



**COMBINED EMERGENCY MANAGEMENT
ARRANGEMENTS**

FOR

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

PREAMBLE



An Australian Government Initiative

Working Together to Manage Emergencies

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Acknowledgements

The City of Perth acknowledges the use of material provided by Emergency Management Australia (EMA) and the Fire and Emergency Services Authority of Western Australia (FESA), specifically extracts from EMA "Guide for Emergency Risk Management" and Manual Number 10 – "Recovery Management" and the FESA "Guide for Emergency Risk Management" and the "Local Community Emergency Management Arrangements Guide".

FORMAT OF THE EMERGENCY MANAGEMENT ARRANGEMENTS

These Emergency Management Arrangements are structured as follows:

- **The Preamble, including:**
 - Messages from the Lord Mayor of the City of Perth and the Chairman of the Botanic Gardens and Parks Authority.
 - A Forward, which details the review and amendment process.
 - The Title, Authority, Aim and Scope of the document.
 - The Distribution List of Controlled Copies.
 - The Document Control & Amendment Record.
 - A Glossary of Terms and Acronyms.
- **Part One**
 - This outlines the general Emergency Management Arrangements for the State of Western Australia, including:
 - The Emergency Management Act 2005.
 - The Emergency Management Committees.
 - Hazard Management Agency (HMA).
 - State Level Plans (WESTPLANS).
 - Emergency Management Policy Statements.
 - A table of current WESTPLANS and the responsible HMAs.
- **Part Two**
 - Details the Emergency Risk Management (ERM) process including:
 - The identified Hazards facing the community.
 - The recommended Treatment Options for each Hazard.
- **Part Three**
 - Contains a summary of Response arrangements for each of the identified Hazards facing the community.
- **Part Four**
 - Details the procedures for the CoP/KP including:
 - The Activation Procedures.
 - The Incident Management Group (IMG).
 - The IMG Operations Centre.
 - The Operational Systems.
- **Part Five**
 - Details the Support plans for:
 - Welfare
 - Evacuation, and.
 - Environmental Health.
- **Part Six**
 - Details the Recovery Plan for the Community.

Each Part is presented separately, to avoid amending the entire document. Contact Details are maintained on a separate database and are restricted for reasons of confidentiality.

1. Message from the Lord Mayor, City of Perth

The threat of a major disaster affecting the City of Perth is ever present. Experiences at national and international level have demonstrated the awesome power of nature and the effects of man caused emergencies, accidental or deliberate. All responsible communities should be prepared for these events. These Emergency Management Arrangements have been compiled for the City of Perth & the Botanic Garden & Parks Authority (BGPA) in accordance with this principle.



The City has combined with the Botanic Garden & Parks Authority to form a combined Local Emergency Management Committee (CoP/KP LEMC), established under legislation and charged with the responsibility to ensure that the City & Kings Park Emergency Management arrangements are in place

The procedures and plans detailed herein, apply to all emergency incidents which require a response in support of the appropriate Hazard Management Agency (HMA) or for incidents where the City or BGPA has a prescribed role under the Emergency Management Act 2005.

Staff, particularly Line Managers, are required to be familiar with these procedures and will undertake training in the competencies required for their effective operation. In particular, Staff nominated as part of the Incident Management Group (IMG) will be required not only to train to these procedures but will be required to exercise them on a regular basis.

City of Perth Councillors also have an important role to play during incidents and more particularly during the Recovery Phase. A more active and public role is envisaged as experience has clearly and correctly identified that the Community looks to their Local elected representatives for Leadership and Guidance during Recovery Operations.

These arrangements are available for Public inspection through the City's website or in hard copy through the City's Library. I urge all Residents to take the time to read this important document.

Lisa Scaffidi
The Right Honourable The Lord Mayor
City of Perth
19 June 2008

2. Message from the Chairman, Botanic Gardens and Parks Authority Board of Management

The Botanic Gardens and Parks Authority (BGPA) manages Kings Park and Botanic Garden and Bold Park, and takes seriously the threat of major emergencies arising from natural disasters or human activities. The Botanic Gardens and Parks Authority welcomes the opportunity to work closely with the City of Perth in preparing for all foreseeable emergency events through these Emergency Management Arrangements and in compliance with the Emergency Management Act 2005.



Kings Park and Botanic Garden remains open 24 hours a day, seven days a week and has an annual visitation in excess of five million people per year. We are proud of our excellent record in risk management and risk mitigation to ensure the highest levels of public safety and security. These Emergency Management Arrangements are supported by the BGPA Board of Management and its Corporate Executive and we actively promote a risk management culture throughout all levels of the organisation.

BGPA staff and key stakeholders (such as lessees' and representatives of volunteer groups associated with visitor services, in particular the Kings Park Guides) will be made aware of these procedures and trained as appropriate to ensure effective implementation should such a disaster occur or a significant emergency arise. A copy of these arrangements will also be available to relevant staff and key stakeholders through the BGPA intranet.

BGPA also has a Business Continuity Plan in place to address issues that may arise during and after a critical incident, to ensure public and asset safety is enhanced and to re-establish normal operations and services as rapidly and as effectively as possible following an incident.

The preparation of these Emergency Management Arrangements is an important milestone in the risk management process and in meeting our duty of care responsibilities to the community.

Richard Simpson

**Chairman, Botanic Gardens and Parks Authority
Board of Management**

19 June 2008

3. Forward

This Emergency Management Plan completely replaces the previous Counter Disaster Plans that existed for the CITY OF PERTH AND KINGS PARK & BOTANIC GARDENS

Personnel and Resource Contact Details are maintained within the City of Perth internal contacts database and at the CITY WATCH Centre. Details are not available for public viewing for security and privacy reasons.

These arrangements must be read in conjunction with the Central Metropolitan District Emergency Management Plans, State Level Hazard Management Plans, and the Standing Operating Procedures (SOP) of Participating Organisations.

These arrangements are reviewed annually or more frequently should amendments be required as occasioned by actual emergency incidents or exercises. Amendments to these arrangements, or suggestions for its improvement should be directed to:

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CHIEF EXECUTIVE OFFICER
CITY OF PERTH

19 June 2008

CHIEF EXECUTIVE OFFICER
BOTANIC GARDENS
and PARKS AUTHORITY

19 June 2008

4. Title

These arrangements are titled “**The City of Perth & Kings Park Emergency Management Arrangements**”. The short title is:

The CoP/KP EM Arrangements

5. Authority

These Emergency Management Arrangements have been endorsed by the CoP/KP LEMC and approved by the City of Perth Council and the Parks Authority. They have been submitted to the District Emergency Management Committee (DEMC) for comment and forwarded to the State Emergency Management Committee (SEMC) for registration under the Emergency Management Act 2005.

6. Aim

The aim of this document is to detail the Emergency Management Arrangements to cope with Hazards facing the City of Perth Community.

7. Scope

These arrangements apply to the operational area comprising the City of Perth Local Government Authority and Kings Park designated boundaries.

8. Distribution List

The following controlled copies of the CoP/KP Emergency Management Arrangements have been issued to the Positions / Agencies indicated. These are the ONLY copies of the document which will receive amendments as part of the Document Control System. The Agencies listed are responsible for amending any copies made under internal arrangements. The City of Perth web-site contains the latest version containing all current amendments.

Copy Number	Position of Holder	Functional Group	Organisation
1-2	The Lord Mayor	Chairperson CoP/KP LEMC	City of Perth
3-4	Coordinator Safety & Security	Executive Officer CoP/KP LEMC	City of Perth
5-6	District Emergency Services Officer	CoP/KP LEMC	DCP
7-8	Central Metropolitan District Officer	CoP/KP LEMC	WA Police
9-10	District Officer Metropolitan North	CoP/KP LEMC	FESA
11-12	Manager Biodiversity & Conservation	CoP/KP LEMC	BGPA
13-14	Health Representative	CoP/KP LEMC	Department of Health
15-16	Hospital Representative	CoP/KP LEMC	Royal Perth Hospital

17-20	Corporate Directors	CoP Executive Staff	City of Perth
21-22	Chairperson	LEMC	Town Of Vincent
23-24	Chairperson	LEMC	City of Subiaco
25-26	Chairperson	LEMC	City of South Perth
27-28	Chairperson	LEMC	Town of Victoria Park
29-30	Librarian	City Library	City of Perth
31	Web Master	City Internet	City of Perth
32-33	Executive Officer	DEMC	WA Police
34-35	Executive Officer	SEMC	FESA EMS
36	Director		Emergency Management Australia (EMA)
37-40	Spare Copies		City of Perth

10. Glossary of Terms & Acronyms

The following Glossary of Terms apply to these Arrangements, Plans & Procedures. It is an extract from the Glossaries contained in the [Emergency Management Act 2005](#), the Fire and Emergency Services Authority (FESA) publication “[Local Community Emergency Management Arrangements Guide for Western Australia](#)” and the Emergency Management Australia (EMA) publication “[Australian Emergency Management Glossary](#)” The full Glossary can be obtained from the EMA website: <http://www.ema.gov.au> and follow the links under Publications.

TERM	DEFINITION
AARFA	Australian Association of Rural Fire Authorities. <i>Now known as Australasian Fire Authorities Council (AFAC)</i>
ACCEPTABLE RISK	That level of risk that is sufficiently low that society is comfortable with it. Society does not generally consider expenditure in further reducing such risks justifiable.
ACCIDENT	A sudden event in which harm is caused to people, property or the built or natural environment.
ACDC	Australian Counter Disaster College. <i>Now know as Australian Emergency Management Institute.</i>
ADF	Australian Defence Force
AFFA	Australian Assembly of Fire Authorities. <i>Now know as Australian Airports Association (AAA)</i>
AGENCY FIELD COMMANDER	The officer responsible for commanding the activities of an agency in the field.
AGENCY OPERATIONS CENTRE	A facility from which a particular agency’s resources are commanded, controlled, coordinated and assigned to and incident
AIIMS	Australian Inter-service Incident Management System
AMBULANCE CASUALTY OFFICER	An ambulance officer supervising the patient treatment post, until the arrival of a medical triage officer.
AMBULANCE LOADING POINT	The area adjacent to the patient treatment post, from which patients are loaded onto ambulances or other vehicles for transport away from the disaster site.
ASSEMBLY AREA	<ol style="list-style-type: none"> 1. A designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. 2. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.
ASSESSMENT	Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for prevention, preparedness and response.

TERM	DEFINITION
BOILING LIQUID EXPANDING VAPOUR EXPLOSION (BLEVE)	A BLEVE occurs when liquids are stored under pressure at a temperature above their boiling points. A BLEVE is a major container failure into two or more pieces at the moment in time when the contained liquids is well above its normal boiling at atmospheric temperature.
BRIEFING	The process of advising personnel of the details of the incident or event with which they will be dealing.
BUSHFIRE	A fire involving grass, scrub or forest
CALL-OUT	The executive command to deploy resources
CALLSIGN	The name assigned to a radio user for communications purposes
CASUALTY	<ol style="list-style-type: none"> 1. An injured person 2. A person killed or injured as the result of the incident or emergency
COMBAT	To take steps to eliminate or reduce the effects of an incident upon the community
COMBAT AGENCY	The agency identified as being primarily responsible for responding to a particular emergency.
COMMAND	The direction of members and resources of an organization in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organization. Command relates to organisations and operates vertically within an organisation.
COMMANDER	A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within that agency and cannot command members of another agency.
COMMUNITY	<ol style="list-style-type: none"> 1. A group within a commonality of association and generally defines location, shared experience or function. 2. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.
COMMUNITY RECOVERY COMMITTEE	A committee which may be convened after an emergency to provide a management forum for the recovery process in respect of an affected area or a specific community.

TERM	DEFINITION
CONSEQUENCE	<p>1. The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.</p> <p>2. The out come of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.</p>
CONTROL	The overall direction of emergency management activities is an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
COORDINATION	The bringing together of organisations and elements to ensure and effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates, vertically within an organisation, as a function of the authority to command and horizontally across organisations as a function of the authority to control.
CoP / KP LEMC	City of Perth / Kings Park Local Emergency Management Committee.
CRITICAL INCIDENT STRESS	An acute stress reaction caused by exposure to a traumatic event.
CYCLONE	A large-scale, closed circulation system in the atmosphere with low barometric pressure and strong winds that rotate counter clockwise in the northern hemisphere and clockwise in the southern hemisphere. The system is referred to as a 'Cyclone' in the Indian Ocean and South Pacific, 'Hurricane' in the western Atlantic and eastern Pacific and 'Typhoon' in the western Pacific.
DEBRIEF	A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.
DEFENCE ASSISTANCE TO THE CIVIL COMMUNITY	Assistance to the community provided by Department of Defence personnel in the event of natural disaster or civil emergency.

TERM	DEFINITION
DESK TOP EXERCISE	An umbrella term for some types of indoor discussion exercise. They may feature a model of the area on which a prepared scenario is played out or simply using a projected map, not in real time. The model or map is used to illustrate the deployment of resources, but no resources are actually deployed. Additionally, responses may be prepared in syndicate, in plenary or under the guidance of a facilitator who maintains the pace and asks questions. A cost-effective and highly-efficient exercise method that should be conducted as a prelude to a field exercise as part of a graduated series.
DETA, DESIGNATED, EMERGENCY TRANSIT AREA	Designated areas within the City of Perth where people can be sent to assemble in preparation for transfer to a safe place of refuge or alternate public transport.
DISASTER	A serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilization and organisation of resources other than those normally available to those authorities
DISASTER VICTIM IDENTIFICATION (DVI)	Procedures used to positively identify deceased victims or a multiple casualty event.
DISTRICT EMERGENCY MANAGEMENT COMMITTEE(DEMC)	Based on emergency management districts and chaired by District Police Officers, in the role of District Emergency Coordinator.
EARTHQUAKE	The vibrations of the Earth caused by the passage of seismic waves radiating from some source of elastic energy
EARTHQUAKE INTENSITY	A measure of ground shaking obtained from the damage done to structures, changes to the earth's surface and reports for public experiences.
EARTHQUAKE MAGNITUDE	A quantity that is characteristic of the total energy released by the earthquake , in contrast to "intensity" which subjectively describes earthquake effects at a particular place. Richter devised the scale in 1935, which is now used universally.

TERM	DEFINITION
EMERGENCY	<ol style="list-style-type: none"> 1. An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. 2. Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community in general and requires immediate response by the occupants. 3. An unplanned situation arising, through accident or error, in which people and/or property are exposed to potential danger from the hazards of dangerous goods, such emergencies will normally arise from vehicle accident, spillage or leakage of material or from a fire. 4. In terms of dam operation, any condition which develops unexpectedly, endangers the integrity of the dam or downstream property and life and requires immediate action.
EMERGENCY COORDINATION CENTRE (ECC)	A facility established to coordinate and organize resource support to an emergency operation..
EMERGENCY MANAGEMENT	<ol style="list-style-type: none"> 1. A range of measures to manage risk to communities and the environment. 2. The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, preparedness, response and recovery.
EMERGENCY OPERATIONS CENTRE (EOC)	<ol style="list-style-type: none"> 1. A facility, either static or mobile, from which the total operation or aspects of the operation are managed. 2. A facility established to control and coordinate the response and support to an incident or emergency. Syn. Incident control centre.
EMERGENCY PROCEDURE	A set of directions detailing what actions should be taken, as well as how, when, by whom and why, for specific emergency events. A type of “ Standard Operating Procedure (SOP) ”

EMERGENCY RESPONSE PLAN	A plan which sets out the roles and responsibilities of agencies in emergency response and the coordination arrangements which are to be utilized.
TERM	DEFINITION
EMERGENCY RISK MANAGEMENT (ERM)	A systematic process that produces a range of measures that, on being implemented, contribute to the safety and wellbeing of communities and the environment.
EVACUATION	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
FIRE GROUND	The area declared by the senior members of the attending fire agency as the "fire ground". As a guide, it includes the areas involved in the actual fire, the area where fire fighters, appliances, hoses and hydrants are located, and may extend to adjoining properties threatened by the fire. The fire ground is controlled by the fire agency.
FLASH FLOOD	A flood which rises quite rapidly with little or no advance warning, usually as a result of an intense rainfall over a small area or, possibly, a dam failure.
FLOOD	The overflowing by water of the normal confines of a stream or other body of water, or the accumulation of water by drainage over areas which are normally submerged.
FLOOD WARNING	A statement by the bureau of meteorology including all or part of the following items for particular catchments: <ul style="list-style-type: none"> ◆ A summary of the current meteorological situation and expected developments, ◆ A summary of the rainfall which has occurred or is expected, ◆ River heights at key locations, ◆ The class of flooding that is expected; and/or ◆ River heights.
FLOOD WARNING SYSTEM	A system defining the level of flooding at which a warning will be initiated, the physical means by which it will be relayed, and the persons to whom it will be given. The system includes all necessary hardware such as water level actuators, and radio transmitting and receiving equipment.
FORECAST	<ol style="list-style-type: none"> 1. Statement of expected meteorological conditions for a specific period and for a specific area or portion of air space." Meteorological Forecast" and weather forecast. 2. Statement or statistical estimate of the occurrence of a future event. The item is used with different meaning in different disciplines, as well as prediction.

TERM	DEFINITION
FORWARD CONTROL CENTRE	A facility where the controller is located, at or near the scene of an emergency to facilitate better control and management of a particular emergency. In emergencies where the impact is widespread there may be the need to locate more than one forward control centre in which case the title of each forward control centre should be preceded by the place name. The forward control centre may be located in an existing building or be a self-contained mobile unit. The Forward Control Centre may also be known as a "field control centre", "forward command centre", "forward command post", "forward control point", or "incident control point".
HAZARD	<ol style="list-style-type: none"> 1. A source of potential harm or a situation with a potential to cause loss. 2. A potential or existing condition that may cause harm to people or damage to property or the environment. 3. An intrinsic capacity associated with an agent or process capable of causing harm.
HAZARD MANAGEMENT AGENCY (HMA)	That organization which, because of its legislative responsibility or specialized knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are under taken. Such organizations are either designated by legislation or detailed in state emergency management plans. For a full list HMAs see SEMC Policy Statement no 7 Annex F
HAZARDOUS MATERIAL	A substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.
ICS	Incident Control System. A System initially developed by US Fire-fighters in 1974, which has led to several variations used by emergency services throughout the world
INCIDENT	<ol style="list-style-type: none"> 1. An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies. 2. A sudden event which, but for mitigating circumstances, could have resulted in an accident. 3. An emergency event or series of events which requires a response from one or more of the statutory response agencies.

TERM	DEFINITION
AUSTRALIAN INTER-AGENCY INCIDENT MANAGEMENT SYSTEM (AIIMS)	The version of the ICS, adopted by all Australian emergency services.
INCIDENT MANAGEMENT TEAM	<ol style="list-style-type: none"> 1. A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. 2. The team headed by the incident manager which is responsible for the overall control of the incident.
INUNDATION MAP	A map delineating the area that would be flooded by a particular flood event.
LIAISON OFFICER	<ol style="list-style-type: none"> 1. A representative of an agency/organisation. Liaison officers should have the capability to communicate with the agency they represent. They should have the authority to commit their agencies resources. 2. A representative from an agency involved in the incident response who works with the Incident Controller as part of the Incident Management Team and is in communication with the officer in charge of his or her respective agency. Liaison officers should have the authority to commit resources of the organisation they represent.
LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	A committee established under the Emergency Management Act 2005, charged with the responsibility to formulate emergency management arrangements for the local community. The committees are based on a Local Government Area or combined Local Government Areas.
NORTH & EAST REGIONAL RECOVERY GROUP (NERRG)	A Mutual Aid arrangement between the LGAs of Bassendean, Joondalup, Wanneroo, Swan, Mundaring, Stirling and Bayswater whereby each Council agrees to provide resource support for the Recovery from emergencies.
RISK	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
SITUATION REPORTS (SITREPS)	These are formal written communications to participation organizations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.

TERM	DEFINITION
STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC)	<p>Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services (FESA) as Deputy Chair. The Executive Director, FESA Emergency Management Services, is the SEMC Executive Officer. The SEMC is comprised of an executive and four functional groups whose membership includes those organizations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are:</p> <ol style="list-style-type: none"> 1. Emergency Services Groups 2. Public Information Group 3. Lifelines Services Group 4. Recovery Services Group