



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

16 March 2021

The Chief Executive Officer recommends the endorsement of these minutes at the next Local Emergency Management Committee Meeting

Signed:

Date 19/03/21

These minutes were confirmed at the Local Emergency Management Committee Meeting held on

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyen Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koorra wer boorda.

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Please note that meetings may be recorded for minute taking purposes.

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LEMC MEETING

16 MARCH 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Acting Presiding Member, Cr Seale, declared the meeting open at 4:49 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Cr Brian Seale	Acting Presiding Member (due to Councillor Bartron's delayed attendance)
Cr Clive Bartron	Councillor
Snr Sgt John Bouwman	WA Police – OIC Narrogin (LEM Coordinator)
Grant Hansen	DFES
Suzanne Taylor	WACHS-Wheatbelt
Vern Gibson	Narrogin Volunteer Bush Fire Brigades
Anika Keeling	Narrogin SES
Alison Lacey	Department of Primary Industry & Regional Development

Invited Guests/Visitors (Non Voting)

Brendan Firman	Narrogin Regional Leisure Centre (YMCA)
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Staff

Azhar Awang	Executive Manager Development & Regulatory Services (EMDRS)
Wendy Russell	Executive Support Officer (ESO)

Apologies

Simon Vogel	DFES – Narrogin Regional Officer
Jo Spadaccini	Department of Communities
Phil Cockayne	Water Corp
Raymond McKnight	DBCA – Parks & Wildlife Services
Ian Dawson	St John Ambulance
Yvette Harrison	Department of Education
Neil Darby	Wheatbelt Education Office
Brad Pearce	Main Roads WA
Karen Edmeades	Red Cross
Craig Andrew	Westnet Rail
Niall Gibson (Major)	Salvation Army
David Harrison	Narrogin Primary School
Stan Matveev	Housing Authority
Julie Christensen	Karinya

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICERS' RECOMMENDATION & MEETING RESOLUTION

Moved: John Bouwman Seconded: Brian Seale

That the minutes of the Local Emergency Management Committee Meeting held on 8 December 2020 be confirmed as an accurate record of the proceedings, subject to the following correction:

1. Page 8, item 8, 'LEMF meeting dates' be replaced with 'LEMC meeting dates'.

CARRIED 8/0

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

Nil

6. MATTERS WHICH REQUIRE DISCUSSION

6.1. COVID-19 – WELFARE CENTRE GUIDELINES, AND REPORT FROM DEPARTMENT OF COMMUNITIES.

Attachment 1: COVID-19 – Welfare Centre Guidelines (23 Dec 2020) - for information.

Attachment 2: District Emergency Services Officer – Wheatbelt Update: February 2021.

The WACHS representative noted that on page 14 of the COVID-19 – Welfare Centre Guidelines (23 Dec 2020) 'The Department of Health (WA Health)' is listed as an agency and questioned if this was correct.

Action: Wendy Russell to contact Jo Spadaccini, Department of Communities to verify the details on the document.

Wendy Russell provided a summary of the District Emergency Services Officer – Wheatbelt Update: February 2021 (Attachment 2).

Local Emergency Welfare Plans

The process to update the Local Emergency Welfare Plans (LEWP) is continuing. Due to the continually changing COVID environment we are now living in, the LEWP will be in draft form, however the contact details and facility details will be up to date according to information supplied to DC at the date listed in the footer.

Social Distancing (SD) in Evacuation Centres

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time.

A copy of the COVID – 19 Welfare Centre Guide (V1.02 23 December 2020) has been distributed to the Local Governments in the Wheatbelt in preparation should a Welfare Centre be required.

The key points:

- Travellers, visitors and tourists to leave the evacuation area **if safe to do so**
- Shelter in Place **if safe to do so**
- Shelter with family and friends **if safe to do so**
- Utilise commercial/alternative accommodation options **if available**
- Use welfare centres as a last resort.

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LEWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

6.2. LOCAL GOVERNMENT EMERGENCY MANAGEMENT FORUM (GREAT SOUTHERN) (LEMF)

The Local Emergency Management Forum was held on 9 March 2021 at the Narrogin DFES training facility. The Executive Manager Development and Regulatory Services provided a summary of items discussed at the meeting.

Items included in the agenda were:

Seasonal Review for State Emergency Management Committee (SEMC).

Observations:

- There was confusion of cross boundaries during fire incidents.
- Difficulty pinpointing the exact locations of the fire incidents.
 - Information obtained through Comm Sec or conveyed by the caller does not provide accurate details of the location of fire incidents.
 - Investigating a better system of extracting information and providing an accurate location of fire incidents to the Brigades.
- Water issues or lack off. Investigating alternative methods of fire suppression.
- Issues in requesting attendance by other agencies during a fire incidents eg Main Roads, Western Power.
- Need to review and update contact details.

Review to be undertaken of the Shire's Local Emergency Management Arrangements. All members to review and submit any changes to the Shire. Once finalised the plan will be presented to DEMC and then onto SEMC before presentation to Council for adoption. Estimated timeframe for adoption August/September 2021.

Adam and his colleague as the District Emergency Management Advisors from the Great Southern Region are in the process of developing an exercise management template and guidelines to be used by LEMC. This is to ensure what the capability framework are from LEMC. The exercise will

be based on International practice and will look at Business continuity, Risk assessment and the treatment to be applied.

Discussed the Evacuation Planning Guide as outlined in the State Emergency Management Framework.

Communication Plan:

- Pre emergency – How to communicate and reach to the community.
- During and Emergency – Public warning system, social media.
- After the Emergency – Red Cross has implemented good practices, relevant, targeted and clear during the recovery process.

6.3. REVIEW OF THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

As mentioned in 6.2, the Shire of Narrogin LEMA review is due to be completed for adoption in August/September 2021. The template mentioned at the last meeting will not be available so we will need to work with the current document format.

Information will be forwarded, with a timeline to enable to timely completion of this document.

6.4. COVID 19 UPDATES

Suzanne Taylor – WACHS-Wheatbelt representative

- COVID vaccinations should commence at the Narrogin Hospital next week for phase 1a, this will then be rolled out to smaller hospitals in the district and ambulance officers.
- It is anticipated that phase 1b should commence soon after.
- State government is anticipating that most adults should be vaccinated by October 2021.
- There are no cases of community transmitted COVID 19 in Western Australia, there are a few in hotel quarantine after returning from overseas.

This year's Fluvax is not yet available, there will be an information campaign, advising people that it will be safe to have their Fluvax while waiting for their second COVID shot.

7. GENERAL BUSINESS

Brendan Firman-Evacuation Centre,

- A generator is being temporarily connected at the Narrogin Regional Leisure Centre to test to ensure an uninterrupted power supply in the event of an emergency.
- The centre has plans in place to ensure the social distancing guidelines can be safely met.

Alison Lacey (DPIRD)

Provided an update on the Qfly outbreak in Perth as well as other insect outbreaks.

Snr Sgt John Bouwman Code Blue 2021

On 29 January 2021, the back to school event, Code Blue 2021 was held at Gnarojin Skate Park. The event included an emergency services demonstration. The scenario involved a car colliding with a tree, resulting in a power line falling across the vehicle trapping the driver.

DFES, Volunteer fire brigades, St Johns Ambulance, SES, Western Power, Police and Great Southern Towing were all involved in the demonstration.

8. DATE TIME & VENUE OF NEXT MEETING

The next LEMC meeting is scheduled for Tuesday 8 June 2021, at 4:30 in the Administration meeting room.

Committee Members – if you are unable to attend please organise a proxy.

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:40 pm.



Government of **Western Australia**
Department of **Communities**



COVID – 19 Welfare Centre Guide

V1.02

23 December 2020

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Document control

Publication date	December 2020
Review date	Due to the changing nature of the pandemic situation and associated risks, this guideline will be reviewed on a two monthly basis or as required to incorporate relevant changes as the situation evolves.
Owner	Executive Director – Geraldine Carlton
Custodian	Director, Emergency Services - Kim Dean

Amendments

Version	Date	Author	Description
1.01	17 Dec 2020	Senior Planning and Project Officer	Initial draft for review
1.02	23 Dec 2020	Senior Planning and Project Officer	Minor editorials and statement of fact changes - DFES/SEMC BU, WALGA
1.03	Month/year	[position title – not name]	
1.04	Month/year	[position title – not name]	
1.05	Month/year	[position title – not name]	

1 Background

The World Health Organization (WHO) declared the outbreak of COVID-19 a Public Health Emergency of International Concern on 30 January 2020.

On 15 March 2020, the Minister for Emergency Services WA declared a State of Emergency with effect from 16 March 2020 in respect of the pandemic caused by COVID-19.

Since that time Western Australia has worked through an array of border control measures and social distancing and hygiene strategies to suppress the virus within the State.

Preventing community transmission has allowed the State to continue to operate with significant levels of normalcy both socially and economically compared with other jurisdictions around the globe.

Continuing to prevent/limit transmission is an ongoing goal and needs to be considered when other hazards and emergencies also come in to play. Each year the State responds to an array of hazards, particularly natural hazards over the summer months. Management of these events often leads to the establishment of evacuation and welfare centres whereby numbers of people can congregate.

To that end, this guide has been established to help agencies continue to best manage such situations in concurrence with COVID-19. It should be read as an adjunct or COVID-19 lens to already established principles and practices under the State Emergency Management Framework.

Thus this guide should be read in conjunction with the [State Support Plan – Emergency Welfare \(Interim\)](#) and the [Western Australia Community Evacuation in Emergencies Guideline](#), both of which provide in-depth content related to emergency management, emergency welfare provisions and emergency evacuation provisions.

2 Scope

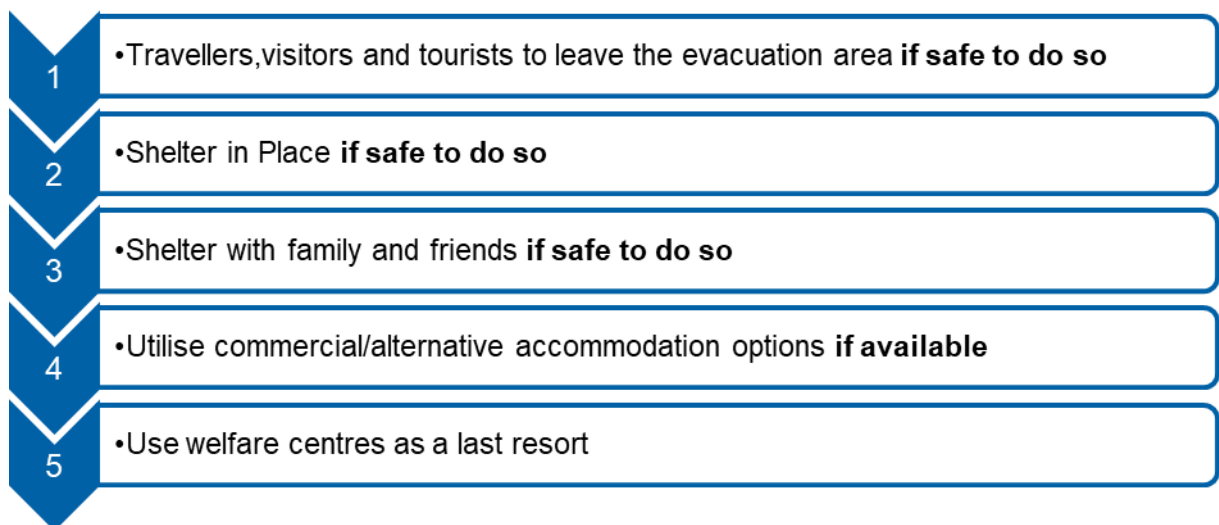
The purpose of this document is to provide the Department of Communities (Communities) staff and other key agencies a guide to assist in managing the operation of welfare centres, whilst mitigating COVID-19 risks to the community. It provides some practical COVID-19 considerations for when undertaking an evacuation.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres. Under the State Emergency Management Framework these are defined as follows:

- Evacuation centre - provides affected people with basic human needs including accommodation and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.
- Welfare centre - is a facility that may provide for evacuation, reception, accommodation and relief and recovery. Welfare centres may continue the extended provision of services into the recovery phase.

3 Overarching principles

The Controlling Agency/Hazard Management Agency (HMA) is responsible for all decisions and actions taken to protect the safety of the community, including any evacuation. Under this guide the recommended approach for an incident or emergency requiring evacuation **during COVID-19** is listed below. These principles should be viewed as a COVID-19 adjunct to evacuation arrangements already pre-standing in the State Emergency Management Framework. In all circumstances the **protection and preservation of life will be the priority.**



- Alternate accommodation and other options will be considered before the opening of a welfare centre. As far as practicable, a welfare centre should be considered as a staging area only. The movement of people away from the area, if safe to do so, can help facilitate greater social distancing and hygiene standards which is desired in the ongoing pandemic.
- Specific arrangements will be needed for individuals under mandatory quarantine and self-isolation to ensure health directions and requirements continue to be fulfilled.
- COVID safety plans and physical distancing is expected to be followed, where practicable and possible.

- Local governments and Local Emergency Management Committees (**LEMCs**) will review Local Emergency Management Arrangements, including emergency evacuation plans, to incorporate COVID-19 considerations.
- Emergency evacuation recommendations/directions will override the COVID-19 directions to remain in isolation or quarantine.
- A multi-agency commitment will be required to effectively minimise risk to the community within a welfare centre.
- COVID related precautions will align with current [Western Australia COVID-19](#) directions and phasing.
- Significant risks that cannot be resolved locally will be escalated to the HMA, via the Incident Controller.

4 Planning Considerations

- Most facilities identified to be used as welfare centres will have a COVID-19 Safety Plan in place. See the [COVID Safety Guidelines](#) for more information.
 - Welfare centre operations will adhere to these plans as far as practicable.
 - In some emergency events it is recognised that physical distancing may be unable to be achieved, however other infection prevention and control measures are to be used as much as practicable to mitigate COVID-19 risk.
 - Immediate protection and preservation of life will always be the priority.
- Local Government will utilise this *COVID-19 Welfare Centre Guide* if opening a centre prior to the arrival of Communities staff.
- Registration for contract tracing purposes will be undertaken for individuals entering a welfare centre utilising the SAFEWA app, suitable electronic or a paper based alternative - [COVID-19 coronavirus: SafeWA \(www.wa.gov.au\)](#).
- It should be noted that not all evacuees will have access to a smart-phone or mobile phone and mobile/internet coverage could also be poor or interrupted.
- Signage/barriers and other physical/visual prompts will be used within the centre to enhance hygiene and promote physical distancing such as access and egress channels, areas for vulnerable groups and those that present with respiratory symptoms.
- If COVID-19 health screening is required individuals will be subject to a health screening upon arrival at a welfare centre and those that show signs of illness will be isolated immediately and further advice sought from the Department of Health.
- Individuals refusing to be screened will be required to isolate.

- The level and intensity of infection prevention and control measures to be implemented within the welfare centre will be based on the level of COVID-19 risk at the time and at the locality/region as determined by the Chief Health Officer.
- Animals will accompany many evacuees. DPIRD has responsibilities under the State Emergency Management Framework for coordinating animal welfare in emergencies and may need to provide assistance. For more information refer to State Support Plan – Animal Welfare in Emergencies.
- Shortage of commercial accommodation in the local area may require evacuees to travel. Department of Communities to be prepared to provide financial assistance to facilitate this travel.

Community Warnings and Messaging

- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions.
- State Welfare Incident Coordination Centre (SWICC) is working with State Health Incident Coordination Centre (SHICC) and Western Australian Police (WAPOL) to establish a planning process for people under an isolation/quarantine direction:
 - this would include advice to find alternative accommodation away from the emergency area with the need to continue to adhere to suitable quarantining arrangements at the new premises.
 - If alternative options are unavailable and attending a welfare centre is unavoidable, COVID-19 precautions are to be maintained including; appropriate physical distancing, wearing of a mask, and to immediately identify themselves on arrival.
- Advice to the public regarding self-sufficiency of medication/scripts, specific food requirements. In consideration of the heightened sanitation and hygiene needs of COVID include disposable tissues, alcohol-based hand sanitizer, disinfectant wipes, and possibly face masks (subject to current risk level).

5 Locally Driven Planning and Preparedness

Emergency management preparedness is a multi-agency responsibility. Planning with relevant stakeholders is essential to ensure emergency management plans consider local conditions and region-specific challenges.

The **Western Australia Community Evacuation in Emergencies Guideline** recognises Local Governments are best placed to conduct emergency evacuation planning prior to an emergency utilising their local knowledge, experience, community understanding and existing community relationships. As such, Local Emergency Management Committees (**LEMCs**) should consider including emergency evacuation planning in their Local Emergency Management Arrangements (**LEMAs**).

Department of Communities District Emergency Service Officer's (**DESOs**) develop and maintain Local Emergency Welfare Plan's (**LEWP**), in consultation with the Local and District Emergency Management Committees (**LEMC/DEMC**). These plans outline agreed emergency welfare arrangements for each local government region.

LEWPs should be reviewed taking into consideration the general principles and recommendations within this guide, and the current state COVID-19 situation.

Welfare Centre facilities

Facilities identified and listed in a LEWP as being suitable for use as a welfare centre, should be re-evaluated, using a COVID-19 lens.

The following should be considered:

- the maximum capacity of each facility and whether physical distancing and infection control requirements can be satisfied. Refer to facility 'COVID Safety Plan' for maximum numbers. If during an incident or emergency it appears capacity will be exceeded, this must be escalated to the HMA, via the Incident Controller.
- which facilities have capacity to allow the isolation/segregation of individuals/groups.
- the layouts of facilities to identify separate entry and exit points.
- the feasibility of opening of more than one centre if required.
- the use of separation partitions/barriers if available/where possible.
- identifying what/any alternate evacuation accommodation options that may be available locally for individuals who are considered a COVID-19 risk.
- other regions/towns in the area that can be used to move on/accommodate people.

Physical/logistical considerations

Given the heightened sanitation and hygiene needs of COVID-19, the following needs to be considered:

- use of signage and barriers erected throughout the welfare centre displaying current physical distancing requirements.
- signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks.
- use of single use disposable items such as bedding, eating/drinking utensils etc.
- queue management established with bollards and ropes to manage.
- single direction of pedestrian flow managed through floor markings and bollards/ropes.
- appropriate waste disposal/laundry facilities and processes.

- welfare centre staffing levels required to ensure infection prevention and control tasks are performed. Additional staffing required to:
 - oversee general hygiene and cleanliness levels. Note: If level of risk is high, this role may need to be filled by a person qualified in infection prevention and control practices.
 - supervise/control of physical distancing/key sanitation points.
 - cleaning: regular wipe down of all surfaces and equipment to occur every few hours, and for shared equipment (e.g. chairs, public use tablet, toilet) after each use. A contract cleaner arrangement with the owner of the facility – generally the Local Government – may be an option and will be funded by Department of Communities.

Human-social considerations

Individuals involved in an emergency evacuation generally have raised levels of stress, which will be heightened further by the risk of COVID-19, and the associated restrictions and requirements. This may exacerbate existing mental health issues, family issues/domestic violence and increase the potential for security and disturbance incidents within the welfare centre. Consider agreement/arrangements with WA Police Force or other security agencies to assist.

PPE requirements

PPE supplies are being planned for distribution to hubs for utilisation at Welfare Centres as required, including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses
- Sanitiser

PPE is to be single use, disposable and kept in a secure location.

The Western Australian advice on the requirement for use of PPE by the general public may change from time to time depending on COVID-19 circumstances. Thus, PPE utilisation at welfare centres will be dependent on risk to the community at the time and in line with health advice. This health advice will be relayed through SHICC/SWICC.

Local Governments should retain some initial usage PPE (e.g. Emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff.

Any concerns around the availability of PPE for welfare centres before an event should be raised through SWICC and during an incident or emergency event should immediately be escalated to the HMA, via the Incident Controller.

See [Appendix 1: Infection Prevention and Control in a Welfare Centre](#) and detailed cleaning instruction is available at the following link: [Infection control advice for COVID-19 environmental cleaning in non-healthcare settings \(home and workplace\)](#).

6 Welfare Centre Operations

Arrival at the Centre - COVID-19 Screening

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice. A contact register of all people entering a welfare centre, including staff, is required to be maintained. Wherever possible the SafeWA app should be used, with an alternative electronic or paper format available if required. More information relating to these requirements is available on the WA.gov.au website.

If COVID-19 health screening is required, the Department of Communities may consult with the relevant local health agency to determine what resources are available to assist. If minimal warning is received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Staff undertaking both the meet and greet and initial screening function, should be stationed outside and some distance away from the welfare centre entry. It is suggested these staff wear PPE in line with current recommendations of the time.

Signage advising individuals at heightened COVID-19 risk to identify themselves early is to be located in this vicinity. Where practicable these individuals will be directed to a socially distanced area in the first instance (e.g. their vehicle if suitable and safe) whilst safe alternatives for them are arranged. A handout including contact phone numbers and further advice will be developed and available to assist with the information sharing.

If health screening is required, the following questions will be asked as the minimum requirements before allowing an individual to enter a welfare centre:

- Are you currently under an isolation/quarantine direction?
- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If an individual refuse to be screened, that individual will be required to isolate.

As part of the screening process evacuees are to be advised that if they become symptomatic during their stay, to advise staff immediately. If this occurs, welfare centre staff are to isolate the individual and consult with local health authorities as a matter of priority.

Registration

The normal Register.Find.Reunite (RFR) process will be available for all evacuees. This is in addition to the state government directed mandatory contact tracing registration.

- QR code Information related to the SafeWA registration process is to be displayed at appropriate entry locations at the Welfare Centre. Resources are available through the WA.gov.au website. The SafeWA application gives businesses and venues a unique QR code that individuals can scan on entry, registering with their contact details.
- Welfare Centre registration staff are to oversee an alternative electronic or paper-based contact tracing registration process for those individuals who may not have the required phone application.
- Registration lists to be kept secure and provided to owner of the welfare centre facility for storage post the event. Records can be kept electronically or in hard copy and should be kept for 28 days.

Immediately upon receiving advice from the HMA to open an evacuation centre, the responsible Department of Communities staff member will contact Australian Red Cross to activate the incident or emergency event on the RFR website.

- Evacuees are to be encouraged to self-register online via website utilising their own electronic devices.
- Paper based RFR documentation will be filled out by welfare centre registration staff on behalf of the evacuee. It is suggested these staff wear PPE in line with current recommendations of the time.

Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes. Hand sanitiser must be available and used by all people prior to entry to the welfare centre.

Evacuees requiring isolation

Despite efforts to make alternative arrangements for individuals under an isolation/quarantine direction to attend a welfare centre, there may be circumstances where attendance is unavoidable. Efforts should be made to restrict the entry of these individuals into the welfare centre where possible, for example through the provision of signage and instructions outside the centre. These individuals should be moved on as soon as practicable to another safe location, including to paid accommodation, where

isolation can be maintained. A change of address of 'current isolation/quarantine direction' may be required.

If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.

Individuals under isolation/quarantine directions, or who have answered 'yes' to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection prevention and control best practice. Advice may be sought at the time from an authorised agency or officer for enforcement of this.

Where possible, consider specific toilet/wash facilities for staff/those who have answered "yes" to screening questions. If this is not possible, extra cleaning is to occur.

General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from their sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family segregation areas are not possible, separate evacuees into larger groups and maintain segregation of groups
- Food should be delivered to areas allocated to each group/family

Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

7 Roles and responsibilities

The following summarises some key roles and responsibilities of agencies related to emergency evacuations. Further details are available through the Western Australia Community Evacuation in Emergencies Guideline.

Agency	Responsibility
<p>Hazard Management Agency (HMA)</p>	<p>Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the <i>Emergency Management Act 2005</i> to direct the movement of people and animals if they make a formal declaration of an emergency situation.</p> <p>In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard however, the HMA is responsible for the management of a directed evacuation under the <i>Emergency Management Act 2005 and potentially other legislative authority should this be required</i>, as this action requires the utilisation of legislative powers.</p>
<p>Hazard Management Officers (HMO)</p>	<p>Where an evacuation is being undertaken for a hazard for which an HMO is authorised to utilise section 67 of the <i>Emergency Management Act 2005</i>, the HMO can direct the movement of people and animals.</p>
<p>Department of Communities (Communities)</p>	<p>The Department of Communities will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups.</p> <p>During an incident, the Department of Communities will:</p> <ul style="list-style-type: none"> • Consult with the Controlling Agency or HMA to determine the number and location of evacuation centres to be opened; • Coordinate the set up and running of evacuation centres and welfare centres; • Provide PPE for utilisation at the welfare centre as appropriate; • Coordinate and provide welfare resources used during emergencies including: emergency accommodation; emergency food provision; emergency clothing and personal requisites; personal support services; registration and reunification; financial assistance.
<p>Local Government</p>	<p>During an incident, local government, will be responsible for:</p>

Agency	Responsibility
	<ul style="list-style-type: none"> • in consultation with the HMA, making available suitable municipal buildings to be established as evacuation centres by the Department of Communities, to coordinate welfare support during the emergency; • in consultation and where possible open and staff the welfare centre/s until such time as Department of Communities staff can arrive and assume responsibility; • providing relevant local information with regard to the communities at risk; and • keeping informed during the response phase in order to affect a smooth transition to recovery when appropriate. • assume assigned responsibilities as required as per <i>State Support Plan – Animal Welfare in Emergencies</i>
<p>The Department of Health (WA Health)</p>	<p>WA Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with the State Health Emergency Response Plan.</p>
<p>Western Australia Police Force (WA Police Force)</p>	<p>WA Police Force are commonly requested to assist a Controlling Agency or HMA with an evacuation.</p> <p>The WA Police Force will:</p> <ul style="list-style-type: none"> • establish and maintain an appropriate cordon to the emergency area, as requested. • support the orderly evacuation of persons to the nominated evacuation centre(s). • maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre. • assist with security of the evacuated area, and welfare centre • Under COVID-19 WA Police Force has responsibility for directions to persons to isolate/quarantine

Agency	Responsibility
<p>Department of Fire and Emergency Services (DFES)</p>	<p>Provide a Support Agency Officer/s as required;</p> <p>Engage ‘face to face’ two-way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information; and support the facilitation of public meetings and other community-based communications in relation to natural hazards</p>
<p>Australian Red Cross</p>	<p>Assist with Registration at Welfare Centres;</p> <ul style="list-style-type: none"> • Provide a State Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends; • Manage and operate the Register.Find.Reunite. system;

8 References and related documents

Attorney General’s Department Handbook 4 Evacuation Planning Handbook 2013

Attorney General’s Department Australia’s Emergency Warning Arrangements 2013

Emergency Management Act 2005 and Regulations 2006

Local Emergency Management Arrangements Guideline

Australasian Fire and Emergency Services Authorities Council (AFAC) Position on Bushfires and Community Safety 2012

This document is to be read in conjunction with the following suite of State

Emergency Management (EM) documents:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Plans (Westplans);
- Relevant State Support Plans
- State Emergency Management Procedures (State EM Procedures);
- Relevant State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary)
- Local Emergency Management Plans

Appendix 1: Infection Prevention and Control in a Welfare Centre

A dedicated welfare centre officer will have the responsibility of implementing and monitoring the recommended infection prevention and control measures within the centre. This officer may be Communities staff member, or in the initial stages a Local Government staff member. If the risk of community transmission is high, the Health Department may need to consult and staff with specialised knowledge may take on this role.

Online infection control training and information is available at:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#other-infection-control-training>

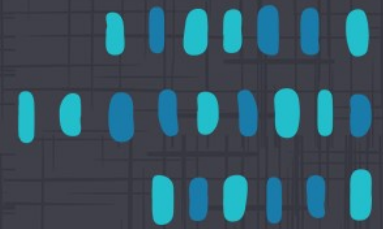
The following table lists infection prevention and control considerations. The level of implementation to be in line with current health advice.

Further information is available at: <https://healthywa.wa.gov.au/coronavirus>

Practise	Consideration
Hand Hygiene	<ul style="list-style-type: none"> • 60-80% alcohol-based hand sanitiser should be available at entry and exit points, high touch areas, toilet areas and eating areas. • Use of sanitiser before entering the welfare centre is mandatory • Hand sanitiser should be secured to prevent theft or ingestion • Hand washing facilities should have running water, soap, paper hand towels and a rubbish bin. • Consider the stock levels required in relation to the number of evacuees the centre can hold • Consider signage/pictures throughout the centre to encourage effective hand hygiene
Physical Distancing	<ul style="list-style-type: none"> • Consider how many evacuees the centre can hold as per the current directions for physical distancing. • Signage, barriers, notices, pictures, announcements and staff may be required to encourage physical distancing. • Physical distancing should be considered in all areas of the welfare centre. Use of laundry, entertainment and meal areas may need to be staggered to avoid overcrowding. • Physical distancing should also be observed for all staff

Practise	Consideration
	<p>at all times, including break times.</p>
<p>Food Safety</p>	<ul style="list-style-type: none"> • Meals may be delivered to individuals or families to reduce the number of people using the meals area. • The kitchen and meals area should have increased cleaning • A staggered rostered approach may be considered to ensure these areas do not become overcrowded • Consider disposable plates and cutlery. If these are not available, washing dishes through the dishwasher is preferred. Otherwise, dishes and cutlery should be washed in hot soapy water, rinsed, dried and stored dry. Consider allocating plates and cutlery to evacuees to reduce sharing of items.
<p>PPE</p>	<ul style="list-style-type: none"> • Personal protective equipment may be needed at the welfare centre. • If required, it will be provided by the Department of Communities. <ul style="list-style-type: none"> ○ Local Governments should retain some initial usage PPE (e.g. emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff. • Consider PPE needs for the following situation: <ul style="list-style-type: none"> ○ Staff performing health/general screening/meet and greet/registration on arrival to the welfare centre to utilise PPE as per current health advice – suggested minimum requirements are mask and safety glasses. ○ Evacuees that are under a quarantine/isolation direction should wear a surgical mask as much as possible ○ In the event of community transmission of COVID-19, all evacuees may be required to wear some sort of mask. Surgical masks are preferred.
<p>Cleaning</p>	<ul style="list-style-type: none"> • A cleaning schedule is required with increased frequency of cleaning high touch areas outlined. High touch areas include light fittings, door handles, doors, railings, desks, chairs, tables, benches, bathrooms. • A dedicated staff member should be allocated to ensure cleaning is achieved and managed.

Practise	Consideration
	<ul style="list-style-type: none"> • Cleaning products should have a disinfectant base. • As there is the need for increased frequency of cleaning, ensure the cleaning product does not leave a residue that may cause irritations to the evacuees in the centre. • Spray products are not recommended as they disturb particles on surfaces, may not give an even coverage of product and may cause lung irritations. If the only products available are spray products, spray into a cloth/paper towel to minimise aerosol distribution of the product and then wipe the area to be cleaned.
Waste Management	<ul style="list-style-type: none"> • Ensure there are adequate waste disposal bins. • Consider hands free bins so there is minimal contact with the bin • Anyone handling waste must utilise gloves and have access to hand hygiene facilities to perform hand hygiene immediately after handling/removing rubbish. Consider signage near the bins to encourage this. • Waste should be emptied regularly. Bags should be tied off completely prior to removal.
Managing unwell evacuees/staff	<ul style="list-style-type: none"> • Consider having a plan in place outlining how to manage evacuees or staff who experience COVID-19 symptoms whilst in a welfare centre. This may include a separate accommodation area, dedicated staff member with clinical experience or further evacuation. • Further advice may be sought from Department of Health on the management of these circumstances.
Laundry Management	<ul style="list-style-type: none"> • If linen/bedding/towels are provided to evacuees, consider how this will be managed. Clean and dirty items should be stored separately. Where will linen bags be kept for the return of dirty linen and who will remove these from the area. • If there are laundry facilities at the welfare centre, consider how these will be managed to ensure there is not overcrowding. Staggered rosters for using laundry facilities may be considered. Hand hygiene facilities should be available in the laundry area



District Emergency Services Officer – Wheatbelt Update: February 2021

Local Emergency Welfare Plans

The process to update the Local Emergency Welfare Plans (LEWP) is continuing and I hope to attend as many shires as I can when I am in the area. In the meantime, I will be in contact with the Shires to ensure that the details in the LEWPs are up to date and to make any changes to services available in the shire, if required.

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

Due to the continually changing COVID environment we are now living in, the LEWP will be in draft form, however the contact details and facility details will be up to date according to information supplied to DC at the date listed in the footer.

Social Distancing (SD) in Evacuation Centres

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time. This may involve looking at more than one facility to avoid over crowding or requesting people to stay with family or friends if available (that also adheres to SD rules). The estimated capacity for each centre listed in the LEWP are being revised and will be shown in two sections. Non COVID and COVID capacities. I will have discussions with the Shires around this and what other resources are available if required.

A copy of the COVID – 19 Welfare Centre Guide (V1.02 23 December 2020) has been distributed to the Local Governments in the Wheatbelt in preparation should a Welfare Centre be required.

The key points:

- Travellers, visitors and tourists to leave the evacuation area **if safe to do so**
- Shelter in Place **if safe to do so**
- Shelter with family and friends **if safe to do so**
- Utilise commercial/alternative accommodation options **if available**
- Use welfare centres as a last resort

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LEWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as I am often on the road and out of phone service range, please leave a message and I will return your call as soon as I can.

If you would like any further information please call my mobile 0429 102 614 or email me joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit