

## YG 177-OA YMCA Geelong Bushfire Preparedness Procedure



### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG177-OA	14/03/2017	14/03/2017	APPROVED

### 1. BUSHFIRE PREPAREDNESS PROCEDURE

#### 2. PURPOSE

This procedure should be read and implemented in conjunction with the YMCA Geelong Emergency Management Plan, including localised Emergency Management Plans.

In accordance with the YMCA Geelong Emergency Management Plan, bushfires are an identified threat to facilities and as such, any procedures relating to preparation and response should be developed in accordance with a centre's existing Emergency Management arrangements.

This procedure seeks to ensure that all YMCA centres and programs have undertaken the following steps:

- assessed their potential exposure to bushfires,
- assessed the likelihood and consequence of that exposure
- developed appropriate risk control measures to eliminate or reduce the likelihood and exposure to bushfire related incidents occurring at a YMCA facility
- developed a Bushfire Preparedness Plan to provide guidance to staff in the case that a bushfire does occur
- ensured that consultation has occurred with contract partners to ensure alignment of localised plans with those developed by Municipal Emergency Response Teams and Emergency Services
- ensured that the YMCA's Fire Danger Rating Response Levels are communicated to contract partners and centre staff

#### 3. SCOPE

This procedure applies to all YMCA Centres and Programs in areas at risk of bushfires. Facilities 'at risk' of bushfire are determined through the completion of the Bushfire Hazard Identification Form.

#### 4. RESPONSIBILITY

##### Planning

Responsibility for the planning and development of site specific bushfire plans, resides with the manager of that facility or program. The Centre manager is responsible for engaging competent persons, consultation with specialists, stake holders, contract partners and emergency authorities.

### Monitoring

The day to day monitoring of conditions, review and implementation of bushfire plans, township protection plans and emergency procedures is the responsibility of the Centre Manager, with the assistance of nominated centre and health and safety personnel.

This procedure will be continually reviewed and updated as required by the YMCA OHS Department in consultation with relevant senior management and specialist staff upon change or review of any legislation and standards relating to Bushfire Management or where an incident involving bushfire occurs.

### In an Emergency

Responsibilities for emergency response in a bushfire situation are outlined in the Bushfire Monitoring and Response Flowchart and in Emergency Response Plans (warden teams). Members of the Crisis Management team are responsible for providing support and facilitating response.

## 5. DEFINITIONS

<b>Emergency Threats Risk Assessment</b>	The Emergency Threats Risk Assessment is a site specific document that identifies various potential emergency situations that may occur at that particular site. The threats are identified with consideration of past emergencies, known risks to the operation and through consultation with staff, volunteers and other key stakeholders.
<b>Emergency Plan</b>	A site specific manual based on a YMCA developed template, outlining site specific emergency issues, response measures, training provisions and site personnel information.
<b>Master Risk Control Plan (MRCP)</b>	MRCP is used for the purpose of documenting all known hazards, associated risks and risk controls within a workplace. All YMCA Centres and programs shall ensure the MRCP is developed and maintained to assist with the ongoing management of risks relating to the centre or program.

## 6. REFERENCES

- Occupational Health and Safety Act 2004
- AS 3745 - 2010 Planning for Emergencies in Facilities
- YMCA Geelong Occupational Health and Safety Policy

## 7. RELATED DOCUMENTS

- YMCA Geelong Developing and Implementing an Emergency Plan Procedure
- YMCA Emergency Threats Risk Assessment
- YMCA Geelong Emergency Management Manual
- YMCA Extreme Heat Protocol
- Bushfire Preparedness Plan

- Fire Danger Ratings and YMCA Response Levels
- Bushfire Preparedness Flowchart
- Daily Bushfire Conditions Monitoring Record
- Bushfire Hazard Identification Form
- Bushfire Risk Assessment

## **8. PROCEDURE STEPS**

### **Integration with Emergency Management Planning**

The YMCA has a Duty of Care under Section 21 of the Occupational Health and Safety Act 2004 to ensure places of work that are safe and without risks to health. Further to this, Section 26 of the OHS Act states that persons with management or control of the workplace must ensure that the means of entering and leaving a workplace are safe and without risks to health.

To meet these requirements, each YMCA facility must ensure, where there is a risk present, the development of Emergency Management Plans, which include specific procedures for bushfire emergencies.

The YMCA's Emergency Management Plans, incorporating Bushfire Plans are developed in accordance with AS 3745 - 2010 Planning for Emergencies in Facilities. Section 3.2 of this standard requires facilities to identify potential emergency types (both internal and external) and determine an appropriate response plan.

Bushfires in most cases will be an external threat that may impact on a centre or program in the area. External threats are often unique in that the nature of the external emergency (such as bushfires or floods) may mean that YMCA centres receive word or warning in relation to an imminent threat, prior to it being in the immediate area. Pre-warning provides facility operators with an opportunity to make arrangements for enacting Emergency Plans, warning staff and patrons of potential threats and evacuating centres and programs.

The key focus during the development of Emergency Management Plans for YMCA centres should be to ensure effective immediate response to emergencies, prior to any assistance being available through Emergency Services, Contract Partners or other external resources.

The key components of Emergency Management are Prevention, Response and Recovery

At each of these stages, the YMCA will need to work collaboratively with a number of stakeholders to ensure an effective approach to Emergency Management. (See Appendix 1 - Prevention, Response, Recovery)

### **Requirement to consult**

Through each stage of the Bushfire preparation process, it is important that consultation occurs between any relevant stakeholders including YMCA staff and management, specialist staff, contract partners, emergency services and consultants with expertise relevant to emergency management. Consultation should be documented to ensure accurate records of any discussions between relevant parties.

### **Identifying areas at risk of bushfire**

All YMCA Centres and Programs shall determine whether they are at risk of exposure to bushfires. In order to determine this, each Centre / Program shall assess their potential risk of bushfire threat by completing the Bushfire Hazard Identification form.

If the hazard ID process established a potential risk from bushfire, further risk assessment is required. If the hazard ID process established that a facility is not 'at risk' of a bushfire then the results of the hazard identification process shall be recorded on the Master Risk Control Plan (MRCP). For centres not at risk, no further risk assessment is required however, centres are encouraged to review this procedure to determine opportunities to improve general fire preparedness.

**Download Resource:** Understanding Your Environment ([Section 5: Preparing your Property](#))

When checking for your area on the '**list of the 52 High Risk areas**'

- 1) Refer to the list of townships on the [list of 52](#).
- 2) Determine if your local area has a 'Township Protection Plan / Community Preparedness Plan'.
- 3) If your area has a plan, refer to this document to complete this process. If your area does not have a plan, you must complete steps 4 and 5:
- 4) Determine if your facility falls within the plan of a neighbouring area. For example: Eltham YMCA falls into the Diamond Creek Township Plan/ Community Preparedness Plan but is not individually listed on the 'list of 52'. And therefore requires a Bushfire Preparedness Plan to be developed.
- 5) If your facility is on the 'list of 52 township protection plans' or is included in a Township Plan / Community Preparedness Plan, proceed to the Risk assessment and Bushfire Preparedness Plan.

### **Licensed Services 'At Risk Register'**

All Licensed Children's Services will be notified by the Department of Education and Training (DET) as to whether or not they are on the DET 'at risk' register. Each service will be risk rated depending on the information provided by the service to DET and by relevant environmental factors determined by DET.

The register of 'at risk' facilities is available at the following link: [At Risk Register](#). Any service featuring on this list will be subject to program closures / cancellations in certain periods of Fire Danger, discussed below. In this case, nominated personnel will be notified by the DEECD of the actions to take.

### **Facility Risk Assessment**

The nature and location of each YMCA centre and program will directly affect the level and complexity of risk control required for bushfire prevention and response. As such, Centres and Programs that are at

risk of bushfire, shall undertake an assessment of their facility to identify any potential hazards and determine suitable risk controls.

All 'at risk' YMCA Centres and Programs must complete the Bushfire Risk Assessment. The following considerations should be included in the risk assessment process:

- Include critical safety information relating to the likelihood of exposure to, and the consequence of a bushfire
- Establish risk control measures to eliminate or reduce risks so far as is reasonably practicable
- Consult with emergency authorities, contract partners when identifying risks and developing risk control plans
- Engage specialists to assist with the risk assessment process, as required (i.e. when determining fire engineered or life safety features within the facility).
- Communicate all assessment results to contract partners and initiate discussions to ensure action is taken to eliminate or reduce exposure to bushfire hazards within the facility and surrounds
- Use the results of the risk assessment to assist in the development of a Bushfire Preparedness Plan.

### **Reduce the Risk – Implement Risk Control Measures**

Identifying and implementing Risk Controls for risks identified through the risk assessment process is integral to eliminating and reducing the risk of grass or bushfires. Risk Controls may range from the implementation of other YMCA policies and procedures through to facility upgrades and the installation of fire suppression equipment.

Risk controls will vary depending on the nature of the facility and how it is occupied. For a small outdoor pool, risk controls may be as simple as a stringent housekeeping and grounds maintenance routine throughout the summer months to ensure risk of grass fires is reduced, along with a well-rehearsed Bushfire and Emergency Plan. Risk Controls for a camp which may be occupied by a large number of people without access to transportation in bushfire periods may require controls such as installation of shutters and other fire engineered products.

### **Minimum Risk Control Measures**

The following are mandatory requirements for YMCA Centres and Programs in 'At Risk' areas:

- Development of a Bushfire Preparedness Plan
- Provision of information and training to staff including 'Fire Survival Information'
- Adherence to CFA and MFB bans and warnings, including Total Fire Ban Days
- Preparation of facilities and program areas prior to the bushfire season
- Knowledge of Municipal Emergency Plans to ensure alignment with local Emergency Management Plans (obtained through discussions with LGA's)
- Acting on instruction from Emergency Services, particularly recommendations to evacuate
- A thorough understanding of the Fire Danger Rating System including training for staff in the use of the rating system and its application within a YMCA
- Daily monitoring of 4 day forecast including bans, ratings and restrictions.
- Consider using websites/apps such as "Fire Ready" & "[Vic Emergency](#)."

\* Further Risk Control Measures may be required and these should be determined through the risk assessment process.

### **Development of Bushfire Preparedness Plans**

All YMCA Centres / Programs operating in an 'At Risk' area are required to develop a Bushfire Preparedness Plan. This plan should be developed in accordance with existing Emergency Management Plans (EMP) and be included in the centres EMP.

Bushfire Plans should provide guidance to YMCA staff in the case of a bushfire, and should be well rehearsed and reviewed in the lead up to bushfire periods, throughout the bushfire season and at least annually. Plans should offer guidance and direction for a number of scenarios however should remain flexible enough to allow persons to make reasonable decisions at the time of emergency depending on the immediate risk to persons and property.

Where partial or full evacuation of the centre is required, this should be in accordance with established procedures for evacuation contained within the sites Emergency Management Plan. Where a variation of standard evacuation procedures occur in the case of bushfire, this must be made clear in the Bushfire Preparedness Plan and Emergency Management Plan to avoid any confusion.

Whilst Bushfire Plans should be developed and followed so far as is reasonably practicable, centres should also familiarise themselves with any other available information and plans relating to emergency management, including but not limited to: council emergency plans, all relevant and available CFA warnings and information, information from emergency services including police, fire, ambulance, SES.

### **Fire Danger Ratings and YMCA Response Levels**

The Fire Danger Rating (FDR) Barometer is the tool that is used to indicate the bushfire threat in Geelong. The FDR is a prediction of fire behaviour including how hard it would be to put out a fire once it has started. The FDR indicates:

- Threat posed to life and property on a given day
- Nature of bushfire behaviour

Fire Danger Ratings are featured in weather forecasts and recommend the actions that should be taken in preparation for and on the day of a fire. In most circumstances the FDR will be available 4 days in advance giving centres, programs and licensed services the opportunity to pre arrange closures and cancellations of facilities and programs if required. There may also be circumstances whereby the FDR will change on short notice, requiring immediate action to be taken by the centre / program. Fire Danger Ratings and Fire Restrictions are issued for each of Geelong's 'Fire Districts'. Each YMCA shall familiarise themselves with their Fire District.

**Download Resource:** [Find Your Fire District](#)

The Fire Danger Ratings – YMCA Response Levels tool provides guidance for each FDR level. All YMCA Centres and Programs shall implement a system whereby the FDR is checked daily throughout the bushfire season to ensure that the appropriate preparations and actions are taken depending on the rating.

**Monitoring Process:**

- 1) Download Monitoring Bushfire Conditions Record
- 2) View FDR at <http://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/> for 72 hours in advance and record the FDR on the daily monitoring record.
- 3) View Warnings at <http://www.cfa.vic.gov.au/warnings-restrictions/warnings-and-incidents/> for 72 hours in advance and record on the daily monitoring record.
- 4) View Bans and restrictions at <http://www.cfa.vic.gov.au/warnings-restrictions/restrictions-during-the-fire-danger-period/> for 72 hours in advance and record on the daily monitoring record.
- 5) Refer to Fire Danger Ratings and YMCA Response Levels document and the Bushfire Preparedness Flow chart to determine if any action is required.

**Download Resource:** Fire Danger Ratings and YMCA Response Levels

**Download Resource:** YMCA Bushfire Preparedness Flowchart

**Important Note:** With the exception of licensed children services, closure of centres and cancellation of programs is not regulated. It is at the discretion of YMCA Geelong and relevant stakeholders to determine whether closure is necessary.

Under some circumstances, there may be times where there is a recommendation from the CFA or another authority or the emergency services to close and/or evacuate the centre, however this should not be relied upon.

To assist Managers and Staff to work through the decision making process regarding closure, cancellation or continued operation, refer to the Bushfire Flowchart.

**Fire Danger Ratings and Licensed Children Services**

Where a licensed service listed on the Department's Bushfire at Risk Register, is the subject of a "Code Red" Fire Danger Rating, the Department (DEECD) will inform a nominated YMCA staff member of the requirement to pre-emptively close. The information must then be passed on to families / participants through the service (YMCA). The department (DEECD) will **not** notify families / participants of planned closures. For more information please refer back to the ["Licensed Services 'At Risk Register'"](#) above.

**Enacting the Bushfire Preparedness Plan (in the lead up to a Fire Danger day)**

Each facility will determine a range of 'triggers to close, cancel or leave' through their Bushfire Plan. The purpose of establishing these 'triggers' is to focus on preparation in the lead up to fire danger periods and to avoid dangerous situations, rather than reacting on the day of a fire.

These triggers will be determined, based on the unique characteristics of the facility, however examples may include:

- Pre-emptive closure or program cancellation on a Code Red (Catastrophic day)
- Recommendations by emergency services to evacuate an area
- Fire in neighbouring areas or towns - with a potential to spread to facility area
- Restricted means of access in and out of the local area due to fires in neighbouring towns

Bushfire Preparedness Plans should be enacted in the lead up to Fire Danger periods in accordance with the Bushfire Preparedness Flowchart. This process requires facility Managers to monitor bushfire conditions and assess the risk to health, safety or wellbeing of staff and patrons. Where there is a risk, the Manager shall discuss a course of action with the Regional Management team and then act accordingly. Actions may include continued operation, continued operations in a reduced capacity or full facility closure.

### **Enacting the Bushfire Preparedness Plan - In an emergency situation**

Where there is an immediate risk of fire or where there is an existing fire in the area that threatens property and/or life, staff shall respond in accordance with existing Emergency Management Plan as per their level of authority outlined in the centre's Emergency Control Organisation (ECO) Responsibilities.

For example: where a fire threatens the facility, local ECO personnel (Chief and Area Wardens) are not required to await approval from Management, Contract Partners or the Crisis Management Team before taking action to partially or fully evacuate a facility. Refer to Section 5.4 (Authority) of A/S 3745-2010 Planning for Emergencies in Facilities.

Partial evacuation may include an internal evacuation to a pre-determined safe-haven within the facility.

### **Notifying Contract Partners of Facility Closure**

Whilst all efforts will be made to consult with contract partners on an appropriate course of action within high risk bushfire conditions, there may be circumstances where YMCA Management deems the closure of a facility, as a necessary course of action, without the ability to first discuss the matter with a contract partner.

Contract Partners should be notified of pre-emptive or actual facility closures as soon as is reasonably practicable. Contract Partners should be notified by the relevant management representative.

### **Disputes Arising from Potential Facility Closure**

Where a dispute may arise regarding the pre-emptive or imminent closure of a facility or program, the YMCA shall ensure that the immediate safety of the staff and patrons within the facility is the priority and that the 'safest' option is chosen.

For example:

- Where a contract partner recommends facility closure and YMCA recommends remaining in operation, the facility shall close until declared safe for return by both parties.
- Where YMCA recommends facility closure and contract partner recommends remaining in operation, the centre shall close until declared safe for return by both parties

### **Total fire ban days / fire restrictions and Warnings**

All YMCA Centres and Programs shall strictly adhere to the requirements of Total Fire Ban / Fire Restriction days. It is the responsibility of each centre to stay alert and keep up to date with Fire Restriction Information. Warnings and restrictions may have an effect on YMCA operations and programs and may prevent activities and actions such as:

- BBQ's
- Contractor works such as grinding (hot work)

Restrictions, bans and warnings should be monitored daily and recorded on the Bushfire Monitoring Record. Warnings are issued when a fire has started and you need to take action.

**How are warnings different from Fire Danger Ratings?**

Fire Danger Ratings indicate how dangerous a fire would be if one started. Warnings are information about fires that have already started.

**Levels of warnings**

There are three different levels of warnings – Advice, Watch and Act and Emergency Warning. Don't expect warnings to be issued in any particular order. The first warning issued could even be an Emergency Warning.

<b>ADVICE</b>	There is a fire in your local area. You need to get information and monitor conditions
<b>WATCH AND ACT</b>	Fire is heading toward you. Conditions are changing and you need to start taking action now to protect yourself.
<b>EMERGENCY WARNING</b>	You are in immediate danger and need to act now. You will be impacted by Fire

**Important Contact Numbers and Websites**

Listen to ABC Local Radio, commercial and designated community radio stations and watch Sky News TV.

1800 240 667  
The Victorian Bushfire Information Line (VBIL) is a freecall.

Social Media outlets:  
Twitter @CFA\_Updates and facebook.com/cfavic

1800 555 677  
Callers who are deaf, hard of hearing, or have a speech/communication impairment can contact VBIL via the National Relay Service on this number.

CFA website: [cfa.vic.gov.au](http://cfa.vic.gov.au)  
DEPI website: [depi.vic.gov.au](http://depi.vic.gov.au)  
MFB website: [mfb.vic.gov.au](http://mfb.vic.gov.au)

131 450  
If you do not speak English, call the Translating and Interpreting Service for translated information from VBIL. If you know someone who cannot speak English, provide them with this number.

**Bushfire Safety and Survival**

Whilst every effort is made to avoid exposure to bushfires, it is essential that staff are provided with training and instruction on surviving in bushfire emergencies.

Staff shall be provided with information, instruction and training in the facility Bushfire Plan and Bushfire Survival Guidelines. This training should be incorporated into the centre's Emergency Management Training Schedule.

**Download Resource:** [Fire Ready Kit](#)

### **Fire Fighting / Defending Property**

In the case of an actual fire, it may be reasonable for staff to take action to fight small fires for the purpose of preservation of life and property. Only trained and competent persons should attempt to fight fire and this shall only be done in accordance with the level of training staff have received. For example, it may be reasonable for staff to use firefighting equipment such as extinguishers and hoses to put out small fires or to fight off ember attack. The Standard Fire Orders shall be the basis of staff response to fires.

It is of critical importance that YMCA facilities take all reasonable and available avenues to avoid being in facilities on days of significant fire risk, in other words, YMCA personnel should not plan to 'stay and defend' property, however it is acknowledged that there may be circumstances where a fire occurs, and taking action to firefighting is necessary for protection of life and property.

**Download Resource:** [Standard Fire Orders](#)

Training for staff in 'First Attack Fire Fighting' shall be carried out by a competent person and should involve the use of equipment relevant to the facility and the local bushfire plan.

### **CFA Consultation**

Consultation with the CFA is an important step in implementing the Bushfire Survival Plan and is valuable in identifying risks in the local area or at the facility.

All 'at risk' centres should familiarise themselves with their local CFA headquarters and stations and seek advice from their local CFA when developing and reviewing their Bushfire Plans. Consultation should include:

- Triggers to close, cancel or leave
- Review of the facilities Bushfire Plans
- High risk characteristics of the facility and surrounds
- Action required if the YMCA is a designated 'Neighbourhood Safer Place'
- Staff briefings, training and plan rehearsal

Locate your nearest [CFA Stations and Headquarters](#)

### **Contract Partner Consultation**

YMCA Centres should consult with their contract partners and other key stakeholders with regard to their Bushfire Plans and the YMCA's process for responding to Fire Danger periods.

**Download Resource:** Bushfire Plan Consultation Record

Consultation with Contact Partners and other key stakeholders should be documented using the consultation form in order to provide a record of discussions and agreed actions.

Consultation should include:

- Advice provided and received by parties
- Expectations and responsibilities of the YMCA and contract partners in the event of a bushfire
- Strategies and recommendations from contract partners based on the Fire Danger Rating system
- Contract partner expectations of the YMCA during fire danger periods; use of YMCA facilities as relief centres and the YMCA's role in the management of and/or support of relief centres
- Centre closures, evacuations and program cancellation policies during fire periods / extreme heat periods
- Variations to contract as a result of use of facilities as relief centres
- Access to facilities by people affected by bushfires
- Contract partner expectations where a YMCA is identified as a 'relief centre'
- Development of a 'relief centre plan' which clearly outlines arrangements for accessing facilities, staffing arrangements, general operations, cancellation of programs and member/public facilities
- Contact persons from council in the case of an emergency or bushfire

## 9. APPENDICES

### Appendix 1 - Prevention, Response and Recovery Roles

## 10. DOCUMENT HISTORY

Approved by: SMT

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Policy Owner: HSCA Jack Trimble

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Version	Date	Author	Change Description
V1	07.10.2015	Shona Eland	Procedure transferred template Review of document hyperlinks.
V2	07.03.2017	Rebecca Johnson	Transfer to YMCA Geelong template

**APPENDIX 1 - PREVENTION, RESPONSE, RECOVERY**

	<b>YMCA Role</b>	<b>Other</b>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Upkeep and maintenance of facilities and grounds (as per contract)</li> <li>• Development and maintenance of emergency planning and response documents</li> <li>• Consultation with contract partners regarding Bushfire Plans and alignment with any contract partner plans</li> <li>• Training and up skilling of YMCA staff in bushfire preparedness and response</li> <li>• Communication with Contract Partners in the lead up to high risk periods</li> </ul>	<p><b>Contract Partners:</b></p> <ul style="list-style-type: none"> <li>• Upkeep and maintenance of facilities and grounds (as per contract)</li> <li>• Knowledge of YMCA plans for emergency response</li> <li>• Communication of contract partner plans to ensure alignment with YMCA plans</li> <li>• Communication with YMCA in the lead up to high risk periods</li> </ul> <p><b>Emergency Services:</b></p> <ul style="list-style-type: none"> <li>• Community Education</li> <li>• Guidance on facility safety measures</li> <li>• Community awareness and communication of conditions in the lead up to high risk periods</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Monitoring of conditions and local environment</li> <li>• Recognition of emergency</li> <li>• Risk Management process in accordance with Bushfire Preparedness Flowchart (pre closure or cancellations)</li> <li>• Immediate response to emergency to preserve life and property (in accordance with EMP's)</li> <li>• Contacting Emergency Services</li> <li>• Communication to contract partners regarding nature of emergency and action taken in response</li> </ul>	<p><b>Contract Partners:</b></p> <ul style="list-style-type: none"> <li>• Receive communication from YMCA regarding nature of immediate emergency and action taken to respond</li> <li>• Provide recommendations to YMCA on actions to take in fire danger periods</li> </ul> <p><b>Emergency Services:</b></p> <ul style="list-style-type: none"> <li>• Respond to emergencies</li> <li>• Coordination of emergency services resources</li> <li>• Provision of critical safety information</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Community Support</li> <li>• Support role to Contract Partner</li> <li>• Assisting Contract Partners in the management of Relief Centres</li> </ul>	<p><b>Contract Partners:</b></p> <ul style="list-style-type: none"> <li>• Coordinate community support</li> <li>• Management of relief centres and other support and recovery mechanisms</li> </ul> <p><b>Emergency Services:</b></p> <ul style="list-style-type: none"> <li>• Coordination of emergency services resources</li> <li>• Provision of critical safety information</li> </ul>