

NEWCASTLE CBD

EMERGENCY

ARRANGEMENTS

ANNEX

An ANNEXURE
TO THE
NEWCASTLE DISASTER PLAN (Displan)

AUTHORISATION

The Newcastle CBD Emergency Arrangements Annex has been prepared as a Annex to the Newcastle Local Emergency Displan to detail the special control and coordination arrangements for an emergency in the area as defined in this Annex as the Newcastle CBD which may involve evacuation of all or part of the CBD as defined in this annex.

The Annexure is authorised in accordance with the provisions of the State Emergency and Rescue Management Act, 1989 (as amended).

Endorsed by

Newcastle Local Emergency Management Committee

Date:

Signed by

**District Emergency Management Controller
Hunter Central Coast Emergency Management District**

Dated:

CONTENTS

Authorisation	2
Amendments and Distribution	3
Distribution	3
Contents	4
FOREWORD	5
Definitions	6
PART 1 – INTRODUCTION	7
PART 2 – ROLES AND RESPONSIBILITIES	11
PART 3 - EMERGENCY RESPONSE OPERATIONS	13
PART 4– COMMUNITY EDUCATION	14
PART 5– Plan Review	14
Appendix A – Map of the area covered by the NEWCASTLE CBD EMERGENCY Arrangements Annexure	15

FOREWORD

This Annexure has been developed to manage an emergency or imminent emergency within the area designated in this annexure as the Newcastle CBD, which may require a partial or major evacuation.

How will it work?

The Newcastle CBD Emergency Arrangements Annex is based on the following concepts:

- It is accepted that public education will be provided to target groups in the CBD, informing them of their roles and responsibilities of how the Annexure will be enacted.
- It is accepted that Public Information Systems will be implemented to inform the population of potential situations and provide information when available.
- A major emergency occurs, or is imminent:
 - ▲ People will stay at work or shelter in place or evacuate their buildings in line with existing evacuation plans, depending on directions given and the situation.
 - ▲ If a building's Assembly Area is unavailable, is perceived to be dangerous, or they are directed to, people will make their way to a Newcastle Safety Site which will provide an open space away from their building. Newcastle Safety Sites are designated based on the location of the building and the nearest Newcastle Safety Site. Building Wardens, Security and Facilities managers will play a significant role in this process.
 - ▲ Once at the Newcastle Safety Site, people can expect to wait for information regarding travel home, moving to another area or returning to their buildings. This information may take some time to obtain by the authorities and the cooperation of evacuees is essential to this process.
 - ▲ The public transport network may be substantially disrupted, so evacuees will be directed to the most appropriate transport terminal to start their homeward journey, which may not necessarily be their normal method or route. People who can walk home may be encouraged to do so.
 - ▲ People will be directed not to try to organise relatives or friends to pick them up from the CBD or locations close to the CBD, as inwards traffic will be controlled by Police. In the best interests of all evacuees, people will be required to complete their suburban journeys by either rail and/or bus as far as possible.
 - ▲ Special arrangements will need to be made for CBD residents, tourists, vulnerable and special needs groups, as required.
- In this process people will be asked to consider an emergency plan for themselves and their families. This will assist in minimising undue stress on those directly in the evacuation, families and friends. Information on personal arrangements to be made in an emergency can be found on www.emergency.nsw.gov.au.

DEFINITIONS

All words and phrases in this document that are not specifically defined here are defined in the State Disaster Plan or are used in their common use terminology as defined in the Macquarie Dictionary.

Evacuation The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

EMA Glossary

Assembly Area A designated location used for the assembly of persons from an affected building. The Assembly Area is defined in the building Emergency Management, Evacuation or Fire Safety Plan.

EMA Glossary

Newcastle Safety Sites Newcastle Safety Sites are large public spaces which are under the control of government agencies and have an ongoing level of management and control.

Alternate Safety Sites Alternate Safety Sites are public spaces which will be used as a Safety Site if one or more of the Newcastle Safety Sites are not available or suitable for use.

PART 1 – INTRODUCTION

Authority to Plan:

The Newcastle CBD Emergency Arrangements Annexure has been prepared as a Annexure to the Newcastle Local Disaster Plan (Displan) to detail the special control and coordination arrangements for an emergency in the Newcastle CBD which may involve evacuation of all or part of the CBD as specified in this document.

It should be noted that the area as defined in this Annexure as the Newcastle CBD is used for the sole purpose of this Annexure.

General

101. The Newcastle CBD Emergency Arrangements Annex details the arrangements that may be used for control and co-ordination of an emergency within the Newcastle CBD (refer to map contained in Appendix A) which may require a major or partial evacuation.
102. This Annex may be employed to manage an emergency or imminent emergency which will require people to initially stay at work or shelter in place and subsequently be evacuated.
103. These arrangements are a Annex of Newcastle Local Disaster Plan (Displan) and *MUST BE* read in conjunction with that Plan, *in particular*:
 - *Agencies Roles and Responsibilities.- Part 2*
 - *Evacuation Warnings – Part 6.5 & 6.83*
 - *Those Boundaries as defined in this Annexure being the Newcastle CBD Emergency Arrangements Annex*

Aim

104. To detail the special arrangements for the control and co-ordination of the population of the Newcastle Central Business District (refer to map – Appendix A) in the event of an emergency.

Scope

105. The area defined as the CBD for the purpose of this Annexure only is the area bounded by
 - *Northern boundary* Hunter River
 - *Eastern boundary* Hunter river (including Nobbys Head) south along the Esplanade and Shortland Road to the junction of Pacific Street and Church Street
 - *Southern boundary* Church Street west to & including King Street to Steel Street
 - *Western boundary* Steel street in a straight line North to the Hunter river

This area is displayed as the map shown in Appendix A.

106. For planning and operational purposes, the area designated as the CBD is

consistent with the area designated in the Newcastle CBD Traffic Management Plan and the Newcastle CBD Transport Management Plan.

107. This plan applies regardless of the cause of the emergency.

Planning Assumptions

108. This Plan is based upon operating during both normal business hours and outside of normal business hours and takes into consideration special events that may from time to time operate outside and during normal business hours.
109. Most people will be moved by either by buses or by private vehicle, with numbers dependant on circumstances of emergency.
110. Each agency with a statutory role has in place arrangements which detail that agency's response. (refer to Newcastle Displan Part 2)
111. Each Emergency Service Organisation and Functional Area has in place an appropriate supporting plan/operational procedures which detail that agency's response. (refer to Newcastle Displan Section 2)
112. It is expected that Building Owners, Managers and Tenants are provided with education regarding their responsibilities in both evacuation and general building emergency management.
113. It is accepted that all buildings have in place an accurate and practised Emergency Management Plan in line with AS 3745 and as per NSW OH&S Regulation 2001

Concept of Operations

114. The evacuation process is based on a 5 stage process
- (i) Decision to Evacuate
 - (ii) Warning
 - (iii) Withdrawal
 - (iv) Shelter
 - (v) Return
115. The concept of operations for an emergency in the Newcastle CBD can be summarised as:
- Emergency occurs or is imminent in the CBD
 - Buildings may/may not begin self evacuation due to the emergency
 - Public transport systems are disrupted, resulting in Transport/Traffic plans being enacted to provide an emergency service.
 - Emergency Service Agencies begin deployment in accordance with normal arrangements.
 - An area requiring Evacuation is identified
 - When deemed safe to do so, “return” advised through Displan arrangements, and may include some caveats.
 - Throughout, the Emergency Services and Functional Area agencies continue to deal with the particular emergency.

Implementation of Plan:

116. Activation of this Annexure will be the responsibility of the Newcastle LEOCON, in conjunction and consultation with respective Emergency Service Agencies and Functional Area agencies described in Part 6 of the Newcastle Displan.

Decision to Evacuate:

117. The decision to cause an evacuation will be made by Newcastle LEOCON in consultation with the respective emergency services, transport, energy and utility providers, if applicable.

Warning

118. Warnings regarding the requirement to evacuate, shelter in place or to carry on as usual will be provided through the media and per arrangements detailed in the Newcastle Displan (Section 4.7)
119. Warnings will be approved by LEOCON prior to their release.
120. Shelter-In-Place/Stay at work: In most circumstances the most appropriate course of action will be for the occupants of buildings to stay at work or shelter in place unless the building is unsafe. In the absence of other directions this should be the primary course of action.
121. In the case of mass gatherings consideration must be given (based upon best advice at the time from Emergency Services) to evacuate in an orderly manner to designated safety sites OR
122. Allow evacuation from area. In this case the Traffic Management Plan in place is to take effect.

Withdrawal

123. If there is a decision to evacuate, or a self evacuation commences, there is a need to follow a process to move people to a place of safety while the status of the transport system is assessed and arrangements are made to move people out of the Newcastle CBD.
124. The withdrawal stage for the CBD is based on the following philosophy.
- Building to Assembly Area (covered by individual building evacuation plans)
 - Assembly Area to Newcastle Safety Sites (based on building location)
 - Event area to Safety Sites

Control Measures

125. For the purpose of this plan, the Newcastle CBD has been divided into two (2) zones (refer to map on Appendix A)

- Pacific Ocean west to Darby Street
- Darby Street west to Steel Street

In the event of an emergency which severely disrupts transport and requires an evacuation of an area of the CBD, the control arrangements will recommend business and residents to either:

Stay at Work

126. This is used for all areas of the CBD (and surrounds) where the public are not directly threatened by the emergency. It may also imply that public transport may be affected and/or may not be available. This message is intended to stop or reduce the incidence of the public rushing to transport sites or exiting by private vehicles, thus allowing time for transport/traffic services to be re-established.

Stay at Work protocols assist in achieving a desired response for business and residents in the areas of the CBD unaffected by the emergency, such as:

- To carry on normal business
- Advise staff and others on their site, that an emergency has resulted in a disruption to public and private transport, and
- To allow for communication updates.

Shelter in Place

127. This is used when it is assessed that for safety of the occupants of a building(s) or for control reasons, it is safer for occupants to remain in the building than to be on the streets. The time required to Shelter in Place will depend on the nature of the emergency.

128. CBD Residents/Permanent and Temporary

People who live in the area to be evacuated and those from temporary accommodation (hotels etc), will be directed to an Evacuation Centre (Refer to Newcastle Displan Sections 6.8.1) and if necessary to temporary accommodation under the control of the Department of Community Services as per Displan arrangements.

129. Commuters

People who are evacuated to their residence (as per a normal business day) will not receive further specialist management under this Annexure once their journey has concluded.

130. Evacuate to Safety Site

This is used as a control measure to identify those areas that require evacuation for safety and/or control reason. It is the intent to minimize the area of the CBD that is evacuated, noting that some emergencies may require the evacuation of some sections or large sections, if not all of the CBD.

NB

Based upon the type of incident, the community/public will be advised as to which safety site they will be directed to by the NSW Police Force, in consultation/conjunction with respective emergency service agencies.

In the event of an emergency, please tune into ABC Radio 1233am or go to Ready 123 on <http://www.emergencynewcastle.com.au>

People evacuated to Newcastle Safety Sites will be requested to:

- Remain in position until further information is available, or
- Make their way to other parts of the city and delay their journey home, or
- Make their way to specific transport terminals for movement out of the city, or
- Identify themselves if they have specific needs or
- Move to an Evacuation Centre , as detailed in Appendix E of the Newcastle Displan or
- Combinations of the above.

131. Arrangements are in place in the Newcastle Local Displan (refer to section 6.8.1) to provide support and information to people in the Newcastle Safety Sites.

Return

132. LEOCON, in consultation with the combat agency and/or Functional Area, if applicable, will allow the area to be reoccupied when it is safe to do so. (refer to Newcastle Displan section 6.8.6).

Surrounding Areas

133. Any peripheral that may be affected by the incident, which are outside the area as defined as the CBD for the purposes of this plan, are to be co-ordinated by way of the Newcastle Displan arrangements.

PART 2 – ROLES AND RESPONSIBILITIES

Introduction

201. The roles and responsibilities listed here are *additional* to those contained in Part 2 of the Newcastle Displan

NSW POLICE

Establish and maintain a Traffic Management Plan in the event of the need to evacuate the Newcastle CBD to facilitate and co-ordinate the safe movement of effected people to designated safety sites and other places as required.

Co-ordination of Safety Sites:

Police will, with the support of other agencies as necessary, designate a senior Police officer as the “Safety Site Controller”, who will be responsible for the activation and co-ordination of the designated safety site when activated.

Vulnerable Communities:

Once the decision had been made to evacuate all or part thereof of the designated CBD area, Police will be responsible for contacting the appropriate agencies to assist with the evacuation and care of evacuees.

District Transport Services Co-ordinator

202. Establish and maintain a Transport Management Plan in the event of the need to evacuate the Newcastle CBD.

Department of Community Services

203. Utilise existing Welfare arrangements as per the Newcastle Local Disaster Plan

Building Owners and Managers

204. It is accepted that Building Owners and Managers in accordance with existing OH&S requirements, the Building Code of Australia and relevant City of Newcastle regulations, are to have a building Emergency Management Plan which complies with the provisions of AS 3745.
205. It is expected that all building Emergency Management Plans are to contain details of the most relevant Newcastle Safety Site. All wardens trained under the building emergency plan are to be aware of the Newcastle Safety Sites, routes to the site and how to liaise with the building occupants at the site.
206. It is accepted that all building Emergency Management Plans are to contain detail of how the information regarding an evacuation will be disseminated from the Chief Warden to occupants of the building.

CBD Schools

207. In accordance with AS 3745, Schools and Education Facilities are required to have an emergency plan for the safe evacuation of the school.

PART 3 - EMERGENCY RESPONSE OPERATIONS

General:

301. This part describes the sequence of actions undertaken in response to a Newcastle CBD evacuation situation.
302. This Plan will be employed proactively to manage any evacuation situation and ensure appropriate resources are co-ordinated for the safety of the population in the Newcastle CBD area, including the implementation of Traffic Management and Transport Management Plans.

Directed Activation will occur when:

303. Newcastle LEOCON is requested by a combat agency to initiate an evacuation of the CBD or part thereof for any reason; OR
304. Newcastle LEOCON determines, in consultation with emergency services, Functional Area Coordinators, transport providers or energy and utility providers that activation of this plan is necessary for the safety of persons within the CBD.

Sequence of Actions –

305. *Activation*

- i. A Combat Agency advises LEOCON that a situation has occurred or is imminent in the CBD which may require an evacuation, regardless of whether or not it constitutes an emergency under the SERM Act. If it is an emergency in accordance with Displan, either the Combat Agency or LEOCON will control response operations. LEOCON will control the evacuation.

Note: Activation to this point does not require a decision to evacuate

- ii. In consultation with the Combat Agency, LEOCON will decide whether people will be directed to initially shelter in place and / or the extent and sequence of the evacuation. The Newcastle Transport Services Co-ordinator will be consulted to ensure transport can be arranged to support any evacuation.
- iii. LEOCON directs the activation of Displans and procedures in the surrounding areas to support the evacuation.
- iv. The evacuation occurs with evacuees directed to the Newcastle Safety Sites.
- v. Transport Services Coordinator provides advice regarding the availability of transport and site operational status
- vi. NSW Police activates Traffic Management Plan
- vii. Evacuees requiring temporary accommodation or special services are managed at the Newcastle Safety Sites and Evacuation Centres as per Displan arrangements.

Sequence of Actions (continued)–

307 Automatic Activation

- i. Organisations activate individual response plans as appropriate to the situation. There will be a particular need for traffic management and crowd control around transport outlets, as most people will move to them.
- ii. LEOCON in consultation with the Combat Agency will decide to the extent and order of any further evacuation. This may include a decision to order a “shelter-in-place” response from occupants still in place. The Transport Services Co-ordinator should be consulted to ensure transport can be arranged to support further evacuation.
- iii. The evacuation occurs with evacuees directed to the Newcastle Safety Sites.
- iv. Evacuees requiring temporary accommodation or special services are managed at the designated Newcastle Safety Site and /or designated Evacuation Centres. depending on the nature of the incident and/or emergency

PART 4– COMMUNITY EDUCATION

For more information please refer to: <http://www.emergencynewcastle.com.au>

PART 5– PLAN REVIEW

501. A review of this Annexure is to be conducted:
- following a post operational debrief as the result of an evacuation in the Newcastle CBD, or under any of the circumstances covered in the Annexure;
 - following a post operational debrief from an exercise designed to practice or test any aspects of the Annexure
 - when the roles and responsibilities of any Agency involved in the plan are changed; or
 - exercised a minimum of every three (3) years from the date of Annexure being approved.

APPENDIX A
MAP OF THE AREA COVERED BY THE NEWCASTLE CBD
EMERGENCY ARRANGEMENTS ANNEXURE