WESTERN AUSTRALIA

STATE HAZARD PLAN

FOR

HAZARDOUS MATERIALS EMERGENCIES

WESTPLAN - HAZMAT

Prepared by
Department of Fire and Emergency Services

APPROVED AT STATE EMERGENCY MANAGEMENT COMMITTEE MEETING
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Amendment List

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A copy of this Westplan is available on the State Emergency Management Committee (SEMC) internet site:

DFES
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PART 1  INTRODUCTION

1.1  Aim and Objectives

1.1.1  Aim
This Plan details the emergency management arrangements for hazardous materials emergencies throughout the State of Western Australia.

1.1.2  Objectives
a. To identify existing preventative, preparedness, response and recovery capabilities within the State;
b. To coordinate emergency management arrangements between all stakeholders, to ensure an adequate and effective response to and recovery from hazardous materials emergencies;
c. Provide an interface to enable integration with other emergency plans within the State;
d. To detail a process to ensure continuous improvement in the Plan; and
e. Provide a reference guide and an information source for those required to develop district, local or facility emergency plans for hazardous materials emergencies.

1.2  Scope

1.2.1. The Plan applies throughout Western Australia. It covers emergency management arrangements that will apply to all stakeholders who may become involved with hazardous materials emergencies.

1.2.2. The Plan includes emergencies at or involving:
   a. **Industry sites and Ports** where one or more of the following conditions apply:
      i. Hazardous materials have spread, or have the potential to spread, beyond the boundary;
      ii. It is beyond the resources of the occupants to clean up effectively and safely;
      iii. The protective equipment and/or resources are not adequate to deal with the situation;
      iv. Employees are not experienced in dealing with the situation; and
      v. Employees or the public are or could be placed at risk.
   b. **Fires and/or unusual situations.** Smoke from fires, or odours from situations which involve significant quantities of plastics, tyres, mixed chemicals, waste and scrap from warehouses, manufacturing sites, shopping centres, domestic and farming premises, as well as recycling centres, including used-car recycling, landfill disposal sites and noxious industries.
c. **Onshore Pipelines.** Onshore pipelines licensed pursuant to the *Petroleum Pipelines Act 1969*, administered by the Department of Mines and Petroleum, but excluding island facilities (Barrow, Thevenard, Veranus and Airlie).

**State Waters.** Spillages of hazardous materials (excluding oil) into State Waters.

d. **Unidentified materials** will be treated as a hazardous materials emergency until the materials have been identified.

1.2.3 The Plan does not include emergencies at or involving:

a. **Oil spills on State Waters.** Spillage of oil onto State Waters are covered by the Western Australian Marine Oil Pollution Emergency Management Plan (Westplan – Marine Oil Pollution).

b. **Space re-entry debris.** The designated Hazard Management Agency for space re-entry debris, including any debris containing radioactive and/or hazardous materials, is the Western Australia Police. The relevant Plan is the State Space Re-entry Debris Emergency Management Plan (Westplan - SPRED).

1.3 **Hazard Definition**

Wherever hazardous materials are manufactured, used, stored or transported, there is a risk of a hazardous materials emergency.

Hazardous materials have the same meaning as hazardous substances in this document, and hazardous substances and emergency has the same meaning as specified in the *Emergency Management Act 2005*.

Pollution incidents which require a response by the Department of Environment Regulation under the *Environmental Protection Act 1986* may not be a hazardous materials emergency; however it can be anticipated that all hazardous materials emergencies under the *Emergency Management Act 2005* may have the potential to become a significant pollution incident.

Hazardous materials include dangerous goods as defined in the *Dangerous Goods Safety Act 2004 and Regulations 2007*, petroleum as defined in the *Petroleum Pipelines Act 1969* and the *Petroleum and Geothermal Energy Resources Act 1967*. They also include any other materials, which are considered a threat to health or the environment by the DFES Department of Fire and Emergency Services (DFES), the Department of Commerce (WorkSafe Division), Department of Environment Regulation, Department of Health, and Water Corporation.

Hazardous materials can also take the form of emissions from fires, or odours from situations including mixed products that may involve plastics, tyres, mixed chemicals as well as wastes and scrap metals.
1.4 Related Documents

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

- *Emergency Management Act 2005* (EM Act);
- *Emergency Management Regulation 2006* (EM Regulation);
- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Specific Plans (Westplans);
- State Emergency Management Procedures (State EM Procedures);
- State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary).

It should be noted that the State EM Procedures are divided into Prevention, Preparedness, Response and Recovery sections, with individual procedures referred to as ‘State EM Prevention Procedure’, ‘State EM Preparedness Procedure’, ‘State EM Response Procedure’ and ‘State EM Recovery Procedure’, as applicable.

In addition, the following documents relate to this plan:

- *Dangerous Goods Safety Act 2004* and *Regulations 2007*
- *Environmental Protection Act 1986*
- *Radiation Safety Act 1975*
- State EM Policy;
- State EM Plan;
- State EM Procedures;
- National Marine Chemical Spill Contingency Plan (Chemplan)
- Westplan - CBRN
- Westplan Marine Oil Pollution
- Westplan – Marine Transport Emergencies
- Westplan – SPRED
- the State Health Emergency Response Plan;
- the State Emergency Welfare Plan and its annexures on Reception and Registration and Reunification;
- State Emergency Telecommunications Plan, and
- the State Emergency Public Information Plan.

1.5 Authority to Plan

The State Emergency Management Committee (SEMC) is to arrange for the preparation of emergency management plans as it considers necessary *[Section 18(1) EM Act]*. The SEMC has delegated the responsibility to ensure the development and review of Westplan - HAZMAT] to DFES.

1.6 Plan Responsibilities

1.6.1 DFES is responsible for maintaining this Plan and will do this through the HAZMAT Coordinating Committee.
1.6.2 The HAZMAT Coordinating Committee was established by Cabinet 8 May 1989.

1.6.3 The role of the HAZMAT Coordinating Committee is to provide advice and support to the State Emergency Management Committee (SEMC), Government agencies, industry, commerce and the community to ensure an efficient emergency management capability, for hazardous materials, in the State of Western Australia.

1.6.4 The terms of reference of the HAZMAT Coordinating Committee are:

a. Together with DFES (Hazard Management Agency) develop, maintain, monitor and test Westplan – HAZMAT.

b. Keep SEMC informed about the State's emergency management capability as it pertains to hazardous materials.

c. Review incidents to make recommendations in respect to the prevention of, preparedness for, response to and recovery from hazardous materials emergencies.

d. Provide a multi-agency forum for:
   i. The resolution of issues associated with hazardous materials and emergency management arrangements; and
   ii. To assist in the development of HAZMAT policy for SEMC.

e. To raise awareness and provide advice to agencies and the broader community about emergency management arrangements with respect to hazardous materials.

1.6.5 The composition of the HAZMAT Coordinating Committee is:

a. DFES, Operations Capability (Chair);

b. Australian Association of Port & Marine Authorities;

c. Chamber of Commerce & Industry of WA (2 representatives);

d. ChemCentre;

e. Department of Commerce, WorkSafe Division;

f. Department of Environment Regulation, Pollution Response, Compliance and Enforcement;

g. Department of Health, Environmental Health Directorate, and Disaster Preparedness and Management Unit (DMPU);

h. Department of Mines and Petroleum, Dangerous Goods and Petroleum Safety, Resources Safety Division;

i. Department of Transport, Marine Safety Branch;

j. DFES, Operations Capability (including Committee Secretariat);

k. Water Corporation of Western Australia;

l. Western Australia Police, Emergency Operations Unit;

m. Western Australian Local Government Association; and

n. WestNet Rail.

1.6.6 The Committee shall meet biannually, or as required.

1.7 Exercise and Review Periods

1.7.1 This Plan shall be exercised annually in accordance with State1 EM Policy Section 4.8 and State EM Plan Section 4.7.1.7.2 This Plan shall be reviewed every five years or as appropriate in accordance with State emergency management policy2.

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1 State EM Policy Sections 4.8 and 4.9 and State EM Plan Section 4.7.
2 State EM Policy Section 1.5.
1.8 Organisational Roles and Responsibilities

1.8.1 The following organizations have responsibilities under this Plan:

a. DFES;
b. Australian Association of Port & Marine Authorities;
c. Industry;
d. ChemCentre;
e. Department of Commerce, WorkSafe Division;
f. Department of Environment Regulation, Pollution Response, Compliance and Enforcement;
g. Department of Health, Environmental Health Directorate, and Disaster Preparedness and Management Unit (DMPU);
h. Department of Mines and Petroleum, Dangerous Goods and Petroleum Safety, Resources Safety Division;
i. Department of Transport, Marine Safety Branch;
j. St John Ambulance Australia (Western Australia) Inc;
k. Water Corporation of Western Australia;
l. Western Australia Police, Emergency Operations Unit;
m. Western Australian Local Government Association; and
n. WestNet Rail.

1.8.2 A list of agencies roles and responsibilities are detailed in Appendix 6.3.

1.8.3 HAZMAT Emergency Advisory Team (HEAT). The HAZMAT Emergency Advisory Team (HEAT) is on-call 24/7 and is a group of technical and emergency management specialists competent in hazardous materials emergency management. It will function either as, or in support of, an Incident Support Group (ISG) or an Operational Area Support Group (OASG) depending on the incident level, and as required by the HMA, in accordance with State EM Policy Section 5 and State EM Plan Section 5. The roles and responsibilities of HEAT are detailed in Appendix 6.4.
PART 2 PREVENTION AND MITIGATION

2.1 Responsibility for prevention and/or mitigation

2.1.1 The primary responsibility for prevention rests with:
   a. Department of Mines and Petroleum, Dangerous Goods and Petroleum Safety, Resources Safety Division;
   b. Department of Environment Regulation;
   c. Department of Commerce, WorkSafe Division;
   d. Department of Transport;
   e. Department of Health (Radioactive substances); and
   f. DFES

2.2 Legislation and Codes

2.2.1 National Legislation, Standards and Codes
   a. Australian Code for the Transport of Dangerous Goods by Road & Rail;

2.2.2 State Legislation
   a. Dangerous Goods Safety Act 2004 and Regulations;
   b. Environmental Protection Act 1986 and Regulations;
   c. Occupational Health and Safety Act 1984 and Regulations;
   d. Fire Brigades Act 1942 and Regulations;
   e. Fire and Emergency Services Authority Act 1998;
   f. Radiation Safety Act 1975; and
   g. Emergency Management Act 2005 and Regulations.

2.2.3 Standards. Australian and International Standards that apply to the manufacture, storage, transport and safe use of hazardous materials.

2.3 Prevention strategies

2.3.1 Prevention requires active commitment by all sections of government, industry and the community that have involvement with hazardous materials. This may include:
   a. Government through legislation, and Codes of Practice;
   b. Independent groups through development of Standards;
   c. Insurance industry through liability and risk assessments;
   d. Industry through risk management, plant design, procedures and investment in safety;
   e. Community and individuals through training or awareness, personal protective equipment and safe practices; and
   f. Support of national and international fora.

2.4 Mitigation strategies

2.4.1 Inspection programs. Each agency with primary responsibility for prevention conducts a systematic inspection program based on identified risks relevant to their jurisdiction.
2.4.2 **Inspection of Dangerous Goods Sites.** DFES in partnership with Department of Mines and Petroleum, Dangerous Goods and Petroleum Safety, Resources Safety Division conduct regular inspections of selected licensed dangerous goods sites covering a selected range of issues associated with dangerous goods.

2.4.3 **Inspection of Hazardous Material Risk Sites.** DFES in partnership with Department of Environment Regulation, Pollution Response, Compliance and Enforcement Branch and the Department of Mines and Petroleum, Dangerous Goods and Petroleum Safety, Resources Safety Division conduct inspections of the active intervention list of Hazardous Material Risk Sites to reduce the risk and impacts of chemical incidents.

2.4.4 **The HAZMAT Coordinating Committee** will review significant hazardous materials incidents to ascertain, where possible, the cause and ensure follow up actions are undertaken (para. 5.4).
PART 3 PREPAREDNESS

3.1 Responsibility for preparedness

3.1.1 DFES is the prescribed Hazard Management Agency for preparedness under the *Emergency Management Regulations 2006* for all emergencies that involve hazardous materials and/or radioactive materials.

3.2 Planning and arrangements

3.2.1 Combat and Support agency arrangements. Each agency is responsible for provision of vehicles, pagers, mobile phones, radios, as well as sampling, detection and identification equipment to enable designated response personnel to fulfill their agency’s agreed functions as detailed in Appendix 6.3.

3.2.2 HAZMAT Emergency Advisory Team (HEAT).

a. **Representation.** Agencies that provide representation to the HEAT shall ensure their representatives are available 24/7, and that they meet the competency requirements that have been mutually agreed with the HAZMAT Coordinating Committee.

Those agencies whose roles and responsibilities also require on-scene attendance must also ensure an additional 24/7 availability of both personnel and equipment. Those personnel who attend must also meet mutually agreed competency requirements with DFES that are appropriate to their on-scene functions (para’s 6.3.3 and 6.3.6).

b. **HEAT meeting room.** DFES shall provide a meeting room for HEAT that is equipped to enable HEAT to perform its designated functions.

3.2.3 HMA Planning and Arrangements.

a. **Fire and Emergency Services – Emergency Response Guides (FES-ERG).** A FES-ERG is required by virtue of Regulation 76B of the *Dangerous Goods Safety (Storage and Handling of Non-explosive) Regulations 2007* (as amended 2012) if the quantity of dangerous goods stored or handled on site exceeds 10 times the manifest quantity in relation to those goods.

FES-ERGs are prepared or revised by the operator of the site in consultation with the Officer in Charge (OIC) of the fire station or the office of the Fire and Emergency Services Department nearest the site. The regulation compels that the operator of the site must review the agreed FESERG for the site and if necessary revise it: whenever there is a significant change to the type or quantity of dangerous goods on site; whenever there is a significant change to the layout of the site or to any structure on the site; as soon as practicable after a fire or dangerous situation occurs on the site; and in any event, at intervals of not more than 3 years from the day on which the guide was first prepared or last reviewed.

Completed plans are maintained by DFES Special Operations Branch via an electronic database. DFES will provide access to key stakeholders on a need-to-know basis. Hard copies of the FESERG are also kept at the site or premises.
b. **Operational Preplans.** DFES conducts a program of site inspections throughout Western Australia according to risk. DFES personnel are further required to prepare Operational PrePlans. Completed plans are maintained by DFES Special Operations Branch via an electronic database. DFES will provide access to key stakeholders on a need-to-know basis.

c. **Chemical Database.** The DFES Communications Centre maintains a database (Chemdata) of first strike information for hazardous materials emergencies.

d. **Gas Dispersion Modeling.** DFES maintains a computer-modeling program for the calculation of downwind dispersion of gas releases.

e. **Resourcing Fire Appliances.** DFES ensures all fire appliances are provided with a first responder guide for its fire fighting personnel.

### 3.2.4 Industry Planning and Preparedness.

a. **Dangerous Goods Site Emergency Plans.** All licensed dangerous goods sites under the *Dangerous Goods Safety (Storage and Handling of Non-explosive) Regulations 2007* are required to prepare an emergency plan. The Dangerous Goods Emergency Planning Code is available on the Department of Mines and Petroleum Resources Safety Website.

b. **Dangerous Goods Transport Plans.** All Dangerous Goods consigned for transport in placard quantities are required under the *Dangerous Goods Transport (Road and Rail Transport of Non-explosive) Regulations 2007* to prepare an emergency plan. This includes a requirement to establish a contract with an “approved emergency responder,” to provide a clean-up in the event of an emergency involving Dangerous Goods (para 3.2.5). A Dangerous Goods Emergency Planning Guide is available on the Department of Mines and Petroleum Resources Safety Website.

c. **Industry Arrangements.** Industry shall maintain a 24/7 contact and ensure Material Safety Data Sheets (MSDS) are available. As appropriate, industry is encouraged to develop their own response capacity within the parameters of 1.2.2(a) by:

i. Mutual aid agreements;

ii. Provision of emergency response appliances;

iii. Provision of protective equipment;

vi. Development of competent response teams; and

v. Maintenance of adequate stocks of neutralizing agents.

### 3.2.5 Approved Emergency Responders.** Contractors can seek accreditation to become an approved dangerous goods emergency responder (for dangerous goods transport) by application to the Department of Mines and Petroleum. The current list of approved emergency responders is maintained on the Department’s Website.

### 3.2.6 Training

a. **Westplan - HAZMAT.** DFES is responsible for managing a statewide-integrated training program, to ensure that Westplan - HAZMAT operates successfully.

b. **Stakeholders.** Each stakeholder identified in the Plan is responsible for training specific to their tasks.

c. **First Responders.** Agencies, whose personnel may be the first to arrive at a hazardous materials emergency, shall provide potential first responders with appropriate guidelines with respect to first response actions.
First responders could include transport drivers, police, ambulance, and Local Government employees.

3.3 **Community Education**

**Community awareness.** DFES ensures community awareness through its systematic inspection programs (ref. para. 2.4.2 & 2.4.3), through exercises, the provision of the Hazardous Materials Incident Management Guide for Local Government in association with DER, and by making the Plan available on the DFES Website.

3.4 **Evacuation Arrangements**

Evacuation arrangements will be developed according to the State EM Policy Section 5.7 and State EM Plan Section 5.3.2 that are appropriate for hazardous materials.

Hazardous materials emergencies can sometimes release hazardous gases or contaminants which become airborne and can move off-site with the wind. The onset of these emergencies is sometimes so rapid, that evacuation is often not an option, and shelter-in-place actions are required.

DFES as the Controlling Agency, will determine the need for either evacuation or shelter-in-place, and the area where this action will be required. DFES will request activation of the State Emergency Welfare Plan, the Local Emergency Management Arrangements and District Emergency Management Plans as required.

3.4.1 **Major Hazard Facilities and evacuation.** In accordance with the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007, State EM Policy Section 5.7 and State EM Plan 5.3 the owners of Major Hazard Facilities (MHF) are required to consult with the local community with respect to the actions, they may need to take in the event of an emergency at the MHF.

3.5 **Local and District hazard emergency management plans**

Local emergency management arrangements and district emergency management plans should identify risks associated with storage and transport of hazardous materials either moving through or within their jurisdiction. Both Local and District should take this into account in the preparation of emergency management plans and to identify an appropriate linkage with this Plan.
3.6 Western Australia border agreements

3.6.1 Eucla / South Australia
A Memorandum of Understanding exists between the Eucla Volunteer Fire and Emergency Service (VFES), the Shire of Dundas, the South Australia Country Fire Service and DFES to establish, maintain and support the Eucla VFES whose role and responsibilities involve cross border response and which include ‘hazardous materials recovery.’ The MOU remains in force for five (5) years from the 27th July 2012.

3.7 Arrangement for assistance from other jurisdictions

3.7.1 Australian Government assistance
The provision of Australian Government physical assistance is dependent upon established criteria and requesting arrangements. All requests for Commonwealth physical assistance are to be made in accordance with State EM Policy Section 5.10 and State EM Plan Section 5.6.
PART 4 RESPONSE

4.1 Responsibility for response

4.1.1 DFES is the prescribed Hazard Management Agency for response under the Emergency Management Regulations 2006 for all emergencies in which there is an “actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment” (section 17(2) (g) EM Regs).

4.1.2 CBRN. If it has been determined by the Commissioner of Police that the emergency is the result of a CBRN terrorist action, the WA Police under the Emergency Management Regulations 2006 will be the prescribed Hazard Management Agency. Under these circumstances Westplan - CBRN will be activated.

4.1.3 Multiple hazards. In accordance with State EM Plan Section 5.1.2, “where a subsequent hazard caused by the initiating hazards presents a significantly greater risk, management of the incident may be transferred to the relevant hazard management agency for the subsequent hazard by agreement between the two agencies,” DFES will respond ‘by agreement’ where the ‘subsequent hazard’ involves hazardous materials and/or radioactive materials until completed.

4.1.4 Ships in State Waters. In relation to ships in State Waters, or at berth, in which the emergency includes hazardous materials, and in which the hazardous materials and/or the mitigating actions required may affect the structural integrity of the ship, then the emergency shall be regarded as a Marine Transport Emergency.

DFES will be a Combat Agency for the hazardous materials component of the emergency as specified under the Emergency Management Regulations 2006.

4.2 Notification

4.2.1 Notification. All emergencies involving hazardous materials should be reported promptly, by dialing 000 and asking for the Fire Brigade.

4.2.2 Public Alerts and Information. DFES will ensure the media are promptly advised upon notification of a hazardous materials emergency, and will provide regular updates as further information is received and as control of the situation is re-established.

4.3 Levels of response

4.3.1 Levels of response. State EM Response Procedure 2 describes the process for making an appropriate incident level declaration and associated responsibilities. The declaration of an incident level is a critical component of emergency management in terms of triggering the responsibilities and actions of emergency management stakeholders to ensure a response in which the size of both the Incident Management Team (IMT) and the coordination structure are proportional to the size of the emergency. State EM Response Procedure 2 enables one of three operational levels to be selected depending upon the characteristic ‘factors’ of the emergency. This procedure is aligned with State EM Plan Section 5.1.5 and the DFES WA Fire and Emergency
Management Services Manual. The descriptors are guidance for DFES Operational Managers and are used for all of DFES’s HMA and Emergency Management Agency responsibilities.

4.3.2 Declaration of Emergency Situation. The Chief Officer or his delegates have considerable emergency response powers under the Fire Brigades Act 1942, to undertake emergency response actions to enable them to provide an emergency response. When the situation requires additional powers provided under the Emergency Management Act 2005, the HMA or the State Emergency Coordinator may declare an ‘Emergency Situation.’

4.3.3 Hazard Management Officers. DFES may appoint Hazard Management Officer(s) to utilise the additional powers available under the Emergency Management Act 2005, during a Declared Emergency Situation.


4.3.5 Authorized Officers: The State Emergency Coordinator may appoint Authorized Officers to utilise the additional powers available under the Emergency Management Act 2005, during a declared State of Emergency.

4.4 Activation of the plan

Westplan - HAZMAT details the organization for the management of hazardous materials emergencies at all levels and does not require formal activation for individual incidents.

4.5 Incident Management System

DFES will apply the Australasian Inter-service Incident Management System (AIIMS).

4.5.1 Site control zones. Site control will be established by dividing the area around the hazardous materials incident into three Zones, referred to as the Hot, Warm and Cold Zones. The Incident Controller, in consultation with HEAT, will determine the boundaries for each zone, and each zone will be clearly identified with demarcation tape.

4.6 Hazard Management Structure/Arrangements

4.6.1 Multi Agency Management Groups and triggers for activation.
   a. HEAT will be either notified or activated for all hazardous material incidents.
   b. The multi-agency support groups may be activated by DFES, in accordance with the provisions of State EM Policy Section 5 and State EM Plan Section 5 as required.
4.7 **Evacuation arrangements**

4.7.1 **Triggers for evacuation.** The Incident Controller will decide, upon advice from HEAT, whether evacuation or shelter-in-place for an area is required.

4.8 **Function support plans**

4.8.1 **Medical Services.** The State Health Emergency Response Plan may be activated at any time where casualties have occurred as a consequence of the hazardous materials emergency. This plan is required to consider special control and decontamination procedures for contaminated casualties.

4.9 **Public information and media management**

It can be expected that intense media and public interest will be associated with a hazardous materials emergency. The use of public information via the media may also prove invaluable.

The responsibility for media statements and coordination of media enquiries during an emergency lies with the DFES Director, Media and Corporate Communications. The Director or delegate will coordinate with other agencies appropriate media releases.

If required the State Emergency Public Information Plan will be activated to provide additional support.

4.10 **Support plans**

Other plans which may be activated in addition to those already nominated in 4.8 and 4.9, in support of this Plan may include:

– State Emergency Welfare Plan
– State Emergency Telecommunications Plan

In addition, the recovery provisions outlined in Part of this Westplan may be activated.

4.11 **Financial arrangements for response**

Generally, to ensure accountability for expenditure incurred, the organisation with operational control of any resource shall be responsible for payment of all related expenses associate with its operation during emergencies unless other arrangements are established. Detailed information in relation to the financial responsibilities of participating organisations are outlined in State EM Policy Section 5.12 and State EM Plan Section 5.4.
PART 5 - RECOVERY

5.1 Responsibility for recovery

Under the Emergency Management Act 2005, a local government is required to ensure that effective local emergency management arrangements are prepared and maintained to manage recovery following an emergency affecting the community. Where recovery activities are beyond the capacity of the local community, State support may be provided through the State Recovery Coordinator as detailed in State EM Policy Section 6 and State EM Plan Section 6.

A documented handover process will be applied, to identify that the situation has passed from the response to the recovery phase, and responsibility has passed from the HMA, to those identified as responsible for recovery.

Direct on-site recovery and clean-up of hazardous materials and infrastructure is the responsibility of the owner of the hazardous materials. Those transporting Dangerous Goods are required to contact their Approved Emergency Responder, under the Dangerous Goods Transport (Road and Rail Transport of Non-explosive) Regulations 2007, to initiate clean up operations.

Under the Environmental Protection Act 1986, DER may issue a pollution notice to the owner of hazardous materials that are involved in an emergency situation, requiring clean-up.

Recovery and clean up of orphan hazardous materials are the responsibility of local government. Under certain circumstances, DER may cover cleanup costs, where sensitive environments may be under threat.

In all cases, clean up has to be completed to the satisfaction of DER.

5.2 Transition to recovery

The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to all recovery environments prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area.

The Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency.

On-site recovery of hazardous materials and site restoration can only commence once the Incident Controller, in consultation with HEAT have determined the site is ‘safe for recovery.’ A site is ‘safe for recovery’ when:

a. The emergency impacting the site no longer exists;
b. Control of the situation has been established; and
c. The site is safe for recovery by non-emergency services personnel using appropriate controls (e.g. work practices and personal protection).

At this point a formal handover process will be applied from the Controlling Agency to the Local Recovery Coordinating Group/local government.
5.3 **Stand down and debriefs**

5.3.1 **A 'Hot' Debrief.** Immediately before stand down of emergency response personnel, the Incident Controller may conduct a ‘hot’ debrief for all available personnel involved in the emergency response phase to explain the situation, answer questions and address any issues.

5.3.2 **Stand Down.** Once confirmation that the site is ‘safe for recovery’ and that the Local Recovery Coordinating Group is in place, then:
   a. Stand down procedures of remaining emergency response personnel should be completed; and
   b. HEAT disbanded.

5.4 **Incident analysis / Review**

5.4.1 **Written Reports.** Each participating organization involved in a hazardous materials emergency shall, upon request, provide a written report to DFES. A consolidated report will then be submitted to the HAZMAT Coordinating Committee, thereby permitting a review of the functioning of the Plan.

5.4.2 **Post Incident Analysis.** A Post Incident Analysis (PIA) will be conducted in accordance with DFES Policy No. 54.

5.4.3 **Post Operation Report.** A Post Operation Report is required by SEMC for HAZMAT incidents where a SECG was established.
APPENDICES

6.1 Appendix A - Distribution List

- **Emergency Management Australia**
  Australian Government Crisis Coordination Centre
  EMA Library (2 copies)

- **State Government Ministers**
  Minister for Emergency Services 1
  Minister for State Development 1
  Minister for Transport 1

- **State Emergency Management Committee**
  All members
  Secretary SEMC 9
  HAZMAT Coordinating Committee 17

- **Organisations with responsibilities in this plan**
  DFES Communications Centre 1
  ChemCentre 1
  Chamber of Commerce and Industry Western Australia 3
  Department of Commerce 1
  Department of Environment Regulation 1
  Department of Health 1
  Department of Mines and Petroleum 1
  Department of Transport (Maritime Division) 1
  Fremantle Port Authority 1
  St John Ambulance Australia (Western Australia) Inc 1
  Water Corporation 1
  Western Australia Police 1
  WestNet Rail 1

- **Library Deposits (bound copies with contact details removed)**
  National Library of Australia, Legal Deposits Unit (2 copies)
  State Library of Western Australia, Battye Library (4 copies)
6.2 Appendix B - Glossary of terms/acronyms

All terms used in the document are in accordance with the Emergency Management Act 2005, and the Western Australian Emergency Management Glossary.

Additional terms specific to this Plan are as follows:

1. **FIELD LIAISON OFFICER (FLO).** An operational officer provided by DFES, who is experienced in emergency management and hazardous materials emergencies, to serve as the on-site liaison between the Special Operations Advisor and the Incident Controller, and to coordinate the operational activities of all agencies at the incident site.

2. **ORPHAN HAZARDOUS MATERIALS.** Orphan hazardous materials are materials in which the ‘owner’ of the materials cannot be found to cover the cost for clean-up. They may also be materials in which the chemical composition and degree of hazard is unknown.

3. **SPECIAL OPERATIONS ADVISOR (SOA).** An operational officer provided by DFES, who is experienced in emergency management and hazardous materials emergencies, to coordinate the technical functions of the HEAT, to assist the Incident Controller.

4. **STATE WATERS.** State Waters include:
   - State (Coastal) waters extending three (3) nautical miles seawards from baseline (ref. Commonwealth Gazette, S29, February 1983);
   - Waters within proclaimed and designated Ports;
   - Enclosed waters; and
   - Inland waters.
## 6.3 Appendix C – Roles and Responsibilities of Responding Agencies

A summary of the emergency response functions relevant to hazardous materials emergencies and their assignment is detailed in table 1.

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<th>RESPONSIBILITY</th>
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<td>Spill generator (Approved Emergency Responder for transport emergencies) / State or Local Government</td>
</tr>
<tr>
<td>28.</td>
<td>Clean-up Supervision</td>
<td>Department of Environment Regulations</td>
</tr>
</tbody>
</table>

Table 1 – Assignment of Emergency Response Functions
6.3.1 Department of Fire and Emergency Services (DFES)

Role. To be the HMA for emergency management activities in relation to prevention, preparedness, response and recovery in accordance with the Emergency Management Regulations 2006 through the DFES, Operations, Fire and Rescue Service of Western Australia for hazardous materials emergencies. Administer the Fire Brigades Act 1942 (as Amended 1994) through the Fire and Emergency Services Authority of Western Australia Act 1998, as it applies to hazardous materials.

Responsibilities.

a. Mobilise DFES resources, and as required, assemble HEAT (or an ISG or OASG).

b. Nominate an Incident Controller for each hazardous materials emergency according to AIIMS.

c. Establish an on-site Control Centre, and in consultation with HEAT, determine both the Hot, Warm and Cold Zone perimeters.

d. In consultation with HEAT, determine the requirement for evacuation or shelter-in-place, and execute as necessary.

e. Assist with the identification of the hazardous materials involved.

f. Provide prompt first strike action according to Standing Operating Procedures. Actions may include:
   - Rescue;
   - Fire fighting;
   - Elimination of ignition sources;
   - Stopping leakages;
   - Containment of hazardous substances;
   - Neutralisation; and/or
   - Decontamination.

g. Task and coordinate participating agencies.

h. Maintain a record of activities.

i. If required, provide assistance during clean up of the site.

j. In consultation with HEAT, ensure the preparation and approval of media releases.

k. Arrange a debriefing of participants immediately following an emergency.

l. Manage HEAT through the deployment of the Special Operations Advisor (SOA), and the Field Liaison Officer (FLO).

m. Maintain a composite database on hazardous materials to provide immediate first strike information.

n. If required, undertake a Post Incident Analysis and/or a Post Operation Report in accordance with State EM Policy Section 5.11 and State EM Plan Section 5.7.

o. Provide and maintain the HEAT meeting room and associated facilities.

p. Assist the Police and other relevant agencies [e.g. DMP and Department of Commerce (WorkSafe)] in determining the cause of the emergency.

6.3.2 Approved Emergency Responders (Dangerous Goods Transport)
Role. To provide an approved emergency site clean-up response for dangerous goods transport incidents.

Responsibilities.

a. Maintain all the requirements for accreditation, identified by the Department of Mines and Petroleum for the Class or Division of Dangerous Goods for which the proponent intends providing a clean-up service.
b. Respond to the incident site as required, and upon handover by the Incident Controller, conduct a site clean-up and disposal under supervision of the Local Recovery Coordinating Group.
c. Ensure compliance with written handover processes from response to recovery phase.

6.3.3 ChemCentre

Role. To provide support to the HMA, through HEAT, with chemical advice, and an on-scene detection / identification capability for hazardous materials.

Responsibilities.

a. Be contactable and available on a 24/7 basis.
b. Provide a representative to the HEAT.
c. Provide, maintain and operate a mobile response laboratory, for the purpose of detecting, identifying, and monitoring hazardous materials, involved in the hazardous materials emergency on a 24/7 basis.
d. Provide competent chemical response personnel as an on-scene HEAT representative (para 3.2.2(a)).
e. When operating on-site, provide written advice/documentation to the Incident Controller, through the FLO, using the proformas as agreed with the Hazard Management Agency.
f. Maintain DFES’s detection/analytical equipment (as identified in the ChemCentre/DFES MOU).
g. Provide appropriate sampling equipment with instructions for their use, either for on-site incident management, or off-site environmental monitoring.
h. Provide information with respect to any potential chemical incompatibilities, methods of neutralization, including any reactivity's with any media used to control the hazardous material/s.
i. If required, confirm adequacy of decontamination procedures applied to equipment and personal protective equipment.
j. Provide a written report and/or participate in post operation debriefs on the emergency, as required.

6.3.4 Consignors / Prime Contractors

Role. In conjunction with Industry Owners and Operators to provide support assistance to the Hazard Management Agency during incident mitigation and to assume responsibility for site cleanup and disposal during the recovery phase.

Responsibilities.
a. To operate their services safely and in accordance with applicable laws and regulations.

b. Ensure emergency plans are in place for Dangerous Goods transport, including contracts with 'approved' emergency responders (para. 3.2.4(b)).

c. Ensure compliance with Fatigue Management regulations under the Occupational Safety and Health Regulations 1996 for transport drivers.

d. Keep Industry Owners and Operators informed of the movement of all their vehicles on task.

e. Be contactable on a 24/7 basis.

f. Provide technical advice as required.

g. Provide an on-site representative as required.

h. Assist the Incident Controller at the site of the incident.

i. Provide appropriate equipment including neutralising and/or absorption agents to enable incident mitigation.

j. Assume responsibility for recovery and/or safe disposal of residual goods, damaged equipment and property and/or contaminated soils and water following the situation being rendered safe for recovery.

k. Ensure site cleanup and ensure restoration to its original condition as much as reasonably possible.

l. Provide the Director, Dangerous Goods and Petroleum Safety Branch, Resources Safety Division, Department of Mines and Petroleum, with an incident report in accordance with the Dangerous Goods Safety Act 2004 and Regulations.

m. Provide a written report and/or to participate in post operation debriefs on the emergency, as required.

6.3.5 Department of Commerce

Role. Through the WorkSafe Division provide expert advice to the Hazard Management Agency, through HEAT, on chemicals and the occupational health and safety risks resulting from hazardous materials emergencies and advise on measures to minimize those risks.

Responsibilities.

a. Be available when contactable.

b. Provide a representative to the HEAT, where there is a perceived or real occupational safety and health issue, and when available.

c. Advise on chemical and occupational safety and health aspects and actions to be taken.

d. Investigate the cause of the emergency, where required.

e. Provide a written report and/or participate in post operation debriefs on the emergency, as required.

6.3.6 Department of Environment Regulation

Role. To provide environmental advice to the HMA, through HEAT, on the impacts of the emergency on the environment.

To administer the pollution, emission and, waste disposal/control...
provisions of the *Environmental Protection Act 1986*.

**Responsibilities.**

a. To be contactable and available on a 24/7 basis.
b. Provide a representative to the HEAT.
c. Provide, maintain and operate a mobile response vehicle, for the purpose of detecting and monitoring chemicals and particulates escaping into the environment during an emergency, on a 24/7 basis.
d. Provide competent environmental response personnel as an on-scene HEAT representative (para 3.2.2(a)).
e. Provide environmental monitoring (as detailed in para 6.3.6(c)) during the emergency response phase for off-site impacts in air and water and provide advice on the impacts to the Incident Controller, through the FLO, in writing using the proformas as agreed with the Hazard Management Agency.
f. Provide advice on minimization of impacts on the environment, including containment, confinement and clean up, decontamination, minimization of wastes, and waste disposal.
g. Coordinate post-incident environmental sampling and provide interpretation of environmental monitoring data and results where required.
h. Provide a written report and/or participate in post operation debriefs on the emergency, as required.

**6.3.7 Department of Health**

**Role.** To provide expert advice to the Hazard Management Agency, through HEAT, on public health risks resulting from a hazardous materials emergency and advise on measures to minimise the health risks and effects of that hazard.

**Responsibilities.**

(i) **Public Health**

a. Be contactable on a 24/7 basis.
b. Provide a representative to the HEAT.
c. Provide advice on potential dangers to public health and actions to be taken in order to mitigate the hazard effects.
d. Provide detailed toxicological advice to emergency personnel, and the public, as required.
e. Prepare and maintain a public health response and recovery plan for public advice, health surveillance and medical testing.
f. Provide a written report and/or participate in post operation debriefs on the emergency, as required.

(ii) **Medical Care**

a. Provide advice on the need for special medical care as may be required for casualties / exposure to an identified chemical hazard.
b. Coordinate the provision of specialised medical care both at the site of the hazardous material incident and any secondary / tertiary medical care of the victims.

(iii) Radioactive Hazards

In the case of emergencies involving radioactive [or potentially radioactive] hazards:

a. Provide a representative to the HEAT, when requested.
b. Monitor the radioactive environment and define contaminated areas.
c. Provide laboratory analysis of air, water, food and fodder samples.
d. Establish and direct measures to mitigate the radiological impact on public health.
e. Establish human exposure criteria and assess the public health impact of radiation levels.
f. Recommend measures to limit the spread of radioactive contamination.
g. Direct and assist in collection of ingestion pathway samples.
h. Establish procedures and make recommendations for the use of substances to prevent or reduce the effects of contamination.
i. Advise and assist on decontamination measures.

6.3.8 Department of Mines and Petroleum (DMP)


Responsibilities.

a. To be contactable and available on a 24/7 basis.
b. Provide a representative to the HEAT.
c. Provide advice on potential dangers to public safety and actions to be taken to mitigate the hazard effects. DMP may deploy a Dangerous Goods Officer to the incident scene, as required.
d. Investigate the cause of the emergency, where applicable.
e. Provide a written report and/or participate in post operation debriefs on the emergency, as required.
6.3.9 **Department of Transport (Maritime Division)**

**Role.** To assist the HMA with emergencies involving hazardous materials in State Waters. To administer the *Pollution of Waters by Oil and Noxious Substances Act 1987*.

**Responsibilities.**

a. To be contactable on a 24/7 basis.
b. Provide technical advice and resources support.
c. Provide a representative to the HEAT, when requested or where the marine environment may be affected.
d. Provide advice to help identify the hazardous materials involved.
e. Maintain a marine exclusion zone around the affected zone.
f. Provide transport (air, sea) to support a response involving a marine hazardous materials emergency.
g. Provision of advice on environmental monitoring subsequent to the spillage, release, etc., of hazardous materials.
h. Recover costs from polluter (as detailed in *Westplan – Marine Oil Pollution*, Appendix H).
i. Provide a written report and/or participate in post operation debriefs on the emergency, as required.
j. Assist with long term clean up, when required.

6.3.10 **Industry Owners and Operators**

**Role.** To assist the HMA with dealing with the hazardous materials emergency, and to establish and maintain a capability for coping with hazardous materials emergencies occurring within their facilities.

**Responsibilities.**

a. To have available a well documented and tested contingency plan for coping with hazardous materials emergencies occurring on their facility.
b. To ensure employees have proper training and skills to handle on-site hazardous materials emergencies.
c. To immediately advise the DFES Communications Centre via 000 of any emergencies involving hazardous materials having occurred on their facility that require activation of *Westplan – HAZMAT* (para. 1.2.2(a))
d. To assist the emergency services in coping with a hazardous materials emergency caused by their facility either on-site or off-site by making available their own resources.
e. To be contactable on a 24/7 basis.
f. To provide specialist advice as required.
g. To supply information on the availability and location of neutralising agents and associated special equipment for dealing with hazardous materials emergencies.
h. To ensure recovery and/or safe disposal of any product residues after the scene has been rendered safe.
i. To co-operate with their Local Emergency Management Committee by participating in the local planning process.

j. To participate in mutual aid arrangements with other similar industries in the local government area.

k. Provide a written report and/or participate in post operation debriefs on the emergency, as required.

l. Assist with long term clean up, when required.

6.3.11 Local Government

Role. To ensure recovery from, and to assist at hazardous materials emergencies, with advice and resources.

Responsibilities.

a. Maintain liaison with the HMA.

b. Provide advice on Local Government drains, water and sewerage systems.

c. Provide resources support at the request of the HMA.

d. Provide advice through the local Environmental Health Officer.

e. Provide a written report and/or participate in post operation debriefs on the emergency, as required.


g. Manage community recovery process in consultation with the HMA.

h. Coordinate long-term community recovery, in accordance with the Local Recovery Plan, when required.

Note: The capability and commitment of each Local Government to undertake the tasks and meet the responsibilities identified in the State Plan should be confirmed by the Hazard Management Agency and detailed in the Local Hazard Emergency Plan. This will ensure the varying capabilities of individual Local Governments are recognized and agreed to by all parties.

6.3.12 St John Ambulance Australia (Western Australia) Inc

Role. To provide initial medical treatment and transportation of casualties resulting from a hazardous materials emergency.

Responsibilities.

a. To attend at the site of a hazardous materials emergency and undertake obligations as per the State Health Emergency Response Plan.

b. Provide suitably qualified paramedics to assist the Hazard Management Agency, with the triage and extrication of casualties from the hot zone.

c. Provide a written report and/or participate in post operation debriefs on the emergency, as required.
6.3.13 Water Corporation

Role. To protect the Corporation's water supply, sewerage, drainage and irrigation services and provide advice and support to the HMA, through HEAT on water pollution and hydraulic services aspects of hazardous materials emergencies.

Responsibilities.

a. Be contactable on a 24/7 basis.
b. Provide technical advice and resources support.
c. Provide a representative to the HEAT, when requested, or where its services and operations may be affected.
d. When requested, provide on-site representative for technical advice purposes and other such assistance that may be appropriate and available.
e. Advise on non-local authority water supply, drainage sewerage and public irrigation systems.
f. Advise on water pollution aspects of spillages, their containment, clean up and disposal.
g. Where requested deal with containment, clean up and disposal of spillages.
h. Provide a written report and/or participate in post operation debriefs on the emergency, as required.
i. Assist with long term clean up, when required.

6.3.14 Western Australia Police

Role. To assist the HMA, through HEAT, in dealing with hazardous materials emergencies.

Responsibilities.

b. Ensure a member from the Emergency Operations Unit is contactable and available on a 24/7 basis.
c. Provide a representative on the HEAT.
d. In the absence of Hazard Management Agency, assume the role of Incident Controller, until such time as a DFES Fire and Rescue Officer arrives.
e. Assist in the conduct of evacuations, as requested, by the Hazard Management Agency.
f. Secure the perimeter of the Cold Zone as determined by the HMA.
g. Establish an on-site Police Command Post.
h. Redirect traffic and issue warnings to surrounding residents and the public generally, as requested by the Controlling Agency.
i. Maintain security of any evacuated area.
j. Remain on site until the scene is rendered safe.
k. Investigate the cause of the emergency together with other agencies as appropriate.
l. Provide a written report and/or participate in post operation debriefs on the emergency, as required.
6.3.15 Brookfield Rail (Track Owner)

**Role.** To ensure the overall safety of railway operations outside the emergency area, and to assist the HMA to deal with the emergency.

**Responsibilities.**

a. Be contactable on a 24/7 basis.
b. The Track Owner to provide on-site railway advice and assistance in support of the railway emergency.
c. The Track Owner to arrange provision of appropriate resources support, if available, including equipment for the emergency.
d. The Track Owner to assist DFES in establishing railway area security during the emergency.
e. The Track Owner to provide support on-site communication facilities.
f. The Track Owner to arrange for the recovery and/or safe disposal of residual goods, after the emergency has been declared safe by the Hazard Management Agency.
g. Provide a written report and/or participate in post operation debriefs on the emergency, as required.

6.3.16 Other Support Organisations

**Role.** Provide support to the HMA and to meet their own statutory obligations.

**Responsibilities.**

a. Attend at the emergency site when requested / required.
b. Provide technical advice.
c. Assist with the provision of resources / services.
d. Assist in clean-up operations.
e. Carry out statutory tasks.
6.4 Appendix D – HAZMAT Emergency Advisory Team

1. Role. To assist with the management of the hazardous materials emergency.

2. Functions.
   a. Assist with identification of the hazardous materials;
   b. Provide technical advice;
   c. Advise the Incident Controller on:
      i. the nature of the hazards (to people, property and the environment);
      ii. potential impacts;
      iii. the level of protection for combatants.
      iv. evacuation requirements and distances required;
      v. neutralising agents; and
      vi. recovery measures.
   d. Advise Media Liaison Representatives from either the WA Police or DFES;
   e. Advise the Incident Controller when the situation can be declared safe, and stand down procedures commence;
   f. Contribute to the debrief session before leaving;
   g. Provide a detailed briefing to the Local Recovery Coordinating Group, if required;
   h. Collect information with respect to their own agencies statutory functions; and
   i. Have input into a Post Incident Analysis.

3. Composition
   a. Core members
      i. DFES;
      ii. ChemCentre;
      iii. Department of Environment Regulation;
      iv. Department of Health;
      v. Department of Mines and Petroleum; and
      vi. WA Police.
   b. Non-Core members
      i. Water Corporation;
      ii. Department of Commerce, WorkSafe Division; and
      iii. Department of Transport, Maritime Division
   c. Core members are required to attend all emergencies when HEAT is activated. Non-core members attend as requested.
   d. Other HEAT members
      i. DFES GIS. Mapping support can be provided through the DFES Spatial Services Unit. The on-call Duty Mapping Officer (DMO) provides out of hours support under State Operations Centre arrangements and can be contacted as per DFES Weekly State Duty Roster.
      ii. Co-opted members for HEAT. Representatives from other agencies may be co-opted to serve on the HEAT, e.g. Main Roads WA. Depending on the situation other specialist advisors such as local Shire or industry representatives may also be co-opted as determined by the Incident Controller and the HEAT.

HEAT Deployment. Upon advice from the designated DFES Officer, HEAT will either proceed to the HEAT meeting room at the Emergency Services
Complex, Cockburn Central, or on-scene according to agreed response protocols.