



STATE EMERGENCY MANAGEMENT PLAN

Part 4: Associated Plans



**Government
of South Australia**



SEMP STRUCTURE

The State Emergency Management Plan (SEMP) is a four-part plan containing a range of documents that further detail strategies for dealing with emergencies in South Australia. The parts are described in more detail below.

STATE EMERGENCY MANAGEMENT PLAN

PART 1: OVERVIEW

Provides a strategic overview of the state's arrangements for senior executive and community information.

PART 2: ARRANGEMENTS

Provides the overarching details of the arrangements and structures in place to prevent, prepare for, respond to and recover from emergencies.

PART 3: GUIDELINES AND FRAMEWORKS

Consists of the various guidelines and frameworks that have been developed to document known best practice for key aspects of emergency management. These guidelines and frameworks provide guidance regarding the development of arrangements, administrative functions and plans.

PART 4: PLANS

Consists of the standards required of the various levels of detailed plans for implementing the arrangements, including naming conventions, review guidance and templates. It also includes the suite of supporting plans for implementing the arrangements.

Figure 1: The South Australian State Emergency Management Plan is actually a series of documents split over 4 Parts with a number of accompanying annexes.

SEMP REVIEW

The SEMC shall ensure that the SEMP is subject to a full review every five years. Ongoing updates and continual improvement is to occur in the interim period. Updates will be considered as below.

SEMP UPDATES

Proposals to amend, review or update the SEMP are managed by the State Emergency Management Committee Secretariat within the Department of Premier and Cabinet.

Inquiries should be directed to:

State Emergency Management Committee Secretariat

Department of Premier and Cabinet

GPO Box 2434

ADELAIDE SA 5001

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1. ASSOCIATED PLANS

A variety of associated plans sit under the SEMP and support the State’s Emergency Management arrangements.

1.1. RELEVANT RESPONSIBILITIES

Table 1: Plans and responsibilities

Plan	Responsibility for maintenance	Assurance	Authority
State Emergency Management Plan, including all parts	Department of the Premier and Cabinet	Assurance Advisory Group	Chair, State Emergency Management Committee
Hazard Plans	Hazard Leader	State Mitigation Advisory Group	Lead agency (Chief Executive)
Capability Plans	Lead Agency	State Response Advisory Group	Lead agency (Chief Executive)
Control Agency Plans	Control Agency	State Response Advisory Group	Lead agency (Chief Executive)
Functional Support Group Plans	Functional Support Group	State Response Advisory Group	Functional Support Group Manager
Zone Emergency Management Plan	Zone Emergency Management Committee	State Mitigation Advisory Group	Chair, Zone Emergency Management Committee
Operations Manuals	Agency responsible for function	Chief Executive, responsible agency	Agency responsible for function

1.2. PLAN APPROVAL PROCESS

A flow chart describing the process and timeframes for planning, assurance and approval is in Annex A.

1.3. REVIEW OF PLANS

All plans are required to be reviewed biennially. The following review dates apply to all plans that form the state’s emergency management arrangements. Plans may also be reviewed following major events and internal debrief and/or lesson learnt processes, external inquiries etc. including those occurring in other jurisdictions and if relevant, internationally.



Table 2: Dates for Review of Plans

Plan	Due Date
State Emergency Management Plan	30 June (annual)
Hazard plans	30 June (odd years)
Capability plans	30 July (even years)
Control Agency plans	30 July (odd years)
Functional Support Group plans	30 July (even years)
Zone emergency management plans	30 August (odd years)
Operations manuals	1 June (even years)

1.4. NAMING OF PLANS

Plans shall be named according to the following standards to ensure that their position in the planning framework is reflected:

- Hazard Plans shall be named the (hazard type) plan – e.g. Flood Hazard Plan
- Capability plans shall be named the (capability/subject) capability plan – e.g. CBRN Capability Plan
- Control Agency plans (if required) shall be named the (control agency/type of incident) response plan – e.g. Country Fire Plan
- Functional Support Group plans shall be named the (functional support group title) functional support plan – e.g. Engineering Functional Support Plan
- Zone emergency management plans shall be named the (name of zone) emergency management plan – e.g. Barossa Zone Emergency Management Plan
- Operations manuals shall be named the (venue) operations manual – e.g. State Emergency Centre Operations Manual

1.4.1. HAZARD PLANS

The Hazard plans are state-level documents based on the principles of PPRR with the focus upon a particular hazard. Hazard plans will be prepared by the nominated Hazard Leaders prior to the date listed above

A Hazard plan will include the following:

- A full description of the hazard and the potential impacts across people, economy, social setting, public administration and the environment within South Australia
- Key stakeholder roles, responsibilities and strategies in South Australia for the prevention, preparedness, response to and recovery from hazard events
- Identification of sectors of the community vulnerable to the hazard event
- A risk assessment summary for the hazard using the National Emergency Risk Assessment Guidelines (NERAG)
- Recommended strategies that will mitigate priority risks



- Processes to support control agencies obtaining information about potential events
- Guidance specific to the hazard for control agencies in undertaking evacuations
- Identifying issues where the approach to the hazard are not sufficiently coordinated, and strategies to improve that coordination

1.4.2. CAPABILITY PLANS

Capability plans are prepared in order to meet specific capability requirements of the state. These capability plans are developed and maintained by specialists in that field. Capability plans will be assured by the State Response Advisory Group (SRAG) as per the plan assurance process. As part of the review of the plan, a review of the need for the capability to remain is also to be conducted and will be reported to SRAG.

Capability plans include, but are not limited to the following:

- Disaster Waste Management Capability Plan
- Chemical Biological Radiological and Nuclear Capability Plan
- Disaster Victim Identification Capability Plan
- Displaced Persons Capability Plan
- Mass Casualty Capability Plan
- Damage Assessment Capability Plan
- Urban Search and Rescue Capability Plan

Further capability plans can be prepared to address specific needs.

Capability plans are to include the provision of cost capture to allow for a state-based claim for Disaster Recovery Funding Arrangements (DRFA) as appropriate.

A capability plan will include the following:

- A full description of that capability, and how it can be applied to hazards that impact on South Australia
- Details of roles, responsibilities and activities for the application of the capability
- Key stakeholders roles and responsibilities in the management and delivery of the capability
- Recommended strategies that will improve the capability
- Processes, policies and guidance notes so that appropriate agencies can apply the capability

1.4.3. CONTROL AGENCY PLANS

A Control Agency will have plans and processes in place to meet their responsibilities as defined within the SEMP. Where the Control Agency determines the need to prepare a separate Control Agency plan it will be updated annually and subject to the assurance process described within the SEMP. Where the Control Agency determines that it meets all its planning requirements through the production of internal plans, standard operating procedures, doctrine or other policy they will undertake assurance as per the process described within the SEMP.

Control Agency plans are to include the provision of cost capture to allow for a state-based claim for Disaster Recovery Funding Arrangements (DRFA) as appropriate.



1.4.4. FUNCTIONAL SUPPORT GROUP PLANS

Each Functional Support Group is required to have a plan that will allow for a coordinated approach to any emergency. Functional Support Group plans shall be updated at least biennially and after any emergency and will be subject to an assurance prior to approval by the lead agency/body.

Functional Support Group plans are to include the provision of cost capture to allow for a state-based claim for Disaster Recovery Funding Arrangements (DRFA) as appropriate.

A Functional Support Group plan will include the following:

- A full description of the functional support group roles, responsibilities, capabilities and capacities
- A description of the supporting agencies to be involved in the group, and their management, operations and information flows
- An assessment of any risks to that group
- Processes in place so that control agencies can obtain support outside of those processes described within the State Emergency Centre Operations Manual (e.g. the need for financial delegations)
- Policies or guidance notes to guide control agencies in applying the support of the functional support group
- Confirmation of a review of the appropriate Hazard Plans to ensure all required activities have been addressed in the plan

1.4.5. ZONE EMERGENCY MANAGEMENT PLAN

Each Zone will have a Zone Emergency Management Plan (ZEMP). A Zone Emergency Management Committee (ZEMC) will ensure that a ZEMP will be developed using an all-hazards approach across the full PPRR spectrum (i.e. prevention, preparedness, response and recovery). A ZEMP will include a summary of the risk management processes conducted in the zone. A ZEMP shall be reviewed by the ZEMC and subject to assurance by the advisory groups prior to approval by the ZEMC chair on a biennial basis.

A ZEMP will include the following:

- A summary of South Australian emergency management arrangements
- A summary of the endorsed context (description) of the Zone (included as an Annex) including geography, climate and weather, population/demography, community capacity, essential services etc.
- Details of the ZEMC including a map of the Zone and ZEMC membership
- Summaries of risk management processes undertaken for priority hazards
- Confirmation of a review of the appropriate Hazard Plans to ensure all required activities have been addressed in the plan
- A Zone Recovery Plan as an attachment



1.4.6. OPERATIONS MANUALS

Operations manuals will be prepared for the primary venues enacted by this plan. In particular, manuals will be prepared for the:

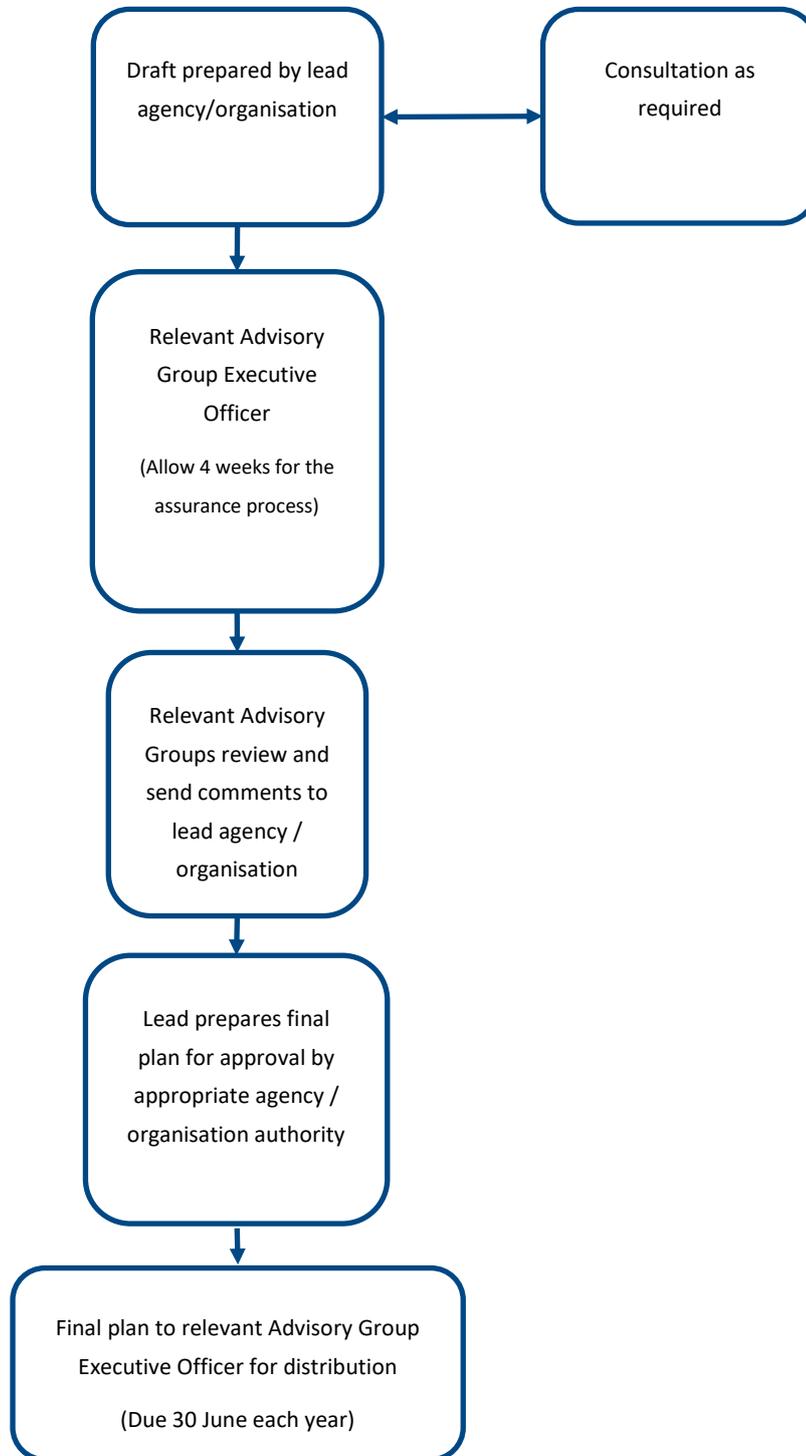
- State Crisis Centre
- State Emergency Centre
- Zone Emergency Support Team

An operations manual will include the following:

- A full description of the tasks required
- A description of the venue
- Details of how the required tasks are carried out
- Details of the business continuity arrangements in place should that venue become unusable
- Any other details deemed necessary by the agency responsible for the venue



ANNEX A – PLAN APPROVAL FLOW CHART



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DOCUMENT CONTROL

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