

Local Emergency Management Committee Minutes | 2nd December 2021

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SHIRE OF QUAIRADING

Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 2nd December 2021 commencing at 4.30 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.30 pm.
Cr Smith welcomed new Chief Executive Officer, Mrs Nicole Gibbs to the meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr P Smith	Shire President / Chairperson
Mr G Fardon	Chief Executive Officer
Mrs N Gibbs	New Chief Executive Officer
Mr S Bell	Community Emergency Services Manager
Mr T Sandercock	St John Ambulance
Sgt A Herod	OIC Quairading Police
Mrs J Spadaccini	Department of Communities
Mr J Corrigan	Department of Fire and Emergency Services

2.2 Observers / Visitors

Mr B Humfrey	Bushfire Risk Planning Coordinator
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2.3 Apologies

Mr R Bleakley	Executive Manager Community, Projects and Strategic
Mr A Duncan	Quairading Central BFB and Quairading VFRS
Mrs D Ellison	HSM – Quairading District Hospital
Mr N Gelmi	Chief Bush Fire Control Officer
Cr T Stacey	Deputy Shire President
Mr G Rowles	Bushfire Risk Management Officer (DFES)
Mrs Y Grigg	District Emergency Management Advisor (DFES)

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Mr Humfrey

Update on the Bushfire Risk Management Plan for the Shire of Quairading that was submitted to and endorsed by Council on Thursday 25th November 2021.

The Shire is now eligible to apply for funding for land owned or vested to the Shire of Quairading for mitigation works.

All assets that have been identified as an extreme risk are required to be actioned within a two year period and those with a very high rating must be actioned within a three year period and all other assets within the life of the plan (5 years).

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 9th September 2021

RESOLUTION: LEMC2- 21/22

MOVED Mr Sandercock SECONDED Mr Fardon

That the minutes of the Local Emergency Management Committee Meeting held on 9th September 2021 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

There was no business arising from the previous minutes.

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

A contact list was emailed out with the agenda and will be emailed out with the Minutes for update.

Mrs Spadaccini informed her details were incorrect and will email the correct details following the meeting.

6.2 Training Dates

No training dates have been scheduled.

6.3 Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) for the Shire of Quairading will be under review and updated during the 2022 year. The document will be having a major restructure with more information being placed in the document although it will be easier to follow due to being divided in to sections.

Two versions of the document will be created, both will be the same aside from the public version of the document having the Contacts and Resources section removed and any other contact information throughout the document that is not generic will be blacked out.

The first draft of the new LEMA will be presented to the LEMC at the March meeting for comment and any changes required.

ITEM 7 LEMC EXERCISES

The Quairading LEMC was unable to hold a LEMC exercise during the 2021 calendar year. One will be scheduled to be held in 2022 in lieu of this, with a desktop exercise for an earthquake scenario proposed.

Possibility of holding a Morning exercise to include surrounding Local Governments.

8.1 WA Police

Sgt Herod

Still in process of recruiting a second officer for the Quairading Station

Currently working on COVID-19 mandates and how businesses will monitor the situation and if they will require security of some form.

Large harvest this year, trying to work on a greater police presence on the roads to minimise unsafe driving on all levels.

Mr Fardon asked for an update regarding the upcoming community engagement event at the Quairading CRC with seniors and other Community Members.

This session is to provide some assistance with mitigating the risk of burglaries due to the recent spate of opportunistic burglaries. Updated contact numbers for Police will be provided to the Community and there is a supply of fridge magnets for handing out to Community members.

8.2 St John Ambulance (SJA)

Mr Richardson

Was not in attendance at this meeting.

Mr Sandercock

Training calendar for the 2021 year has finished, with only one training session remaining on the new 12 lead defibrillator (core pulse) that have recently been placed in both ambulances and have the capability for specialists' easier access to patient information.

Training to resume late January/ early February.

Mindful of border opening next year ensuring training will be held around COVID-19 protocols.

8.3 Fire and Emergency Services

Mr Corrigan

High fuel loadings compared to recent years, with harvest also expected to continue well in to January for many farmers around the district.

Several header fires have occurred recently, with approximately one a day within the region.

Volunteers are within the Group 2 vaccine mandate and are now required to have received their first dose by 31st December and be fully vaccinated by the 31st January. Pressure has now been put on to the Local Governments to collect the data from bush fire volunteers, and will be difficult to police at an incident due to the different directions that volunteers enter the fire ground from.

Many different approaches from local governments regarding WHS legislation with some removing all Bushfire Brigade members if they are not trained.

Regarding the Bushfire Risk Management Plan, some of the extreme risks that were identified are the reserves on the north eastern edge of the town site, surrounding the cemetery and waste recycle facility. Meetings have been held regarding these risks with the Department of Biodiversity Conservation and Attractions and other subject matter experts within DFES. It is proposed that a reserve management plan be developed for the area. Currently looking at completing some mulching along the residential

areas (Louden and Coraling streets), although due to rare declared flora in the reserves this will take some time for approval.

Ms Grigg

Was not in attendance at this meeting.

Mr Duncan

Was not in attendance at this meeting.

8.4 Quairading Co-op

Ms Cutts

Was not in attendance at this meeting.

8.5 Department of Communities

Mrs Spadaccini

Updated – Local Emergency Welfare Plan (Attached)

COVID – 19 Welfare Centre Guide (Attached)

The most recent Welfare Centre Guide will be dispersed with the minutes of the meeting to the committee due to some updates.

Anyone working in a welfare centre are now required to be double vaccinated, although the evacuees do not need to be. For evacuees that are not vaccinated will be required to wear a mask and in the welfare centre will be separated as much as practicable from those that are vaccinated. Upon receiving a request to open a welfare centre, the Dept. of Communities officer on call will contact the Dept. of Health asking for most recent COVID information to provide a more informed decision for welfare centres.

8.6 Department of Education

Ms Truman

Was not in attendance at this meeting.

8.7 Department of Health

Mrs Ellison

Was not in attendance at this meeting.

8.8 Local Government

Cr Smith

Nothing to report at this meeting.

Mr Gelmi (submitted to CESM in advance for the Agenda)

One appliance was taken to the Quairading Show for display and to be on standby for the fireworks display.

A training day was held for the bushfire brigades on Saturday 23rd October with refreshers on the burn-over equipment and other various safety items on the appliance. 2 burns were also conducted in town. Attendance at the Wamenusking and South Caroling Brigade AGM's.

Until Sunday 21st November there were no callouts, where a small band of lightning came through and ignited several fires on the Shires eastern boundary to which most were extinguished by rain that followed soon after, with only 3 fires requiring extra assistance.

Mr Duncan

Was not in attendance at this meeting.

Mr Fardon

Informed that the Manager of Works and Services Mr Allan Rourke has now departed Council's employment, with Mr Scott Bavin acting in this role until the appointment and commencement of the new Manager of Works and Services.

For any machinery or support crews required call the Shire after hour's number or Mr Bavin (holding the Works Managers phone) can be contacted.

A skeleton crew will be in place during the Christmas break although the Shire will be closed to the public from COB 22nd December and reopening on the 4th January.

Council was approached by the Community Gym Committee regarding a discount for Fire and Rescue Volunteers for Gym memberships at a discount of 10%. Council extended the request to include St John Ambulance volunteers as well and has offered a 25% discount for both Services for Annual Gym memberships. This took effect on the 1st December 2021.

Mr Bleakley

Was not in attendance at this meeting.

Mr Bell

Attended a training calendar meeting on Wednesday 1st December at Northam DFES Office to put forward training requirements for the Bush Fire volunteers for the 2022 year. As soon as dates have been confirmed, they will be advertised around the shire.

Some brigade members were not receiving SMS notifications about fires from DFES communications centre although they have in the past and are still listed to receive them. This has been raised with DFES and since then there has been no further issue brought forward regarding this matter.

ITEM 9 URGENT BUSINESS

There was no urgent business requiring discussion.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Adopted dates for 2022

10th March 2022

9th June 2022

8th September 2022

1st December 2022

ITEM 11 CLOSURE

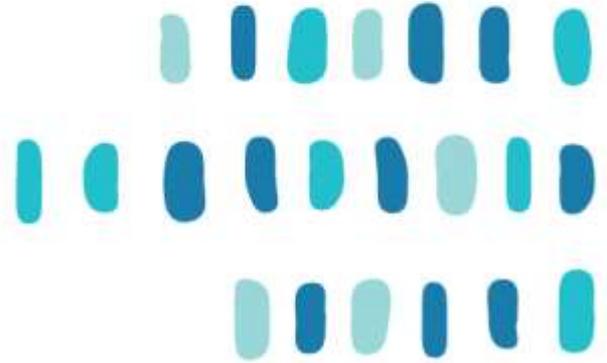
Cr Smith acknowledged CEO Mr Graeme Fardon’s significant contribution to the Committee and thanked him for his knowledge and input to the committee during his time at the Shire of Quairading. There being no further business, the Chairperson closed the Meeting at 5.35pm.

I certify the Minutes of the Local Emergency Management of Council held on 2nd December 2021 were confirmed on 10th March 2022 as recorded.

Confirmed.....10/03/2022



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



COVID – 19 Welfare Centre Guide

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Document control

Publication date	March 2021
Review date	Due to the changing nature of the pandemic situation and associated risks, this guideline will be reviewed on a two monthly basis or as required to incorporate relevant changes as the situation evolves.
Owner	Executive Director – Geraldine Carlton
Custodian	Director, Emergency Services – Matt McNally

Amendments

Version	Date	Author	Description
1.01	17 Dec 2020	Senior Planning and Project Officer	Initial draft for review
1.02	23 Dec 2020	Senior Planning and Project Officer	Minor editorials and statement of fact changes - DFES/SEMC BU, WALGA
1.03	22 Jan 2021	Senior Planning and Project Officer	Update to PPE directions
1.04	08 March 2021	Director- Emergency Services Unit	Minor edits and formatting
1.05	October 2021	Executive Director Emergency Management	

1 Background

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

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

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

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

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

To that end, this guide has been established to help agencies continue to best manage such situations in concurrence with COVID-19. It should be read as an adjunct to the already established principles and practices under the State Emergency Management Framework and read in conjunction with the [State Support Plan – Emergency Welfare \(Interim\)](#) and the [Western Australia Community Evacuation in Emergencies Guideline](#), both of which provide in-depth content related to emergency management, emergency welfare provisions and emergency evacuation provisions.

2 Scope

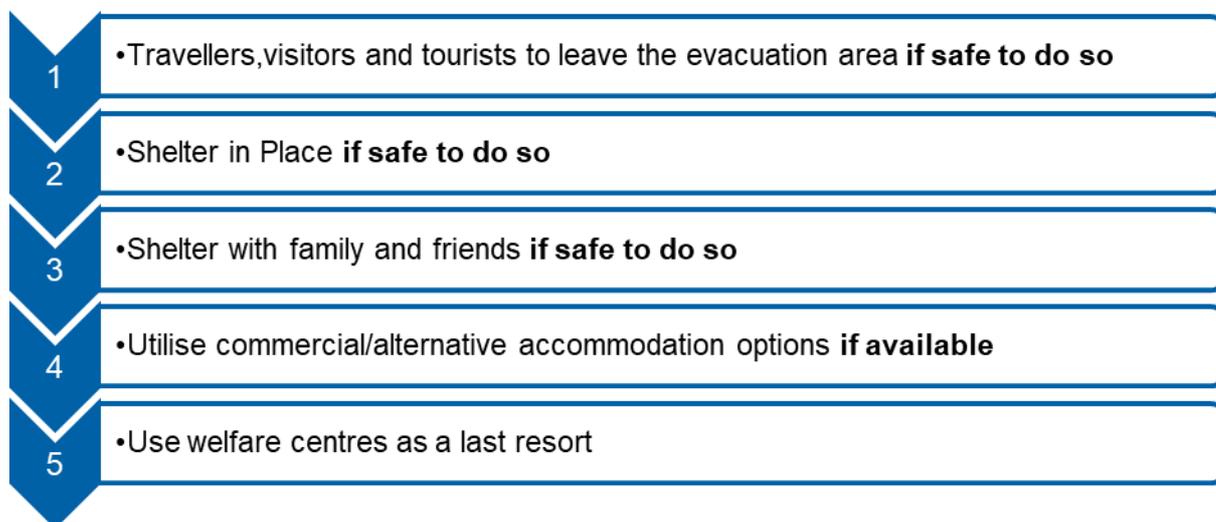
The purpose of this document is to provide the Department of Communities (Communities) staff and other key agencies a guide to assist in managing the operation of welfare centres, whilst mitigating COVID-19 risks to the community. It provides some practical COVID-19 considerations for when undertaking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

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

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

3 Overarching principles

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



- Alternate accommodation and other options will be considered before the opening of a welfare centre. As far as practicable, a welfare centre should be considered as a staging area only. The movement of people away from the area, if safe to do so, can help facilitate greater social distancing and hygiene standards which is desired in the ongoing pandemic.
- Specific arrangements will be needed for individuals under mandatory quarantine and self-isolation to ensure health directions and requirements continue to be fulfilled.
- COVID safety plans and physical distancing is expected to be followed, where practicable and possible.
- Local governments and Local Emergency Management Committees (**LEMCs**) will review Local Emergency Management Arrangements, including emergency evacuation plans, to incorporate COVID-19 considerations.
- Emergency evacuation recommendations/directions will override the COVID-19 directions to remain in isolation or quarantine.
- A multi-agency commitment will be required to effectively minimise risk to the community within a welfare centre.

- COVID-19 related precautions will align with current [Western Australia COVID-19](#) directions and phasing.
- Significant risks that cannot be resolved locally will be escalated to the HMA, via the Incident Controller.

4 Planning Considerations

- Facilities identified to be used as welfare centres will have a COVID-19 Safety Plan in place. See the [COVID Safety Guidelines](#) for more information.
 - Welfare centre operations will adhere to these plans as far as practicable.
 - In some emergency events it is recognised that physical distancing may be unable to be achieved, however other infection prevention and control measures are to be used as much as practicable to mitigate COVID-19 risk.
 - The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice.
 - Immediate protection and preservation of life will always be the priority.
- Local Government will utilise this *COVID-19 Welfare Centre Guide* if opening a centre prior to the arrival of Communities staff.
- Where possible registration for contact tracing purposes will be undertaken for individuals entering a welfare centre utilising the SAFEWA app, suitable electronic or a paper based alternative - [COVID-19 coronavirus: SafeWA \(www.wa.gov.au\)](#).
- It should be noted that not all evacuees will have access to a smart-phone or mobile phone and mobile/internet coverage could also be poor or interrupted.
- Signage/barriers and other physical/visual prompts will be used within the centre to enhance hygiene and promote physical distancing such as access and egress channels, areas for vulnerable groups and those that present with respiratory symptoms.
- Individuals will be subject to a general COVID -19 screening upon arrival at a welfare centre. Those that show signs of illness, or respond yes to screening questions, will be isolated immediately and further advice sought from the Department of Health.
- Individuals refusing to be screened will be required to isolate at a safe alternative location.
- The level and intensity of infection prevention and control measures to be implemented within the welfare centre will be based on the level of COVID-19 risk at the time and at the locality/region as determined by the Chief Health Officer.
- Animals will accompany many evacuees. DPIRD has responsibilities under the State Emergency Management Framework for coordinating animal welfare in emergencies

and may need to provide assistance. For more information refer to State Support Plan – Animal Welfare in Emergencies.

- Shortage of commercial accommodation in the local area may require evacuees to travel. Communities is able to provide financial assistance to facilitate this travel if required.

Community Warnings and Messaging

- As per Emergency WA website warnings
 - If you have been personally directed to self-isolate or quarantine due to COVID-19 and plan to leave given your current place of residence is under **threat**:
 - Leave now, find alternative suitable premises and wear a mask.
 - If you are unable to return to your quarantine location within one hour, telephone WA Police on 131 444 to advise them you have had to leave due to an emergency.
 - Regardless of your location, continue to follow COVID-19 precautions and maintain appropriate physical distancing.
- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions.
- State Welfare Incident Coordination Centre (SWICC) is working with State Health Incident Coordination Centre (SHICC) and Western Australian Police (WAPOL) to establish a planning process for people under an isolation/quarantine direction:
 - this would include advice to find alternative accommodation away from the emergency area with the need to continue to adhere to suitable quarantining arrangements at the new premises.
 - If alternative options are unavailable and attending a welfare centre is unavoidable, COVID-19 precautions are to be maintained including; appropriate physical distancing, wearing of a mask, and to immediately identify themselves on arrival.
- Advice to the public regarding self-sufficiency of medication/scripts, specific food requirements. In consideration of the heightened sanitation and hygiene needs of COVID-19 include disposable tissues, alcohol-based hand sanitizer, disinfectant wipes, and possibly face masks (subject to current risk level).

5 Locally Driven Planning and Preparedness

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

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

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

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

Welfare Centre facilities

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

The following should be considered:

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

Physical/logistical considerations

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice at the time. Given the heightened sanitation and hygiene needs of COVID-19, the following needs to be considered:

- Use of signage and barriers erected throughout the welfare centre displaying current physical distancing requirements.
- Signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks.

- Single use disposable items such as bedding, eating/drinking utensils where possible.
- Queue management established with bollards and ropes to manage.
- Single direction of pedestrian flow managed through floor markings and bollards/ropes.
- Appropriate waste disposal/laundry facilities and processes.
- Welfare centre staffing levels required to ensure infection prevention and control tasks are performed. Additional staffing required to:
 - oversee general hygiene and cleanliness levels. Note: If level of risk is high, this role may need to be filled by a person qualified in infection prevention and control practices.
 - supervise/control of physical distancing/key sanitation points.
 - cleaning: regular wipe down of all surfaces and equipment to occur every few hours, and for shared equipment (e.g. chairs, public use toilet, toilet) after each use. A contract cleaner arrangement with the owner of the facility – generally the Local Government – may be an option and will be funded by Department of Communities.

Human-social considerations

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

PPE requirements

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

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

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

The Western Australian advice on the requirement for use of PPE by the general public may change from time to time depending on COVID-19 circumstances. Thus, PPE utilisation at

welfare centres will be dependent on risk to the community at the time and in line with health advice. This health advice will be relayed through SHICC/SWICC. Evacuation centre staff are to wear PPE as a precaution if undertaking initial screening/triage or registration tasks. Minimum PPE requirements will be a mask, other requirements will be in line with current health advice.

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

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

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

6 Welfare Centre Operations

Arrival at the Centre - COVID-19 Screening

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

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

Staff undertaking both the meet and greet and initial screening function, should be stationed outside and some distance away from the welfare centre entry. As a precaution these staff are to wear a mask as the minimum PPE requirements, other requirements will be in line with current health advice.

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

The following questions will be asked as the minimum general screening requirements before allowing an individual to enter a welfare centre:

- Are you currently under an isolation/quarantine direction?

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

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

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

Registration

The normal Register.Find.Reunite (RFR) process and the SafeWA will be available for all evacuees.

- QR code information related to the SafeWA registration process is to be displayed at appropriate entry locations at the Welfare Centre. Resources are available through the WA.gov.au website. The SafeWA application gives businesses and venues a unique QR code that individuals can scan on entry, registering with their contact details.
- Welfare Centre registration staff are to oversee an alternative electronic or paper-based contact tracing registration process for those individuals who may not have the required phone application. Registration staff are to wear PPE whilst performing this role (minimum requirements will be a mask, other requirements subject to current health advice)
- Registration lists to be kept secure and provided to owner of the welfare centre facility for storage post the event. Records can be kept electronically or in hard copy and must be kept for 28 days.

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

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

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

Evacuees requiring isolation

Despite efforts to make alternative arrangements for individuals under an isolation/quarantine direction to attend a welfare centre, there may be circumstances where attendance is unavoidable. Entry of these individuals into the welfare centre, for example through the provision of signage and instructions outside the centre and undertaking initial screening outside and some distance away from the welfare centre entry where possible. These individuals should be moved on as soon as practicable to another safe location, including to paid accommodation, where isolation can be maintained. A change of address of 'current isolation/quarantine direction' may be required.

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

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

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

General population

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

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

Community meetings

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

7 Roles and responsibilities

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

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

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

Agency	Responsibility
	<ul style="list-style-type: none"> • assist with security of the evacuated area, and welfare centre • Under COVID-19 WA Police Force has responsibility for directions to persons to isolate/quarantine
Department of Fire and Emergency Services (DFES)	Provide a Support Agency Officer/s as required; Engage ‘face to face’ two-way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information; and support the facilitation of public meetings and other community-based communications in relation to natural hazards
Australian Red Cross	Assist with Registration at Welfare Centres; <ul style="list-style-type: none"> • Provide a State Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends; • Manage and operate the RFR system;

8 References and related documents

- Attorney General’s Department Handbook 4 Evacuation Planning Handbook 2013
- Attorney General’s Department Australia’s Emergency Warning Arrangements 2013
- Emergency Management Act 2005 and Regulations 2006
- Local Emergency Management Arrangements Guideline
- Australasian Fire and Emergency Services Authorities Council (AFAC) Position on
- Bushfires and Community Safety 2012

This document is to be read in conjunction with the following suite of State Emergency Management (EM) documents:

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

- [State Emergency Management Glossary \(State EM Glossary\)](#)
- [Local Emergency Management Plans](#)