identify the hazards that are likely to cause an emergency within the local government area. These should be derived from the local emergency risk management process. The table below is provided to describe the emergency management arrangements in place for the identified hazards.*

Table 8: Emergencies likely to occur in local area

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | Controlling Agency | HMA | Local Combat Roles | Local Support Roles | State Hazard Plan | Local Plan (Date) |
|  |  |  |  |  |  |  |

These arrangements are based on the premise that the Hazard Management Agency and Controlling Agency are responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

## Emergency management strategies and priorities

*Once you understand the risks in your local area, document the priorities you have for addressing these risks and the strategies or treatments that you intend to apply.*

Table 9: Local emergency management strategies and priorities

|  |  |
| --- | --- |
| Priority | Strategy |
|  |  |

# Coordination of Emergency Operations

*Example content is provided below.*

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The <local government> is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

## Incident Support Group

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

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are:

* where an incident is designated as Level 2 or higher
* multiple agencies need to be coordinated.

### Membership of an ISG

The Incident Support Group is made up of agencies’ representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### Frequency of ISG Meetings

The frequency of ISG meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

### Location of ISG Meetings

*The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.*

*Identify suitable locations for an ISG meeting within this section or list within an Appendix as shown in Appendix H.*

## Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

### Public warning systems

*During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.*

### Local Systems

*Do you have any local systems in place, such as:*

* *basic SMS or pager, what is the extent of this service, what are its benefits and limitations*
* *Community notice boards*
* *Public Information Phone Lines*
* *Websites.*

*Include the contact details for media outlets such as all local radio stations, newspapers & TV media.*

*Complete the table at Appendix J – Local Public Warning Systems with the required detail.*

## Funding Arrangements

*Example content is provided below.*

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the < local government > is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the < local government> occurs to ensure the desired level of support is achieved.

## Evacuation Arrangements

*Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA), the local government with the assistance of its LEMC is responsible pre-emergency evacuation planning. An evacuation plan for local government, whether it is part of a LEMA or a stand-alone document, is of considerable value to all agencies with a potential role in an evacuation and needs to be easily available to the Controlling Agency and/or HMA in an emergency to support informed decisions in a timely manner.*

*Referencing relevant evacuation plans from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.*

*To assist with emergency evacuation planning SEMC has endorsed the* [*Western Australian Community Evacuation in Emergencies Guideline*](https://www.wa.gov.au/government/document-collections/emergency-management-guidelines) *which has a section on pre-emergency evacuation planning for local governments and LEMCs and dot point items for consideration.*

### Evacuation centres

Identify evacuation centres and details within the arrangements or as an appendix. An example is attached at Appendix E – Evacuation centre information.

### Evacuation of animals

Identify arrangements regarding the evacuation of animals (including assistance animals).

### At-risk groups

*This section should list ‘at-risk’ groups within your community. The purpose behind this is so that a Controlling Agency that is planning evacuation will be able to identify locations which require special attention or resources.*

*Examples may be:*

* schools
* nursing homes
* childcare centres
* hospitals
* caravan parks & campgrounds
* persons with disabilities
* CaLD community.

*Each section of the section of the community mentioned above should have their own evacuation arrangements, however you may need to confirm this with them.*

*Develop a table containing a list of special needs groups. Include physical location, contacts, size and whether current evacuation plans exist. An example is provided at Appendix B – At-Risk Groups*

## Routes and Maps

*This section provides a map of the locality and identifies any issues and local landmarks. (See Appendix F – Map of the District)*

*Consider naming or highlighting any all-weather roads or roads subject to impact by a hazard and specific areas such as RFDS strips marked out on roads.*

## Emergency Relief and Support

*The Department of Communities has the role of managing emergency relief and support services. The Department of Communities may have developed a Local Emergency Relief and Support Plan for your local government area.*

*If a plan is in place, include it as an attachment to your Arrangements.*

### Local Evacuation Centre Coordinator

The Local Evacuation Centre Coordinator is appointed by the Department of Communities District Director to:

1. Establish, chair and manage the activities of the Local Emergency Relief and Support Coordination Group, where determined appropriate by the District Director.
2. Prepare, promulgate, test and maintain the Local Emergency Relief and Support Plan.
3. Represent the department and the emergency relief and support function on the Local Emergency Management Committee and Local Recovery Committee.
4. Establish and maintain the Evacuation Centre.
5. Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities.
6. Coordinate the provision of emergency relief and support services during response and recovery phases of an emergency.
7. Represent the department on the Incident Management Group when required.

Identify and list the names in the contact lists. (This individual will be appointed by Department of Communities)

### Local Government Liaison Officer

The Local Government Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Evacuation Centre Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Evacuation Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for emergency relief and support to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

*Identify and list the names in the contact list*

### Register.Find.Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

*Identify if a Red Cross unit operates in your community and if they are able to conduct the registration process.*

# Recovery

*Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the* [*Local Recovery Guideline*](https://www.wa.gov.au/government/document-collections/emergency-management-guidelines)*. The guideline will assist local governments to undertake the recovery planning process.*

Once you have completed your Local Recovery Plan, insert the document into these arrangements.

## Local recovery coordinator

Local governments are required to nominate a local recovery coordinator.

Local recovery coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 5.1-5.4.

Identify and list the names in the contact list.

# Exercising, Reviewing and Reporting Arrangements

## Exercise Local Emergency Management Arrangements

### The Aim of Exercising

*Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.*

*The exercising of a HMA’s response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.*

*Exercising the emergency management arrangements will allow the local government to:*

* *Test the effectiveness of the local arrangements*
* *Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities*
* *Help educate the community about local arrangements and programs*
* *Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions*
* *Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.*

### Frequency of Exercises

*State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State’s arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).*

### Types of Exercises

*Some examples of exercise types include:*

* *desktop/discussion*
* *a phone tree recall exercise*
* *opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency*
* *operating procedures of an emergency coordination centre*
* *locating and activating resources on the emergency resources register.*

### Reporting of Exercises

*Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC).*

*Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC as soon as practicable* *(State EM Policy section 4.11.3).*

## Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

* after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
* an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

*Consider quarterly reviews of contact lists. (Refer to Appendix G – Contacts) Also consider reviewing arrangements after exercises.*

### Review of Local Emergency Management Committee positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

### Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

## Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC Business Unit will issue the annual report template.

# Appendices

Content within these example appendices can be used within the body of the main LEMA document or as an appendix as appropriate.

## Appendix A: Critical Infrastructure

Appendix A Table: Sample Critical Infrastructure Resources

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Location | Description | Owner | Contact Details | Community Impact Description |
| Bridge | Bow St, 2km west of Main St | Road bridge over river | Shire of Timbuktu | 9870 6543 | Loss of access to sections of the community |
| Radio Repeater Station | Eagle Hill, View Terrace | Radio Repeater Tower for WAERN, WA Police Force, CB | XXXX | 9870 6543 | Loss of emergency services communication |

*Modify and adapt the table to reflect local government requirements; engagement with the LEMC may determine other items. Suggested items to include:*

* *Utilities: Power, Water, Phone (towers, exchanges) Gas, Sewage*
* *Transport: Road, Rail, Bridges, Ports/marine*
* *Communication: Radio – commercial & private/ closed network, Television.*

## Appendix B: At-Risk Groups

Appendix B Table: At-risk group register

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Description | Address | Contact 1 | Contact 2 | Number of People | Details |
| Mt Nameless Primary | Primary School | 123 Sesame St, Nameless WA | Mr B. Bird, Principle 987 6543 | Ms O. Grouch  Deputy Principle 987 6542 | 53 student 6 staff | Do they have an evacuation plan?  Who manages the plan?  Has a copy been provided to the LEMC? |

## Appendix C: Risk Register

*Insert the risk register*

## Appendix D: Resource Register

*Insert the resource register. Suggested information to include for each entity able to share* resources*:*

* *Shire, Other Agencies, Pastoralists etc.*
* *[Name of Shire]*
* *Resources Schedule Name of organisation*
* *Plant and equipment resources*
* *Location:*
* *Contact Details:*

Appendix D Table: Resource Register

|  |  |
| --- | --- |
| Item description | Number of items |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Appendix E: Evacuation Centre Information

*Reference or* attach *your Department of Communities’ Local Emergency Relief and Support Plan if evacuation centre information is included within this plan.*

*A summary of* evacuation *centres may be included as shown in the example below:*

|  |  |
| --- | --- |
| Item | Details |
| Establishment/ Facility: |  |
| Physical Address |  |
| General Description of the Complex |  |
| Site Limitations |  |
| Telephone No |  |
| Fax No |  |
| Email Address |  |

### Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Work Contact | A/Hrs Contact |
|  |  |  |  |
|  |  |  |  |

Insert Photo of Complex

### Access Details

|  |  |
| --- | --- |
| Item | Details |
| Keys |  |
| Alarm |  |
| Security |  |
| Universal Access |  |
|  |  |

### Accommodation numbers

As per Health Regulations

|  |  |
| --- | --- |
| Item | Details |
| Sitting / Standing |  |
| Sleeping |  |
| Duration |  |
|  |  |

### Ablution amenities

#### Male amenities:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Toilets |  |  |
| Urinal |  |  |
| Shower |  |  |
| Hand basins |  |  |

#### Female amenities:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Toilets |  |  |
| Shower |  |  |
| Hand basin |  |  |

#### Disabled amenities:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Toilet |  |  |
| Hand basin |  |  |
| Showers |  |  |

#### Parent’s amenities:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Showers |  |  |
| Baby change table |  |  |
| Hand basin |  |  |

### General amenities

#### Kitchen facilities:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Stoves (types) |  |  |
| Refrigeration |  |  |

#### Dining facilities:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Tables |  |  |
| Chairs |  |  |
| Cutlery and crockery |  |  |

#### General facilities:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Rooms |  |  |
| RCD protected |  |  |
| Power points |  |  |
| Generator |  |  |
| Fire equipment |  |  |
| Air conditioning (type) |  |  |
| Heating |  |  |
| Ceiling fans |  |  |
| Lighting (internal) |  |  |
| Lighting (external) |  |  |
| Telephone lines |  |  |
| Internet access |  |  |
| Water cooler |  |  |
| Hot water system (type) |  |  |
| Bins |  |  |
| Septic sewerage |  |  |

#### Amenities areas:

|  |  |  |
| --- | --- | --- |
| Item | Yes/No | Notes |
| Enclosed covered areas |  |  |
| Outside children’s play area |  |  |
| rooms |  |  |
| Barbeques |  |  |
| Conference rooms |  |  |
| Meeting rooms |  |  |
| Swimming pool |  |  |
| Oval |  |  |
| Netball/basketball court |  |  |
| Tennis court |  |  |

#### External facilities:

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes/No** | **Notes** |
| Power outlets |  |  |
| Water |  |  |
| Parking |  |  |
| Area for tents |  |  |
| Toilets |  |  |
| Caravan/articulated vehicles |  |  |

#### Additional information

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes/No** | **Notes** |
| Mobile phone coverage |  |  |
| Storage |  |  |
| Pet friendly |  |  |
| Main electrical board location |  |  |
| stop cock location |  |  |
| Surrounded by bush |  |  |
| Built on a flood plain |  |  |
| Positioned on coast |  |  |
| Site access |  |  |
| Timeframe before pump out of septic |  |  |

## Appendix F: Map of the District

Insert the map of the district.

## Appendix G: Contacts

Note: When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Appendix G Table: Contact list

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Organisation | Address | Phone | Mobile | Email | Fax |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Appendix H: Incident Support Group Meeting Locations

### Location one:

Address:

Consider listing the facilities available.

Appendix H Table 1: ISG Location 1 Contact list

|  |  |  |  |
| --- | --- | --- | --- |
| Contact | Name | Phone | Phone |
| 1st Contact |  |  |  |
| 2nd Contact |  |  |  |

### Location two:

Address:

Appendix H Table 2: ISG Location 2 Contact list

|  |  |  |  |
| --- | --- | --- | --- |
| Contact | Name | Phone | Phone |
| 1st Contact |  |  |  |
| 2nd Contact |  |  |  |

## Appendix I: Special Considerations

Appendix I Table: Special considerations/events register

|  |  |  |
| --- | --- | --- |
| Description | Time of Year | Impact / No of People |
| Post-harvest season | December – February | Reduced number of volunteers available within the community |
| Big Annual Concert | June each year | Influx of approx. 2000 visitors to the Shire. |

## Appendix J: Local Public Warning Systems

Appendix J Table: Local public warning system register

|  |  |  |
| --- | --- | --- |
| Description | Contact Person | Contact Number |
| Shire Bushfire SMS System | Shire contact | 987 6543 |
| Public Notice Board – Big Street Mall | Shire contact | 345 6789 |