



**HEALTH AND
HUMAN SERVICES
EMERGENCY
MANAGEMENT**

STATE RELIEF ACTION PLAN

Date: 18 to 24 February 2014

Time: 12pm

INCIDENT/EMERGENCY NAME:	Morwell		
Action Plan:	# 1	INCIDENT LEVEL:	2

References:

- A. State Operations Manual , SEMC
- B. Department of Human Services and Red Cross – State Relief Plan , February 2014
- C. Department of Human Services and Red Cross – Emergency Relief Handbook 3rd Edition 2013

SITUATION SUMMARY: *Provide brief overview of current situation and impacts as they affect Health and Human Services responsibilities*

Current Situation	<p>Fires are ongoing in Morwell, namely the Hernes Oak bushfire and the Hazelwood and Yallourn Mines fire. The fires have a number of complexities that are being dealt with, such as fire response issues, air quality issues, health impacts and information messaging to the community.</p> <p>The fires at Hazelwood and Yallourn open cut coal mines are producing smoke and also carbon monoxide due to the incomplete burning of the coal. There is a health management plan in place and the Environment Protection Authority continues to monitor the air quality.</p>
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MISSION: *Core purpose and focus of the response – Who, what, when, where, why.*

HHS Emergency Management to coordinate the efforts of the Department of Human Services (DHS) and Department of Health in delivering upon the responsibilities of each department with the support of the Red Cross and stakeholders as required.

EXECUTION: Execution is the “how” part of the plan – how you are going to achieve your mission.

Detail the steps required, What are you going to do? Why? When? Where? What is involved? How?

State operations will implement activities to meet DHS and DH emergency management responsibilities and support regional counterparts and the Victorian community. State Operations will develop, implement and maintain appropriate reporting and situational awareness to meet operational objectives.

- H&HS EM State Operations will continue to operate and deliver emergency services until advised by the State Recovery Coordinator.
- Oversee and support the development of a Regional Relief Plan linking it to known plans ie evacuation plan
- State Operations will leverage off the development of the Regional Relief plan and provide support and strategic resourcing to resolve issues arising and as identified.
- State Relief Plan will identify high level strategies on what the departments will do the Region Relief Plan primarily outlines how we do it
- Assist with the development of a regional post incident relief plan will be developed should the situation deteriorate and decisions are made to enact these preparedness arrangements and will then replace this document

Objectives and Actions: *Provide details of Objectives and tasks required to achieve the outcomes*

Objective	Actions	Responsibility
1. To effectively coordinate emergency relief services to ensure essential needs are provided to individuals and communities affected by emergencies.	<ul style="list-style-type: none"> • Monitor relief partner activity and the provision of relief sector reporting via the DHS EM regions and SEMC • Conduct regular structured meetings with the relief sector to provide current updates and maintain a strategic view of the situation • Conduct regular structured meetings with HHSEM regional operations to provide current updates and maintain a strategic view of the situation • Monitor relief partner activity through regional reporting and Red Cross relief sector reporting and incorporate into Situation Reports • Monitor the capacity of activated relief arrangements, identify emerging risks and assess the readiness of additional capacity in the event that escalation of relief services is required. • Communicate the status of relief activity to various stakeholders as requested (eg. SEMT) 	<ul style="list-style-type: none"> • Red Cross Relief Liaison • Red Cross Relief Liaison • Operations Unit, SEMC • Planning Unit, SEMC • Planning and Operations Unit, SEMC • Operations Unit, Public Information Unit, Planning Unit, SEMC , State Relief Coordinator , SCC EMLO
2. To monitor the threat & impact of external emergencies to DHS and DH clients and services.	<ul style="list-style-type: none"> • Monitor DHS Command and DH Coordination (clients & services) impact data received through standard regional and metro reporting (Regional Situation Reports) and incorporate into state planning, situation reports and SEMT reports. 	<ul style="list-style-type: none"> • Situation Unit • Operations Officer through LO

	<ul style="list-style-type: none"> Where appropriate, request and record specific sets of information from the health sector outside of standard reporting processes to inform situational awareness and planning (eg. back-up power arrangements at hospitals) Advise Secretary on decisions which impact on the delivery of client services including the implementation of business continuity plans 	<ul style="list-style-type: none"> Human Services Commander
3. Ensure the timely implementation of the PHAP in response to an eligible incident.	<ul style="list-style-type: none"> Manage the resourcing, deployment and logistics of PHAP officers, as required, to supplement regional resources Undertake routine reconciliation of REIMS data and financial reporting 	<ul style="list-style-type: none"> Operations Unit, Logistics Unit SEMC Logistics Unit, SEMC
4. Provide advice and information to affected individuals, communities, councils and funded agencies on available assistance, and reconnecting family and friends.	<ul style="list-style-type: none"> Consolidate relief information including relief centre locations and attendance. Provide information to REOCS on planned power outages 24 hours or longer affecting people on life support for contacting Monitor information received through regional reporting and teleconferences Produce media releases and other communication material Update the Recovery website (www.recovery.vic.gov.au) and VERIL and other public information material Make available relief and recovery information (e.g. factsheets) Manage the Register.Find.Reunite. services (State Inquiry Centre, online and in the field) 	<ul style="list-style-type: none"> Relief partner agencies, Red Cross Relief Liaison, REOCs, SEMC Planning Operations Unit, SEMC SEMC Public Information Unit Public Information Unit, SEMC, Logistics Unit and Red Cross Public Information Unit, SEMC, Logistics Unit and Red Cross Red Cross
5. (Early recovery) Provide interim accommodation resources to assist eligible households affected by emergencies to return to permanent housing as quickly as possible.	<ul style="list-style-type: none"> Monitor impact data received through regional reporting and: <ul style="list-style-type: none"> incorporate into state planning as required incorporate into State Situation and SEMT Situation reports Where required, introduce a Housing Liaison Officer into the Emergency Management State Operations Team Structure Produce a State-level Interim Accommodation Plan (where the impact and/or the level of support exceeds that available within the region) Establish tenancies with a Housing Plan to return to permanent housing. Provide interim accommodation in line with the service delivery model. Effectively incorporate a liaison officer from housing into the emergency management structure to assist as required. 	<ul style="list-style-type: none"> Planning Unit, SEMC Operations Unit, SEMC lead with Planning Unit, SEMC in support Planning Unit, SEMC
6. (Early recovery) Coordinate the provision of psychosocial support services across the community in response to an incident (eg. Personal support, Casework support, case management, outreach services)	<ul style="list-style-type: none"> Short, medium and long-term planning for psychosocial support services Work with regions to ensure that affected communities have early access to psychosocial support through outreach via local governments and their partner agencies. 	<ul style="list-style-type: none"> Operations Unit, SEMC Operations Unit, SEMC - Recovery Coordinator Planning Unit, SEMC – via Recovery Coordinator Planning Unit, through SEMT SITREPs SEMC
7. To monitor fatigue and the health and safety of all staff involved in operations.	<ul style="list-style-type: none"> Develop rosters to rotate staff to manage fatigue. Develop rosters to provide rest and recovery to staff. 	<ul style="list-style-type: none"> Planning Unit, SEMC, Red Cross Operations

ESCALATION TO SECRETARY / MULTI-AGENCY STATE LEVEL / NATIONAL: *Provide details of risks requiring escalation, and comment around action desired i.e. guidance or further consideration etc. add further rows as required*

Objective	Reason for escalation	Action Required by Secretary/State/National Agencies
1. To effectively coordinate emergency relief services to ensure essential needs are provided to individuals and communities affected by emergencies.	Mass displacement/s of people resulting in a large and sustained increase in demand on relief and recovery services	Seek national assistance via Commonwealth activation arrangements.

Authorised by: Carmel Flynn, Human Services Commander

Date: 18 February 2014

The next State Relief Action Plan is scheduled for release: 24 February 2014