



Catholic Safety Health & Welfare SA

# **DISASTER RECOVERY GUIDELINES**



Catholic Safety Health & Welfare SA

**Disaster Recovery Guidelines Version 2 November 2013**

## **Introduction**

There are many variables in an emergency/critical incident and it is impossible to predict every scenario however identifying, preparing and planning for any potential event of this nature ensures that your worksite and the community involved are prepared and better protected to ensure their safety.

This document provides Catholic Church Endowment Society sites with a template to develop an Critical Incident/Contingency Plan that meets the requirement for:

**P** – Prevention

**P** – Preparedness

**R** – Response

**R** – Recovery

An **emergency** is defined as an event that rises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response. Emergencies may include but are not limited to:

- fire
- bomb threat
- hazardous materials spillage
- prolonged loss of a utility - water, power
- floods

A **critical incident** is defined as 'a traumatic event, or threat of such, which causes extreme stress, fear or injury. Critical incidents may include but are not limited to:

- serious injury, illness, suicide or death
- severe verbal or psychological aggression
- physical assault, sexual assault
- drug use, alcohol abuse
- missing persons
- intruders
- major vandalism

After a critical incident, a meeting of the critical incident management team should be held to evaluate the critical incident report and the effectiveness of the Critical Incident/Contingency Plan and to make modifications as required. The evaluation process will incorporate feedback gathered from all on site, and the local community representatives.



A **CRITICAL INCIDENT/CONTINGENCY PLAN** must be developed for each worksite. This Plan is a document that identifies potential emergencies and assigns responsibilities among relevant workers, and covers all the actions to be taken and timelines for doing so.

The Critical Incident/Contingency Plan must be specific to the worksite, the services offered by the site and the personnel at the site. This Plan may be small for some worksites and extremely extensive for others.

The process to develop a worksite specific **CRITICAL INCIDENT/CONTINGENCY PLAN** is to:

1. Complete the Emergency Risk Management Checklist in this document.
  - This will assist worksites to identify emergencies/critical incidents that could possibly occur at their specific worksites.
  - The checklist identifies key emergencies and provides factors to be considered in developing the site specific plan
  - This checklist does not cover all possible emergencies; remember to consider your geographical location, climate, service delivery, people, off site emergencies, communicable diseases
  - Utilizing this document may be sufficient planning and documentation for small locations. As a Word document it can be customized for your worksite
  
2. Develop a simple and easy to follow **CRITICAL INCIDENT/CONTINGENCY PLAN**:
  - Identify likely event
  - List response to event under event heading
  - This document should include a Critical Incident response Chart as a quick reference
  - Remember to be simple and clear in direction of actions (example Appendix 1)
  - In the event of certain circumstances government departments and other agencies undertake leadership role in emergency management due to legislative responsibility or specialized knowledge (Appendix 2)

## EMERGENCY RISK MANAGEMENT CHECKLIST

Tick hazard that may affect your workplace	Nature of emergency	Hazards	Risk rating refer to risk assessment matrix	Preparation + Prevention	Response	Recovery
<input type="checkbox"/>	Bomb Threat	Security Terrorism		<ul style="list-style-type: none"> <li>Workers inspect area for unusual, suspicious articles</li> <li>Process for obtaining details re bomb threat</li> </ul>	<ul style="list-style-type: none"> <li>Do not touch, tamper with suspected articles</li> <li>Call 000</li> <li>Record information</li> </ul> <p><b>BOMB THREAT BY TELEPHONE:</b></p> <ul style="list-style-type: none"> <li>Stay calm</li> <li>Do not hang up</li> <li>Get as much information as possible</li> <li>Notify Manager</li> <li>Decide if search of grounds is warranted</li> <li>Decide if evacuation required</li> <li>Leave doors and windows open</li> </ul> <p><b>BOMB THREAT BY MAIL</b></p> <ul style="list-style-type: none"> <li>Avoid handling letter or envelope unnecessarily</li> <li>Place in clear plastic bag or sleeve</li> <li>Inform Manager</li> <li>Contact SAPOL</li> <li>Consider evacuation</li> </ul>	<ul style="list-style-type: none"> <li>Reoccupation of worksite when emergency services give all clear</li> </ul>
<input type="checkbox"/>	Bushfire	Fire damage Injury Death		<ul style="list-style-type: none"> <li>Maintain properties – garden, buildings</li> <li>Check water supply</li> <li>Store flammable goods safely</li> <li>Liaise with CFS/MFS in area</li> <li>Determine site emergency procedure</li> <li>Conduct drills in procedure</li> <li>Prepare an Emergency Kit consisting of a portable radio with spare batteries, first aid kit, emergency contact numbers,</li> </ul>	<ul style="list-style-type: none"> <li>Review weather forecasts through radio or Bureau of Meteorology website</li> <li>Contact Emergency Services</li> <li>Activate sites Bushfire Plan</li> <li>Refer to attached hyperlink for further information <a href="http://www.cfs.sa.gov.au/site/about_us/publications/fact_sheets_bushfire_prevention.jsp">http://www.cfs.sa.gov.au/site/about_us/publications/fact_sheets_bushfire_prevention.jsp</a></li> </ul>	<ul style="list-style-type: none"> <li>Implement sites emergency recovery strategy.</li> <li>Arrange EAP for those affected</li> <li>Review sites emergency plans</li> <li>Debrief session</li> </ul>
<input type="checkbox"/>	Death at the workplace or during a	Disruption to business Stress		<ul style="list-style-type: none"> <li>Comply with CSHW SA safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Manage immediate situation (first aid, keep others safe)</li> </ul>	<ul style="list-style-type: none"> <li>Arrange EAP for those affected</li> <li>Keep staff informed of the facts</li> </ul>

	workplace activity	Staff Morale		<ul style="list-style-type: none"> <li>Emergency Management Systems Implemented</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services as required for the situation</li> <li>Contact site responsible person</li> <li>Contact Executive or Principal Consultant</li> <li>Contact persons next of kin</li> <li>Contact OHS Consultant (CSHW SA)</li> <li>Engage EAP</li> </ul>	<ul style="list-style-type: none"> <li>Return workplace to normal after given all clear from SafeWork SA</li> <li>Debrief session</li> </ul>
<input type="checkbox"/>	Death of a staff or community member (not work related)	Stress		Not applicable	<ul style="list-style-type: none"> <li>EAP</li> </ul>	<ul style="list-style-type: none"> <li>Arrange EAP for those affected</li> <li>Keep staff informed of the facts</li> </ul>
<input type="checkbox"/>	Drought	Weakened trees Building structures may become weakened, crack and may fail		<ul style="list-style-type: none"> <li>Regular inspections of trees</li> <li>Where buildings appears frail &amp;/or are cracked, engineers reports to asses safety</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate building if there are any signs of collapse</li> <li>Stay away from 'risky' trees</li> </ul>	<ul style="list-style-type: none"> <li>Do not re-enter the workplace until safe to do so.</li> <li>Notify CSH&amp;W SA</li> </ul>
<input type="checkbox"/>	Earthquake/ Collapse of building	Falling objects Weakened structures		<ul style="list-style-type: none"> <li>Earthquake history of area</li> <li>Identify age of buildings</li> <li>Identify structural issues</li> <li>Note evacuation routes/structures</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate buildings</li> <li>EAP</li> </ul>	<ul style="list-style-type: none"> <li>Only re-enter buildings when cleared by emergency services to do so</li> <li>Debrief session</li> </ul>
<input type="checkbox"/>	Electrical	Electrocution Electric shock Failure of equipment		<ul style="list-style-type: none"> <li>Testing &amp; tagging of electrical equipment annually</li> <li>RCD protection</li> <li>Testing of RCD's</li> <li>Report electrical faults</li> <li>Engage certified electricians</li> <li>Retain Certificates of Competence for work</li> </ul>	<ul style="list-style-type: none"> <li>Isolate area</li> <li>Maintain safety of all</li> <li>Switch off mains</li> <li>High voltage – isolate; contact ETSA</li> <li>DO NOT touch person if they are in contact</li> <li>1<sup>st</sup> Aid emergency services</li> <li>Notify OTR / SafeWork SA</li> </ul>	<ul style="list-style-type: none"> <li>Resume work or reuse of electrical plant after approved by SafeWork SA &amp;/or OTR.</li> <li>Engage contractors to carry out repair/maintenance/new electrical work.</li> <li>EAP</li> </ul>
<input type="checkbox"/>	Explosion	Property damage Injury Death		<ul style="list-style-type: none"> <li>Maintain plant &amp; equipment</li> <li>Correct storage of hazardous substances</li> <li>Maintenance of gas facilities</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate area</li> <li>Notify Emergency Services (000)</li> <li>Notify SafeWork SA</li> </ul>	<p>Building to be assessed for damage and repaired as necessary.</p> <p>Return to site once approval given by emergency services</p> <p>EAP</p>
<input type="checkbox"/>	Fire	Property damage Injury Death		<ul style="list-style-type: none"> <li>Site Emergency plans</li> <li>Site Emergency procedures</li> <li>Emergency drills</li> <li>Bush fire safety plan</li> </ul>	<ul style="list-style-type: none"> <li>Call 000</li> <li>Evacuate area</li> <li>Contain fire (close doors)</li> </ul>	<p>Secure site</p> <p>Return to site when given approval from emerg services</p> <p>Review emergency response/debrief</p>

				•		EAP
□	Flood	Drowning Property Damage		<ul style="list-style-type: none"> <li>• Sites in 'flood risk' areas to prepare flood plan</li> <li>• Prepare an Emergency Kit consisting of a portable radio with spare batteries, first aid kit, waterproof bags, emergency contact numbers,</li> </ul>	<ul style="list-style-type: none"> <li>• Keep up to date with flood warnings issued</li> <li>• Evacuate the workplace. If necessary arrange for students/clients to be sent home, relocated.</li> <li>• Isolate electricity if there is imminent danger and assess the risk.</li> <li>• Notify SES</li> <li>• If travelling, avoid flood areas. DO not drive or walk through floods.</li> <li>• Refer to attached website for further information . Click on hyperlink for Business <a href="http://www.ses.sa.gov.au/site/community_safety/floodsafe/emergency_floodsafe_kit.jsp">http://www.ses.sa.gov.au/site/community_safety/floodsafe/emergency_floodsafe_kit.jsp</a></li> </ul>	<p>Reoccupation of workplace only after advice of emergency services</p> <p>EAP.</p> <p>Review the emergency plan.</p>
□	Fumes / Chemical spill / hazardous materials	Exposure Skin damage		<ul style="list-style-type: none"> <li>• Comply with requirements for substances management</li> <li>• MSDS locate with chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate person/s from source</li> <li>• Refer to MSDS for 1<sup>st</sup> Aid</li> <li>• Call 000</li> <li>• Contact Poisons Information Centre 131126</li> <li>• Contact OHS Consultant (CSHW SA)</li> <li>• Do not disturb area</li> <li>• Refer to CCSM Document 19 Management of Hazardous Substances</li> </ul>	<ul style="list-style-type: none"> <li>• Health assessments as required</li> <li>• Clean up area/spill as per MSDS or emergency services recommendation</li> <li>• Return to area when given Ok</li> <li>• EAP</li> </ul>
□	Gas leak	Explosion Damage to the environment / plant / equipment		<ul style="list-style-type: none"> <li>• Preventative maintenance plans in place for gas facilities</li> <li>• Emergency shut-offs tested on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• If safe to do so, isolate gas and turn off electrical equipment, isolate air-conditioning</li> <li>• Notify Emergency Services (fire 000)</li> <li>• Activate emergency evacuation procedures</li> <li>• Notify neighbouring premises</li> </ul>	<ul style="list-style-type: none"> <li>• Reoccupation of workplace only after advice of emergency services</li> <li>• Notify CSHWSA</li> <li>• Notify OTR &amp; SafeWork SA</li> <li>• Review preventative maintenance plans / testing schedules</li> <li>• Review emergency procedures</li> </ul>
□	Infectious Diseases	Exposure Difficulty with source location		<ul style="list-style-type: none"> <li>• Standard precautions</li> <li>• Site procedure for infectious diseases</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage reporting of infectious diseases</li> <li>• Contact communicable disease branch (SA Health) for further information <a href="http://www.dh.sa.gov.au/pehs/communicable-diseases-index.htm">http://www.dh.sa.gov.au/pehs/communicable-diseases-index.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>• follow professional advice re return to site for infected person/s</li> </ul>

					<ul style="list-style-type: none"> <li>• notify SA Health if required</li> </ul>	
□	Large groups in public places (mass gatherings)	Serious injuries Fatalities		<ul style="list-style-type: none"> <li>• Site emergency procedures</li> <li>• Lock-in/lock-down procedures implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate sites lock-in/lock-down procedures.</li> <li>• Notify emergency services (Police, Fire, Ambulance 000)</li> <li>• Refer to attached website for further information <a href="http://www.nationalsecurity.gov.au/agd/WWW/rwpattach.nsf/VAP/339383A93E59A076831A75961C22D2A2)~Active+Shooter+Guidelines+for+Places+of+Mass+Gathering.pdf/\$file/Active+Shooter+Guidelines+for+Places+of+Mass+Gathering.pdf">http://www.nationalsecurity.gov.au/agd/WWW/rwpattach.nsf/VAP/339383A93E59A076831A75961C22D2A2)~Active+Shooter+Guidelines+for+Places+of+Mass+Gathering.pdf/\$file/Active+Shooter+Guidelines+for+Places+of+Mass+Gathering.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• Reoccupation of workplace only after advise of emergency services</li> <li>• Notify CSHWSA</li> <li>• Arrange EAP</li> </ul>
□	Letter/Parcel bomb	Explosion Fatalities Serious Injury Contamination of environment		<ul style="list-style-type: none"> <li>• Site procedure for handling mail</li> <li>• Staff trained in how to deal with suspicious letters/parcels.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate area &amp; do not disturb</li> <li>• Notify emergency services (Police, Fire, Ambulance 000)</li> <li>• Initiate Emergency Evacuation procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Reoccupation of workplace only after advice of emergency services</li> </ul>
□	Pedestrian accidents	Fatalities Trauma to witnesses		<ul style="list-style-type: none"> <li>• Appropriate traffic controls are in place (pedestrian crossings, traffic controllers for school crossings)</li> <li>• Restricted speed signs displayed in car parks and driveways.</li> <li>• Schools: adequately signed drop-off / pick-up areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency services notified</li> <li>• First aid provided where necessary</li> <li>• Contact next of kin</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange EAP</li> <li>• Review traffic controls in consultation with local council (if necessary)</li> <li>•</li> </ul>
□	Serious Occupational violence	Physical Attack / Assault Damage to property		<ul style="list-style-type: none"> <li>• Review access to worksite</li> <li>• Adequate lighting around the workplace for after hours</li> <li>• Keep 'hidden' spots to a minimum (e.g. cut back large shrubs)</li> <li>• Review layout of rooms when meeting with difficult clients / students.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Police where assault has occurred.</li> </ul>	
□	Staff or students/client s lost on excursion			<ul style="list-style-type: none"> <li>• Roll calls / attendance list reviewed on a regular basis (e.g. prior to departing sites)</li> <li>• Comprehensive risk assessment are completed for all excursions (schools: refer to SACCS Camps, Excursions Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• Person in charge to confirm student / client is lost</li> <li>• Contact Executive / Principal Consultant</li> <li>• Guardian / family member notified.</li> <li>• Contact Emergency services</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange EAP</li> <li>• Manage the media</li> <li>• Review the emergency plan</li> </ul>
□	Storms	Property damage (through debris, fallen trees)		<ul style="list-style-type: none"> <li>• Regular inspection of trees and maintenance as required (ie. removing branches, trees that have been identified as a risk)</li> </ul>	<ul style="list-style-type: none"> <li>• Review weather forecasts through radio or Bureau of Meteorology website</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange repairs of building where damage sustained.</li> <li>• Implement procedures to resume workplace activities.</li> </ul>

		Electrocution from fallen power lines Vehicle accidents		<ul style="list-style-type: none"> <li>• Ongoing maintenance of roofs</li> <li>• Gutters cleaned</li> <li>• Site to prepare emergency kit when going on excursions away from the worksite</li> </ul>	<ul style="list-style-type: none"> <li>• If driving, hazard lights to be on. Where there is severe weather, pull over.</li> <li>• Worksite to implement lock-in/lock-down procedures where staff/students are outdoors.</li> <li>• Isolate services where required to make area safe.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange EAP where required.</li> </ul>
<input type="checkbox"/>	Suicide	Trauma to staff, students, clients		<ul style="list-style-type: none"> <li>• Wellbeing programs implemented at the worksite (e.g. stress management training)</li> <li>• Workplace Bullying Programs implemented</li> </ul>		
<input type="checkbox"/>	Technology failure	Loss of information		<ul style="list-style-type: none"> <li>• IT back up procedure</li> <li>• Staff compliance with above</li> </ul>	<ul style="list-style-type: none"> <li>• Locate &amp; confirm back up data</li> </ul>	<ul style="list-style-type: none"> <li>• Restore IT information systems</li> <li>• Restore information to appropriate systems</li> </ul>
<input type="checkbox"/>	Worksite Closure	Disruption to services No access to utilities Property damage		<ul style="list-style-type: none"> <li>• Plan relocation (short-term &amp; long-term) of students/clients/residents</li> <li>• Plan close down of facility</li> <li>• Draft information release prepared</li> <li>• Draft media release prepared</li> <li>• Plan re occupying phase</li> </ul>	<ul style="list-style-type: none"> <li>• Relocate who &amp; where required</li> <li>• Ensure worksite is 'closed down' safely</li> <li>• Inform customers</li> <li>• Inform media if required</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange insurance/repair work as required</li> <li>• Ensure worksite is safe for reoccupying</li> <li>• Follow plan prepared prior to incident</li> <li>• Debrief session for employees and others in the workplace</li> </ul>



[illegible]

## **Introduction**

This Critical Incident/Contingency Plan describes the manner in which Imaginary Worksite will respond to disasters and critical incidents, both onsite and offsite, that involve employees and others in the worksite.

The Plan provides a framework for Imaginary Worksite to:

- Implement immediate action to ensure the safety of all
- Establish temporary arrangements to ensure usual service delivery returns as soon as possible after the event
- Undertake the planning and management of actions required to re-establish normal operation of the business

## **Worksite key information**

*Worksite:     Imaginary Worksite  
                  23 Dog Leg Road  
                  Charlville SA 5091*

*Telephone:   08 8210 9346*

*Facsimile:    08 8210 9340*

*Email:        [cshwsa@cshwsa.org.au](mailto:cshwsa@cshwsa.org.au)*

*Manager:     Ms Red Dog*

*Business:    R-12 co-educational college*

*Staff numbers:     136*

*Student numbers:   1200*



### **Site Details**

College site is located in a semi-rural setting. The land size is approximately ....square metres.

All buildings are single story, there is a large oval surrounded by large gum trees

*This section can be quite extensive*

### **Executive**

Manager	<b><i>Ms Red Dog</i></b>	<b><i>0478 218 645</i></b>
Chairperson of the Board	<b><i>Mr Murray Brown</i></b>	<b><i>0497 258 369</i></b>

### **Critical Incident Management team**

<b>Critical Incident Team Leader</b>	<b>Peter Brown (Business Manager)</b>	<b>0421 369 258</b>
<b>Facilities &amp; Finance</b>	<b>Mary White (Bursar)</b>	<b>0464 258 369</b>
<b>Student/Staff wellbeing</b>	<b>Marg Smith (Counsellor)</b>	<b>0419 854 963</b>
<b>Communications</b>	<b>Brian Wilson (Deputy)</b>	<b>0497 247 135</b>
<b>Technology</b>	<b>Wilbur Smitten (IT Manager)</b>	<b>0497 257 946</b>
<b>OHS&amp;W</b>	<b>Kathy Green</b>	<b>0431 568 951</b>
<b>Timetabling/Staffing</b>	<b>Michael Brown</b>	<b>0497 123 369</b>
<b>Enrolments/Administration</b>	<b>Kerry Grant</b>	<b>0497 456 987</b>
Others may be		

*The decision to implement the Critical Incident/Contingency Plan will be made by the Critical Incident Team Leader*

## **CRITICAL INCIDENT RESPONSE CHART**

<b><u>IMMEDIATE RESPONSE (within 24 hours)</u></b>	
<b>ACTION</b>	<b>COORDINATED BY</b>
Identify the nature of the critical incident	
Ensure the safety and welfare of all on site	
Contact Emergency Services as appropriate: Ambulance, SAPOL, MFS, gas provider, water provider, electricity provider	
Find the facts - Verify information; make notes	
Maintain site integrity - SAPOL or SafeWork SA may be involved	
Notify the critical incident management team leader – as determined in worksite specific plan	
Implement the critical incident team	Critical Incident Team Leader
Activate the <u>Critical Incident/Contingency Plan</u> .	Critical Incident Team Leader
Inform employees and others in the worksite	
Managing media and publicity	
Assess the need for support and counseling for those directly and indirectly involved	
If required an investigation of the event to commence	

<b><u>SECONDARY RESPONSE (48-72 HOURS)</u></b>	
<b>ACTION</b>	<b>COORDINATED BY</b>
Return worksite to usual business activity	
Assess the need for support and counseling for those directly and indirectly involve (ongoing)	
Provide the workers onsite and wider community with actual information as appropriate	
Arrange debriefing for all that were most closely involved and at risk	
Restore site to regular routine, service delivery, and community life as soon as practicable	
Completion of critical incident report	

<b><u>ONGOING FOLLOW-UP RESPONSE</u></b>	
<b>ACTION</b>	<b>COORDINATED BY</b>
Identification of any other persons who may be affected by the critical incident and provide access to support services for community members	
Provision of accurate information to all workers onsite	
Maintain contact with any injured and affected parties to provide support and monitor progress	
Monitor workers for signs of delayed stress and the onset of post-traumatic stress disorder; providing specialized treatment as necessary	
Evaluation of critical incident management	
Manage any possible longer term disturbances e.g building closure, inquests, legal proceedings	

# BOMB THREAT

## SHEET 1

DEVELOPED: 23/01/2012

REVIEWED: 23/01/2013

### IMMEDIATE:

- If telephone - Personnel involved follow instruction sheet located with each desk telephone
  - Continue to talk with person making call
  - Other person to contact Police 000
  - Await instruction from SAPOL
- If mail (suspicious package) – do not handle
  - Inform manager
  - Contact Police 000
  - Await instruction from SAPOL
  - Consider evacuation

### SECONDARY

- Arrange counseling (EAP) for those involved
- Arrange debrief

### ONGOING

- Review Bomb Threat management at the worksite

## DEATH - SUDDEN

**SHEET 1**
**DEVELOPED: 23/01/2012**
**REVIEWED: 23/01/2013**
**IMMEDIATE:**

- Gather information –who, when, how
- Approach must be sensitive, respectful, supportive
- Gather immediate community – friends etc
- Inform staff/students/residents
- Arrange professional support (EAP)

**SECONDARY**

- Inform wider community
- Inform Board/Stakeholders
- Manage media
- Acknowledgement of death
- Acknowledgement of /attendance at services

**ONGOING**

- Support of immediate & extended community
- Respect/acknowledgement of anniversaries

## APPENDIX 2

**HAZARD LEADERS AND CONTROL AGENCIES** – means the agency which, because of its legislative responsibility or specialized knowledge, expertise and resources undertakes a leadership role for planning emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard. The role is to lead a multi-agency approach to planning for the identified hazard.

HAZARD LEADERS		
HAZARD	HAZARD LEADER	CONTACT NUMBER
Flood	Department of Water, Land and Biodiversity Conservation	
Severe weather	S.A State Emergency Service	
Urban fire	S.A Metropolitan Fire Service	
Rural fire	S.A Country Fire Service	
Terrorism	S.A Police	
Human Disease	Department of Health	
Escape of Dangerous Substance	Department of Administrative and Information Services	
Animal and Plant Disease	Department of Primary Industries and Resources	
Earthquake	To be determined	

CONTROL AGENCIES	
Type of Emergency Incident	Control Agency
Aircraft Accident *#	SA Police (SAPOL)
Animal, plant and marine	Dept of Primary Industries and Resources
Bomb threat	SAPOL
Earthquake *#	SAPOL
Fire (Rural and Metro)	SA Country Fire Services (SACFS) or S.A Metropolitan Fire Services (SAMFS)
Flood	S.A State Emergency Service
Food/drinking water contamination	Dept of Health
Information and communication technology (ICT) failure	Dept of Administrative and Information Services (DAIS)
Fuel, gas and electricity shortages	Dept of Transport, Energy and Infrastructure (DTEI)
Hazardous or Dangerous materials emergency	SACFS or SAMFS
Siege/Hostage	SAPOL
Human epidemic	Dept of Health
Marine, transport accidents *#	SAPOL
Oil spills – marine & inland waters	Dept of Transport, Energy and Infrastructure (DTEI)
Rail accident *#	SAPOL
Road/ transport accident *#	SAPOL
Search and rescue – structure (USAR)	SAMFS or SASES
Severe weather	SASES
Terrorist incident	SAPOL

*\*Where an incident involves fire or the release of a hazardous material or an imminent threat of such nature, the control agency will be the SAMFS or SACFS for that part of the incident.*





***# Where an incident involves entrapment, the control agency will be the SAMFS, SACFS or SASES for that part of the incident***