

Lake George Emergency Management Committee
Emergency Assembly Centres Procedures

Thank you for agreeing to become an Assembly centre for our community in case of an emergency. These procedures will better enable you to prepare if this course of action is undertaken.

In an emergency you may be requested by the combat agency controller to provide assistance, guidance and/or support in effecting an evacuation by providing temporary shelter to evacuees

When an evacuation may be required, your assembly centre may receive a telephone call from either of the following:

1. Welfare Services Functional Area Coordinator (member of Department of Human Services - DOHS).
2. Local Emergency Operations Controller (LEOCON).
3. Combat Agency Controller (NSWFB, SES, RFS, DPI, NSWDH)
4. Police Supervisor (above the rank of Sergeant), Police Duty Officer (Inspector) or Police Commander.

In this case they should inform you of the following:

- Expected numbers attending, time of arrival, expected length of stay.
- Whether your facility will be the primary centre or an overflow centre.
- Whether your facility is on “standby” and the “Broad” nature of the incident in hand or about to take place.
- Additional requirements or information that may be provided by Human Services such as Special needs evacuees & possible condition of the evacuees.

In “normal” emergency circumstances you are only expected to provide the following:

- The facility itself, capable of providing temporary shelters for displaced persons.
- Within that facility some minor amenities would be beneficial such as: Toilet facilities, Water (for the making of refreshments) and electricity for lighting etc
- The provision of some chairs and tables (for registration), if possible.
- Ensure that all other doors remain closed to areas where you do not want public access.
- Nominate a contact person who will liaise with Police or Human Services Coordinator.
- Nominate appropriate parking / dropping off points for evacuees / families / emergency vehicles, so that they will not interfere in your normal daily activities.

On arrival of any evacuee, NSW Police will undertake the following:

- Ensure DOHS has been contacted through the LEOCON / Police Duty officer.
- White level inspection of the area for security of the evacuees and safety inspection.
- Commence Victim Disaster Registration (DVR) process – whereby all details of anyone evacuated will be formally recorded, even if they are not remaining at the centre.

Usual Practice that:

- When evacuees attend any assembly centre, they should not depart the immediate confines without “de-registering” or in any case informing a NSW Police Officer in charge of the DVR process.
- They will be advised not re-enter the emergency area for any reason, until the all clear is declared.
- All evacuees are informed initially to attend an assembly centre and standby for further information.
- Inform the Welfare Services / LEOCON / Police Officer prior to the centre becoming full in its capacity.
- A centre manager will be appointed from DOCS, who will be your direct liaison point.
- Centre manger will consider additional equipment: PA system, white board, minor stationery, AM/FM radio, relocation of injured/pets, emergency exits/plans, access, security & registration points.
- Any security, resource or equipment issues are to be brought to the attention of the centre manager.
- Further advice can be sought from the LEOCON, Police Duty Officer, Human Services or www.emergency.nsw.gov.au.

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