### Emergency Management Plan

**2016/17 Target** | **Progress** | **Description**
--- | --- | ---

#### Participation In At Least One State Level Multi-Agency Exercise
- 18 August 2016 - Exercise Penzance - Perth Aerodrome Field Exercise
- 27 August 2016 - Kalgoorlie Aerodrome Exercise
- 14 September 2016 - Rockingham Chlorine Leak Exercise

#### Number of Staff Trained
**2016/17 Financial Year to Date**
- 10 August 2016 - Introduction to Firefighting Paramedic - Special Operations 7 trained
- 19 August 2016 - Grade 2 AP EM Training
- 23 August 2016 - Intro to Major Incidents Karratha 20 trained
- 07 September 2016 - Intro to Major Incidents Train the Trainer (EHS) 9 trained
- 19 September 2016 - Event Health Services - Stirling, Intro to Major Incidents 30 Volunteers trained

#### Documentation
**2016/17 Financial Year to Date**
- Emergency Management Essentials Booklet: Work in progress
  - Currently in draft form and feedback is being received on the content. Also, graphic design aspects are currently being developed. This is a cut down version of AmbPlan that outlines what first responding crews really need to know.
- Responders Aide Memoire: Work in progress
  - Reviewing current project - Investigating potential to upload the Aide memorie to eDocVault giving access to on road crews electronically without requiring WiFi access constantly.
- Biological Hazard Plan: Work in progress
  - Draft complete - currently being reviewed by senior management and the Department of Health. Will replace the St John Ambulance Pandemic Influenza Plan which is out of date and lacks the scope required by the organisation.
- E-Learning Training System: Work in progress
  - Package is being reviewed and brought up to date.
# Emergency Management Capacity

## Emergency Management Plan

<table>
<thead>
<tr>
<th>2016/17 Target</th>
<th>Progress</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management Capacity Building Project Plan</td>
<td></td>
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<tr>
<td>2019/17 Financial Year to Date</td>
<td>CAPEX Item: Internal shelving modifications to Emergency Support Vehicles 2 (ESV2)</td>
<td>Under construction</td>
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<td></td>
<td>Operational Support Activation triggers</td>
<td>Initial Stages of Discussion</td>
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</tbody>
</table>
St John Ambulance

Emergency Management Capability Development Plan
Scoping Paper for 2016 – 2017

Version Date May 2016
Overview – Major Incident Planning & Preparedness

St John Ambulance Western Australia Ltd. (SJAWA) has specific responsibilities for major incident planning and preparedness assigned through the State Emergency Management Committee (SEMC) and contractual obligations with the Department of Health.

The State Health Emergency Response Plan (SHERP) and several hazard Westplans outline St John Ambulance’s role and responsibility in connection with major incidents.

Under the SHERP, the SJA role is to provide pre-hospital care and casualty transport services through the following functions:

- Where appropriate activate AmbPlan-WA.
- Provide and coordinate a pre-hospital response to emergencies.
- Provide triage and treatment at the incident.
- Provide logistical support to emergency incidents
- Coordinate, manage and transport casualties in conjunction with the State Health Incident Coordination Centre (SHICC).
- Assume the role of Ambulance Commander as per Major Incident Medical Management and Support (MIMMS) principles.
- In conjunction with the Health Commander, manage the casualty aspects utilising MIMMS principles.
- Liaise with the SHICC and the State Health Coordinator.
- Provide Liaison Officers to SHICC and the Incident Support Group (ISG) and Operations Area Management Group (OAMG) as required.
- Coordinate the provision of transport of initial hospital response team/s to the emergency site.
- Provide paramedics trained to meet ambulance obligations for Hazardous Materials (HAZMAT) and Chemical Biological Radiological and Nuclear (CBRN) and Urban Search & Rescue (USAR).

The SEMC plans Westplan HAZMAT, Westplan CBRN and Westplan Collapse provide further details of SJAWA obligations in regard HAZMAT, CBRN and structural collapse. These tasks are undertaken by Paramedic Special Operations who also have a role within the AusMAT-WA capability.
The Drivers and Issues for SJA Planning & Preparedness

Key drivers for St John Ambulance in major incident planning and preparedness include:

- The obligations outlined in SHERP, WESTPLAN Collapse, WESTPLAN CBRN and WESTPLAN HAZMAT
- The need for SJAWA to have robust emergency plans and procedures, sufficient logistics, and well trained staff to undertake its emergency management role during incidents in WA.
- The enormous size of the Western Australia coupled with its isolation in world terms indicates the need for SJAWA to build and maintain a robust level of emergency management capability in order to fulfil its obligations.
- These funding arrangements provide the funding for the ongoing capability development within SJAWA that target specific areas and also have sufficient flexibility to respond to the changing dynamics of emergency management within Western Australia.

Planning Directions - Major Incident Planning

There is the ongoing need for SJAWA to receive adequate funding so that emergency management response capability is commensurate with community expectations and meet international standards of best practice.

Process

To meet contractual obligations, SJA and the Disaster Preparedness and Management Unit (DPMU) will collaborate to determine priorities for SJAWA capacity building, outlining key objectives for 2016/17. This collaboration ensures that the capacity building program meets the expectations of the WA Department of Health and SEMC objectives.

In Scope

Funding provided under this Plan is directed entirely at the purpose of enabling SJAWA to adequately fulfil its emergency management obligations to the Department of Health.

Out of Scope

Matters of cost that do not have a direct link to the building and maintaining of emergency management capability for SJAWA fall outside the scope of this Plan and would be costs SJAWA would need to fund by alternative means.

Assumptions

Assumption 1: Adequate human resources are provided to support the capability.

Assumption 2: Department of Health funding is available via the existing contractual arrangements to support both the proposed Plan and human resources required to complete those projects.
Risks Associated

This Emergency Management Capability Plan for SJAWA is considered low risk as there is commitment from the executive of SJAWA to ensure that capability with the ambulance service is a high priority. There is a strong working relationship between the DPMU from the Department for Health and the SJAWA Emergency Management Unit in relation to emergency management goals and interoperability. The provision of adequate funding streams will make the objectives outlined in this scoping paper obtainable.

Project Evaluation

It is important to ensure that capacity building within SJAWA progresses as outlined in the planned funding initiatives provided in this document.

To track progress and allow for corrective actions where necessary, SJA will provide State­wide Contracting and DPMU with the following reports:

- Quarterly activity reports detailing the activities undertaken and expenditure.
- A detailed annual report outlining project timeframes, costs and completion dates.

Where agreed priorities change or become impractical, negotiation between SJAWA and DPMU will occur resulting in the amendment of this document.
2. Milestones and Deliverables

<table>
<thead>
<tr>
<th>Objective</th>
<th>Product / Outputs</th>
<th>Approximate Funding</th>
</tr>
</thead>
</table>
| 1. Staff requirements | 1 x Manager -EMU  
2.8 FTE to support Disaster Management within SJAWA | $298,000 |
| 2. Emergency Management Training | 1 x Emergency Management Capability Officer  
0.8 x Emergency Management Officer | $34,000 |

Rationale: Ongoing training is needed to maintain emergency management competence within SJAWA for both career and volunteer staff. SJAWA has developed both a Commander’s Course and a Forward Commander’s Course to enhance the skills and knowledge of those who will be in charge of field operations. Emergency management training is also provided for executive staff, their direct reports, and those taking charge of the Ambulance Coordination Group (ACG) so there is a better understanding amongst key decision makers of how we fulfil our EM obligations.

The EMU is also making a concerted effort to support the Country Ambulance Service in the area of emergency management as this has been identified as an area requiring...
<table>
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<tr>
<th><strong>additional support.</strong></th>
<th><strong>Paramedic</strong></th>
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</table>
| All the emergency management training for the College of Pre-Hospital Care is provided by the EMU. | - Ambulance Commander's Course  
- Forward Commander's Course  
- SJAWA AmbPlan training  
- SJAWA Emergency Management E-Learning  
- Familiarisation with emergency management logistics |

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<tr>
<th><strong>SJA Volunteer staff</strong></th>
<th><strong>College of Pre-hospital Care</strong></th>
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</table>
| - SJAWA AmbPlan training  
- SJAWA E-Learning package  
- SMART Tag refresher training  
- Commander training for Volunteers | - SJAWA AmbPlan Training  
- Familiarisation with emergency management field deployment equipment |
3. Emergency Management Exercises

Rationale: Conducting and participating in multi-agency exercises are a key component to the building of emergency management capability within SJAWA. Exercises provide the opportunity to test AmbPlan to ensure its validity and relationship with the various Westplans where SJA has obligations.

Going forward, the trend will seem to be the use of more drill style exercises at the multiagency level with less use of the large field exercises used in the past.

Exercising takes place in a number of forms including:
- Executive Management group exercise
- Ambulance Coordination Group exercise
- Field exercises – interagency and those conducted by SJAWA
- Table-top and discussion exercises
- Emergotrain exercises

During 2016/17 SJAWA will be involved in at least one major interagency field exercises plus a number of minor inter-agency exercises conducted within country Western Australia.

4. Paramedic Special Operations (PSO) Training & Exercising

Rationale: Under Westplan CBRN and Westplan Collapse, there are obligations for SJAWA to provide specialist trained paramedics that can operate in hazardous and austere environments.

The decision by DFES to develop a medium level USAR taskforce that meets INSARAG standards means that the level of capability of PSO members has increased with emphasis on paramedics being trained to the USAR Category 2 level. The ongoing training of Cat2 USAR Paramedics is also an important part of succession training for our organisation.

- Increase the number of USAR Cat 2 trained Paramedics within SJAWA from 12 to 14.
- Participate in monthly training with the USAR Taskforce to achieve INSARAG level competencies.
- Provide four internal training sessions in USAR and Breathing apparatus during 2015/16.
- AusMAT training for four PSO members.
- All PSO members to undertake a bushfire survival course.
- For all PSO members to participate in the State level 24 hour USAR exercises.

NOTE: The USAR Cat 2 course conducted in Singapore is of two weeks duration.
<table>
<thead>
<tr>
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<th>Product / Outputs</th>
<th>Approximate Funding</th>
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<tbody>
<tr>
<td>5. <strong>Emergency Management Staff and Logistical Deployment</strong></td>
<td>Capacity to deploy staff to incidents, or situations where there is a potential incident or need for SJAWA assistance. Includes: - Tropical Cyclones - Bushfires - Earthquakes - Severe storms &amp; floods - Leavers - Mass gatherings - AusMAT-WA deployments</td>
<td>$30,000</td>
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<tr>
<td>Rationale: There is a need for funding that covers the deployment of ambulance staff such as managers and USAR personnel to incidents or potential incidents. SJAWA has developed a cadre of Ambulance Commanders who can be deployed throughout the State. 2015/2016 staff were deployed to Esperance, Waroona and the NW.</td>
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<tr>
<td>6. <strong>Logistics Maintenance and Development</strong></td>
<td>The state-wide maintenance of: - 80 Mass Casualty Kits - 4 Emergency Support Vehicles - 22 Hand held radios - 4 Satellite phones - 20 Command Packs</td>
<td>$100,500</td>
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<tr>
<td>Rationale: The Emu takes responsibility for the maintenance of all SJAWA emergency management logistics across WA. Servicing takes place at State Office Belmont to ensure all equipment is serviced annually and to a consistent standard so that all equipment is &quot;mission ready&quot; at all times. The cost of maintaining Mass Casualty Kits absorbs a significant proportion of our logistics maintenance budget. The cost of maintaining 80 kits is about $65,000 per year.</td>
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<tr>
<td>Objective</td>
<td>Product / Outputs</td>
<td>Approximate Funding 2016/17</td>
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| 7. Minor Equipment | • Purchase of four satellite telephones  
• Purchase of four VHF handheld radios  
• Upgrading of eight Mass Casualty Kits from a Volunteer to Career version.  
• Purchase of additional emergency management tabards  
• Some minor modifications to the Special Operations Vehicle (ESV3) – strip lighting and central locking | $51,400 |
| 8. Emergency Support Vehicle (ESV) - for Albany and the Great Southern Region | The figure provided includes:  
• Purchase cab & chassis $45,000  
• Building of the equipment module and other accessories $40,000  
• Stocking of the vehicle $23,000 | $140,000 |
| ESV Locations;  
Port Hedland  
Bunbury  
Albany  
Perth Metro (2)  
Broome | | |
| Total | | $811,900 |