



BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS

**ENVIRONMENTAL HEALTH
EMERGENCY MANAGEMENT
SUPPORT PLAN**



INTRODUCTION

The Environmental Health Emergency Management Support Plan formalises Environmental Health support to Bunbury's Local Emergency Management Arrangements as authorised by the Local Emergency Management Committee (LEMC) and sanctioned by the City of Bunbury.

It is not a 'stand alone' document as it references other documents at Table 1 (b) that should be considered as component parts.

The Environmental Health Emergency Management Support Plan was prepared by the Environmental Health Emergency Management Support Group – having consulted LEMC members, the Senior Policy Officer (Disaster Management) Department of Health, the Disease Control Coordinator South West Population Health Unit and the City's Executive Manager City Services and Waste Manager.

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DISTRIBUTION LIST

Organisation	Appointment	Copies
Department of Health	Senior Policy Officer Disaster Management	1
City of Bunbury	Waste Management Manager	1
S W Population Health	Disease Control Coordinator	1
Bunbury LEMC	Members as per distribution list	1 per member

AMENDMENT LIST

Amendment No.	Date	Details of Amendment	Amended By (Initials)
1.	April 2006	Inclusion of Pandemic Influenza Arrangements	NM
2.	October 2006	Various minor updates	NM
3.	April 2007	Various minor updates (references)	NM
4.	February 2008	Update Contact List	TH
5.	May 2009	Minor updates & formatting	PN
6.	March 2010	Various updates & contact list	SU
7.	July 2011	Minor updates & formatting	SU
8.			
9.			
10.			

GLOSSARY OF TERMS

AQWEST

“AQWEST” is synonymous with “Bunbury Water Board”

Bunbury Emergency Recovery Arrangements

All that is contained within the document entitled “Bunbury Emergency Recovery Arrangements”.

Bunbury Emergency Recovery Committee

An Emergency Recovery Committee authorised to administer Bunbury’s Emergency Recovery Arrangements.

Bunbury Local Emergency Management Arrangements

All that is contained within the document entitled “Bunbury Local Emergency Management Arrangements”.

Bunbury Water Board

The Bunbury Water Board is a statutory authority responsible for the provision of potable water throughout the City of Bunbury.

Department of Health

Western Australian Department of Health

Designated “Function” Support Agency

Those agencies listed at Appendix G of the Western Australian Emergency Management Arrangements - Policy Statement No 7.

Emergency

An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which, for this plan, is beyond the resources of a single organisation or which requires the co-ordination of a number of significant emergency management activities.

Environmental Health Service

The Environmental Health Service refers to a service provided by the City of Bunbury, which generally works to mitigate adverse environmental influences on human health. During the course of an emergency, Environmental Health Service officers will become focussed on their responsibilities within the Environmental Health Emergency Management Support Group.

Local Emergency Coordinator

The person designated as “Local Emergency Coordinator” in accordance with Bunbury’s Local Emergency Management Arrangements.

Environmental Health

Environmental influences on human health.

Environmental Health Assistant

A person engaged by the Environmental Health Support Coordinator to assist Environmental Health Emergency Management Support Group

Environmental Health Emergency Management Support Group

All Environmental Health Officers appointed by the City of Bunbury and other qualified Environmental Health Officers authorised by the Local Emergency Coordinator to pursue the Environmental Health Emergency Management Support Plan.

Environmental Health Emergency Response Kit

A collection of items that may be useful for an Environmental Health Officer attending an emergency and assembled in a kit that can be readily procured and transported.

Environmental Health Support Coordinator (EHSC)

The person appointed by the City of Bunbury as Manager Health and fulfilling the functions described at Appendix 1.2.

Environmental Health Officer

A person appointed by the City of Bunbury as an “Environmental Health Officer” in accordance with the provisions of the Health Act S27.

Environmental Health Plan

A plan that serves to satisfy the City of Bunbury’s Strategic Plan by documenting current and future environmental health activities. It also provides rationale and procedural arrangements for many of the tasks undertaken by Environmental Health Officers.

Health Coordinator

The person designated as “Health coordinator” in accordance with State Health Emergency Management Support Plan.

Hazard Management Agency (HMA)

An organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans. *(A list of HMAs is at Annex F to Western Australian Emergency Management Arrangements – Policy Statement No 7. This policy statement may be accessed via the web address reference on the end page to this document).*

Local Emergency Management Committee (LEMC)

A Local Emergency Management Committee authorised to administer Bunbury’s Local Emergency Management Arrangements.

Medical Officer of Health

A medical practitioner appointed by the City of Bunbury as “Medical Officer of Health” in accordance with the provisions of the Health Act S27.

Recovery Coordinator

The person designated as “Recovery Coordinator” in accordance with Bunbury’s Local Emergency Management Arrangements.

Risk

The probability that a hazard may be realised at a specific level in a given span of time.

South West Population Health Unit

A regional arm of the Department of Health

Support Organisation

An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, AQWEST, Water Corporation etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc. The Environmental Health Emergency Management Support Group provides support functions for the City of Bunbury.

Water Corporation

The Water Corporation provides a reticulated sewerage system and a sewage treatment facility for Bunbury householders, businesses and industry. The Water Corporation also supplies water to the Pelican Point area.

ABBREVIATIONS

BERA	Bunbury Emergency Recovery Arrangements
BERC	Bunbury Emergency Recovery Committee
DEC	Department of Environment and Conservation
DoH	Department of Health
EHSC	Environmental Health Support Coordinator
HMA	Hazard Management Agency
LEMC	Local Emergency Management Committee

1. AUTHORITY

Environmental Health works directly under the WA Health Act and as such plays a critically important role in community health particularly in non-routine and disaster situations.

2. SCOPE

Environmental Health functional areas will be considered and addressed according to the circumstances of an emergency with emphasis on the "Recovery Phase". The plan is reliant upon the application of other plans and guidelines where they relate to a particular emergency. (Refer to Table 1)

Table 1 (a)

Functional Areas	Reference No
Safe water	1, 2, 6, 7, 8
Safe food	1, 2, 4, 5, 6
Solid waste collection and disposal (general)	1, 2, 5, 6
Hazardous waste	1, 2, 4, 5
Sewage and Sullage disposal	1, 2, 6
Control of vectors and vermin	1, 2, 6
Disease control	1, 2, 4, 5, 6
Emergency shelter and housing	1, 2, 5, 6
Disposal of dead animals	1, 2, 6
Personal hygiene and disinfection	1, 2, 4, 5
Human Remains	1, 2, 5, 6
Safe mass gatherings	1, 2, 3

Table 1 (b)

Key	References
1	City of Bunbury Environmental Health Plan
2	Bunbury Local Emergency Management Arrangements and Bunbury Emergency Recovery Arrangements (BERA).
3	Guidelines for Concerts, Events and Organised Gatherings – <i>Released by the Department of Health December 2009.</i>
4	South West of WA Human Epidemic Emergency Management Plan
5	South West Management Plan for Pandemic Influenza
6	Floods: An environmental health practitioner's emergency management guide – National Environmental Health Forum Monographs – Counter Disaster Series No 1. <i>The 2004 Bunbury Risk Management Project, through a process of community consultation, identified "floods" as presenting one of the most</i>

	<i>significant risks to the City. Floods within the City potentially call upon a broad range of environmental health treatments, many of which may be applicable to discrete emergencies. (e.g. sustained power or sewerage outages). For this reason, “flooding” has been specifically addressed through this reference, with the intent that elements within the monographs may be applied independently according to the circumstances of a particular emergency; except that precedence shall be given to anything documented within this plan and the Bunbury Local Emergency Management Arrangements.</i>
7	AQWEST Water Quality Incident Management Plan
8	AQWEST Memorandum of understanding with the Department of Health

In addition to the plans referenced at Table 1 (b), the State government has various “health” orientated emergency management plans that may be activated in the event of an emergency within the City of Bunbury. These include:

- WA State Health Emergency Management Support Plan,
- WA Chemical, Biological and Radiological Emergency Management Plan (available only to key participants), **THIS IS A STATE PLAN, WITH FESA as HMA**, and WA Hazardous Materials Emergency Management Plan.

3. AIM

To guide the Environmental Health Emergency Management Support Group and support agencies in providing coordinated effective environmental health emergency services within the municipality.

4. ENVIRONMENTAL HEALTH EMERGENCY MANAGEMENT SUPPORT GROUP

The Environmental Health Emergency Management Support Group members, their lines of authority and contact details are provided at Appendix 2.1.

5. ENVIRONMENTAL HEALTH FUNCTIONS

Refer to Appendix 1 for the functions of the Environmental Health Emergency Management Support Group and its members.

6. RESPONSE FUNCTIONS

The Environmental Health Emergency Management Support Plan will be activated by the EHSC upon direction by an HMA or the Local Emergency Coordinator.

Activation will involve the following sequences:

STAGE 1 - ALERT

As soon as possible, following a warning or advice that an emergency may occur or has occurred, the EHSC shall ensure that the following people are appropriately briefed:

- Members of the Environmental Health Emergency Management Support Group (*refer to Appendix 2.1*),
- Mayor, City of Bunbury,
- Chief Executive Officer, City of Bunbury,
- Executive Director Population Health,
- Medical Officer of Health - City of Bunbury,
- Chief Executive Officer of the South West Area Health Service,
- Director of the South West Population Health Service, and
- Other City of Bunbury officers (depending upon the need).

STAGE 2 - STANDBY:

As the impact of an emergency becomes imminent:

- the EHSC shall notify the Health Coordinator,
- the EHSC shall liaise with the Local Emergency Coordinator and brief all members of the Environmental Health Emergency Management Support Group, and
- the members of the Environmental Health Emergency Management Support Group will report to a designated place and prepare for action.

STAGE 3 - CALL OUT:

Upon a decision to involve the Environmental Health Emergency Management Support Group, all members shall assume their functions according to the circumstances of the particular emergency.

Refer to Appendix 1 for Functional Descriptions and to Appendix 5 for information relating to an "Environmental Health Emergency Response Kit".

Note: It is likely that the role of the group and its members will become more prominent as the "Recovery Phase" approaches.

STAGE 4 - STAND DOWN

On receiving an order from an HMA or the Local Emergency Coordinator to terminate the "Response Phase", the EHSC will advise the Environmental Health Emergency Management Support Group accordingly.

7. RECOVERY FUNCTIONS

AIMS OF RECOVERY

With regard to environmental health matters, the “Recovery Phase” aims to:

- Provide assistance to affected persons according to identified priorities and needs.
- Mitigate or where possible, rectify environmental health anomalies.
- Contribute to the rehabilitation of victims.

RECOVERY SERVICES

Environmental health activities involved in the Response Phase seamlessly flow to the longer term “Recovery Phase” which focuses on the following matters:

- Ensuring that environmental health services are both comprehensively available and readily accessible by satisfying the Functional Descriptions detailed at Appendix 1;
- Ensuring that environmental health assistance takes into account the social and cultural environment of the affected community;
- Supporting affected people in managing their own affairs; (So far as is practicable it is generally preferable to “assist” rather than “do” and “supplement” rather than “supply” so as to best utilise limited human, material, and financial resources.)
- Disseminating information on environmental health services so as to encourage their use;
- Structuring the provision of environmental health services so that they best meet the demands of any particular emergency. (This may involve securing additional human, material, and/or financial resources.)

The “Recovery Phase” will be finalised by a report by the Environmental Health Support Coordinator on the activities of the Environmental Health Emergency Management Support Group. This report will be made available to the Local Emergency Management Committee for consideration during the review process.

8. TRAINING

Members of the Environmental Health Emergency Management Support Group will be encouraged to attend relevant emergency management training. Members will also be encouraged to participate in exercises run at the LEMC to set plans and arrangements

9. REVIEW

The Environmental Health Emergency Management Support Group shall review the Environmental Health Emergency Management Support Plan annually.

The review will incorporate the auditing of:

- Names and other details of Key Personnel (Appendix 2)
- Environmental Health resources
- Currency of the document
- This Support Plan will be tested by emergency LEMC exercises.

APPENDIX 1 – FUNCTIONAL DESCRIPTIONS

- 1.1 Environmental Health Emergency Management Support Group
- 1.2 Environmental Health Support Coordinator
- 1.3 Environmental Health Officer
- 1.4 Deputies
- 1.5 Environmental Health Assistants

1.1 ENVIRONMENTAL HEALTH EMERGENCY MANAGEMENT SUPPORT GROUP

The duties and responsibilities of the Environmental Health Emergency Management Support Group include:

- Developing strategies to ensure that adequate Environmental Health standards are provided, maintained and where necessary, re-established;
- Regular assessment of the Environmental Health Service's readiness for an emergency; and
- Liaison with committees or other groups pursuing the State Health Emergency Management Support Plan or Bunbury's Local Emergency Management Arrangements.

1.2 ENVIRONMENTAL HEALTH SUPPORT COORDINATOR

The duties and responsibilities of the Environmental Health Support Coordinator include:

- Activation of Environmental Health Emergency Management Support Plan;
- Leadership of the Environmental Health Emergency Management Support Group;
- Assessment of 'needs' arising from an emergency;
- Membership of the Local Emergency Management Committee;
- Membership of Bunbury LEMC's Health and Wellbeing Sub-Committee;
- Convening regular meetings of the Environmental Health Emergency Management Support Group;
- Membership of the South West of WA Human Epidemic Emergency Management Committee;
- Membership of the South West Pandemic Influenza Management Committee
- Notifying the District Human Epidemic/Pandemic Coordinator immediately upon being aware of a possible human epidemic/pandemic;
- Subsequent to the direction of Local Emergency Coordinator, provision of a support Service to, and liaison with, all combatant authorities, supporting agencies and adjoining municipalities;
- Coordination of all matters relating to Environmental Health;
- Media releases agreed to by the Local Emergency Coordinator;

- Coordination of Health teams to ensure that all preventative Environmental Health measures are taken and the restoration of normal services are facilitated where and as soon as possible; and
- The provision of regular and up-to-date situation reports to the Local Emergency Coordinator and Recovery Coordinator.

1.3 DEPUTY ENVIRONMENTAL HEALTH SUPPORT COORDINATOR

When not performing the role of EHSC, the deputy shall assist the EHSC in planning and preparation for an emergency and in operational matters during and after an emergency. Refer to Appendix 3.1.

1.4 ENVIRONMENTAL HEALTH OFFICERS

The duties and responsibilities of Environmental Health Officers include:

- Organisation and Field Surveillance work;
- Control of Infectious Disease

Work is undertaken in accordance with the City of Bunbury's Environmental Health Plan, except that when activated, the South West Population Health Unit's Human Epidemic Plan or South West Management Plan for Pandemic Influenza shall take precedence.

- Investigation of Outbreaks of Infectious Disease and Food Poisoning in cooperation with the South West Population Health Unit;
- Safety of food supplies and catering areas, including:
 - Monitoring of all food outlet hygiene standards,
 - Inspection of all donated food,
 - Supervising the disposal of contaminated food,
 - Monitoring of food transport vehicle hygiene standards,
 - Supervising the siting and assessing the suitability of emergency kitchens, dining areas and mobile fridge/freezer units, and
 - Examination and Analysis of food and water (when necessary);
- Hygiene practices of food handlers, including:
 - Briefing food handlers on appropriate food handling procedures, and
 - Monitoring food handler hygiene practices;
- Monitoring of food hygiene standards in relation to food preparation areas and dining areas, including:
 - Inspection of food equipment and appliances for cleanliness,
 - Inspection of crockery, cutlery and dining area for cleanliness, and
 - Assessment of cleaning procedures;
- Responding to food recalls in accordance with Department of Health directions;

- Cooperating with the Department of Health and AQWEST to ensure the availability of safe water. (It should be noted that the Department of Health is responsible for the provision of community advice whilst AQWEST is responsible for maintenance of a suitable supply of drinking water – including the supply of carted water).
- Safety of sewage and sullage wastes, including:
 - Safe sanitary treatment and disposal of human waste and drainage,
 - Locating, inspection and identifying existing on-site effluent disposal systems,
 - Inspections of on-site effluent disposal systems,
 - Pursuing the removal of waste from defective effluent disposal systems, and
 - Liaison with relevant Water Corporation personnel to determine whether or not the sewerage system is jeopardised;

The Water Corporation is responsible for the provision and maintenance of a reticulated sewerage scheme within the City of Bunbury. Environmental Health Officers must also liaise with the Water Corporation on the state of the scheme, so as to determine whether or not alternative arrangements are necessary.

- Disposal of refuse and rubbish, including:

Safe disposal of all refuse including spoilt or damaged food from homes, food premises, food warehouse, cool stores, cool rooms, ice works etc., where affected by the emergency including power failure,

As routine waste collection and disposal services are undertaken by the City's Waste Management Services, close liaison is required with the City of Bunbury's Waste Manager regarding the removal of all putrescible matter, i.e. food, from damaged building including those affected by power shortage

- Determining alternative areas of disposal in consultation with other relevant personnel. e.g. City of Bunbury's Waste Management Manager, Department of Environment & Conservation (DEC) officers, Department of Health (DoH) officers, engineers etc,
- Liaison with the City of Bunbury's Waste Manager regarding collection and disposal of waste and debris which may be strewn throughout the environment,
- Liaison with the City of Bunbury's Waste Manager regarding the coordination of waste collection services including the provision of adequate bins and containers within emergency relief areas, and
- Liaison with the City of Bunbury's Waste Manager regarding the provision of suitable garbage receptacles for people who have re-inhabited their dwellings or who have established temporary accommodation on their properties;

- Disposal of hazardous, toxic or radioactive waste (in co-operation with the City of Bunbury's Waste Manager, the DEC and the DoH);
 - Vermin and vector control, including:
 - Co-ordinating pest and vermin control activities at "relief" facilities,
 - Co-ordinating pest and vermin control activities in areas affected by the emergency, and
 - Advising the community on the most practicable means of controlling pests and vermin;
 - Suitability of emergency housing, including:
 - Ascertaining the habitability of damaged buildings from a health and hygiene perspective. Any building considered to be structurally unsound will be brought to the attention of the City's Building Surveyors for assessment,
 - Inspection of temporary accommodation units - e.g. caravans,
 - Co-ordinating temporary toilets, showers and laundry facilities and the disposal of wastes from the same,
 - Provision of electricity,
 - Provision of a safe and adequate water supply, and
 - Provision of suitable and sufficient garbage receptacles;
 - Suitability of Recovery/Evacuation centres (halls, schools, etc);
1. *The Department for Child Protection is responsible for the coordination of Recovery or Evacuation Centres for any emergencies requiring "welfare" support. These services include:*
 - Registration and inquiry;*
 - Financial Assistance;*
 - Emergency Accommodation (Centres and other venues);*
 - Catering and;*
 - Personal Support Services*
 2. *The Environmental Health Service Officers are responsible for pursuing:*
 - Adequate floor space (so as to avoid overcrowding);*
 - Acceptable protocols to ensure safe food and water;*
 - Cleanliness of buildings;*
 - Adequate ventilation;*
 - Sufficient and suitable garbage receptacles;*
 - De-sludging of septic tanks and other effluent receptacles;*
 - Unhealthy accumulations of refuse and rubbish;*
 - Measures necessary to control the spread of vermin and vectors, and*
 - Food poisoning outbreaks*

- Disposal of dead animals;

Advice on means of disposal after consulting the Department of Agriculture with respect to animal deaths caused by zoonotic diseases such as anthrax.

- Disposal of human bodies;

This is the responsibility of the Coroner's Office (Department of Justice), however, the Environmental Health Officer may be asked for advice on temporary mortuaries facilities i.e. cool stores, mobile refrigeration units.

- General advice on Environmental Health matters such as:
 - Personal and community health,
 - Control of domestic pets,
 - Disposal of rubbish,
 - Immunisation,
 - Provision of disinfectants, cleaning agents and antiseptics
 - Minimising health nuisances, and
 - Appropriate relevant organisations and personnel, e.g. welfare, registration centres, doctors, financial advisers, interpreters, councillors etc;
- Terminal disinfection of buildings and clothing;

Disinfection of buildings and clothing will follow outbreaks of infections or exotic diseases or buildings inundated with floodwaters, sewage or other potentially infectious matter. This work is carried out after consultation with DoH and the City of Bunbury's Medical Office of Health.

- Addressing Food sabotage; and

Environmental Health Officers have a combat role in such instances, in liaison with the DoH and the City of Bunbury's Medical officer of Health and the Police.

- Adherence to relevant plans and guidelines.

Environmental Health Officers shall, at the discretion of the Environmental Health Support Coordinator (EHSC), pursue:

- *Bunbury's Local Emergency Management Arrangements,*
- *Environmental Health Plan, and*
- *National Environmental Health Monographs – Counter Disaster Series 1.*

1.5 ENVIRONMENTAL HEALTH ASSISTANTS

Environmental Health Assistants may be engaged at the discretion of the EHSC.

APPENDIX 2 – KEY PERSONNEL

- 2.1 Environmental Health Emergency Management Support Group
- 2.2 Department of Health Contacts
- 2.3 LEMC Contacts
- 2.4 Emergency Contacts Directory

2.1 ENVIRONMENTAL HEALTH EMERGENCY MANAGEMENT SUPPORT GROUP

The following are the contact details for members of the Environmental Health Emergency Management Support Group:

Due to confidentiality of personal contact details this section has been removed

2.2 DEPARTMENT OF HEALTH CONTACTS

HEALTHDIRECT 24 Hour Service – 1800 022 222

Due to confidentiality of personal contact details this section has been removed

2.3 LEMC CONTACTS

Refer to Bunbury's Local Emergency Management Arrangements for a list of key LEMC personnel.

2.4 EMERGENCY CONTACTS DIRECTORY

Refer to Appendix 5 of Bunbury's Local Emergency Management Arrangements.

APPENDIX 3 – INFORMATION SHEETS – Repairing Flood Damaged Buildings

Each year in Australia many houses and other buildings are damaged by flood. The following information is intended for distribution in flood stricken areas and should assist homeowners repair their homes at minimum cost and inconvenience.

SUMMARY

It may take months, rather than weeks to get a house back into the condition it was in before the flood. However, it is important to start work just as soon as the rains have stopped and water receded. The tasks, which need to be done as quickly as possible, are:

- Clear up, drain and start drying out the house as soon as the floodwater recedes.
- Take out everything that is wet and can be moved - floor coverings, furniture, bedding and clothing.
- On dry days, keep all doors and windows open. On wet days, keep windows ajar.
- Drain away water under the house, and try to increase the airflow there to assist drying.
- Check for trapped water and mud in all cavities, as well as under such things as shower trays, baths, benches and bottom shelves.

Any able-bodied person can do most of the cleaning up and drying out, while a competent home handyman could easily cope with most of the repairs and redecorating. Some jobs, however, must be done by a tradesperson or other qualified person, and should never be attempted by the homeowner; for example, the checking of electrical and gas fittings (these MUST be checked before re-using).

A City of Bunbury Building Surveyor is available to provide advice on statutory requirements of any structural work that may be proposed. If in doubt – please find out before proceeding.

The final two tasks must only be done after the structure has dried out completely.

- Replace wall linings, floor coverings, etc. only after the structural timber is dry. Drying could take months.
- Leave redecorating for at least three months after finishing the repairs. Paint and paper too soon, and you risk mould, blistering and peeling.

WARNING

The hints given assume that there is no structural building damage, such as leaning walls or foundation damage. If there are any signs that the house has moved on its foundations - buckled floors, new cracks in walls, or out of shape door frames - consult a qualified structural engineer or building consultant.

ELECTRICAL AND GAS FITTINGS

Ensure all electrical and gas fittings have been checked by an electrician or gas fitter/gas supply technician (as appropriate) before reusing.

THE FLOOR

*** Particle board flooring**

Particle board is likely to lose some strength when saturated and re-dried. Any parts carrying load should be carefully checked, particularly if they show any sign of swelling swollen or soft particle board should be removed.

As soon as possible, assist the drying out by removing any varnish or sealer from the floor by sanding, making sure that there is good ventilation once the board is sanded. Clean the floor with a fungicide and allow to dry.

*** Tongue and groove timber flooring**

If the floor is made of tongue and groove timber, scrub and allow the floor to dry. Again, removing any varnish by sanding, and having good ventilation, will assist drying.

*** Concrete floors**

Concrete floors are easily washed and swept clean. The surface soon dries; however, the interior of the concrete dries very slowly, so that it may be some time before floor coverings can be replaced.

The following simple test will give a general indication of how dry a concrete floor is:

Tape all four edges of square metre of clear polythene to the floor, away from sunlight. Cover with a blanket and leave for 24 hours. If condensation forms on the underside of the polythene, the floor is too damp for laying vinyl or carpet with rubber underlay or backing. Lift the polythene and place another piece in a few days (don't leave the same piece taped to the floor). Wait until the polythene stays dry for two or three consecutive days.

FLOOR COVERINGS

*** Carpets**

There are two major problems - (a) relaxation shrinking occurs when the carpet is wet and then dried without constraint, and (b) degradation of the jute and cotton of carpet backing occurs when the carpet is left damp, and exposed to the atmosphere.

As carpet fabric and design varies considerably, the carpet manufacturer's advice should be taken following flood damage. In the absence of such advice, the following procedures should be considered as soon as possible:

- a) Take up the carpet and hose it down if it is muddy.
- b) Dry it as quickly as possible to minimise degradation of the jute and cotton backing. If the house has warm air heating, it may be beneficial to hang the carpet inside.
- c) While the carpet is drying, try to retain its original dimensions, by careful stretching and tensioning.
- d) After it has dried, an assessment should be made of its condition, noting such points as:

- shrinkage;
 - degradation of backing materials and adhesives;
 - degradation of the pile fibre (synthetic piles should be unaffected, but wool may show some degradation, if left dry for some weeks); and
 - colour, pattern and texture retention. Extractives from the jute backing may stain the pile fibre, but this is readily removable from all fibre except wool. In certain carpets, the yarn used for the pile may have been 'set' for special effects, and this may have been lost.
- e) If the carpet is considered suitable for re-use, it should be supplied to the cleaners and fungicide treatment specified. On re-laying, the carpet should fit into its original area but, if it is of an intricate shape, it may not fit perfectly.

* ***Carpet underlays***

In the case of carpet underlays, the procedures depend on the type of underlay:

- a) Hairfelts. If saturated with water, these will generally be ruined. On lifting, they will often break up and, after drying, will have become compressed and useless as underlay.
- b) Synthetic foams and rubbers. These may be salvageable. They should be hung up, and hosed to remove trapped and solid matter, and dried. An assessment can then be made of their condition and, if suitable for re-use, a fungicide treatment would be desirable.

* ***Floor tiles or sheeting***

If you need to remove vinyl tiles or sheets, they will probably need replacing with new material. Ceramic tiles can be left in place, provided they do not crack as the floor or substrate dries out.

WARNING

- Do not attempt to enter the house if there is any chance of walls or roof collapse, and then only after electricity, gas and sewerage services have been checked by relevant trades persons or the relevant authorities.
- Remember, not all damage can be seen. Take the utmost care. Hidden damage can endanger health and safety. If the house is badly damaged and looks unsafe, occupants should stay out until the building has been checked by a qualified structural engineer or building consultant.
- Do not light fires in brick fireplaces for at least two weeks, and then only use small fires until the firebricks have dried out.
- Because flood water is often polluted with sewage:
 - a) Throw out any contaminated food.
 - b) Keep children away during cleaning up.
 - c) Use disinfectant when cleaning, and always wash your hands before eating, drinking and smoking.
 - d) Disinfect cuts quickly, and cover with a waterproof dressing.
 - e) Bury all accumulations of faecal matter quickly.

CLEARING OUT

Everything that is wet and can be moved - floor coverings, furniture, bedding, clothing, etc. - should be taken outside for cleaning and drying whenever the weather permits. Leave nothing that can trap moisture and prevent the structure from drying.

In the case of mattresses affected by contaminated water, these must be steamed cleaned by an approved contractor, or thrown out.

The easiest way to lift vinyl tiles is to gently lever them up with a garden spade. If there is particleboard underneath, take extra care. A spade can damage this flooring material.

To remove a sheet of vinyl, lift a corner and slowly and carefully pull up the rest.

Any refrigerator or freezer to be thrown out should be degassed before depositing at the tip, and not thrown out with the general rubbish. It is important to advise the tip operator on arrival at the tip.

DRAINING, CLEANING, DRYING AND REPAIRS

Once all the wet contents of the house are outside, cleaning up and drying can begin.

To assist drying, linings may have to be cut out. What is taken out can usually be put back on later. It will take several weeks, and longer in winter, to completely dry out the house.

On dry days, keep all doors and windows open. On wet days, leave windows ajar - the inside of the house will only dry if moisture can get out.

Turn on heaters in as many rooms as possible, leaving the windows open. Don't use more heaters than is necessary. Some heat will drive off the moisture, but too much may warp and crack wood.

Look for trapped moisture and mud in the less obvious places - under shower trays, benches, baths and bottom shelves. Remove the skirting board or plinth covering these places, and hose out the mud

Wetting for a short period does not usually cause permanent damage to many building materials, but they should be dried out as soon as possible. Check for hidden pockets of water, and consider ways to facilitate drying. In most cases, especially with masonry materials, for example, bricks and concrete blocks, drying can take a very long time, possibly months.

Any mould that grows on wet linings and timber should be ignored until drying is complete. It can then be removed with household bleach, using several applications, if necessary. Remember, however, that bleach can affect the colour of some materials.

UNDER THE FLOOR

Drain away any water lying under the house. It may be necessary to dig a pit and pump out the water that collects. Where there is no access, cut a trap door in the floor or wall. Getting rid of excess water under wood or particle board floors is especially important in avoiding decay.

If debris, sewage or silt collects under the house, contact the City for advice on clearing and removal.

To increase the airflow under the house, and to assist drying:

- Knock out the ventilation grates in the foundations.
- Cut back, or dig out, plants or debris which is obstructing any vents.
- Leave any access doors open.
- Remove part of the foundation enclosure, such as base-boards or sheet materials where fixed to the outside of the stumps.

THE WALLS

Clean mud and dirt off brickwork and concrete blocks with water, detergent and a nylon or bristle brush. Using acid, instead of detergent, may cause staining.

A white salt growth (efflorescence) is likely to appear on bricks and concrete blocks during drying out. This is not serious and should stop when the wall is fully dried out. It can often be removed with a bristle broom.

Re-pointing and other repairs to cracked brickwork or concrete masonry are best left until the foundation soil has dried out the foundations and movements have ceased. Some cracks may actually close up as the foundations' soil dries out. Minor cracks are not serious in brick veneer structures as there is usually a large amount of structural safety.

Timber weatherboards should be cleaned with water, detergent and a cloth or soft bristle brush, making sure that all the detergent is subsequently rinsed off.

If the flood level was higher than the floor, water can be trapped in the external wall cavity. Drain the cavity by wedging out the bottom row brick or veneer block every metre. In both cases, this should be done around the entire house. Hose out any mud or silt in the cavity, and let it dry out. Householders should note that this method of cleaning and repairing veneer cavity walls is usually best tackled by a tradesperson.

It may, in fact, be easier to clean the cavity from inside the house. Take out the skirting board and wall linings, and remove the insulation material. If that sounds like a lot of work, remember that everything is probably wet, and in need of replacement anyway.

Plaster sheet is very weak when wet, but may recover its strength when dry. If it is not obviously damaged, get any load off it, and let it dry - it will probably be all right, particularly if is reinforced with glass fibre.

Bulk insulation material can act like a sponge, soaking up water to the full height of the walls. The inside wall linings on the external walls may therefore have to be completely removed. Apart from having lost most of its insulation value, wet insulation material may hold moisture for months, causing dampness and mould to appear after redecorating has been done.

If water entered the roof, take out the wet ceiling insulating material as soon as possible. The extra weight of the wet insulation may damage the ceiling. Cellulose fibre insulation (a loose fill material made

of newspaper pulp) should be discarded and replaced with new insulation as water reduces its resistance to fibre spread.

Water can also be trapped in the internal wall cavities, behind the wall lining. Remove the skirting boards and cut out all damaged or wet linings up to the first horizontal piece of timber above the watermark. Hose out any mud or silt, and leave the cavity open so that it can dry. Remember that with timber frames, there may be noggings in the form way up, which could hold mud.

A local building surveyor may wish to inspect the wall timber and may ask for a few sheets of lining (the full height of the studs) to be removed.

Don't repaint walls too soon, and drying will be quicker if furniture and pictures are kept away from them. It may be necessary to remove vinyl wall coverings to help drying process.

DOORS

Hollow doors will probably be ruined and so could be removed to help drying. Solid wooden doors need to be dried slowly and evenly. Don't be tempted to hurry the drying by placing a heater close to or facing a door.

Don't rush into repairing things until the timber has had a chance to dry. A door may have swollen and jammed while it is still wet. Don't trim it off while wet. Wait until it is dry - it will probably fit again then. It may help to take off the architraves to help drying. Oil all locks and hinges immediately to prevent rust.

REDECORATING

Redecorating should be left for at least another three months after repairs have been finished. Painting or papering too soon may result in mould, blistering and peeling. Laying vinyl too soon may trap moisture.

The one exception to this is carpet. Provided there is no rubber underlay or backing, carpet allows moisture from the floor to evaporate, so it can be laid earlier.

The main message is "**DO NOT RUSH**". Drying out will take a long time but when complete most troubles remaining will be decorative and easily repairable.

DUCTED HEATING OR VENTILATION

If situated under the house it will have to be dismantled and cleaned out.

If in the ceiling and affected by rain or flood water, it will need checking and dismantling as above, if roof was affected by flood waters.

DISINFECTION

Where the house has been affected by contaminated flood water (e.g. sewerage), all floors, walls, cupboards and such must be disinfected with an appropriate disinfectant after hosing down and removing all silt, sewerage and such extraneous matter. Suitable disinfectants are usually available from

supermarkets and hardware stores. In the event that they are difficult to access, the City of Bunbury's Environmental Health Service will assist in identifying a supply.

If land around the house has been contaminated with sewerage, the use of lime spread over the affected area may (depending on the circumstances) be a suitable means of remediation. However, lime should be used with caution as unprotected skin and eyes can be damaged upon contact. Children **MUST** be prevented from entering the treated areas by any practicable means available. The City's Environmental Health Service will offer further advice upon request and will assist in coordinating safe treatment of contaminated areas.

HOT WATER SYSTEMS

A flooded Hot Water System should be repaired by a suitably qualified person. Where not flooded but the water is full of sediment, flush out completely.

DOMESTIC WATER MAINS/PIPES

Flush out all taps for at least 5-10 minutes to clear pipes of sediment, once main water supply system has come back into operation.

P.N: Check with AQWEST or the City of Bunbury's Environmental Health Service on safety of water if in doubt.

SEPTIC TANK AND SWIMMING POOL

If it is necessary to pump out your septic tank or swimming pool, ensure both are filled or refilled with at least 25% of water, to prevent either lifting out of the ground due to rising water table. In regards to a swimming pool, ensure area around pool is made secure to prevent children falling into pool.

APPENDIX 3 – INFORMATION SHEETS – Safe Food

1. FOOD MANAGEMENT

A. General

Unless proper sanitary measures are applied to the storage, preparation and distribution of food under emergency conditions, mass feeding will be a constant danger to health. Food is easily contaminated, especially when being prepared and distributed in conditions which may prevail during and after an emergency.

It may be better to opt for barbeque type foods where possible, e.g. meat, onions, potatoes and tomatoes. Caution still required with meats.

B. Temporary Kitchen Facilities

In certain situations, it may be necessary to set up temporary kitchens. Siting and construction should be in accordance with the guidelines of this section.

2. FOOD POISONING

A. Protection Aspects

Special attention must be paid to the services associated with the protection of food, namely:

- Water supply;
- Waste disposal; and
- Vector control.

B. Sanitation Requirements

These services may have to be carried out in an improvised manner. Failure to maintain proper sanitary conditions in the area of food preparation and distribution could lead to a secondary emergency with response personnel and emergency affected people having food poisoning.

C. Disease Risk

In emergencies, conditions are often conducive to an outbreak of food-borne disease, the consequences of which could be overwhelming. As both medical and environmental health services might already be short staffed and fully focused on urgent situations, they would be further stressed in the event of an epidemic. Such circumstances would highlight the need for the proper planning and operation of sound food safety procedures in emergencies. The scope of such procedures should include:

- quantities and types of food;
- lines of supply;
- premises and preparation; and
- means of distribution.

D. Food and Feeding Plan

Initial survey and planning is essential with all relevant personnel involved in the provision of food in order to develop a plan for the supervision of food and feeding centres. This is the prime responsibility of the Department for Community Development which has a Welfare Service Support Function in accordance with Policy Statement No 7. As the Environmental Health Emergency Support Group has an interest in the hygienic preparation and service of food will cooperate with the Department to that end.

3. EMERGENCY FOOD PRODUCTION and PREPARATION

Proper sanitary conditions in food preparation and distribution areas are essential.

Measures that can be applied to ensure safe emergency food production including the following:

- Quality control of incoming food in order to detect spoilage and contamination, including knowledge of the source and type of food.
- Knowledge of the water supply to ensure its safety or, if necessary, its treatment.
- Control of insects and rodents in stores, kitchens and feeding centres.
- Provisions for the proper storage of food, e.g.: freezers, refrigerators, dry store.
- Provision for the proper disposal of solid and liquid food wastes, e.g.: grease traps, burial, cartage, and incineration.
- Provision of the proper washing and sanitising of utensils, e.g.: cutting boards.
- Supervision of food preparation areas.
- Supervision of food servicing, e.g.: appropriate cooking methods.
- Supervision of food handling personnel, including:
 - health,
 - training and
 - adequate numbers.
- Provision of separate toilet and hand washing facilities for food handlers where possible, to prevent cross-infection (chemical toilets if necessary).
- When possible, food should come from a reliable source, e.g.: supermarket.

4. SPECIAL FOOD SURVEILLANCE

Areas that need special attention and supervision include:

- the method for transporting food, e.g.: trucks, cars, aircraft;
- examination of donated food, e.g.: wholesomeness;
- examination of emergency affected food;
- conditions under which food has been stored and transported, e.g.: temperature;
- regular supervision of feeding areas, particularly during the early state of a emergency when personnel are operating 24 hours a day, usually in shifts of six hours; and
- examination of food suppliers, e.g.: food warehouses and supermarkets.

5. SUPERVISION OF FOOD HANDLERS

A. Screening and Selection

The kitchen supervisor will probably have to use whatever workforce is available, e.g.: volunteers or organised responders. Medical screening of food handlers is never a particularly effective exercise and will be impossible under these conditions. The most that can usually be done is to exclude anyone with diarrhoea, vomiting, infectious lesions or exposed areas of infected skin, or a recent history of illness.

B. Food Handling Rules

Certain rules, as set out briefly below, must be followed:

- The temperature of the food should be maintained below 5°C or above 60°C at all times.
- Only those with a job to do should be allowed in the kitchen.
- Only those who are healthy and clean should be chosen to work in the kitchen.
- The kitchen staff should have a 'dirty job group' (cleaners) whose duties do not include food handling.
- Adequate hand washing facilities must be available and their use enforced.
- The kitchen, surrounds and utensils must be kept clean.
- Keep animals out of kitchen and surrounds.
- Keep all kitchen refuse in sealed and cleaned bins, and remove as often as is necessary.
- The use of garbage bags is recommended.
- Separate ablution, latrine and toilet facilities for the exclusive use of kitchen staff should be provided where possible.
- Personal hygiene is of the utmost importance.
- Food handlers with dirty hands and clothing, unhygienic and careless habits and active or latent communicable diseases are just as often responsible for food contamination as are flies, spoiled utensils and other unsanitary conditions in kitchens and eating areas.

C. Untrained Personnel

If there are not enough suitably trained workers for the supervision of feeding centres, any suitable persons can be trained to assist with the inspection of food premises and reporting any deficiency or fault.

6. MASS FEEDING

It may be necessary to provide food for emergency-affected persons who have left an emergency area or to take catering services to survivors still in the area. These numbers can be small or large depending on the size of the emergency, type of emergency and the duration of the emergency.

A. Centres

Mass feeding is provided for at Primary Evacuation Centres documented at Annex F to Part 3 of the Bunbury's Local Emergency Management Arrangements.

B. Emergency Food Supplies

Another item to be taken into consideration is a list of after hours telephone numbers and addresses of owners in food manufacturing plants and large retail food stores. This would assist in cases where emergency food supplies are required urgently; also if premises are close at hand (provided they have not been affected by the emergency). **Where possible, utilise local business as much as possible.**

C. Organising Feeding Centres

Some important points for the organisation of mass feeding centres are as follows:

- The location and layout of mass feeding centres should be identified to ensure reasonable sanitary safeguards.
- Whenever possible, use should be made of existing buildings such as restaurants, hotel dining rooms, schools, public assembly halls and churches, which may offer suitable conditions, e.g.: water, toilets, kitchen, power for maintaining a satisfactory standard of cleanliness, and protection against the invasion of rodents and insects.
- Only safe potable water may be used for drinking in feeding centres; where there is no piped supply, water must be transported, stored and handled in a sanitary manner.
- The source of the water must be known, as well as the means of conveyance of the water to the emergency site.
- A sufficient number of basins, each with soap, nailbrush and clean disposable towelling must be provided exclusively for the use of food handlers.
- Separate bins should be provided for washing and rinsing, eating and cooking utensils.
- Before washing, any grease or food scraps on the eating and cooking utensils should be scraped into a refuse bin.
- Serving of raw vegetables and soft skinned fruits should be avoided unless for dietary reasons. In such cases the vegetables and fruits must be thoroughly washed.
- Separate toilet and latrine installations for the food handlers should be provided (if possible) close to the mass feeding centres: it being assumed that people eating at the feeding centres can make use of the general facilities: toilets (and where applicable, latrines), must be kept in the best possible state of cleanliness at all times.
- Solid wastes from kitchens must be deposited immediately into refuse bins (garbage cans). No filled bins may remain in the preparation and cooking areas. Bins must be tidily covered and removed outside for collection and disposal (the use of garbage bags is recommended).
- A refuse removal service must be promptly started as proper collection and disposal obviates many problems, particularly fly breeding, rodent invasion and fire risk.
- Attempts should be made to separate refuse into categories of:
 - dry refuse - papers, cartons, cardboard;
 - putrescible - food scraps, fruit, vegetables; and
 - indestructible - tins, bottles and plastics.

- Where refrigeration facilities are non-existent or inadequate, perishable foods should only be bought on a daily basis and cooked and served as soon as possible.
- Condensed or powdered milk must be reconstituted with safe potable water only, and under the best possible sanitary conditions. If fresh milk is available for infants and hospital patients, it must be boiled before use.
- An adequate cleaning supply of detergents, disinfectants, brushes, clean cloths, brooms and other cleaning necessities must be provided.
- Disposable plates and cups should be used in mass feeding centres.

D. Sanitary Conditions

The measures applied to maintain a sanitary environment in the feeding centres and to protect food from contact with contaminated matter would be more effective if the cleanliness and health of the personnel working in these centres are of a high standard.

7. EXAMINATION OF DAMAGED FOOD

A. Checking and Sorting

Damaged food can be checked and often it will be safe if it is used quickly and handled properly. Perishable foods can be sorted out and used first. In the event of power loss of more than 36 hours, frozen food will have to be consumed or destroyed. If power is cut off or even rationed, refrigerators will have to be kept for essentials.

B. Care in Use

The use of damaged food and the priority for its order of consumption must receive careful consideration.

C. Risk of Contamination

Damaged food that is potentially contaminated (bottled food affected by floodwaters) will have to be replaced. Take no chances, **destroy it**, but if food is scarce, judgement may be difficult.

8. EXAMINATION OF DONATED FOOD

Food donations should be discouraged unless essential.

A. Inspection and Storage

When an emergency occurs, donations of all forms are brought into the emergency area, including food. It is essential that all such foods be brought to a central inspection area where they can be examined by a trained person and correctly stored pending distribution.

B. Acceptance and Disposal

It is better to accept all food donations, even if it is obvious that they are unsuitable, and to dispose of food after the donor has left the site. This overcomes the problems of:

- unauthorised food distribution; and
- embarrassment to the donor who, in good faith, may have travelled a long distance to donate the food not knowing its suitability.

APPENDIX 5 – MAINTENANCE OF ESSENTIAL SERVICES THROUGHOUT AN INFLUENZA PANDEMIC

Contingency arrangements addressing the absence of City of Bunbury personnel with an active role in mitigating illness within the community are documented below:

LEMC Representatives

- Should there be any difficulty in identifying appropriate replacement staff, the matter will be decided by the Executive Manager City Development, the Chief Executive Officer or in their absence, any other Executive.

Waste Services Staff

- In the absence of the Manager Waste Services, the Supervisor Waste Services shall assume responsibility for the proper functioning of the Waste Service.
- In the absence of both the Manager Waste Services and the Supervisor Waste Services, the Executive Manager City Services shall delegate an officer to assume the role of Manager Waste Services.
- Upon entering Phase 4 of a pandemic influenza alert, reserve waste collection vehicle drivers shall be trained. (The Western Australian Management Plan for Pandemic Influenza explains Phase 4. Essentially it will be invoked upon the first clusters of “human to human” disease transmission).
- Depending on circumstances, media releases may be drafted requesting the cooperation of the public. (For instance householders may be asked to hold innocuous rubbish and recyclables and to compost kitchen and other organic waste where possible).
- Waste collection routes may be adjusted to give priority to problematic areas. (e.g.: businesses generating significant quantities of putrescible waste).
- As the maintenance of contracted local waste and recycling services is important, assistance by the City will be considered on the basis of “need” and “available resources”.
- The City’s Waste Services staff will cooperate with the Bunbury/Harvey Regional Council in maintaining operations at the Stanley Road Landfill Facility.

Environmental Health Service Staff

- In the absence of the Manager Health, a Deputy Manager Health assumes responsibility for the proper functioning of the Environmental Health Service.
- In the absence of both the Manager Health and the Deputy Manager Health, professional staff will share the responsibility for the proper functioning of the Environmental Health Service under the guidance of the Executive Manager City Development.
- Assistance from the Department of Health will be provided as far as may be feasible.
- Assistance for Health Services of regional local governments will be sought on a needs basis.

Protection of the Key Staff

- Antivirals and vaccines will be made available at the discretion of the Department of Health to the aforementioned staff, rangers who may be called upon for security, and to the following peak decision makers:

Mayor

Deputy Mayor

Chief Executive Officer

Executive Manager City Development

Executive Manager City Services

APPENDIX 4 – ENVIRONMENTAL HEALTH EMERGENCY RESPONSE KIT

Container stored in the Environmental Health Service laboratory



1. Protective Coveralls (2 pair)
2. Thermometer Probe Type
3. Sampling equipment:
 - 1 dozen yellow cap sterile containers with gauze swab
 - 1 dozen 220ml plastic water sample bottles
 - 1 dozen plastic screw top food sample containers
4. Tape Measure
5. Magnifying Glass
6. Torch
7. Clipboard, paper & biros
8. Fir Aid Kit
9. Lovibond Comparator and reagents
10. Felt Tip Marking Pens
11. List of contact telephone numbers
12. Identification Vet (Tabard)
13. Emergency Management Manual
14. Environmental Health Service Emergency Support Plan
15. Twin Canister Respirator (Combined Class A, B, P2)
16. Safety Glasses
17. Disposable Gloves
18. Rubber Gloves (Industrial)
19. Cigarette Lighter
20. Disposable Paper Towels
21. Pocket Knife
22. Back Pack
23. Respirator and Canisters
24. Tweezers
25. Sharps Container
26. "Danger" Barrier Tape

Additional Items (Readily accessible – stored separately)

Location

1. Rubber Boots - Car boot – BY759
2. Esky - Laboratory
3. Freezer Bricks - Laboratory freezer
4. Helmet - Laboratory cabinet
5. Mobile phone - Sourced from EHOs
6. Batteries (for Torch & Thermometer) - Sourced from EHOs
7. Gas Blowtorch - Laboratory cabinet
8. Digital camera - Sourced from EHOs
9. Tape recorder - Laboratory cabinet
10. Twin Canister Respirator - Laboratory (Combined Class A, B, P2)

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