



Mount Alexander Shire Council

# Municipal Public Health Emergency Management Sub Plan

Version No. 3.0  
Original version adopted by Council 2010  
Version 3 endorsed by MEMP committee March 2015

Document Information	
Sub Plan adopted by Council	13 October 2015
CEO Signature	
Date Signed	6 November 2015



## Acknowledgements

This publication was developed jointly by the Environmental Health Professionals Australia (EHPA) the Victorian Department of Human Services and the Victorian Department of Health.

Special mention is given to the former and current members of the EHPA's Emergency Management Special Interest Group (EMSIG) whose contributions drove the initial development of an unpublished draft document entitled 'A model approach to municipal public health emergency planning' in 2001 and version 1 of the 'Municipal Public Health Emergency Management Planning' published in 2005.

Contributions to the development of version 1 and the reviewed and updated version 2 of the guidelines and template were gratefully received from agencies and individuals with an interest in public health emergency management planning and Victorian municipal planning processes. The names of the committee members, agencies and individuals are listed.

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- Department of Human Services
- Department of Health
- Health & Human Services Emergency Management Branch
- Municipal Association of Victoria
- Victorian State Emergency Services

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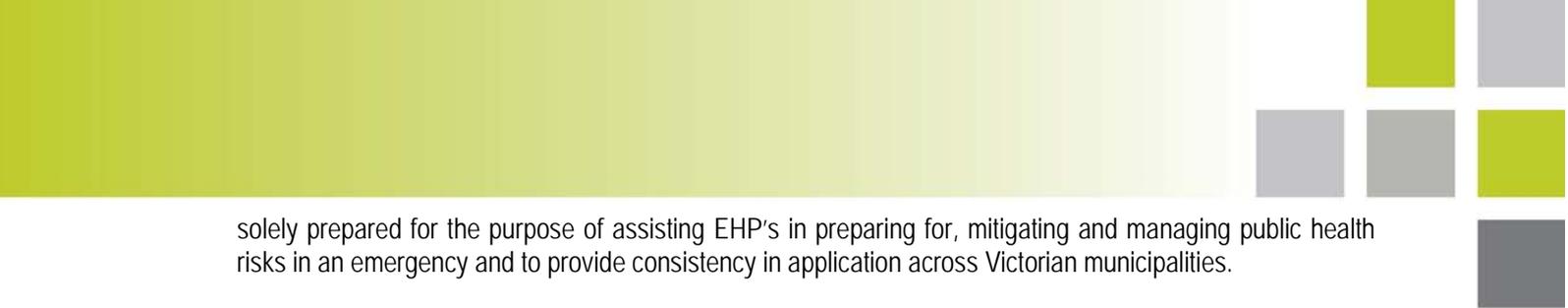
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Published by Environmental Health Professionals Australia  
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### Disclaimer

The information provided in the EHPA Municipal Public Health Emergency Management Sub Plan is compiled from unique knowledge, experience and as well as various sources and literature and has been



solely prepared for the purpose of assisting EHP's in preparing for, mitigating and managing public health risks in an emergency and to provide consistency in application across Victorian municipalities.

While all efforts have been made to ensure content accuracy, EHPA is not responsible for any direct or indirect damage or loss arising from the use of this information and material contained within these guidelines and template. EHPA reserves the right to make any changes to the guidelines at any time without notice.

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## Acronyms, Abbreviations and Glossary

This section includes a list of acronyms and abbreviations for organisations, positions and terms used in the Public Health Emergency Management sub-plan (PHEMPlan).

A comprehensive list of emergency management acronyms, abbreviations and a glossary can be found in Part 8 of the *Emergency Management Manual Victoria*.

### Organisations

AEMI	Australian Emergency Management Institute
ARCV	Australian Red Cross Victoria
CFA	Country Fire Authority
DH &HS	Department of Health & Human Services
DPI	Department of Primary Industries
DSE	Department of Sustainability and Environment
EHPA	Environmental Health Professionals Australia
EPA	Environment Protection Authority
MAV	Municipal Association of Victoria
MFESB	Metropolitan Fire and Emergency Services Board
WorkSafe	WorkSafe Victoria (Victorian WorkCover Authority)

### Positions

EHP	Environmental Health Professional – a person with qualifications in public and/or environmental health including Environmental Health Officers, Medical Officer of Health or other authorised officers with public health responsibilities employed by a municipal council or Department of Health
MEM	Municipal Emergency Manager
MERC	Municipal Emergency Response Coordinator (Victoria Police)
MERO	Municipal Emergency Resource Officer
MOH	Medical Officer of Health
MRM	Municipal Recovery Manager
PHM	Public Health Manager employed by DH &HS
REHO	Regional Environmental Health Officer employed by DH&HS(also considered to be an EHP)
Emergency management personnel	Employees and volunteers of the council or other agency, with roles in emergency management

## Terms

ECC	Emergency Coordination Centre
ICC	Incident Control Centre - the location where the incident controller (and incident management team) provide overall direction of response activities
MECC	Municipal Emergency Coordination Centre
ERCC	Emergency Response Coordination Centre
H&HS REOC	Health & Human Services Regional Emergency Operations Centre
SERCC	State Emergency Response Coordination Centre
EMMV	Emergency Management Manual Victoria
Environmental Health Department	The Environmental Health Department or other department/s of a municipal council with responsibility for the PHEMPlan
ERC	Emergency Relief Centre - a building or place established to provide essential needs to persons affected by an emergency
H&HS SEMC	Health & Human Services State Emergency Management Centre - used by the Department of Human Services and the Department of Health to coordinate the health and human services response and recovery operations of medium to large-scale incidents
MECC	Municipal Emergency Coordination Centre
MEMPlan	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator (Victoria Police)
MOU	Memorandum of Understanding
MRM	Municipal Recovery Manager
MPH&WP	Municipal Public Health and Wellbeing Plan, prepared by a Council under S26 of the <i>Public Health and Wellbeing Act 2008</i> .
PHEMPlan	Public Health Emergency Management sub-plan
Partners	Other municipalities or agencies that have established agreements with the municipality to provide support in an emergency
Practice notes	Specific instructions describing how an activity included in an SOP is conducted (can include fact sheets, references, etc.)
SOPs	Standard Operating Procedures
Public health emergency	In this PHEMPlan, public health emergency will be taken to mean an emergency event (such as flood or fire) that causes actual or emerging public health risks and/or an emergency where a public health risk is the basis of the emergency, such as water contamination
Registered premises	Premises registered with the Council under the <i>Public Health and Wellbeing Act 2008</i> , <i>Food Act 1984</i> , <i>Residential Tenancies Act 1997</i>

## Introduction

In any emergency event, public health risks or incidents can add to the hazards confronting the community and emergency services personnel. Plans must be prepared in advance to enable such risks to be effectively eliminated or mitigated.

The Mount Alexander Shire Council Public Health Emergency Management sub-plan (PHEMPlan) is a component of the Mount Alexander Shire Council Municipal Emergency Management Plan (MEMPlan). It exists and operates within the context of Commonwealth, State and municipal emergency management arrangements.

The PHEMPlan may also operate in conjunction with the regional and/or state public health plans, without activation of other local arrangements.

The PHEMPlan records local public health emergency management arrangements. This includes notification, identification of available resources and specific instructions as to how resources should be used.

Officers with roles and responsibilities in municipal emergencies should have a comprehensive knowledge of the PHEMPlan, prior to an emergency.

The PHEMPlan should be read in conjunction with the MEMPlan and the Emergency Management Manual Victoria (EMMV). Also refer to the Mount Alexander Shire Council Community Emergency Risk Management Plan, the Pandemic and Influenza Plan, and the Recovery Plan.

Provisions for appropriate training of Environmental Health Practitioners (EHP's) and their participation in the planning process are included in the PHEMPlan.

Mount Alexander Shire Council has had a history of major wild fires and floods throughout the municipality with the most recent being the Redesdale fire in 2009 and floods in 2010, 2011 and 2012. The major public health concerns from wild fire or flood include sanitation, food safety (including donated foods), water supply, hygiene and the associated health issues.

## Authority

The PHEMPlan of the MEMPlan was developed pursuant to the *Emergency Management Act 1986*, approved by the Municipal Emergency Management Planning Committee (MEMPC) and adopted by Council on 23 November 2010. This plan has been reviewed a number of times with the last review occurring in March 2015.

Municipal officers and other personnel with roles and responsibilities in emergency management have been authorised by Council through their appointment and delegation of legislated functions and powers of Council.

Municipal officers delegated with this authority may include officers holding any of the following positions (or equivalent):

- Senior Environmental Health Officer;
- Environmental Health Officer; and
- Local Laws Officers

Other officers may also be authorised to perform specific public health functions.

Key legislation covering functions, powers and authorisations of EHP's includes the following Acts and their associated regulations:

- *Local Government Act 1989*;
- *Public Health and Wellbeing Act 2008*;
- *Food Act 1984*;
- *Safe Drinking Water Act 2003*;
- *Environment Protection Act 1970*;
- *Emergency Management Act 1986*; and
- *Residential Tenancies Act 1997*

The EMMV describes Victoria's emergency management arrangements and includes the following:

- Part 1 Emergency Management in Victoria;
- Part 2 Emergency Risk Management and Mitigation in Victoria;
- Part 3 State Emergency Response Plan;
- Part 4 State Emergency Relief and Recovery Plan;
- Part 5 State and Regional Emergency Management Planning;
- Part 6 Municipal Emergency Management Planning Arrangements: Guidelines for Committees;
- Part 6A Guidelines for Municipal Fire Management Planning;
- Part 7 Emergency Management Agency Roles;
- Part 8 Appendices and Glossary; and
- Part 9 Emergency Management Act 1986.



## Aim

Through the development and implementation of the PHEMPlan, the Mount Alexander Shire Council aims to mitigate and manage public health risks in emergencies that affect the municipality.

Public health emergency management planning is a key part of the municipality's all agencies, 'all hazards' approach to municipal emergency management.

## Purpose

The purpose of the PHEMPlan is to provide for the development and implementation of public health emergency management arrangements. It outlines the municipality's arrangements for the operational management of public health duties.

Personnel who provide public health support to the municipality in an emergency, such as EHP's, will use this PHEMPlan.

Municipal employees with responsibility for implementing the PHEMPlan are expected to have a thorough understanding of emergency arrangements before an emergency arises.

The PHEMPlan will also be used as a training tool, to develop staff skills and understanding.

The contents of this PHEMPlan aim to contribute to efficient emergency response in situations of potential, imminent or actual public health risks.

## Scope

The PHEMPlan describes local arrangements for public health emergency management and addresses the following risk areas:

- Food safety and security (including donated food);
- Safe and adequate water supply;
- Infectious disease control;
- Shelter;
- Waste collection and disposal;
- Wastewater management;
- Emergency toilets and ablution facilities;
- Vermin and vector control;
- Disposal of dead stock and other animals;
- Pollution of water, land and air;
- Public health risks from the emergency; and
- Clandestine laboratory clean up.

It also addresses public health risks specific to this municipality, as follows:

- Risk of vector-borne disease outbreak after wild fire; and
- Risk of vector-borne disease outbreak after flood.

The PHEMPlan applies to emergencies that are a direct consequence of a natural event, such as flood and wild fire, and other emergency events, such as disruption to essential services, major accidents or terrorist activity. It can also be used as a guide for municipalities' support role in specific public health emergencies. It applies to specific settings such as Emergency Relief Centres (ERC's) where public health risks need to be managed.

The PHEMPlan includes contact directories, activation and communication procedures and the roles and responsibilities of municipal EHP's and other external agencies providing public health and related services in an emergency. It covers planning, training of staff and available resources.

Standard operating procedures (SOPs) address some key activity areas. Checklists support the SOPs, where necessary (refer to **Appendix I**).

## Planning

Outlined below are key public health emergency management planning processes and arrangements for preparing the municipality for a public health emergency.

### Risk Management Process

A risk management approach was used in the development of this PHEMPlan. A summary of the process and the identified public health risks is outlined in Council's Community Emergency Risk Management Plan.

Relevant information includes:

- Key data, geographic and demographic information relating to public health in the municipal district;
- Public health prevention strategies;
- Information about public awareness and education campaigns and other action taken to increase community resilience; and
- Public health emergency risk analysis undertaken.

### Training

Training of EHP's is essential component, and will assist effective and efficient outcomes in relation to public health emergencies.

A training plan to contribute to the development and maintenance of emergency management skills, knowledge and competencies for EHP's is attached at **Appendix B** of this PHEMPlan.

### Exercises

Exercises conducted by the municipality in conjunction with other agencies enhance the training of emergency management personnel and allow for the testing of emergency arrangements. EHP's will participate in relevant exercises arranged by the municipality and other agencies, in accordance with the MEMPlan. This is included in **Appendix B** of this PHEMPlan.

## Public Health Emergency Management Sub-plan (PHEMPlan)

This PHEMPlan has been developed to assist with the management, mitigation and abatement of public health risks in an emergency.

EHP's should participate on the MEMPC and representatives will be recorded in the MEMPlan. Representation will:

- Promote an understanding of public health emergency management issues, roles, responsibilities and the emergency capacity of the municipal Environmental Health Department;
- Contribute to the establishment and maintenance of effective working relationships with all relevant emergency management personnel; and
- Contribute to a better understanding of existing and future interagency capacity.

### Development

The PHEMPlan adopted by Council has been developed by the municipal EHP's, in consultation with the MEMPC and other internal and external personnel with roles and responsibilities in local emergency management arrangements.

### Review

The PHEMPlan will be reviewed by the Senior Environmental Health Officer and updated as follows:

- At least annually;
- Following any emergency event involving activation of the PHEMPlan; and
- Following a briefing or exercise that identifies issues in the PHEMPlan.

A record of amendments and/or versions will be maintained in **Appendix C** of this PHEMPlan.

### Distribution

Relevant sections of PHEMPlan will be distributed to the following emergency management personnel:

- Municipal Emergency Manager (MEM);
- Municipal Emergency Resource Officer (MERO);
- Municipal Recovery Manager (MRM);
- Department of Health Regional Environmental Health Officer (REHO);
- Department of Health Public Health Manager (PHM); and
- Other internal or external personnel, where appropriate.

Contact directories will not be distributed with the PHEMPlan, other than as described in the section titled *Contact directories*. A distribution register is located at Appendix C of this PHEMPlan.

## Resources

The municipality will maintain personnel, equipment and services in preparation for public health emergency management activities.

Internal resources, personnel, maintenance procedures and schedules are listed in **Appendix D** of this PHEMPlan.

### Equipment

#### *Personal Protective Equipment (PPE)*

Equipment for the personal protection of municipal staff in an emergency will be organised prior to an emergency. Council has a responsibility to ensure that all PPE meets legislative Occupation Health and Safety requirements and relevant Australian Standards.

PPE will not vary greatly from that which is required by an EHP performing their normal duties.

#### *Public Health Emergency Kit*

This list includes a range of items that may be required to perform public health tasks.

### Communication Systems

It is preferable that normal communication arrangements are continued during an emergency. Some situations may necessitate the use of alternative arrangements, such as two-way radios. Staff should not rely on mobile phones, as these may not have service in affected areas. Also the emergency may impact on phone services.

### Transport

EHPs have access to one council vehicle. Access to other council vehicles may be required in an emergency where officers have to work independently or the allocated vehicle is not available. If vehicles are required the EHP will contact the Municipal Recovery Manager to seek vehicle allocation.

### Maintenance

Equipment maintenance is included in review of the PHEMPlan. This will ensure that the contents of kits are in good working order and in appropriate quantities.

### External Resources and Suppliers

A list of resources available from external suppliers is at **Appendix E** (as part of the Public Health Contact Directory). The list includes the contact details for suppliers and will be checked at least annually and following a public health emergency event or incident. The check will include the following:

- Appropriateness of listed resources;
- Accuracy of supplier contact details;
- Capacity to supply the listed resources, including quantities and potential time-lines for supply; and
- Other details that may assist timely resource delivery, including information on formal service agreements or contract arrangements.



## Contractors

Local agencies (external) and municipal departments have confirmed that they have systems in place to address public health risks within their area of responsibility and they have the ability to respond and/or assist in an emergency. These contact details are located in **Appendix E** of this PHEMPlan.

The roles and responsibilities of external agencies are recorded in the Part 7 of the EMMV.

## Public Information Resources

Public information resources can help to address the range of public health risks identified by the risk management process.

While generic public information will be available from control agencies, basic specific local information has been developed in consultation with control agencies. Council's Emergency Media/Communications Sub-plan covers public and media communication during emergencies.

These public information resources are located in the **Appendix F** of this PHEMPlan. Also see the '*Disseminating information and warnings*' section. Ensure version control is maintained for any documents produced by Council.

## Memorandum of Understanding (MOU)

Any partnerships that have been developed between the municipality and other resource providers for the purpose of supporting the Mount Alexander Shire Council's EHPs in emergency planning, preparation, response and recovery functions must be formalised through an MOU or other official documents.

Currently, no MOU currently exists between Mt Alexander Shire Council and other neighbouring municipalities. Should an MOU be created, a copy of the MOU must be inserted into the MEMPlan as an appendices to this PHEMPlan. Should Mount Alexander Shire Council intend on entering into an MOU with a neighbouring Council, Environmental Health Professionals Australia's template MOU that forms part of their publication 'Municipal Public Health Emergency Management Sub Plan Guidelines' will be used.

## MAV Protocol for Inter-Council Emergency Management Resource Sharing

This protocol was developed to provide an agreed position between councils for the provision of inter-council assistance in the form of human resources, equipment and/or facilities for response and recovery activities during an emergency. It therefore includes, but is not limited to, resources required to address public health issues associated with emergencies. Councils are requested to formally commit to the protocol by signing and returning the letter template attached to the document on their website <http://www.mav.asn.au>.

The protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements. The application of this protocol is expected to enhance the capability of councils to provide the best possible outcomes for emergency management and to support the step up arrangements as detailed in the EMMV.

Municipal councils should advise the relevant H&HS REOC if activating resource sharing agreements. It is important for the region to have an understanding of where municipal resources are being sourced from and deployed to.

During a large-scale event, agencies such as the MAV or DH&HS may call for experienced, qualified volunteers, with permission from management, to be deployed within the state as required.

## Public Health Emergency Management Responsibilities

### Municipal

The tables below summarise the municipality's public health responsibilities in an emergency. Part 7 of the EMMV is the most up to date resource for roles and responsibilities of any agency.

These tables are neither exhaustive nor exclusive. Activities will be determined by the nature of the emergency and the incidents and circumstances arising from it.

**Table 1: Emergency incidents—municipal public health responsibilities**

Emergency incidents	Responsibilities
<p><b>Natural emergency event</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Wildfire;</li> <li>• Flood; and</li> <li>• Storm</li> </ul>	<p>Identify critical public health risks. Refer to checklist '<i>Checklist for public health risks in an emergency</i>' in <b>Appendix I</b>.</p> <p>Take appropriate immediate action to manage and control critical public health risks.</p> <p>Conduct post-impact assessment, which is a detailed assessment of the damage to the affected area, including public health risks in the community e.g. including damaged housing and registered premises.</p> <p>Provide the community with information and advice.</p> <p>Communication with other agencies.</p> <p>Oversee and inspect public health aspects of rebuilding and re-development.</p>
<p><b>Essential service disruption</b></p>	<p>Conduct investigations and field inspections to identify and assess public health risks associated with commercial, community and domestic properties.</p> <p>Provide the community with information and advice.</p> <p>Communication with other agencies.</p>
<p><b>Contaminated food</b></p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Biological;</li> <li>• Chemical and</li> <li>• Physical.</li> </ul>	<p>Support control agency in the investigation and management of food related incidents.</p> <p>Support may include:</p> <ul style="list-style-type: none"> <li>• Food sampling;</li> <li>• Assistance with food recalls;</li> <li>• Assistance with outbreak or illness investigations; and</li> <li>• Facilitating the distribution of information and advice</li> </ul>

Emergency incidents	Responsibilities
<p><b>Contaminated drinking water</b></p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Biological;</li> <li>• Chemical; and</li> <li>• Physical.</li> </ul>	<p>Support control agency in the investigation and management of drinking water contamination incidents.</p> <p>Liaise with the local water authority regarding its implementation of protection strategies, which may include facilitating, supplementing or replacing the supply, disinfection and/or distribution of new water supplies.</p> <p>Facilitate the distribution of information, approved warnings and advice to the community.</p>
<p><b>Gastrointestinal illness outbreak</b></p> <p>May include gastro-intestinal illness in fire management camps and staging areas.</p>	<p>Liaise with emergency caterers during set up.</p> <p>Support control agency in the investigation and control of gastrointestinal illness outbreaks.</p> <p>Support may include:</p> <ul style="list-style-type: none"> <li>• Obtaining samples;</li> <li>• Assistance with food recalls;</li> <li>• Assistance with illness investigations; and</li> <li>• Facilitating the distribution of information and advice.</li> </ul>
<p><b>Other infectious disease outbreak</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Vector-borne disease;</li> <li>• Legionnaires disease;</li> <li>• Endemic disease; and</li> <li>• Zoonotic disease</li> </ul>	<p>Support control agency by facilitating the distribution of approved warnings, information and advice to the community and by implementing protection strategies.</p>
<p><b>Vaccine-preventable illness/disease outbreak</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Meningococcal disease;</li> <li>• Hepatitis A;</li> <li>• Measles; and</li> <li>• Pandemic influenza</li> </ul>	<p>Support control agency in the conduct of vaccination sessions. Support may include the following:</p> <ul style="list-style-type: none"> <li>• Locating or providing suitable vaccination venues;</li> <li>• Distributing information and advice to the community;</li> <li>• Assistance with coordinating vaccination sessions, including the collection of clinical data;</li> <li>• Providing refrigeration and storage areas;</li> <li>• Receiving vaccines and equipment;</li> <li>• Providing personnel;</li> <li>• Providing local information;</li> <li>• Providing waste management facilities; and</li> <li>• Implement municipal Influenza and Pandemic Sub-Plan.</li> </ul>

Emergency incidents	Responsibilities
<p><b>Emergency incident arising out of a mass gathering event</b></p>	<p>Liaise with the first aid agency</p> <p>Support control agency in the investigation and management of emergency incidents.</p> <p>Support control agency by facilitating the distribution of information and advice to the community.</p>
<p><b>Hazardous materials incident</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Fires and explosions with hazardous materials (such as asbestos);</li> <li>• Soil contamination;</li> <li>• Industrial chemical spills or releases (HAZMAT incidents);</li> <li>• Disposal of toxic wastes;</li> <li>• Spills or releases in domestic premises (e.g.: Clandestine labs)</li> </ul>	<p>Support relevant agencies by facilitating the distribution of information and advice to the community.</p> <p>Implement clean up and other protection strategies.</p>
<p><b>Other public health risks</b></p> <p>Includes infectious diseases, incidents involving water and other biological incidents.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Blue-green algae;</li> <li>• Wastewater treatment and septic tanks;</li> <li>• Recycled water; and</li> <li>• Rainwater tanks</li> </ul>	<p>Support control agency in the investigation and control of incidents.</p> <p>Facilitate distribution of information and advice to the community</p> <p>Implement protection strategies.</p>
<p><b>CBR incident (Chemical, biological, radiological)</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Chemical warfare agents (such as nerve and blister agents);</li> <li>• Intentional release of biological agents (such as anthrax and smallpox);</li> <li>• Transport of industrial and medical wastes;</li> <li>• Waste disposal;</li> <li>• Exposure to an intact radiological source; and</li> <li>• 'Dirty bomb' explosion containing radiological substance</li> </ul>	<p>Support control agency by facilitating the distribution of information and advice to the community.</p>

Table 2: Emergency Circumstances — Municipal Public Health Responsibilities

Emergency Circumstances	Responsibilities
Emergency relief centres	<p>Inspect, monitor and ensure the protection of public health in emergency relief centres.</p> <p>Manage public health aspects of donations, including material aid and food.</p>
Catering	Inspect, monitor and supervise safe food handling.
MECC and other ECC's	Liaise with the MECC and other emergency coordination centres.
Establishing a community recovery committee	<p>Participate as a member of the community recovery committee.</p> <p>Assist with identifying, developing and implementing public health strategies.</p> <p>Note: Strategies may be linked to the Municipal Public Health and Wellbeing Plan, or other corporate planning process.</p> <p>Gather and feed back information to the MERO and/or MRM for the information of other appropriate response agencies.</p>

### External Agencies

Information on the control and support roles of agencies is contained in the Part 7 of the EMMV. Local arrangements, including the local roles and responsibilities of control and support agencies, are contained in the MEMPlan.

**Appendix G** contains a more detailed outline of the public health role and responsibilities of DH&HS.

## Notification, Activation and Escalation

### Notification

The following personnel, or their deputies, will be notified of emergency incidents and circumstances that require (or may require) activation of the PHEMPlan:

- Senior Environmental Health Officer;
- MERO;
- MRM; and
- DH PHM or REHO

### Activation

Emergency management arrangements are in place at all times. Arrangements are scaled up or down according to the incident. The Senior Environmental Health Officer will initiate operational activities in the PHEMPlan:

- At the request of MERO;
- At the request of MRM;
- After consultation with DH&HS; or
- Following consultation with the MERO, if the Senior Environmental Health Officer considers it appropriate.

*The alert, standby and deployment phases may occur concurrently.*

### Alert

Once the Senior Environmental Health Officer is notified or alerted to the emergency, they will:

1. Notify the MERO, MRM, DH&HS, PHM or REHO;
2. With such assistance as required, assess emergency information;
3. Alert and brief relevant municipal EHP's (and other officers as appropriate). Line managers should also be informed of the notification/alert; and
4. Alert and brief neighbouring municipalities and any partners.

The Senior Environmental Health Officer and EHP's will remain contactable until further notice.

## Standby

The Senior Environmental Health Officer will:

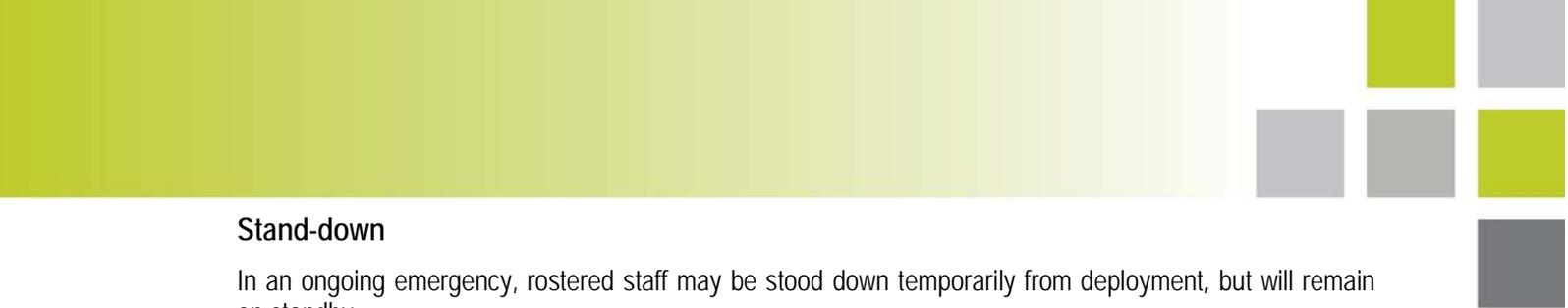
1. Receive and assess information indicating that public health emergency management activity may be required;
2. Brief relevant municipal EHP's and other officers and place them on standby;
3. Keep in contact with officers and stakeholders on alert (including the DH&HS REHO), to keep them informed of the current situation; and
4. Receive and conduct update briefings with officers on standby.

Resource requirements will be reviewed as situation reports are received. EHP's placed on standby may be asked to report to a central location, such as a MECC, depending on the situation. EHP's on standby will prepare themselves and make ready all resources required and be capable of immediate response.

## Deployment

The Senior Environmental Health Officer will:

1. Activate municipal EHP's, support agencies and other officers to conduct field assessments (may include Post Impact Assessment) manage and control public health incidents and/or risks, in accordance with briefings and relevant SOPs;
2. Remain in communication with the MERO and attend any briefings. The MERO will be advised of any staff deployed to the field;
3. Remain in contact with activated officers, manage tasks, communicate new information, and monitor resources and monitor officers' wellbeing;
4. Communicate with officers and agencies that have been placed on alert and/or standby, to keep them informed of the current situation;
5. Manage rosters, stand-down of officers and activation of others, as required in liaison with human resources department as required;
6. Purchase additional supplies (as required) for the emergency. This will be done in accordance with procedures established by the MERO, including the keeping of financial records;
7. Arrange for additional human resources (including requesting resources from support agencies via the MERO) and further escalation of emergency arrangements, if required;
8. Facilitate communication of appropriate information to the public; and
9. Constantly assess available information on the situation, to ensure that response to the emergency and/or recovery activity is appropriate.



## **Stand-down**

In an ongoing emergency, rostered staff may be stood down temporarily from deployment, but will remain on standby.

Once it is clear that a public health emergency response is no longer required, all staff and partners on alert, standby or deployment will be stood down from emergency response activities.

Rostering for recovery activities may continue.

## **Escalation**

Where the resources required to satisfactorily complete a task are beyond the municipality's capacity, the Senior Environmental Health Officer will seek additional resources, in accordance with established arrangements or agreements.

Requests for support should be made as early as possible.

The Senior Environmental Health Officer will liaise with the MERO and then the DH REHO regarding the need for additional resources.

Supplies will be purchased in accordance with arrangements established by the MERO, including the keeping of appropriate financial records.

## Communication Management

### Briefings

Briefings should take place as soon as possible, once the most immediate facts are available. Initially, only limited information may be available, but ongoing briefings will take place during the emergency. All staff starting a shift must be briefed before the day's activities.

EHP briefings will include:

- A situation report, including the nature of the emergency, the location and severity;
- Emergency management arrangements, including which agency is the control agency for the emergency and which support agencies are known to be activated;
- The nature and extent of public health risks and how they are to be managed;
- Details of any partners on alert, to provide support if required;
- Operational roles and responsibilities of the officers, including:
  - Key tasks to be performed by each officer and the SOPs that apply;
  - Task locations;
  - Key timings;
  - Resources and supplies to be utilised, including PPE; and
  - Arrangements to ensure the Team Leader Environmental Health and EHP's remain in contact.

Once briefed, the Senior Environmental Health Officer will gather information to enable an initial assessment of public health risks.

### Handovers

To ensure the timely and efficient transfer of information and responsibility, a handover needs to be undertaken at the end of the shift or at the end of the day for the EHP's. The handover is the means by which the out-going staff are able to transfer information and responsibility to their on-coming counterparts. The handover will assist with and allow for continuity and consistency in the operations.

The way in which a handover is achieved can differ and should be planned for in advance. Methods utilised will depend on the situation and shift cycles. Generally, however, the following should be considered as part of the operations and planning process:

- An overlap in shift cycles, if possible;
- Centred around MECC/ICC/REOC briefing times; and
- On-going issues documented on paper

The handover should provide an accurate description of the current situation and include any key issues that have arisen or relevant information that may affect the on-coming shift's operations.

The Senior Environmental Health Officer may need to use the information gathered in the handover process to produce a Situation Report at the end of each day/shift to distribute to key personnel, MECC or REOC.

## Debriefings

The purpose of an emergency operational debrief is to highlight effective actions and any issues that arose during the emergency.

At the conclusion of an emergency event, the Senior Environmental Health Officer will debrief all EHP's involved in the emergency. The Senior Environmental Health Officer may then attend and contribute to a multi-agency debrief. Personal debriefings must be undertaken in line with council policies. The PHEMPlan will be reviewed and updated as a result of the debrief outcomes.

## Municipal Emergency Coordination Centre (MECC)

Depending on the nature and extent of the emergency, the MECC may be activated. Large-scale emergencies impacting upon more than one municipality may lead to regional and state emergency response coordination centres being activated.

The Senior Environmental Health Officer or another delegated EHP may be required to attend and/or communicate regularly with the MECC and/or ICC. Ensure that the MERO knows that EHP's are required to attend briefing or be informed of information.

## Liaison

The Senior Environmental Health Officer will liaise with internal and external emergency management personnel including the MERO, DH&HS REHO, other sub-plan leaders, partners and resource suppliers throughout the emergency to:

- Gain the information required to assess and manage public health risks;
- Impart the information required by emergency management personnel;
- Request support where required; and
- Keep relevant personnel up-to-date with public health issues being managed in the emergency.

## Communication with Field Officers

Relevant information from the field will be passed to the MERO for the information of other emergency management personnel and the media.

## Information Management

During an emergency, tasks and activities must be accurately documented to ensure that all public health emergency issues and tasks are identified and attended to appropriately. These records will assist in the evaluation and review of the PHEMPlan.

MECC Central will be used in these situations. Using this system will allow integration with property database information, GIS and mapping programs, and consolidates the reporting for the impact assessment process.

### Register of Public Health Incidents/Complaints

This register includes issues raised from any source — internal officers, external agencies and the community. As it may include incidents/complaints that have not been reported to and recorded by the MECC, it is essential that updated versions of this register be regularly forwarded to the MECC to ensure accurate recording of all issues associated with the emergency.

Information to be captured includes name, date and time, contact details and an outline of the public health issue.

### Task Register

The public health task register summarises public health emergency tasks, to whom and when the task was allocated and when it was completed. This will enable the Senior Environmental Health Officer to reconcile allocated and completed tasks.

### Incident/Complaint Pro Forma

The pro forma is to be used by the EHP as a tool to record information regarding the task and once completed, will be returned to the Senior Environmental Health Officer as soon as practicable.

A Pro forma is attached at **Appendix J** of this PHEMPlan, however it is just an indication of the type of information that needs to be included rather than a suggested format. Most council complaint registers will record this information already.

## Disseminating Information and Warnings

### Warnings

Warnings should be used under specific circumstances where community action is necessary to protect lives, property or the environment.

The Senior Environmental Health Officer will liaise with DH and/or the control agency and may assist the development and distribution of public health information warnings.

Warnings should contain the following:

- Explanation of the situation;
- What people need to do; and
- Where to get further information

(See also Media and Communications sub-plans of the MEMPlan).

### Public Information

Contact details for further information should be supplied with any distributed public information.

Various public information formats may be useful for distributing approved information and advice to the community.

Consideration must be given for culturally and linguistically diverse populations, and other isolated and vulnerable communities.

No information is to be released without appropriate authorisations from the Incident Controller, Senior Management, MEM, MERO or MRM.

### Fact Sheets

DH has developed various fact sheets for emergencies with public health consequences, accommodating the culturally and linguistically diverse community, which can be downloaded from <http://rss.health.vic.gov.au/atoz/?Emergencies>

A full list of the fact sheets available are listed in **Appendix F – Public information resources and reference list**.

The Senior Environmental Health Officer will liaise with the DH&HS REHO regarding access, development, approval and distribution of suitable information. Any release of public information must be done in conjunction with council's or the DH Media sub-plan. In an emergency, key information may be placed on the DH website front page.

### Municipal Public Health Information Sheets

Public health information sheets or bulletins developed by the municipality, along with a guide on developing fact sheets are attached at **Appendix F**.



## **Notices**

Notices may need to be distributed and displayed in prominent places for communicating messages about public health precautions that should be taken by the community, following an emergency event.

## **Newsletters**

Existing newsletters produced by the municipality or other community organisations may be used to distribute information and promote ongoing messages and public health precautions.

## **Community Meetings**

EHP's will attend community meetings to provide information and assess ongoing public health needs.

## **Websites/Social Media**

The Senior Environmental Health Officer will liaise with the media and communications council representative, to establish web links to relevant agencies and for other useful information appear on the municipality's web pages or social media pages.

## Role Statements

The following range of functions represents the respective roles that may need to be performed in an emergency.

### Senior Environmental Health Officer (and Deputy)

In an emergency, the Senior Environmental Health Officer (or Deputy) will manage municipal public health response and recovery activities and resources. This role includes the following functions:

- Receive and record information on the specifics of the incident;
- Identify and assess public health risks;
- Advise and consult with the MERO and MRM;
- Assume the role of Municipal Public Health Liaison Officer in the MECC (or other ECC that has been established) when required;
- Advise Manager Healthy Environments and brief personnel;
- Liaise with MERO and request support, or arrange for additional external resources (if needed) from partners, DH and other relevant agencies;
- Prioritise and organise operational activities, including:
  - Allocation of tasks to staff;
  - Coordination of rosters;
  - Resource management; and
  - Staff communications.
- Ensure EHP's operate in accordance with SOPs;
- Ensure staff/EHP's from other councils are given appropriate delegation of authority prior to undertaking field work;
- Use procedures and systems established by the MERO to monitor and record expenditure;
- Facilitate the distribution of public health information to the community;
- Attend municipal/community recovery meetings; and
- Give consideration to individual staff that may need to attend to their own personal situation.

### Municipal Public Health Liaison Officer

In an emergency, the Senior Environmental Health Officer may assume the role of Municipal Public Health Liaison Officer in the MECC, ICC or other ECC established. The role may be delegated to another EHP.

The Municipal Public Health Liaison Officer represents the functional area of municipal public health emergency management in the MECC or other ECC. The person undertaking this role must be able to make clear decisions. Functions of the role include:

- Attending the MECC, division or state level emergency response coordination centre (ECC), as required;
- Liaison with emergency management personnel, including agency representatives in the MECC or ECC; and
- Communicating information between the MECC (or ERCC) and the Senior Environmental Health Officer.

### Environmental Health Officer

In an emergency, the EHO will undertake public health response and/or recovery activities:

- Deputise for the Senior Environmental Health Officer;
- Carry out any functions delegated by the Senior Environmental Health Officer or the MERO;
- Attend briefing sessions with the Senior Environmental Health Officer;
- Operate in accordance with SOPs; and
- Perform activities consistent with the public health emergency responsibilities of the municipality.

### Medical Officer of Health

In an emergency, the Medical Officer of Health will:

- Provide technical advice and support to the Senior Environmental Health Officer and to other emergency management personnel;
- Attend briefing sessions with the Senior Environmental Health Officer;
- Attend the emergency relief centre to provide medical care to affected people and emergency management personnel;
- Operate in accordance with SOPs; and
- Liaise with the Health Commander of State Health Emergency Response Plan.

### Other Municipal Personnel

Authorised officers and other municipal personnel may include technical officers; immunisation nurses, administration officers and staff resources seconded from other departments in particular local laws, municipal rangers and building surveyors.

In an emergency, authorised officers and other municipal personnel may perform the following functions:

- Support the Environmental Health Officer's emergency activities;
- Operate in accordance with SOPs; and
- Brief the Senior Environmental Health Officer on issues arising during the emergency.

## Public Health Emergency Contact Directories

Contact details for internal staff, external agencies and suppliers and other council health departments are included in the MEMPlan.

After hours contact details for the Senior Environmental Health Officer and their Deputy are provided to:

- The MERO, for recording in the MEMPlan; and
- The DH&HS REHO, for recording in the public health section of the Regional Emergency Management Arrangements.

The Senior Environmental Health Officer and their Deputy will keep a separate list of after hours contact details for environmental health staff.

## Standard Operating Procedures (SOPs)

Ongoing development of SOPs will take place to ensure that all identified public health risks are appropriately addressed.

The need for practice notes will vary depending on the level of experience, knowledge and skill of the EHP.

The Senior Environmental Health Officer will be responsible for the:

- Development and approval of SOPs;
- Provision for work practice notes; and
- Review of SOPs.

SOPs will be reviewed with the PHEMPlan.

The SOPs have been developed to assist EHP's in emergency preparedness, response and recovery activities:

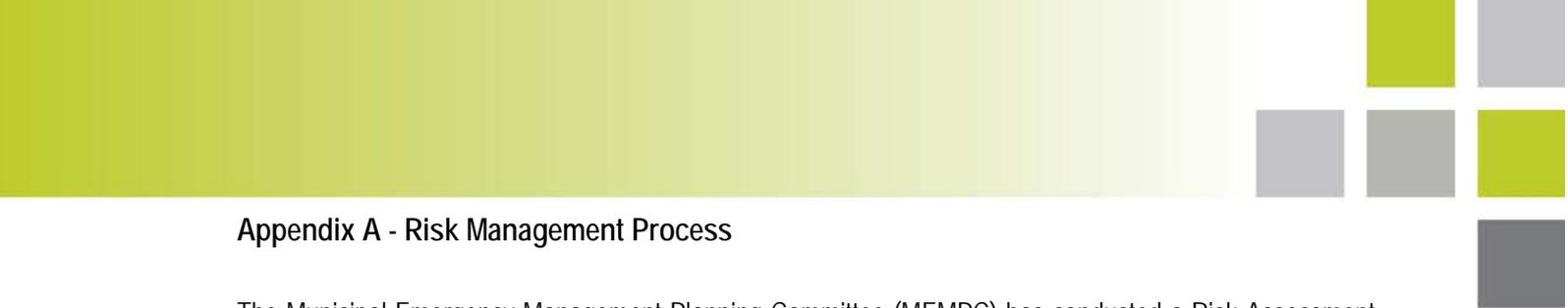
- Assessing Emergency Affected Houses
- Assessing Food Premises Following Emergency Incidents
- EHO Post Impact Assessment Following an Emergency
- Management and Control of Food Safety in Emergency Relief Centres
- Managing Public Health Risks in an Emergency
- Municipal Emergency Relief Centre Assessment
- Practical Clean-up of a Clandestine Laboratory
- Single Dwelling Emergency Incidents

These SOP's are currently under review and will be added as an appendix to the PHEMPlan upon their completion.

A live version of all Council's SOP's can be located at **Not for public dissemination** or via HPRM – FOL/12/1188-01

## Appendices

- Appendix A Risk Management Process
- Appendix B Public Health Emergency Management Training Plan
- Appendix C Amendment Record and Distribution Register
- Appendix D Municipal public health resources
- Appendix E Public health contact directory
- Appendix F Public information resources and reference list
- Appendix G Roles and responsibilities
- Appendix H Information Management Pro Formas
- Appendix I Checklists for Standard Operating Procedures
  - Calculations for Water Chlorination in Rainwater Tanks
  - Checklist for Public Health Risks in an Emergency
  - Chlorine Concentrations Required for Disinfection
  - Emergency Relief Centre Venue Assessment Proforma
  - Public Health Services Incident and Complaint Report
  - Public Health Survey of Damaged Premises
  - Schedule 2 Notice of Seizure – Food Act
  - Single Dwelling Emergency Incident Report
- Appendix J Incident/Complaint Pro Forma



## Appendix A - Risk Management Process

The Municipal Emergency Management Planning Committee (MEMPC) has conducted a Risk Assessment of all perceived emergency hazards within the municipality, the outcomes of which are documented in the *MASC Community Emergency Risk Management Plan*.

The MEMPC has utilised the emergency risk management model based on the *ISO Risk Management 31000:2009* to analyse the hazards identified in the community.

## Appendix B - Public Health Emergency Management Training Plan

Training Requirement/Exercises	Personnel	Date Completed
Induction of new staff with the PHEMPlan		
EHPA's Emergency Management Training for Public Health Professionals (5 days)	Tracey Watson 25-30/07/10	2010
	Julie James	2011
Response time/process for EHP after hours		
DHS Australasian Inter-service Incident Management System (AIIMS) training		
DHS Introduction to Relief & Recovery Centres training		
Attend relevant emergency management Public Health Workshops and Training Courses		
Participate or observe in municipal emergency management exercises		

## Appendix C - Amendment Record & Distribution Register

### Amendment Record

Date of Amendment	Requestor (Title, Organisation)	Description	Page No's Amended	Version No.
March 2013	Tracey Watson Senior EHO – Mt Alexander Shire Council	PHEMPlan reviewed and updated to comply with EHPA 2012 template publication. Consultant Ehpic Consulting Group engaged to assist in the review of the PHEMPlan and SOPs.	All	2.0

### Distribution Register

Issued to: Position Title, Company	Item, Version No.	Date of distribution
Tracey Watson – Senior EHO Mt Alexander Shire Council	2.0	September 2013

*Environmental Health Department staff private contact details will not be distributed with the PHEMPlan. This remains a confidential contact list for Council staff only.*

## Appendix D - Municipal Public Health Resources

### Personnel

Positions	Maintenance (Policies, procedures and schedules)
<ul style="list-style-type: none"><li>• Senior Environmental Health Officer;</li><li>• Environmental Health Officer (Deputy to Senior Environmental Health Officer);</li><li>• Medical Officer of Health;</li><li>• Administration Officer;</li><li>• Immunisation Provider;</li><li>• Local Laws Officers; and</li><li>• Municipal Building Surveyor.</li></ul>	<ul style="list-style-type: none"><li>• Vacant positions will be filled without delay;</li><li>• Position descriptions will include emergency management responsibilities; and</li><li>• A Deputy will be nominated to perform the emergency management functions and this communicated to MEMPC.</li></ul>

## Equipment — Personal Protective Equipment (PPE)

Item	Number / officer	Maintenance (Policies, procedures and schedules)
<p>The following items should be considered for PPE kits:</p> <ul style="list-style-type: none"> <li>• Tabard (compliant with relevant Australian Standards)</li> <li>• Rubber boots</li> <li>• Helmet</li> <li>• Coveralls</li> <li>• Safety glasses</li> <li>• Hearing protection</li> <li>• Rubber gloves</li> <li>• Dust mask</li> <li>• Sun protection (Sun screen and hats)</li> <li>• All weather jacket</li> <li>• Insect repellent</li> <li>• First aid kit</li> <li>• Torch</li> <li>• Eye wash bottles</li> </ul>	<p>One (Located with Senior EHO)</p>	<p>To be reviewed in conjunction with council's OH&amp;S representative</p> <p>Must comply with relevant Australian Standards</p>

## Equipment — Public Health Emergency Kit/s

Item	No. of kits	Maintenance (Policies, procedures and schedules)
<ul style="list-style-type: none"> <li>• Identification/ authorisation;</li> <li>• PHEMPlan, including internal contact directory;</li> <li>• Stationery;</li> <li>• Street directory or map of area;</li> <li>• Torch, spare batteries and bulbs;</li> <li>• Thermometer;</li> <li>• Tape measure;</li> <li>• Pocket compass;</li> <li>• Collapsible shovel;</li> <li>• Comparator for chlorine residual and pH;</li> <li>• Measuring jug, 500ml;</li> <li>• Collection vials and labels;</li> <li>• Spirit level;</li> <li>• Water containers, 10-20L;</li> <li>• Water sample jars;</li> <li>• Faecal pots;</li> <li>• Freezer blocks;</li> <li>• Swiss army knife;</li> <li>• Waterproof matches;</li> <li>• Esky/insulated bag;</li> <li>• Seizure book/s;</li> <li>• Sample tape;</li> <li>• Inspection markers/spray paint; and</li> <li>• Digital camera and charger</li> </ul>	1	<p>Equipment will be checked at least annually and following a public health emergency event.</p> <p>Maintenance will include:</p> <ul style="list-style-type: none"> <li>• Reviewing the required equipment;</li> <li>• Ensuring each officer has the required equipment ready;</li> <li>• Ensuring equipment is in good working order;</li> <li>• Arranging for immediate repair or replacement of faulty equipment; and</li> <li>• Ensuring required servicing is performed in accordance with the manufacturer's recommendations.</li> </ul>

Equipment — Communications

Item	Maintenance (Policies, procedures and schedules)
<p>Each public health officer shall always be equipped with:</p> <ul style="list-style-type: none"> <li>• Mobile phone;</li> <li>• Long-life battery;</li> <li>• Office recharger;</li> <li>• Recharger via car; and</li> <li>• Two-way radios (when required).</li> </ul>	<p>At each vehicle and phone change over:</p> <ul style="list-style-type: none"> <li>• Ensure that compatible hands free kits are fitted in vehicles;</li> <li>• Ensure that office and vehicle chargers are compatible and are working effectively; and</li> <li>• Ensure mobile phone batteries are always charged and working effectively.</li> </ul> <p>Areas where mobile coverage is unavailable or patchy:</p> <p>Guildford, Werona, Franklindale, Fryerstown, Muckleford South, Barfold, Langley, Redesdale, Eastville</p>

## Equipment — Transport

Item	Maintenance (Policies, procedures and schedules)
<p>The following vehicles are available for use by Environmental Health Officers in an emergency:</p> <p>Environmental Health Officers are issued with one vehicle. In the event that both officers require vehicles at the same time the MERO will allocate an extra vehicle during emergencies.</p>	<p>At least annually and following each issue of a new vehicle to a EHP:</p> <ul style="list-style-type: none"> <li>• Ensure vehicles are serviced and maintained in accordance with the manufacturer's recommendations;</li> <li>• Ensure that vehicles are fitted with compatible mobile phone kits; and</li> <li>• Ensure that officers can refuel vehicles 24 hours per day, 7 days per week.</li> </ul>

## Appendix E - Public Health Contact Directory

### Environmental Health Department

*(To be reviewed and completed by the municipality)*

**Not for public dissemination**

### After Hours Contact Details

The Environmental Health Officer's will keep a separate list of after hours contact details for environmental health staff, for use within the municipality's after hours arrangements.

Department of Health

Control agency	Contact Including after hours (AH)
DH – Regional EHO Max Murphy	Ph: <b>Not for public dissemination</b> M: <b>Not for public dissemination</b>
DH – Communicable disease DH – Food related incidents DH – Environmental health DH – Biological incidents ('White Powder') or Radiological incidents	After Hours Emergency Paging Service number <b>Not for public dissemination</b>

**Note:** During business hours, DH prefers that councils attempt contact with the regional office in the first instance. If unsuccessful, then contact may be made with the duty officer depending on the nature of the emergency. After hours contact with DH can be made through the appropriate duty officer who can be accessed on the 1300 790 733 number.

(See **Appendix H** for an outline of the responsibilities of these sections of DH.)

## Municipal Councils – Public Health

These are the key contacts in each municipality within the region. These municipalities may be able to provide public health resources to the municipality in an emergency. Any arrangements and formal agreements regarding the provision of resources can be found in the MEMPlan.

Requests for assistance after hours should be made through the MERO, who may implement after hours arrangements through the MERO's in adjoining municipalities.

**Not for public dissemination**



External Resources and Suppliers

Not for public dissemination



## Other Agencies

The following is a list of emergency contact details for each agency. This may be duplicate the information contained in the MEMPlan, but is reproduced here for easy access by EHP's. Any arrangements regarding the provision of emergency services in the municipality will be contained in the MEMPlan.

**Not for public dissemination**

## Appendix F - Public Information Resources and Reference List

### Public Information

Item/location	Maintenance (Policies, procedures and schedules)
<ul style="list-style-type: none"> <li> <b>DH/DHS fact sheets</b>                      A list of available public health related fact sheets is contained on Page 122.                       The list includes the DH web address, which is a central location for all other pages where fact sheets are located.                       A hard copy of each DH/DHS fact sheet is kept in the EHO Public Health Emergency Kit.  <u>Note:</u> ensure the website is checked for updates to fact sheets on a regular basis.                 </li> <li> <b>Other public information resources</b>                      A list of other public information resources is contained in this Appendix, together with their electronic and hard copy locations.                 </li> </ul>	<p>Public information resources will be checked at least annually and following a public health emergency event.</p> <p>Review will include:</p> <ul style="list-style-type: none"> <li>Ensuring information is current;</li> <li>Ensuring hyperlinks are correct and operating; and</li> <li>Ensuring hard copies are available in the described location.</li> </ul>

## Fact Sheet Development Guide

### *Process for developing a fact sheet:*

- Identify the risk and communication objectives;
- See if DH has developed an appropriate fact sheet;
- Develop an appropriate fact sheet in consultation with municipal media and communications representatives and DH;
- Keep as an appendix to the PHEMPlan;
- Establish a distribution plan;

#### Example:

- o At all times, maintain an electronic link to the fact sheet; or
- o In an emergency, establish a link to the fact sheet from the municipality's website front page; or
- o Hand deliver it during inspection.

## Structure of a Fact Sheet

### *First paragraph - key points:*

- Type of emergency covered by the fact sheet; and
- Recommended action.

### *Background:*

- The nature of the emergency;
- How it affects public health;
- Public health facts, including vulnerable groups; and
- Where to get help/further information.



## FOOD PREMISES AFFECTED BY FLOODING OR POWER OUTAGE

### Example of Notice for Food Premises

If flooding occurs in your food premises, the following steps need to be taken:

- Check refrigeration and freezer units to ensure that they are still operational. Ensure doors are kept closed, to maintain temperatures;
- If the refrigeration equipment is not operational, potentially hazardous foods must be moved to a working unit. If this is not possible, initiate the two hour / four hour rule as detailed in your food safety program and record action taken. Any food out of temperature control (above 5°C) for 4 hours or more **must** be discarded;
- If frozen food has defrosted/thawed, it can be stored under refrigeration. If remaining out of refrigeration for more than 4 hours, it must be discarded;
- Any food that comes into direct contact with floodwaters **must** to be discarded. This includes food stored in sealed and unsealed containers (including cans, bottles, packaged goods);
- Any exposed food within the premises **must** be discarded; and
- Clean all flood-contaminated areas with a chlorine based sanitiser (see dilution rates below).

In the event of a flood, it is very common for water to have mixed with overflowing sewers. During the clean up, it is very important to clean and sanitise all floors, walls and benches with bleach at a dilution rate of 1000ppm. This sanitiser must be left for 10 minutes and then rinsed with cold water. **Please note that chlorine should not be diluted in hot water.**

Dilution rates for chlorine based sanitiser 1000ppm			
Water	4% Chlorine (household bleach)	12.5% Liquid Pool Chlorine	65% Granular Chlorine
5 L	125ml	50ml	8g
10 L	250ml	100ml	15g
50 L	1250ml	500ml	77g

All food contact surfaces and equipment **must** be sanitised with a chemical sanitiser at a dilution rate of 200ppm of available chlorine, or in a dishwasher with water temperature at 82°C for 2 minutes. Below is a table for 200ppm dilutions.

Dilution rates for chlorine based sanitiser 200ppm			
Water	4% Chlorine (household bleach)	12.5% Liquid Pool Chlorine	65% Granular Chlorine
5 L	25ml	10ml	1.5g
10 L	50ml	20ml	3g
50 L	250ml	100ml	15g

If you have any concerns about food safety issues contact the Council and remember - ***If in doubt, throw it out!***

For more information contact an Environmental Health Officer at Mount Alexander Shire Council:  
 25 Lyttleton Street CASTLEMAINE VIC 3450  
 PO Box 185 CASTLEMAINE 3450  
 T (03) 5471 1700

E [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)

## Reference List

### Legislation Covering Functions, Powers and Authorisation

Available at: <http://www.legislation.vic.gov.au/>

- *Local Government Act 1989*;
- *Public Health and Wellbeing Act 2008*;
- *Food Act 1984*;
- *Environment Protection Act 1970*;
- *Emergency Management Act 1986*;
- *Residential Tenancies Act 1997*; and
- *Safe Drinking Water Act 2003*

### Emergency Relief Centre Legislation and Information

Available at: <http://www.legislation.vic.gov.au/>

- Public Health & Wellbeing Regulations 2009;
- Residential Tenancies (Caravan Parks & Movable Dwellings Registration and Standards) Regulations 2010;
- Building Act 1993;
- Building Regulations 1994;
- Building Code of Australia 1996;

Available at: <http://www.epa.vic.gov.au/>

- Code of Practice – Onsite Wastewater Management, EPA Publication 891.3 Feb 2013

Available at: <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/emergency-relief-handbook>

- Emergency Relief Handbook: A planning guide DHS 2011-12

**Please note:** some of items listed in the 'Authority' section may apply here also.

### Infectious Disease Control

DH Guidelines for the Investigation of Gastroenteritis

Available at: <http://ideas.health.vic.gov.au/> (select 'Publications and Guidelines')

### Environmental Health:

Victorian Government Health Information website for Environmental Health

<http://www.health.vic.gov.au/environment>

## Conducting Exercises

Strategic Emergency Management Simulation Kit, Office of the Emergency Services Commissioner, Department of Justice, December 2003.

### Water

Available at:

[http://www.depi.vic.gov.au/\\_data/assets/pdf\\_file/0004/188707/your\\_private\\_drinking\\_water\\_supply.pdf](http://www.depi.vic.gov.au/_data/assets/pdf_file/0004/188707/your_private_drinking_water_supply.pdf)

Your Private Drinking Water Supply – DHS Jul 2006

Guidance on the use of rain water tanks – enHealth Council (select 'Publications')

Available at:

[http://www.health.gov.au/internet/main/publishing.nsf/Content/D3E8C00F3041304BCA257BF0001C685A/\\$File/env\\_rainwater.pdf](http://www.health.gov.au/internet/main/publishing.nsf/Content/D3E8C00F3041304BCA257BF0001C685A/$File/env_rainwater.pdf)

- Guidelines for drinking (potable) water transport in Victoria – Guide for Victorian water carters, DH July 2011; and
- Guidelines for private drinking water supplies at commercial and community facilities, DHS Oct 2009.

### Australian Emergency Management Handbook and Manual Series (AEMs)

Available at: <http://www.em.gov.au/Publications>

The AEMs has been developed to assist in the management and delivery of support services in a disaster context. The principles, strategies and actions within the AEMs have been compiled by practitioners and managers with extensive service delivery experience in a range of disaster events.

This series has been developed by a national consultative committee representing a range of State and Territory agencies and is sponsored by the Attorney-General's Department. Each title within the series is reviewed on a regular basis.

### Emergency Management Manual Victoria (EMMV)

Available at: <http://www.oesc.vic.gov.au/emergencymanual>

The EMMV contains policy and planning documents for emergency management in Victoria, and provides details about the roles different organisations play in the emergency management arrangements.

The Office of the Emergency Services Commissioner maintains the EMMV, in collaboration with emergency management agencies. The Role Statements (Part 7) and the Contact Directory (Part 10) are updated annually. Other parts of the Manual are updated as emergency management arrangements change.

## Public Health Fact Sheets

Fact sheets in English and other community languages, developed for the purpose of providing guidance only to community members, can be accessed via DH, DHS and State Government of Victoria websites:

[http://www.health.vic.gov.au/environment/emergency\\_mgmt/index.htm](http://www.health.vic.gov.au/environment/emergency_mgmt/index.htm)

[http://www.health.vic.gov.au/foodsafety/bus/emergency\\_situations.htm](http://www.health.vic.gov.au/foodsafety/bus/emergency_situations.htm)

<http://www.dhs.vic.gov.au/emergency>

<http://healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/CategoryDoc/PresentCategory?open>

<http://www.betterhealth.vic.gov.au/>

<http://www.ehpa.org.au/resources>

<http://rss.health.vic.gov.au/atoz/?Emergencies>

**Note:** ensure websites are checked on a regular basis to guarantee you are referring to the most recent versions, as fact sheets are continually being updated.

## Appendix G - Roles and Responsibilities

*References: Part 7 - Emergency Management Agency Roles, EMMV and Department of Health Public Health Control Plan, 2011*

### Department of Health (DH)

DH is responsible for working to enhance and protect the health and wellbeing of all Victorians. DH is responsible for the management of hospitals, medical services and public health and for pre-hospital ambulance and medical response to mass casualty incident sites under the State Health Emergency Response Plan (SHERP). Victorian Health Emergency Coordination (VHEC) is a function of the department and has a strategic role in the coordination, leadership and appropriate support, from response to recovery, for Victorian health services in the management of significant incidents.

#### DH Central - Role as Control Agency

DH is the control agency in incidents involving, or with the potential to involve the following:

- Retail food contamination;
- Human disease;
- Biological materials;
- Radioactive materials; and
- Food/drinking water contamination.

#### DH Regional – Role as Control Agency

In an emergency, DH regions have the following public health roles:

- Liaison for the region into DH Health Protection Branch in central office;
- Liaison for the region from DH Health Protection Branch central office out to the community and associated regional groups — emergency services and municipalities;
- Key link for communication and dissemination of information internally and externally for the region; and
- Assist with the management of an incident, under the direction of the designated departmental commander.

#### Role as Support Agency

DH has a support role in incidents involving public health issues arising from the following:

- Natural events emergencies including (but not limited to): drought, bushfire, flood, severe storms, landslides, heatwave, earthquakes and tsunamis;
- Disruptions to essential services;
- Hazardous materials or dangerous goods;
- Water and sewerage; and
- Terrorist incident.

## Control Agency Responsibilities:

Public Health Area	Possible Types of Emergencies	DH Regions Responsibility
<b>Food</b>	<ul style="list-style-type: none"> <li>Contamination of food during manufacturing, storage, transport or through contaminated raw materials or other natural means;</li> <li>Contamination of food following emergencies, e.g. floods and bushfires leading to loss or refrigeration and food spoilage;</li> <li>Threatened or deliberate tampering and contamination of food; and</li> <li>Infectious diseases arising from food preparation and consumption.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate field investigations and assist with food premises closure;</li> <li>Coordinate and advise regarding preliminary issues for food recalls;</li> <li>Coordinate sample collection and transfer;</li> <li>Provide public health information regarding food safety; and</li> <li>Support local government EHP's</li> </ul>
<b>Biological</b>	<ul style="list-style-type: none"> <li>Food/waterborne illness;</li> <li>Gastrointestinal illness;</li> <li>Communicable diseases from an animal source (such as Avian influenza);</li> <li>Diseases spread by vectors (such as Murray Valley Encephalitis spread by mosquitoes);</li> <li>Emerging infectious diseases (such as SARS);</li> <li>Pandemic influenza;</li> <li>CBR incidents of a biological nature (such as Anthrax); and</li> <li>Exotic disease (such as Viral Haemorrhagic Fever)</li> </ul>	<ul style="list-style-type: none"> <li>Coordination and support of the action by local government EHP's;</li> <li>Coordinate sample collection and transfer; and</li> <li>Provide public health advice about infection control.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>Loss of disinfection of a drinking water supply;</li> <li>Microbiological or other contamination of a drinking water supply; and</li> <li>Toxic blue-green algae detected in water supply systems or recreational waters</li> </ul>	<ul style="list-style-type: none"> <li>Coordination and support of the action by local government EHP's;</li> <li>Support and assist DH public health field teams;</li> <li>Provide advice on potability of private drinking water supplies; and</li> <li>Coordinate sample collection and transfer.</li> </ul>
<b>Radiation</b>	<ul style="list-style-type: none"> <li>Transport accidents involving radioactive material;</li> <li>Finding of suspected radioactive material;</li> <li>Lost or stolen radioactive material; and</li> <li>Other incidents involving dispersal of or a breach in containment of radioactive material.</li> </ul>	<ul style="list-style-type: none"> <li>Disseminate public health information;</li> <li>Support and assist Public Health field teams; and</li> <li>Support local government EHP's.</li> </ul>

## Support Agency Responsibilities

Public Health Area	Possible Types of Emergencies	DH Regions Responsibility
<b>Chemical</b> (DH provides support but is not a support agency in EMMV)	<ul style="list-style-type: none"> <li>• Support fire services (the control agency) during chemical emergency events not related to food or drinking water; and</li> <li>• Upon request, provide toxicological advice from a public health perspective during and after chemical incidents. This advice includes the assessment of potential chemical health risk(s) to the community, identification of ways to manage risks and assistance in the communication of risks to agencies and the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with environmental sampling;</li> <li>• Coordinate sample collection/transfer; and</li> <li>• Support local government EHP's.</li> </ul>
<b>Natural Events</b>	<ul style="list-style-type: none"> <li>• Water contaminated with sewage or other contaminants (such as ash run off);</li> <li>• Food contaminated due to ineffective storage or through improper preparation;</li> <li>• Infectious disease outbreaks arising from food or water, unsanitary conditions, vectors (such as mosquitoes, vermin); and</li> <li>• Environmental effects such as chemicals or growth of moulds and fungus.</li> </ul>	<ul style="list-style-type: none"> <li>• Support local government EHP's.</li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>• Support Victoria Police in investigation of threats or deliberate attempts to contaminate drinking water supplies.</li> </ul>	

## Department of Human Services (DHS)

DHS is responsible for State and regional co-ordination of emergency relief and recovery.

### DHS – Role as Control Agency

- Co-ordinate relief and recovery planning and management at State and regional levels;
- Co-ordinate all aspects of relief and recovery, including State/Commonwealth departments, local government, non-government organisations and agencies;
- Co-ordinate recovery activities in consideration of:
  - The people, social, health and community environment;
  - The economic environment;
  - The natural environment; and
  - The built environment.
- Coordinate provision of personal support (including psychological first aid) at incident sites and across the community;
- Provide community information and facilitate community redevelopment programs;
- Support councils, MEMPC's and community recovery committees in relief and recovery planning and managing relief and recovery activities;
- Provide advice, information and assistance to affected individuals, communities, funded agencies and municipal councils; and
- Co-ordinate provision of interim accommodation following emergencies with major housing impacts.

### DHS – Role as Support Agency

- Support DH service delivery to affected individuals, groups and/or communities.





## Appendix I – Checklists for Standard Operating Procedures

- Calculations for Water Chlorination in Rainwater Tanks
- Checklist for Public Health Risks in an Emergency
- Chlorine Concentrations Required for Disinfection
- Emergency Relief Centre Venue Assessment Proforma
- Public Health Services Incident and Complaint Report
- Public Health Survey of Damaged Premises
- Schedule 2 Notice of Seizure – Food Act
- Single Dwelling Emergency Incident Report

# Calculations for Water Chlorination in Rainwater Tanks

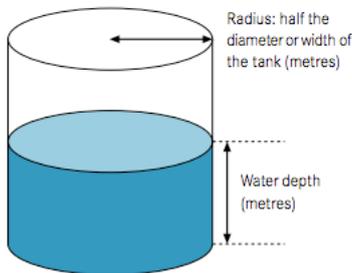
## Calculating the volume of water in your tank

### Rectangular Tanks

Volume (litres) = depth of water in tank (metres) X tank width (metres) X tank length (metres) X 1000.

### Cylindrical Tanks

Volume (litres) = depth of water in tank (metres) X tank radius (metres) X tank radius (metres) X 3140.



## Calculating the amount of chlorine to add

It usually takes about 5 milligrams of chlorine per litre of water to disinfect your tank following contamination (5 mg/L). Chlorine is available in a number of different forms. As a general guide, you will need to add:

- 125 millilitres of unperfumed liquid bleach (4% available chlorine) for every 1000 litres of water in your tank.
- OR
- 40 millilitres of liquid sodium hypochlorite (12.5% available chlorine) for every 1000 litres of water in your tank.
- OR
- 8 grams of granular calcium hypochlorite (65% available chlorine) for every 1000 litres of water in your tank.

The following table estimate the amount of different preparations of chlorine that should be added to various volumes of water to provide an initial concentration of 5 mg/L.

Chlorine dissipates (disappears) from water quite rapidly. The concentration of chlorine remaining in the water after 30 minutes should be at least 0.5mg/L. This should be measured using a chlorine test kit to make sure that disinfection has been effective.

If the water quality in the tank is poor, the amount of chlorine added to the tank may need to be increased to above 5mg/L in order to achieve 0.5mg/L after 30 minutes.

For routine (i.e. non-emergency) treatment of good-quality water, an initial dose of less than 5 mg/L may be sufficient to achieve 0.5mg/L after 30 minutes.

Amount of chlorine to add to achieve 5mg/L in tank			
Volume of water in tank (litres)	4% liquid bleach (mL)	12.5% liquid sodium hypochlorite (mL)	65% granular or powdered calcium hypochlorite (teaspoon)
1,000	125	40	2
2,000	250	80	3
5,000	625	200	6
6,000	750	240	7
7,500	938	300	9
10,000	1,250	400	12
16,000	2,000	640	19
20,000	2,500	800	24
30,000	3,750	1,200	35

**DO NOT USE STABILISED CHLORINE. THE CHLORINE USED MUST NOT CONTAIN ISOCYANURIC ACID.**





Shelter	Vermin and Vector Control
Have emergency relief centres been opened? Y/N If yes, implement SOPs and utilise applicable checklist. Liaise with MERO/MRM re: opening of new centres.	Monitor and control breeding and harbourage of vermin and vectors in areas of concern: <ul style="list-style-type: none"> <li><input type="checkbox"/> Food preparation and storage areas;</li> <li><input type="checkbox"/> Refuse and collection areas;</li> <li><input type="checkbox"/> Sanitary depots;</li> <li><input type="checkbox"/> Damaged/destroyed poultry sheds, piggeries and abattoirs;</li> <li><input type="checkbox"/> Damaged food premises, domestic premises;</li> <li><input type="checkbox"/> Dead stock or animals;</li> <li><input type="checkbox"/> Burst sewerage and water pipes; and</li> <li><input type="checkbox"/> Damaged septic tank systems.</li> </ul> Is community information required on: <ul style="list-style-type: none"> <li><input type="checkbox"/> Vector control;</li> <li><input type="checkbox"/> Personal protection; and</li> <li><input type="checkbox"/> Waste management and vermin control.</li> </ul>
Are any private homes affected? Y/N If yes, complete assessments of emergency affected housing checklist. Provide information regarding clean up, damaged buildings, etc. Method for distribution?	
Refuse Collection and Disposal	Infectious Disease Control
Liaise with municipal engineer and EPA regarding waste management requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> Siting of bins/services in community &amp; relief centres;</li> <li><input type="checkbox"/> Concerns/Complaints;</li> <li><input type="checkbox"/> Commercial premises requirements;</li> <li><input type="checkbox"/> Providing domestic bins &amp; services;</li> <li><input type="checkbox"/> Keeping of records; and</li> <li><input type="checkbox"/> Alternative disposal sites.</li> </ul>	Is there potential for infectious diseases? Y/N Any concerns regarding infectious disease outbreaks to be notified to DH. Investigate any possible outbreaks in accordance with DH publication ' <i>Guidelines for the investigation of Gastroenteritis</i> '. Officer Responsible: ..... Ensure appropriate documentation is retained. Immunisation Sessions (if required) things to consider: <ul style="list-style-type: none"> <li><input type="checkbox"/> Locate suitable venues;</li> <li><input type="checkbox"/> Distribute information and advice;</li> <li><input type="checkbox"/> Assist with the coordination of immunisation sessions;</li> <li><input type="checkbox"/> Provide refrigeration and storage;</li> <li><input type="checkbox"/> Provide personnel i.e. nurses, administration; and</li> <li><input type="checkbox"/> Provide waste management information.</li> </ul>
Are there dead animals or stock? Y/N Liaise with municipal rangers and DPI for disposal methods. Is community information required on: <ul style="list-style-type: none"> <li><input type="checkbox"/> Storage and separation of waste prior to collection;</li> <li><input type="checkbox"/> Disposal of spoilt and damaged food; and</li> <li><input type="checkbox"/> Location and use of additional bins and services provided throughout emergency affected area.</li> </ul>	



## Chlorine Concentrations Required for Disinfection

Chlorine based sanitisers (like household bleach) should be used in outbreak situations, as other sanitisers and disinfectants (such as quaternary ammonium compounds) are only effective against some bacteria but have very little effect on destroying viruses. Chlorine solutions must be made up freshly as the chlorine deteriorates over time. To make the concentration required dilute the chlorine as follows:

Milton disinfectant (with 1% available chlorine)			
Volume of warm water to which chlorine is added	Add following amounts of Milton to the water to give the required concentration		
	100ppm	200ppm	1000ppm
5 litres	50 ml	100 ml	500 ml
10 litres	100 ml	200 ml	1000 ml
50 litres	500 ml	1000 ml	5000 ml

Household bleach (with 4% available chlorine)			
Volume of warm water to which chlorine is added	Add following amounts of bleach to the water to give the required concentration		
	100ppm	200ppm	1000ppm
5 litres	12.5 ml	25 ml	125 ml
10 litres	25 ml	50 ml	250 ml
50 litres	125 ml	250 ml	1250 ml

Liquid pool chlorine (with 12.5% available chlorine – concentrations based on 10% available chlorine)			
Volume of warm water to which chlorine is added	Add following amounts of liquid pool chlorine to the water to give the required concentration		
	100ppm	200ppm	1000ppm
5 litres	5 ml	10 ml	50 ml
10 litres	10 ml	20 ml	100 ml
50 litres	50 ml	100 ml	500 ml

Granular chlorine (with 65% available chlorine) – if using sachets follow manufacturers instructions			
Volume of warm water to which chlorine is added	Add following amounts of granular chlorine to the water to give the required concentration		
	100ppm	200ppm	1000ppm
5 litres	0.8 g	1.5 g	8 g
10 litres	1.5 g	3 g	15 g
50 litres	8 g	15 g	77 g

- ppm = parts per million (a measure of concentration of chlorine)
- 5ml = 1 teaspoon. A standard bucket holds approximately 9-10 litres

### Important safety notes:

- It is safer to add chlorine to water (do not add water to chlorine) & use gloves when handling chlorine
- Do not heat water to make up chlorine solutions – warm tap water is safer (up to 50°C).
- Follow safety, storage and handling instructions on all bleach and chlorine containers as it is corrosive to metals, bleaches fabrics and may irritate the skin, nose and lungs.

# Emergency Relief Centre Venue Assessment Pro Forma

Venue	
Name of Venue:	
Address of Venue:	
Type of Premises:	

Venue Owner/Occupier			
Name of Owner:			
Address of Owner:			
Type of Premises:			
Phone:	BH:		AH:
Occupier Name:			
Phone:	BH:		AH:

Venue Details			
Keys located:			
Sleeping Area	Internal	m <sup>2</sup>	External (Camping)
Ground surface:			
Kitchen Facilities:			
Water available:	Reticulated <input type="checkbox"/>	Tank <input type="checkbox"/>	Other <input type="checkbox"/>
	Tank Volume:		
Structural soundness of building:			
Vehicle access to venue:			
Power availability:	Y/N	Mains <input type="checkbox"/>	Generator <input type="checkbox"/>

Sanitary Facilities						
Gender	WCs	Urinals	Hand Basins	Troughs	Showers	Total Capacity
Male						
Female						

Laundry Facilities	
Laundry facilities:	



## Public Health Survey of Damaged Premises/Affected Housing

### Assessment Details

Date:		Time:	
Completed by:		Position:	

### Property Details

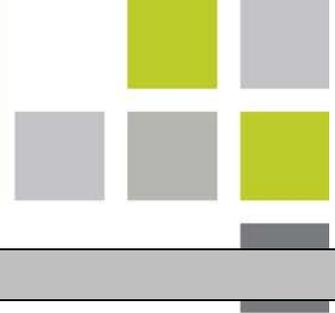
Address:			
Municipality:			
Melway Ref:	GPS Coordinates:		Council Prop No:
Dwelling Type:	House <input type="checkbox"/>	Unit/Flat <input type="checkbox"/>	Caravan <input type="checkbox"/> Government <input type="checkbox"/>
Ownership Details:	Owner Occupied <input type="checkbox"/>	Tenant <input type="checkbox"/>	Government <input type="checkbox"/>

### Owner/Occupier Details

	Surname	Given Name	Male or Female	DOB or Age	Relationship to Primary Contact	Contact Phone	Visited Emergency Relief Centre?
1							
2							
3							
4							
5							
6							

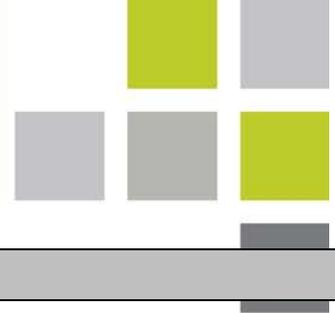
### Level of Damage

Impact	Assessment	Description
Severe (Destroyed)	<input type="checkbox"/>	Premises uninhabitable for extended period (more than 1 month); premises destroyed or major structural repairs required.
Major (uninhabitable)	<input type="checkbox"/>	Premises uninhabitable for interim period (estimated more than 1 week and less than 1 month), moderate repairs required (such as replacing floor coverings or cupboards); access roads affected, utilities impacted.
Moderate (Uninhabitable)	<input type="checkbox"/>	Premises impacted internally or externally. Includes disabling services, such as septic tank damage, and access problems for brief period (usually less than one week). Includes significant damage to outbuildings, garages, sheds and equipment.
Minor (Uninhabitable or inaccessible)	<input type="checkbox"/>	Premises impacted mostly externally, with no residual effects (e.g. water up to floor boards, saturated land area or contents of buildings wet but repairable; some damage to outbuildings. Access to property may have been affected and emergency relief accommodation required.



Damage Assessment Summary			
Damage Summary	Yes	No	Comments
Is property accessible for inspection?			
Has property been assessed for insurance?			
Are there functional utilities onsite?			Power <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Telephone <input type="checkbox"/>
Duration of interruption?	_____		
Has the house been damaged?			
Have the outbuildings been damaged?			
Is the presence of asbestos likely?			
Is there an operational toilet onsite?			
Is the property connected to sewer?			
Is the septic tank disposal area operational?			
Is a mechanical treatment plant used?			
Is the septic tank connected to a sand filter?			
Does septic tank require electric pump?			
Is a potable water supply available?			Mains <input type="checkbox"/> Tank <input type="checkbox"/> Bore <input type="checkbox"/> Surface <input type="checkbox"/>

Damage Summary	Yes	No	Comments
Is there a requirement for removal of: Dead stock/animals/wildlife?			
Putrescible materials?			
Food from refrigerators/freezers?			
Are there potential hazards onsite? e.g. hazardous chemicals, LPG gas cylinders			
Is there extensive flood damage? (List items and areas affected)			
Are there any additional health and sanitation problems?			



Temporary Accommodation			
Damage Summary	Yes	No	Comments
Is temporary accommodation available?			
Is there a caravan onsite?			Power Connected: Yes <input type="checkbox"/> No <input type="checkbox"/> Toilet Operational: Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a suitable area for a caravan?			
Is clearing required for a caravan?			Approximate area: .....m <sup>2</sup>
Is sanitary contractor required?			

Follow-up Details			
Follow-up assessment date:		Time:	
Recovery action undertaken:			
Further follow-up action required:			

Food (Forms and Registration) Regulations 2005 No. 143

**SCHEDULE 2**

Regulation 6

**Food Act 1984**

Food (Forms and Registration) Regulations 2005

**NOTICE OF SEIZURE AND DETENTION**

To: \_\_\_\_\_  
(name)

Of: \_\_\_\_\_  
(address)

I, \_\_\_\_\_ of \_\_\_\_\_  
(name of officer) (address of officer)

being an authorised officer under the **Food Act 1984** give notice that I have at \_\_\_\_\_ am /p.m. this day seized and detained the  
\*article/articles described below.

Description of article or articles

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grounds for seizure

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTICE**

Unless you, or a person claiming the article or articles, apply to the Magistrates' Court within 7 days after this seizure for an order for release of the detained article or articles in the form of Schedule 3 of the Food (Forms and Registration) Regulations 2005, the seized and detained article or articles may be destroyed or otherwise disposed of.

Signature of authorised officer: \_\_\_\_\_  
(name of officer)

Dated: \_\_\_\_\_

\* *Strike out word not applicable*

# Single Dwelling Emergency Incident Report

## Assessment Details

Date:		Time:	
Completed by:		Position:	
Address of Incident			

## Affected Resident Details

Persons Affected	Name	Contact Info
<input type="checkbox"/> Adult <input type="checkbox"/> Child		
<input type="checkbox"/> Adult <input type="checkbox"/> Child		
<input type="checkbox"/> Adult <input type="checkbox"/> Child		
<input type="checkbox"/> Adult <input type="checkbox"/> Child		

## Incident Details

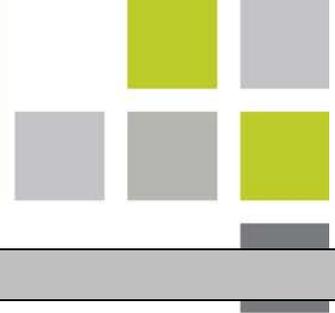
Nature of Incident	
Action Taken	
Injuries	
Losses	
Ownership	<input type="checkbox"/> Owner Occupied <span style="margin-left: 200px;"><input type="checkbox"/> Renting</span>
Insurance	<input type="checkbox"/> Home <span style="margin-left: 100px;"><input type="checkbox"/> Contents</span> <span style="margin-left: 100px;"><input type="checkbox"/> No Insurance</span>

## Type of Service Required

<input type="checkbox"/> Accommodation	<input type="checkbox"/> Financial Assistance	<input type="checkbox"/> Material Aid	<input type="checkbox"/> Council Services
<input type="checkbox"/> Insurance Advice	<input type="checkbox"/> Child Care	<input type="checkbox"/> Counselling	<input type="checkbox"/> Aged Care
<input type="checkbox"/> Disability Services	<input type="checkbox"/> Legal Advice	<input type="checkbox"/> Animal Welfare	<input type="checkbox"/> Health Issues
<input type="checkbox"/> Case Management	<input type="checkbox"/> Damage Control Work	<input type="checkbox"/> Other	

## Municipal Recovery Manager Action

Action taken by MRM:	



**Affected Person/s Immediate Plan**

Record details of relief and recovery assistance needed by affected persons:	

**Comments**

Record any other relevant comments:	

# Wastewater Management in an Emergency – Checklist

## Assessment Details

Date:		Time:	
Completed by:		Position:	

## Property Details

Address:			
Municipality:			
Melway Ref:	GPS Coordinates:		Council Prop No:
Dwelling Type:	House <input type="checkbox"/>	Unit/Flat <input type="checkbox"/>	Caravan <input type="checkbox"/> Government <input type="checkbox"/>
Ownership Details:	Owner Occupied <input type="checkbox"/>	Tenant <input type="checkbox"/>	Government <input type="checkbox"/>

## Septic Tank Details

Type of System:	Concrete Primary Tank <input type="checkbox"/>	Plastic/Fibreglass Primary Tank <input type="checkbox"/>	Concrete AWTS <input type="checkbox"/>	Plastic/Fibreglass AWTS <input type="checkbox"/>
	Sand Filter <input type="checkbox"/>	Greywater System <input type="checkbox"/>	Greywater Split System <input type="checkbox"/>	Drop Toilet <input type="checkbox"/>
	Composting Toilet <input type="checkbox"/>	Other <input type="checkbox"/>		
Land Application System:	Absorption Trenches <input type="checkbox"/>	Arch Drain <input type="checkbox"/>	Surface Irrigation <input type="checkbox"/>	Sub-Surface Irrigation <input type="checkbox"/>
	Reed Bed <input type="checkbox"/>	Surface Discharge <input type="checkbox"/>	Other <input type="checkbox"/>	
Other Features	Pump Well <input type="checkbox"/>	Alarm Installed <input type="checkbox"/>	Grease Trap <input type="checkbox"/>	

## Condition of Septic Tank

Condition of Tank:	Damage to Tank <input type="checkbox"/>	Damage to Plumbing (Inlet/Outlet to Tank) <input type="checkbox"/>	Contents of Tank Uncontained <input type="checkbox"/>	Tank Destroyed <input type="checkbox"/>
	Tank Requires Decommissioning <input type="checkbox"/>	Tank Requires De-sludging <input type="checkbox"/>	Other <input type="checkbox"/>	
Specify remedial works needed to repair tank/resolve problem:				

## Condition of Land Application System (LAS)

Condition of LAS:	Damage to Trenches <input type="checkbox"/>	Damage to Irrigation <input type="checkbox"/>	Damage to Reed Bed <input type="checkbox"/>	Effluent Stagnant <input type="checkbox"/>
	Offsite Discharge <input type="checkbox"/>	LAS can be fixed <input type="checkbox"/>	LAS cannot be fixed <input type="checkbox"/>	Other <input type="checkbox"/>
Specify remedial works needed to repair LAS/resolve problem:				



Appendix I – Standard Operating Procedures:

**NOT FOR PUBLIC DISSEMINATION**

