LORD HOWE ISLAND

INTERIM EMERGENCY PLAN
(LHI EMPLAN)
LORD HOWE ISLAND LOCAL EMERGENCY MANAGEMENT COMMITTEE

AUTHORITY

The Interim Lord Howe Island Emergency Plan (EMPLAN) has been prepared by the Lord Howe Island Local Emergency Management Committee in compliance with the State Emergency and Rescue Management Act, 1989 Section 29(1).

This is an interim EMPLAN pending advice from the NSW Minister for Police and Emergency Services (MPES) on EMPLAN content, style, format and process.

APPROVED

............................................................
Penny Holloway
Chairperson
Lord Howe Island Local Emergency Management Committee
Dated:

ENDORSED

............................................................
Assistant Commissioner Jeffrey Loy APM - REOCN
Chairperson
North Coast Regional Emergency Management Committee
Dated:
DEFINITIONS

NOTE: The definitions used in this plan are sourced from The State Emergency & Rescue Management Act, 1989 (as amended), other New South Wales legislation, and The Macquarie Dictionary (Second Edition, 1991). Where possible, the reference source is identified as part of the definition (e.g. the State Emergency and Rescue Management Act, 1989 (as amended), is identified as SERM Act).

A full list of definitions is provided in the NSW State EMPLAN and qualified as appropriate in the North Coast Regional EMPLAN.

The following additional definitions are relevant for this Local EMPLAN:

**Lord Howe Island Board**

means the Board of Control as the Lord Howe Island Board constituted under The Lord Howe Island Act 1953 with administration of the Act by the NSW Minister for the Environment.

**State Waters**

In addition to the list in the NSW State EMPLAN means:

(a) …

(b) …

(c) …

(d) Lord Howe Island

ABBREVIATIONS

A full list of abbreviations is provided in the NSW State EMPLAN and qualified in the North Coast Regional EMPLAN.

Lord Howe Island and Lord Howe Island Board are referred to as LHI and LHIB respectively.

DISTRIBUTION

This document is controlled by the LEMO only as an electronic file.

The printed documents are not issued as controlled documents.

Copies of the printed documents may be made available from the Officers listed below.

- Local Emergency Operations Controller
- Local Emergency Management Officer
- Region Emergency Operations Controller
- Region Emergency Management Officer
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PART 1 - INTRODUCTION

PURPOSE

a) This plan details arrangements that prevent or mitigate, prepare for, respond to and recover from emergencies in the LHI Area.

b) The arrangements detailed in this plan apply to emergency operations conducted by the local emergency operations controller or the relevant combat agency.

OBJECTIVES

The objectives of the LHI Emergency Plan are to detail local roles and responsibilities for prevention and mitigation strategies and preparation for, response to and recovery from emergencies.

RELATIONSHIP WITH OTHER PLANS

a) The plan describes the arrangements at local level to prevent, prepare for, respond to and recover from emergencies.

b) Arrangements detailed in this plan are based on the assumption that aspects not covered are dealt with in the North Coast Regional EMPLAN and State EMPLAN.

c) This Plan is to be read in conjunction with the North Coast Regional EMPLAN and NSW State EMPLAN and details on www.emergency.gov.au.

PLANNING PRINCIPLES

The LHI Local EMPLAN is based on the following principles:

a) Responsibility for preparation, response and recovery rests with the LHI LEMC.

b) During an operation which is the legal responsibility of a designated combat agency, the LEOCON is responsible, when so requested by that combat agency, to coordinate the provision of support resources through the LEMC. The LEOCON is responsive to the requirements of the Controller of the combat agency. Emergency preparation, response and recovery should be conducted with all agencies carrying out their normal functions wherever possible.

AREA COVERED BY THIS PLAN

The area covered by this plan includes the whole of the main Island which has an area of 1,455 Hectares and has a population of 388 permanent residents and a maximum of 400 visitors at any one time.

LHI is surrounded by Heritage Listed Commonwealth and State Marine Parks.

Maps detailing the LHI location and area can be found in ANNEX A.
PART 2 – RESPONSIBLE AGENCY AND LEOCON ROLES AND RESPONSIBILITIES

The Roles and Responsibilities for Agencies not represented on the Island are contained in the Region and NSW State EMPLANs.

The Local Emergency Management Committee has considered the following hazards as sources of risk identified by the ERM process with responsibilities and roles limited to within the day to day resources available on the Island:

<table>
<thead>
<tr>
<th>SOURCE OF RISK</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautical</td>
<td>LHIB will assist the LEOCON under EMPLAN arrangements.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>LHIB will assist the LEOCON under EMPLAN arrangements.</td>
</tr>
<tr>
<td>Coastal Erosion</td>
<td>LHIB accepts management responsibilities.</td>
</tr>
<tr>
<td>Cyclone</td>
<td>LHIB will assist the State Emergency Service.</td>
</tr>
<tr>
<td>Fires - Wildfire (Bush, Grass and other fires within Rural Fire Districts as prescribed in the Rural Fires Act 1997)</td>
<td>LHIB will assist the Incident Controller or Officer appointed.</td>
</tr>
<tr>
<td>Flood</td>
<td>LHIB will assist the NSW State Emergency Service</td>
</tr>
<tr>
<td>Infestation</td>
<td>LHIB will assist the Lord Howe Island Marine Park Authority</td>
</tr>
<tr>
<td></td>
<td>Infestation - marine life</td>
</tr>
<tr>
<td>Infrastructure failure</td>
<td>LHIB will facilitate resumption of failed communications.</td>
</tr>
<tr>
<td></td>
<td>Infrastructure failure - communications</td>
</tr>
<tr>
<td>Landslip/rockslide</td>
<td>LHIB accepts management responsibility.</td>
</tr>
<tr>
<td></td>
<td>Landslip/rockslide</td>
</tr>
</tbody>
</table>

### LOCAL AGENCY ROLES

#### LOCAL EMERGENCY OPERATIONS CONTROLLER (LEOCON)

a) Monitor operations controlled by combat agencies.
b) Maintain liaison with combat agency and support organisations.
c) Coordinate support and control the allocation of resources to combat agency-controlled operations when required by the combat agency.
d) Control operations when there is no designated combat agency.
e) In consultation with the REOCON and combat agency, assume control of the operation from the combat agency if the situation can no longer be contained.
f) Advise and activate appropriate emergency service organisations and Functional Areas.
g) Activate and staff the Local Emergency Operations Centre in accordance with LEOC Standing Operating procedures.
h) Ensure the Region Emergency Operations Controller is kept appraised of the situation.
i) As necessary, request “out of local area” resources through the Region Emergency Operations Controller.
j) Conduct an impact assessment to inform Recovery needs

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<table>
<thead>
<tr>
<th>SOURCE OF RISK</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pollution Chemical (Marine Oil Spill)</td>
<td>LHIB will assist Transport for NSW (Both Major and Minor)</td>
</tr>
<tr>
<td>Severe Storm</td>
<td>LHIB will assist the State Emergency Service</td>
</tr>
<tr>
<td>Storm surge</td>
<td>LHIB will assist the State Emergency Service</td>
</tr>
<tr>
<td>Tornado/Water Spout</td>
<td>LHIB will assist the State Emergency Service</td>
</tr>
<tr>
<td>Tsunami</td>
<td>LHIB will assist the State Emergency Service</td>
</tr>
<tr>
<td>Transportation Accident - air</td>
<td>LHIB will assist the LEOCON under EMPLAN arrangements</td>
</tr>
<tr>
<td>Transportation Accident - sea</td>
<td>LHIB will assist the LEOCON under EMPLAN arrangements</td>
</tr>
</tbody>
</table>
LOCAL EMERGENCY MANAGEMENT OFFICER (LEMO)

a) Provide executive support to the LEMC.
b) Act as Executive Officer to the LEOCON.
c) Act as liaison officer of the Board.
d) Assist the LEOCON to establish and maintain the LEOC.
e) Maintain a directory of contacts within the Board.
f) Co-ordinate emergency management public education programs, which are not the responsibility of a combat agency.
g) Collate a comprehensive resource register and media directory (Boards, Emergency Service and Functional Areas).
h) Provide executive support at the LEOC when activated.
i) Co-ordinate arrangements for a central debrief following operations and prepare a consolidated report on the operation, in consultation with the Local Emergency Operations Controller.
j) Ensure that adequate “back-up” arrangements are made to cover any period of absence and that the LEOCON is advised of the absence or intended absence of the LEMO.
k) Establish and maintain an LEOC for the LEOCON.
l) Provide support staff for the LEOC.
m) Provide human resources, plant, equipment, materials and services, as required in dealing with an incident or emergency.
n) Provide support to combat agencies and functional area agencies as required including:
   i. reconnaissance of the area affected by the emergency; and
   ii. post disaster damage assessment.
o) Provide facilities for reception and registration of evacuees at the request of the Police and/or Dept of Family and Community Services.
p) Assist, at their request, the Police Service, NSW Fire Brigades, Ambulance Service, Rural Fire Service, Volunteer Rescue Association and State Emergency Service in dealing with any incident or emergency.
q) Assist in any other emergency management prevention, preparedness or recovery operations, including emergency management training, for which the Board’s training and equipment is suitable.
r) At the request of the LEOCON assist with the conduct of an impact assessment, co-ordinate disaster recovery operations, excluding welfare assistance to disaster victims for whom Dept of Family and Community Services is responsible.
s) Provide engineering resources required for response and recovery operations including:
   i. Damage assessment
   ii. Clear and re-establish roads and bridges
   iii. Demolish and shore-up buildings
iv. Remove debris
v. Construct and maintain temporary levees and evacuation routes, when appropriate
vi. Erection of barricades and fences for public protection.

t) Provide a liaison officer and executive support to the LEOC and LEOCON or Combat Agency Controller.
u) Provides an officer to represent the Area Health Service Public Health Unit in relation to Public Health emergency management matters.
v) Provides an officer to represent the Region Engineering Functional Area Coordinator in relation to engineering emergency management matters.
w) Provides an officer to represent the Region Environmental Functional Area Coordinator in relation to environmental emergency management matters.
x) Provides an officer to liaise with Transport Operations Division.

**AMBULANCE - LOCAL DOCTOR OPERATING THE AMBULANCE SERVICE FROM GOWER WILSON MEMORIAL HOSPITAL**

a) Provide pre hospital care and transport for the sick and injured.
b) Provide coordinated communications for all health systems involved in emergency responses.
c) Coordinates aero-medical transportation resources.
d) Act as agent for and maintain contact with the South East Sydney Local Health District.

**NSW POLICE FORCE OFFICER IN CHARGE LORD HOWE ISLAND**

a) Act as Alternate LEOCON in the absence of the LEOCON;
b) Controls and coordinates search and rescue incidents and emergencies;
c) initial reconnaissance of the area affected by the emergency;
d) traffic and crowd control, including the control of evacuation operations if required;
e) ensure that Disaster Victim Registration (DVR) is conducted promptly and information forwarded to the State Emergency Operations Centre according to procedures as set out in the DVR Form.
f) identifying the dead and injured and notifying next of kin;
g) establishing temporary mortuaries;
h) maintaining the security of property;
i) statutory investigative requirements;
j) operation of a public information and inquiry centre (normally located with Sydney Police Centre);

k) Respond accredited rescue units to general and specialist rescue incidents and control and coordinate, general land and vertical and waterways rescue operations;

l) provide support to combat agencies, functional areas or other agency at the request of the relevant Controller or Coordinator; and

m) Provide a liaison officer to the Local Emergency Operations Centre when requested by the Local Emergency Operations Controller.

n) As necessary, control and coordinate the evacuation of victims from the area affected by an emergency.

o) Assist with the conduct of an impact assessment

p) Locate, render safe and/or recover improvised or other explosive devices.

**STATE EMERGENCY SERVICE LOCAL CONTROLLER LORD HOWE ISLAND**

a) Is the designated combat agency for managing and responding to floods, storm and tsunami coordinating rescue, evacuation, property protection and welfare of the community in response to these events

b) As determined by the State Rescue Board, provide accredited Rescue Units in the North Coast Region.

c) On request, assist the NSW Police Force, NSW Fire Brigades, Rural Fire Service or Ambulance Service in dealing with incidents or emergencies.

d) Provide a liaison officer to the Local Emergency Operations Centre when requested by the Local Emergency Operations Controller.

e) Liaise with the NSW State Emergency Service Mid North Coast Region.

**Note:** Responsibility for evacuees related to flood, storm and tsunami operations is to be coordinated with the Welfare Services Functional Area at the first available opportunity

**RURAL FIRE SERVICE LOCAL CAPTAIN LORD HOWE ISLAND**

a) In relation to Lord Howe Island as a Rural Fire District, (as defined in the Rural Fires Act 1997), is the designated combat agency for fire incidents and emergencies and for taking all practical measures for preventing and extinguishing fires and for protecting and saving life and property.

b) Provide fire control services by:

   i. dealing with outbreaks of bushfire and the rescue of persons in bushfire endangered areas; and
ii. taking such measures as may be practicable to prevent the outbreak of bush fires.

iii. assisting in NSW Fire Brigade Districts in accordance with Mutual Aid Agreements.

c) At the request of, and under the control of either the relevant combat agency or Emergency Operations Controller, assist in any other response or recovery operations for which the Rural Fire Services' training and equipment is suitable.

d) Provide a liaison officer to the Local Emergency Operations Centre when requested by the Local Emergency Operations Controller;

e) Liaise with Mid Coast District RFS and provide regular SITREPs as required.

**Agriculture and Animal Services**

Coordinator: As appropriate acting as Agents for the Department of Primary Industry

Police (Quarantine):
- OIC Lord Howe Island

Lord Howe Island Board
- Manager Environment & World Heritage (Pests, Invasive Species, Threatened Species, Native Plants)

a) Consider the need to provide for animal, pest and plant disease emergencies. This may include assisting with procedures by State and National authorities for the eradication or control of exotic animal diseases, including

i. Detection, diagnosis, risk assessment and surveillance of the disease;

ii. Destruction and disposal of infected animals, plants and products as required;

iii. Disinfection of contaminated areas, buildings and vehicles;

iv. Programs for vector control, e.g. insect, feral animal control;

v. Quarantine controls for the movement of persons, animals and plants.

vi. Maintaining an adequate level of training to ensure quarantine requirements are observed.

b) Facilitate immediate animal relief services.

c) Facilitate response and recovery operations for agricultural emergencies.

d) Liaise with Department of Family and Community Service District representative as necessary.

e) Liaise with Department of Primary Industries District representative as necessary.

f) Take into account the provisions in the State EMPLAN.
TRANSPORT SERVICES

Coordinator

Lord Howe Island Board
- Manager Technical Services Unit

a) Consider the need for the provision of transport support as required by other Emergency Service Organisations and Agencies, whilst maintaining as far as practicable, the normal operations and activities of existing transport services. Tasks for providing transport to other Services or areas might include:
   i. Movement of emergency equipment and personnel;
   ii. Movement of emergency supplies and goods including water, fuel and food;
   iii. Evacuation of people; and
   iv. Assistance for medical transport at the request of the local Doctor.

b) Liaise with the Region Transport for NSW Officer NSW State Transport Services Officer at Coffs Harbour.

COMMUNICATIONS

Coordinator

Lord Howe Island Board
- Manager Technical Services Unit

a) Consider the need for communications support to Combat Agencies and other Organisations involved in the incident/emergency.

b) Consider the need for the establishment of communication services either temporarily or permanently as required.

c) Liaise with Telstra and Service Providers.

ENERGY AND UTILITY SERVICES

Coordinator

Lord Howe Island Board
- Manager Infrastructure and Engineering Services Unit

a. Consider the need for Energy and Utility support to a Combat Agency, and other Organisations involved in the emergency.

b. Consider the need for the establishment of electrical power, water, sewerage, petroleum and gas supplies, either temporarily or permanently as required.

c. Liaise with Country Energy and other appropriate suppliers.
ENGINEERING SERVICES

Coordinator Lord Howe Island Board
- Manager Infrastructure and Engineering Services Unit

a) Consider the need for the provision of all engineering resources required for emergency response and recovery operations. This may include resources to deal with clearance and re-establishment of roads, demolition and shoring up of buildings, removal of debris and establishment of electrical power and water services, construction of flood control works, maintenance of essential services, resources for containment of hazardous materials and other related matters.

b) Provide support to Emergency Service Organisations within the scope of its capability, in particular to rescue groups.

c) Liaise with Region Engineering Services Functional Area Coordinator the Project Manager North Coast Region Public Works and Services,

ENVIRONMENTAL SERVICES

Coordinator as appropriate Lord Howe Island Board
- Manager Environment & Community Development Unit

a) Consider the protection of the environment during emergency response and initial recovery operations.

b) Once the material has been rendered safe, facilitate the cleanup of hazardous materials which pose a threat to the environment.

c) Facilitate environmentally sound and legal practices for the disposal of wastes or contaminated materials resulting from an emergency.

i. Liaise with the Region Environmental Functional Area Coordinator - Environment Protection Authority – Grafton Office

ii. Scientific support during operations to combat the pollution of the inland waters and land.

iii. Scientific support to the NSW RFS during land based hazardous materials emergency response operations

iv. Post response operations investigations following incidents or emergencies involving hazardous materials.
HEALTH SERVICES

Coordinator South East Sydney Local Health District (SESLHD)
Representative - LHI General Practitioner

a) The coordination of medical resources,
b) Control the operation and maintenance of the Island’s ambulance,
c) Handover of medical control to SESLHD in the event of multiple casualties and/or deaths beyond the capacity of the Island’s resources to handle,
d) Liaise with SESLHD for
   i. The provision of definitive care for multiple casualties as rapidly as possible,
   ii. Maintaining core hospital and medical services on the Island,
   iii. Providing the medical component of a multi-agency task force in the form of specialist trained medical and health personnel,
   iv. The provision and coordination of mental health support to persons both directly and indirectly affected (including survivors, emergency responders and the bereaved),
   v. Conducting disease surveillance in the affected population or community in the response and recovery phases of the emergency public health information and advice to the community,
   vi. Conducting surveys of environmental health risks associated with the emergency,
   vii. Investigation and control of cases and outbreaks of infectious diseases,
   viii. Investigation of outbreaks of food-borne illness,
   ix. Assessment of and advice on the potential public health risks of chemical incidents and environmental hazards that either acutely endanger the health or are thought to have longer term health consequences,
   x. Health risks relating to air quality,
   xi. Potential health risks of radiation incidents,
   xii. Control of human disease vectors,
   xiii. The safe disposal of human wastes and establishment of emergency toilets and showers when required,
   xiv. Collection, transport and disposal of refuse and clinical and hazardous wastes,
   xv. Handling of the deceased including body storage and temporary mortuary facilities,
   xvi. Public health and amenity aspects of emergency shelter accommodation and communal facilities,
   xvii. Public health aspects of damaged dwellings and other buildings prior to reoccupation,
xviii. Community hygiene requirements as may be dictated by the emergency;

xix. Maintenance of close links with SESLHD spokespeople and Media Liaison Officers,

xx. Health communication responses to emergencies when SESLHD HEALTHPLAN is activated.

N.B. South East Sydney Local Health District (SESLHD) is responsible for the provision of support, resources and training of personnel to perform their duties under South East Sydney Local Health District HEALTHPLAN; and maintaining core South East Sydney Local Health District health services to the Island during an emergency.

PUBLIC INFORMATION SERVICES

Coordinator As appointed Lord Howe Island Board Media Officer - CEO

a) Attends the Local Emergency Operations Centre when requested by the Local Emergency Operations Controller.

b) Assists the LEOCON effectively conduct emergency response and recovery operations by coordinating the release of official and current information to the media and the public about the emergency, including measures being undertaken or planned. This may require:
   
i. Establishing a Media Information Centre, arranging media conferences on behalf of the Local Emergency Operations Controller and when appropriate, arranging access by media representatives to the area affected by the emergency;

   ii. Preparing media releases on behalf of the Local Emergency Operations Controller.

   iii. Preparing, for approval and issuing by the LEOCON, official warnings and messages for broadcast to the public by the regional electronic media.

c) Establishing and maintaining a register of available public relations support personnel.

WELFARE SERVICES

Coordinator Lord Howe Island Board - Manager Technical Services Unit

RESPONSE AND INITIAL RECOVERY

Liaise with the Department of Family and Community Services (FACS) for

a) Welfare services to victims of incidents and emergencies. This may require:
Interim Lord Howe Island
Emergency Plan (LHI EMPLAN)

i. Establishing Evacuation and Welfare / Recovery Centres to manage the provision of short term emergency accommodation, essential material needs and the delivery of welfare services to victims of incidents and emergencies;

ii. Providing welfare information and advisory services to victims of emergencies;

iii. Providing personal welfare support and referral services;

iv. Providing immediate financial aid;

v. Establishing a support unit to coordinate offers of donated relief aid;

vi. Providing mobile welfare services teams;

vii. Ensuring the provision of companion animal care; and

viii. Ensuring the provision of medical and mental health (counselling) services.

b) Mobilise and coordinate catering facilities and services to provide:

i. Feeding of victims of emergencies, including evacuees in transit or in Evacuation and Welfare / Recovery Centres and displaced or homeless people in short term emergency accommodation centres; and

ii. By arrangement, meals for personnel engaged in response and initial recovery operations.

LONG TERM RECOVERY / SOCIAL RECONSTRUCTION

a) Liaise with the Department of Family and Community Services (FACS) for

i. Emergency accommodation for homeless victims of emergencies.

ii. Acquisition, reception, storage, issue and disposal of material needs including clothing, bedding and personal requisites.

iii. Emergency financial assistance to victims of emergencies.

LORD HOWE ISLAND BOARD

Coordinator

CEO

a) Establish and maintain an LEOC for the LEOCON.

b) Provide support staff for the LEOC.

c) Provide human resources, plant, equipment, materials and services, as required in dealing with an incident or emergency.

d) Provide support to combat agencies and agencies as required including:

i. Reconnaissance of the area affected by the emergency; and

ii. Post disaster damage assessment.

e) Provide facilities for reception and registration of evacuees at the request of the Police and/or FACS.

f) Assist, at their request, the Police Service, NSW RFS, local Doctor, and State Emergency Service in dealing with any incident or emergency.
g) Facilitate emergency management prevention, preparedness, response or recovery operations, including emergency management training, for which the Board’s training and equipment is suitable.

h) At the request of the LEOCON, co-ordinate disaster recovery operations, excluding welfare assistance to disaster victims for whom FACS is responsible.

i) Provide engineering resources required for response and recovery operations including:
   i. Damage assessment,
   ii. Clear and re-establish roads,
   iii. Demolish and shore-up buildings,
   iv. Remove debris,
   v. Construct and maintain temporary levees and evacuation routes, when appropriate,
   vi. Erection of barricades and fences for public protection.
PART 3 - PREVENTION

LEMC RESPONSIBILITY

a) The Local Emergency Management Committee, using the emergency risk management process to review prevention or mitigation options, may refer these options and recommendations to the appropriate agency, and monitor outcomes.

b) Responsibility for the development and implementation of Prevention and Mitigation strategies rests with the agencies, organisations and/or committees detailed below and is not subject to EMPLAN arrangements.

c) To facilitate coordination of Prevention and Mitigation measures, the agencies, organisations and/or committees with responsibilities have provided details of the strategies they implement within the local area, which are listed below:

AGENCY RESPONSIBILITIES AND STRATEGIES

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>AGENCY / COMMITTEE RESPONSIBLE</th>
<th>MITIGATION / PREVENTION STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coastal Erosion</td>
<td>LHI Board</td>
<td>• Regulate property development &amp; building construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Development and maintenance of mitigation works.</td>
</tr>
<tr>
<td>Communicable Disease</td>
<td></td>
<td>• Surveillance, especially through Australian Quarantine Inspection Service.</td>
</tr>
<tr>
<td>- affecting animals</td>
<td>DPI</td>
<td>• Training in detection of diseases.</td>
</tr>
<tr>
<td>- affecting plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicable Disease</td>
<td></td>
<td>• Surveillance.</td>
</tr>
<tr>
<td>- affecting humans</td>
<td>SESLHD</td>
<td>• Training in detection of diseases.</td>
</tr>
<tr>
<td>Cyclone</td>
<td>LHI Board</td>
<td>• Regulate property development &amp; building construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Consider cyclone proof shelter(s).</td>
</tr>
<tr>
<td></td>
<td>SES</td>
<td>Early warning system development, testing and maintenance.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>LHI Board</td>
<td>Regulate property development &amp; building construction.</td>
</tr>
<tr>
<td>Fire - wildfire</td>
<td>NSW RFS</td>
<td>Require landowners to clear firebreaks &amp; remove fire hazards, regulate burning off.</td>
</tr>
<tr>
<td></td>
<td>LHI Board</td>
<td>Regulate property development &amp; building construction.</td>
</tr>
<tr>
<td>HAZARD</td>
<td>AGENCY / COMMITTEE RESPONSIBLE</td>
<td>MITIGATION / PREVENTION STRATEGIES</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Flood                           | LHI Board                      | • Regulate property development & building construction.  
|                                 |                                | • Development & maintenance of flood mitigation works.                                                  |
|                                 | SES                            | Early warning system development, testing and maintenance.                                               |
| Hazardous Materials including    | LHI Board                      | • Consider monitoring water supply at water treatment plants.                                          |
| - Pollution chemical            | NSW Fire & Rescue              | • Surveillance of water sources through testing of water samples.                                        |
| - Pollution hazardous waste     |                                | • Regulate the movement and storage of dangerous goods.                                                 |
| - Pollution oil/fuel            | Workcover Authority            | Regulate the storage of dangerous goods.                                                               |
| Infestation                     | LHI Board                      | • Surveillance.                                                                                       |
| - animals                       |                                | • Training in detection.                                                                               |
| - plants                        |                                |                                                                                                        |
| Infrastructure Failure          | LHI Board                      | Development and maintenance of infrastructure.                                                         |
| - Communications                |                                |                                                                                                        |
| - Power                         |                                |                                                                                                        |
| - Water                         |                                |                                                                                                        |
| Tornado (Water Spout)           | LHI Board                      | Capacity to repair and restore utilities and services.                                                  |
|                                 | SES                            | Early warning system development, testing and maintenance.                                               |
| Transportation Accident - air   | LHI Board                      | Development and maintenance of airport mitigation works.                                                |
| Transportation Accident - sea   | LHI Board                      | Development and maintenance of anchorages.                                                             |
|                                 | Marine Park Authority          | Control anchorages                                                                                     |
| Tsunami                         | LHI Board                      | Regulate property development & building construction.                                                 |
|                                 | SES                            | Early warning system development, testing and maintenance.                                             |
PART 4 - PREPARATION

PLANNING

NSW State EMPLAN and North Coast Regional EMPLAN provisions are interpreted to apply at local level.

RISK STATEMENTS

Only those risks that may require a significant and coordinated multi agency response are processed by the LEMC. The sources of risks satisfying these criteria have been extracted from the ERM process documentation:

<table>
<thead>
<tr>
<th>Source of Risk</th>
<th>Risk statement from ERM process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Disease</td>
<td>Multiple deaths and afflicted people resulting from a pandemic outbreak occurring on the Island.</td>
</tr>
<tr>
<td>– affecting humans</td>
<td></td>
</tr>
<tr>
<td>Cyclone</td>
<td>Death and injuries during a cyclone.</td>
</tr>
<tr>
<td></td>
<td>Tourism income may be decreased following a cyclone</td>
</tr>
<tr>
<td></td>
<td>Communications may fail during a cyclone impeding communications between emergency services and back to the mainland.</td>
</tr>
<tr>
<td>Flood</td>
<td>Access to the aerodrome may be limited by local flooding and pavement damage following a cyclone or other severe weather event.</td>
</tr>
<tr>
<td>Transportation</td>
<td>Multiple death and multiple injuries from the RPT Dash 8 crashing on landing or take off on the aerodrome.</td>
</tr>
<tr>
<td>Accident – air</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multiple death and multiple injuries from a large jet crashing after an attempted forced landing on the aerodrome or in the lagoon.</td>
</tr>
<tr>
<td></td>
<td>Pollution of the reef and lagoon by fuel and unknown hazmat following a plane crash in the lagoon.</td>
</tr>
<tr>
<td>Transportation</td>
<td>Multiple evacuations from a stricken passenger ship near the Island.</td>
</tr>
<tr>
<td>Accident – sea</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pollution of the Marine Park by unknown jetsam and flotsam.</td>
</tr>
<tr>
<td>Tsunami</td>
<td>Death and injuries from a Tsunami impacting Ned’s beach and the lagoon</td>
</tr>
<tr>
<td></td>
<td>Multiple early evacuations from the Island to avoid health issues.</td>
</tr>
<tr>
<td></td>
<td>Damage to the reef from a tsunami tidal surge and exacerbated coastal erosion</td>
</tr>
<tr>
<td></td>
<td>The aerodrome may be damaged removing the opportunity of fixed wing airlifts for evacuations and limiting rapid support from the mainland</td>
</tr>
<tr>
<td></td>
<td>Most essential and emergency services may be destroyed</td>
</tr>
<tr>
<td></td>
<td>The wharf may be destroyed</td>
</tr>
</tbody>
</table>
COMMUNITY VULNERABILITY

Vulnerable groups requiring special attention and details of those elements and/or parts of the community that are at risk have been extracted from the ERM process documentation:

<table>
<thead>
<tr>
<th>Identified Vulnerable Communities</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital</td>
<td>Low lying exposed to flash flood or tsunami effects. Need to consider access enabling staff in, and evacuation from, the site. There may be a need for a plan that includes evacuation, practice and possible alternate site arrangements. People concentrated in a defined area. Critical patients are flown off the Island by Air Ambulance. There are no morgue facilities at the hospital. LHIB provides a 2 berth mortuary refrigerator at another location. As the 4 bed Gower Wilson Memorial Hospital is an acute care facility only, patients often require transfer to mainland hospitals for ongoing or specialist care. Where possible this is accomplished by Air Ambulance. Where immediate transfer is required and it is not possible for the Air Ambulance to land at Lord Howe, the Royal Australian Air Force provides medical evacuation services, generally using Hercules aircraft based at RAAF Richmond.</td>
</tr>
<tr>
<td>Central School</td>
<td>Some 40 children and 3 teachers concentrated in a defined area. Ease of spread of communicable diseases. Staffing resources. Need evacuation plan to include Assembly Areas? The young need direction. Adjoins the Bowling Club which is subjected to flash flood but the floor of the school is above flood level.</td>
</tr>
<tr>
<td>Aerodrome</td>
<td>Low lying between the lagoon and sand dunes. The short runway limits access to larger aircraft. The aircraft parking area has been purposely limited to restrict the number of aircraft offloading passengers at one time.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Many of the 400 visitors on the Island are elderly.</td>
</tr>
</tbody>
</table>
ORGANISATIONAL PLANS & PROCEDURES

a) These plans and procedures are the responsibility of the relevant Central School or tourist lodges to update. The Local Emergency Management Committee will not normally review these documents.

b) The Standing Operating Procedures, Standing Orders and Instructions of all participating and supporting Agencies for both incidents and emergencies support this plan.

REVIEWING, TESTING, EVALUATING AND MAINTAINING THE LOCAL EMPLAN

a) The LEOCON is to ensure that this EMPLAN is reviewed, tested and evaluated.

b) This EMPLAN is to be reviewed by the Local Emergency Management Committee:
   i. After each local operation
   ii. After each exercise to test the EMPLAN (or part thereof)
   iii. If deficiencies are identified
   iv. At least once every five years and
   v. As roles and responsibilities of agencies change due to legislative changes

c) The LEOCON is to ensure that this EMPLAN is tested through the conduct of an exercise based on the high priority risk scenarios from the ERM process every two years to:
   i. Ensure all participants are familiar with the contents of the plan
   ii. Test specific aspects of the plan and
   iii. Practice procedures associated with the plan

d) The Lord Howe Island Board Local Emergency Management Officer maintains this EMPLAN and issues amendments.

e) All sub-plans are to be tested and reviewed by 30 April each year and the results advised to the Local Emergency Management Committee.

MAP STANDARDS

a) To ensure uniformity and alleviate problems during response operations, the Lord Howe Island Board shall supply consistent maps to be used by the relevant Agencies.

LOCAL EMERGENCY OPERATIONS CENTRE (LEOC) MANAGEMENT

a) The LEOCON is responsible for controlling the LEOC and preparing and maintaining Standing Operating Procedures for the LEOC.

b) The Lord Howe Island Board has accepted responsibility for:
   i. Establishing and maintaining a Local Emergency Operations Centre for its local community.
ii. Ensuring that sufficient adequately trained Board personnel are available to staff the LEOC when required.

iii. Maintaining a contact directory of LEOC staff.

iv. Providing appropriate training for LEOC staff.

v. Liaison Officers and their Assistants, required at the LEOC, are to be drawn from relevant participating and supporting agencies.

PUBLIC EDUCATION

a) The Lord Howe Island Board is responsible for the conduct and co-ordination of public education relating to the local hazards/threats as determined in the Emergency Risk Management study.

b) The community education programs are to provide an awareness of:
   i. The nature of local hazards
   ii. Public warning systems
   iii. Agency roles and responsibilities
   iv. Emergency procedures

EMERGENCY EXERCISE

The capability of the emergency management structure of LHI to respond effectively in emergency response and recovery operations needs to be regularly tested by exercises conducted by individual Agencies and Functional Areas, and by the emergency management structure as a whole.

In addition, Functional Areas whose roles are not normally associated with emergencies are to conduct specialist training for individuals, and to exercise the Island’s emergency management system.

Conducting well prepared and coordinated exercises, in addition to testing emergency plans and Standing Operating Procedures (SOPs), leads to a better mutual understanding and cooperation between the various components of the Island’s emergency management structure.
PART 5 - CONTROL AND CO-ORDINATION

CONTROL AND COORDINATION RELATIONSHIPS

NSW State EMPLAN and North Coast Regional EMPLAN provisions are interpreted to apply at local level.

LIAISON

a) Liaison Officers representing Combat Agency Controllers or other Co-ordinators at the LEOC must be capable of providing immediate advice to the LEOCON, and other combat agencies, on the capabilities and current resource status of their agency and must have the authority to commit their agencies resources.

b) During prolonged operations the LEOCON or the Combat Agency Controller is to conduct regular progress report/briefing/planning meetings which may be in the Community Hall to be attended by all combat agency controllers and functional area co-ordinators. The minimum requirement is for a daily meeting, at a mutually convenient time, to plan for the next 24-hour period. An alternate location is a facility provided by Lord Howe Island Board if not the Community Hall.

INFORMATION MANAGEMENT AND INTELLIGENCE

a) The following may be used to disseminate public information throughout the community:
   i. Local newspaper the Lord Howe Island ‘SIGNAL’
   ii. LHI Community radio 100.1 FM
   iii. Television Stations:
        ABC, SBS, IMPARJA, Central SEVEN, GEM and Southern Cross TEN
   iv. Visitor Tourist Information Centre.
   v. Leaflet handouts and public displays, and public addresses at The Bowling club and Central School.

b) In the event of a widespread power failure, printed public information material may be required.
PART 6 - RESPONSE ARRANGEMENTS

NSW State EMPLAN and North Coast Regional EMPLAN provisions are interpreted to apply at local level.

ACTIVATION OF PLAN

a) This plan is activated by the LEOCON, but does not need activating for combat agencies to respond to incidents.

b) Whenever a combat agency responds to a major incident, or receives warning that it may need to do so, the controller is to advise the LEOCON in accordance with local arrangements. The LEOCON is to then maintain contact with that combat agency and monitor the incident.

c) The arrangements in this plan are automatically activated when:
   i. The lead combat agency controller indicates assistance may be needed;
   ii. The Incident Controller appointed under the provisions of Section 44 of the Rural Fires Act, to take charge of fire fighting operations;
   iii. The SES Local Controller is conducting:
      1. Storm damage control incidents and emergencies; or
      2. Flood incident and emergency operations in accordance with the State Emergency Local Flood Plan;
   iv. The LEOCON believes that an emergency has or may occur and an impact assessment requires to be conducted to inform recovery arrangements;
   v. Directed by the REOCON

OPERATIONS CENTRES

For the purposes of this plan the Lord Howe Island Local Emergency Operations Centre and alternate locations are RESTRICTED INFORMATION. Provision is made in this document for a separate section restricted for issue to emergency management organisations as determined by the Lord Howe Island Local Emergency Management Committee.

WARNING ARRANGEMENTS

a) A guide to the contents of emergency warning message is included in Annex B Guidelines for the Use of the Standard Emergency Warning Signals (SEWS)

b) If time permits emergency warnings may be broadcast over the following media via the SES Media Officer as appropriate;
   i. FM Radio Station JJJ
   ii. LHI Community Radio 100.1 FM
   iii. Television Networks ABC, IMPARJA, SBS, Central SEVEN, GEM and Southern Cross TEN.
iv. If time permits appropriate personnel will deliver evacuation warnings through a door knock operation and mobile public address systems.

EVACUATION CENTRES
Evacuation Centres may be required for one day, short-term (4-5 days) or long term use.

The Lord Howe Island Local Emergency Management Committee (LHI LEMC) will maintain a register of Evacuation Centres and key holder contacts. Details of Evacuation Centres are RESTRICTED INFORMATION. Provision is made in this document for a separate section restricted for issue to emergency management organisations as determined by the Lord Howe Island Local Emergency Management Committee.

AREA CONTROL
The Police are to control access to and egress from any disaster area designed by the LEOCON or Combat Agency Controller. The Board is to assist by supplying road barriers and personnel to staff them as required.

EVACUATION ARRANGEMENTS
Evacuation of persons or animals from an area of danger or potential danger is a possible strategy in combating any particular hazard impact.

DECISION
a) The decision to evacuate persons or animals is not one, which should be taken lightly. During evacuations there are many tasks, which need to be carried out by a number of different organisations. This necessitates a coordinated approach to ensure that all the evacuee's needs are met. In some circumstances, it may be more appropriate for people to remain in their homes and take other measures to ensure their safety.

b) The requirement to evacuate or stay put will ideally be identified during the planning process and be included in organisation's sub plans or standing operating procedures as necessary.

c) The organisation with the authority to order an evacuation is to ensure that the community is informed, through a public education program, of the proposed evacuation strategies. Information leaflets should also be provided, if appropriate.

d) The controller of the major incident/emergency (Combat Agency Controller, Section 44 Appointee/Incident Controller, LEOCON or REOCON) will determine the need for evacuation. Early identification of evacuation as a possible strategy during a response operation may allow time for the controller to brief the LEOCON/Local Emergency Management Committee allowing for more specific preparedness measures to be taken. At the first available opportunity the LEOCON will also advise the REOCON in order that District Functional Areas may be alerted.

e) If evacuation is the preferred option, the Controller is to consult with FACS to identify a safe and suitable Evacuation Centre from those identified.
AUTHORITY

The Authority to order an evacuation must also be clear. The following Table indicates which individuals and organisations have authority to order an evacuation of persons or animals and under which circumstances.

<table>
<thead>
<tr>
<th>INDIVIDUAL/ORGANISATION</th>
<th>CIRCUMSTANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Minister, or an “emergency services officer” (as defined) when authorised by the Minister.</td>
<td>During a declared State of Emergency, direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them and/or not to enter an emergency area or part thereof. (S.37 - SERM Act)</td>
</tr>
<tr>
<td>A senior Police Officer (of or above the rank of Sergeant)</td>
<td>If satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency. (S.60L - SERM Act)</td>
</tr>
<tr>
<td>A Police Officer</td>
<td>The NSW Police Force Act empowers police officers to evacuate persons considered at risk. This authority to evacuate is more widely used on a day-to-day basis than that granted under the State Emergency and Rescue Management Act.</td>
</tr>
<tr>
<td>The Fire Brigades Officer in charge at a fire or hazardous materials incident</td>
<td>Take such measures as the officer thinks fit to protect life and property and to remove any persons, vehicle, vessel or thing which might interfere with the work of the Fire Brigades. (S13;19 - Fire Brigades Act)</td>
</tr>
<tr>
<td>Rural Fire Service</td>
<td>The officer in charge of a rural fire brigade or group of rural fire brigades may cause any street or public place in the vicinity of a fire, incident or other emergency to be closed to traffic.</td>
</tr>
<tr>
<td>The Director-General of the State Emergency Service, or an 'emergency officer' (as defined) when authorised by the Director-General</td>
<td>Direct a person to leave premises and move out of an emergency area or part thereof, taking any persons in their care with them and/or not to enter an emergency area or part thereof. (S.22 - State Emergency Service Act)</td>
</tr>
</tbody>
</table>

WARNING

a) Evacuation warnings to the public, or advice not to evacuate, are to be authorised and released by the person or agency nominated in accordance with the agency’s normal operating procedures.

b) The normal means of disseminating warnings and advice to the public is via the electronic media. In some circumstances, particularly if there is a need for urgent evacuations or other actions, evacuation warnings will be reinforced by:

   i. Use of public address systems.

   ii. Evacuation teams, made up of emergency services personnel and others as necessary, to carry out door knocks.
c) **Warnings to evacuate**, whether disseminated via the media or by door knocks, should contain:
   i. Instruction to evacuate;
   ii. Location of Assembly Areas for onwards transport;
   iii. Location of Evacuation Centres, for those using private transport;
   iv. Arrangements for children in the Central School;
   v. Arrangements for elderly or infirm residents unable to self evacuate; and
   vi. Likely duration of the evacuation.

**WITHDRAWAL**

a) The Combat Agency may initiate and conduct evacuations if it is within its capability but must liaise with Police to ensure security of the evacuated area. Consultation must also occur with the necessary supporting services, e.g. FACS and the Transport Services Coordinator.

b) Police, if requested by the Combat Agency Controller, Section 44 (Rural Fires Act) Incident Controller, LEOCON or REOCON, will conduct the evacuations of persons to the selected Evacuation Centre, secure the affected area and coordinate Disaster Victim Registration. Police are to advise FACS of the activation of the selected Evacuation Centres.

c) Transport requirements are to be organised by the Transport Services Coordinator.

d) Buildings, which have been evacuated, are identified as directed (e.g. with a towel, similar item or emergency service barrier tape securely tied to the front door handle or nearby fixture) so as to be visible from the street. This obviates the need to revisit individual premises to ensure they have been evacuated.

e) The Combat Agency Controller, Incident Controller or LEOCON is to arrange for a check of the area to ensure the evacuation has been effective.

f) Response to some hazard impacts may require the partial or complete evacuation to another area. If evacuation to the mainland is necessary, operations may be controlled at District Level.

g) For the purposes of this plan the Lord Howe Island **Local Evacuation Plan is RESTRICTED INFORMATION**. Provision is made in this document for a separate section restricted for issue to emergency management organisations as determined by the Lord Howe Island Local Emergency Management Committee.

**SHELTER**

a) Assembly areas and Evacuation Centres that may be used in an emergency are no longer detailed in the Local EMPLAN.

b) Police and FACS are to maintain up to date details of Key Holders of evacuation centres.

c) The District Disaster Welfare Service Coordinator is to ensure that nominated evacuation centres are assessed as to their suitability for use.
**d) The District Welfare Services Functional Area Coordinator is to:**

i. Arrange for staffing of the identified Evacuation Centre(s) in time to receive evacuees;

ii. Provide welfare support services to evacuees in accordance with the Welfare Services Supporting Plan; and

iii. Address longer-term accommodation arrangements.

**RETURN**

**a) The Agency/Authority who initiated the evacuation determines, in consultation with the Combat Agency, Recovery Coordinating Committee (if established), and the Coordinators of the Engineering Services, Health Services and FACS, when it is safe for evacuees to return to their homes, and arranges for the evacuees to be advised accordingly.**

**b) Transport is to be arranged by the Transport Services Coordinator.**

**RESOURCE ASSEMBLY AREAS**

Resources arriving from outside the Island may be marshalled at Assembly Areas detailed separately with this Plan.

**COMMONWEALTH AND DEFENCE ASSISTANCE**

**a) Access to Commonwealth support:** is arranged by the LEOCON, with the concurrence of the REOCON and the SEOCON through Emergency Management Australia (EMA).

**b) Defence Assistance to the Civil Community (DACC).** During major emergencies when the State has officially requested Commonwealth assistance the Australian Defence Force may provide specialist personnel, equipment, facilities or capabilities which are either not available to, or have been exhausted from, State resources.

**c) There are three categories of emergency DACC:**

i. **DACC Category One:** is support to a local emergency with immediate threat to life and/or property.

ii. **DACC Category Two:** is support to a general emergency with direct threat to life and/or property. ADF Headquarters (ADFHQ) approves this category of support after State Authorities approach EMA. Defence resources would generally lead to the deployment of an ADF Liaison Officer at the Local, District and State Emergency Operation Centre.

iii. **DACC Category Three:** is support provided to an ongoing emergency with no direct threat to life and/or property. This category is approved by ADFHQ after State Authorities approach EMA. Defence resources would generally lead to the deployment of an ADF Liaison Officer at the Local, Region and State Emergency Operation Centre.
PART 7 - RECOVERY ARRANGEMENTS

NSW State EMPLAN and North Coast Regional EMPLAN provisions are interpreted to apply at local level.

PLANNING FOR RECOVERY OPERATIONS

a) As soon as possible following an emergency, the LEMC is to meet in order to consider an impact assessment conducted by the LEOCON to consider the need to form a Local Recovery Committee. The LEMC provides a good basis for a Local Recovery Committee, but local community groups such as the local Chamber of Commerce and non-government agencies should be added. The Combat Agency will need to attend the early meetings to provide an overview of the situation. Membership may include:

i. Chairperson, Lord Howe Island Board  
ii. CEO, Lord Howe Island Board  
iii. Manager Infrastructure & Engineering Services, Lord Howe Island Board  
iv. Manager Environment & Community Development, Lord Howe Island Board  
v. LEOCON  
vi. LEMO  
vii. Welfare Services Functional Area Coordinator  
viii. Other representatives as required by the Committee

REGISTRATION

The Police are to ensure that all disaster victims (including evacuees) are registered and details forwarded to the Address on the Disaster Victim Registration (DVR) forms in accordance with Police Services instructions.

EXPENDITURE AND RECOVERY OF FUNDS

Expenditure of funds by Agencies or Functional Areas during emergency response or recovery operations is to be met in the first instance by the providers of resources from within their normal operating budgets. Should the expenditure be of such a magnitude as to prevent the providing Agencies / Functional Areas from continuing their normal operations for the remainder of the financial year, Treasury may provide supplementation, but Departments cannot be guaranteed that funding will be provided.

Certain expenditure incurred during emergency response or recovery operations following natural disasters may be included under the Commonwealth / State funding arrangements.
So that claims may be made on the Commonwealth, Departments are to inform Treasury, on a monthly basis, of the expenditure incurred to date, and the estimate for the year, on natural disaster relief and restoration measures.

Reimbursements to Departments are determined by the State Government in the light of the Commonwealth contribution, and the overall budgetary situation.

**WORKERS COMPENSATION**

When participating in emergency response or recovery operations under the direction of Agency Controllers or Functional Area Coordinators:

a. the provisions of the Workers Compensation Act, 1987 (as amended) and Workplace Injury Management and Workers Compensation Act 1998 apply to employees of the Crown; and

b. the provisions of the Workers Compensation (Rural Fire, Emergency and Rescue Services) Act, 1987 (as amended) apply to registered emergency volunteers or casual emergency volunteers.
ANNEXURES

ANNEX A MAPS OF THE LOCAL AREA

Lord Howe Island’s Location relative to the Pacific Ocean

Lord Howe Island NASA generated view to the East
ANNEX B  FORMAT OF REQUEST TO THE MEDIA TO USE SEWS

All requests to the media will contain the Name, Appointment and Telephone Number of the Authorising Officer and the Formal Warning Message. **Use of this proforma is mandatory.**

<table>
<thead>
<tr>
<th>REQUEST TO BROADCAST AN EMERGENCY ANNOUNCEMENT USING THE STANDARD EMERGENCY WARNING SIGNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a formal request to broadcast the following emergency announcement preceded by Standard Emergency Warning Signal.</td>
</tr>
<tr>
<td>Please broadcast this message verbatim every ________ minutes for the next _______________ hours(s).</td>
</tr>
<tr>
<td>This use of the SEWS is authorized by</td>
</tr>
<tr>
<td>________________________________ (name)____________________________ (appointment)</td>
</tr>
<tr>
<td>This message may be confirmed by telephoning________________________ (telephone No.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY ANNOUNCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is an official announcement for Lord Howe Island.</td>
</tr>
<tr>
<td>Issued by ________________________________ (Appointment/Agency)</td>
</tr>
<tr>
<td>Concerning the____________________________ (Emergency Description)</td>
</tr>
<tr>
<td>Message Text</td>
</tr>
<tr>
<td>Optional details</td>
</tr>
<tr>
<td>________________________________ (What has happened, Where, When)</td>
</tr>
<tr>
<td>________________________________ (What has been done to date)</td>
</tr>
<tr>
<td>________________________________ (What actions are proposed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PUBLIC SAFETY MESSAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
</tr>
</tbody>
</table>

(This section to include any actions the public should take to protect life and property)

**THIS EMERGENCY ANNOUNCEMENT WAS ISSUED BY____________________ APPOINTMENT/AGENCY.**

STAY TUNED TO THIS STATION FOR FURTHER INFORMATION
UPON RECEIPT OF A SEWS FAX:

If in doubt, confirm the message is not a hoax by calling the number given.

Begin the broadcast by playing the Standard Emergency Warning Signal for 15 seconds

- Broadcast the Emergency Announcement verbatim.
- Repeat the broadcast of the SEWS, followed by the Emergency Announcement, twice at five minute intervals, unless requested otherwise by the Authorising Officer.
- Cancellation of the Request is to be confirmed by Fax by the Issuing Authority.

Media Contacts are included in the Contact List, Annex D
ANNEX C  FLOW CHARTS

These charts contain details of options for the LEOC, Evacuation Centres, Assembly Areas, Authorised Alighting Areas, Media/Community briefing, and emergency accommodation, and includes immediate contact details needed for a particular emergency.

These Flowcharts are maintained as RESTRICTED ANNEXES and are available to the emergency services on a ‘need to know’ basis.

(INSERT FLOWCHARTS)
ANNEX D   CONTACT LIST

This list contains all contact details needed for risks from hazards identified for LHI. The list is maintained as a RESTRICTED ANNEX and is available to the emergency services on a 'need to know' basis.

(INSERT CONTACT LIST)