

EXERCISE MATERIAL ONLY



Exercise EQUUS
Exercise Plan

1. Introduction

1.1 Exercise Need

Agency X has the role and responsibility for coordinating the provision of animal welfare services in emergencies (State Emergency Management Policy statement 5.9.7).

The Interim State Support Plan – Animal Welfare in Emergencies (the Plan) was conditionally endorsed by the Response Capability Subcommittee (RCS) on the 5 February 2019.

08 Mar 2019 The Plan was endorsed by State Emergency Management Committee (SEMC), as an interim plan, subject to the following conditions:

- in conjunction with the SEMC Business Unit, validate the Plan through a multi-agency exercise within six (6) months of SEMC approval. At a minimum this exercise must identify the roles and resources available to support the plan and the appropriateness of the engagement procedures contained within;
- based on the exercise findings, and any other input, review and amend the Plan as required before the 2019 bushfire season (1 November 2019). Note: Final review dated as within nine (9) months of SEMC approval. SEMC Business Unit have agreed to condense consultation timeframes.

The Plan is the first WA approved plan outlining the arrangements for animal welfare in emergencies. There is a recognised need to bring together key organisations (principally relevant members of the All Hazards Liaison Group and the Committee for Animal Welfare in Emergencies [CAWE] members) via an exercise to test the Plan's arrangements and their application in an emergency.

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1.2 Exercise Overview

The Exercise is designed to allow exercise participants to work through the scenario as a collective group with mentoring and advice provided by SEMC Business Unit, Department of Fire and Emergency Services (DFES) and the lead agency.

This methodology and process will enhance awareness of the operational aspects, in addition to drawing out key policy limitations with respect to coordinating and resourcing a response to a significant animal welfare incident. The limitations will be captured as lessons and where appropriate reflected in a revised Plan.

1.3 Exercise Aim

The aim of the exercise is to evaluate the effectiveness of the Animal Welfare in Emergencies State Support Plan arrangements so relevant lessons can be identified, captured and reflected where appropriate in a revised Plan prior to the 2019 natural hazard season.

1.4 Exercise Objectives

Activation of the State Support Plan

1. In accordance with the State Support Plan, assess the agency's Animals in Emergencies activation processes

Engagement Procedures

2. To validate the agency's internal communications, messaging processes and outputs to supporting agencies as per the State Support Plan
3. To assess the agency's external communications, messaging processes and outputs to the public as per the State Support Plan

Roles and Resources

4. In accordance with the State Support Plan, demonstrate the agency's capacity and capability to manage stakeholder roles and resources in respect to:
 - a) Provide support and advice on the transportation for evacuating animals
 - b) Identify the availability of locations to house evacuated animals
 - c) Manage displaced or stray animals
 - d) Manage volunteers and donated goods
 - e) Assist owners and carers to obtain restricted access permits
 - f) Assess and triage impacted animals
 - g) Identify/administer treatment to impacted animals

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- h) Perform/assist with transportation for the humane euthanasia of affected animals
- i) Advise on/arrange for the disposal of deceased animals
- j) Identify/provide emergency food/water/shelter to affected animals
- k) Identify and reunite animals with their owners or carers.

1.5 Exercise Scope

The Exercise will focus on the notification, activation and co-ordination of key agencies under the Plan, to understand current capacity, capability and agencies roles and functions in the preparedness and response stages to a fire event impacting animal welfare.

Note: Recovery aspects of the Plan will be considered as part of the Committee's for Animal Welfare in Emergencies ongoing body of work as endorsed by the SEMC May 2019.

1.6 References

The following documents are being used to develop the exercise and are also used to identify injects for the scenario. Additionally, these documents form the basis of the evaluation strategy and plan and underpin the exercise objectives and establish the standards, measures and performance indicators for the Exercise evaluation purposes.

- State Support Plan – Animal Welfare in Emergencies;
- The agency's Animal Welfare Operational Sub Plan and relevant procedures;
- DBCA Wildlife response plan;
- RSPCA Animal Welfare operational policy and plans;
- AVA Vet. Services database;
- Shire of Serpentine – Jarrahdale Emergency Animal Welfare Sub-Plan/s and policy;
- Shire of Armadale Emergency Animal Welfare Sub-Plan/s and policy;
- Relevant Racing and Wagering WA (RWWA) Animal Welfare Sub-Plan/s and policy;
- Relevant WA Horse Council Animal Welfare Sub Plan/s and policy;
- Relevant WA Farmers; and
- PGA Animal Welfare Sub-Plan/s and policy.

1.7 Participants

The following stakeholders will be participating in the exercise. A full list of personnel is provided at [Attachment B](#).

- Department of Primary Industries and Regional Development (DPIRD)
- Australian Veterinary Association (AVA)
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Communities (Communities)
- Department of Fire and Emergency Services (DFES)
- Racing and Wagering WA (RWWA)
- Pastoralists and Graziers Association of WA (PGA)

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- WA Farmers Federation (WA Farmers)
- WA Horse Council (WAHC)
- WA Police Force (WAPOL)
- Western Australian Local Government Association (WALGA)
- Shire of Serpentine - Jarrahdale
- Shire of Armadale

2. Exercise Format

2.1. The Exercise is a discussion exercise based on a hypothetical level 3 natural hazard (Fire) emergency impacting the Perth Metropolitan region (urban interface). The exercise will be conducted as a staged, sequential discussion activity at the DFES Belmont facility on the XXX.

Note: There will be no functional component or operational deployment of resources. Participants will represent their organisation and contribute to exercise discussion in line with their organisations policy and plans.

2.2 Scenario

Refer Exercise Technical Fact Sheet at [Attachment C](#).

2.3 Control Documents

All documents will be listed on the “Control Document” Register ([Attachment X](#)) and will be included into the Discussion exercise package as special ideas ([Attachment X](#)) as injects where required within the Master Schedule of Events.

3. Governance

3.1 Governance arrangements for the implementation of the Exercise are as follows.

3.2 The Exercise oversight mechanisms include the appointment of joint Exercise Directors as follows:

- a. Agency X - Executive Director X; and
- b. Agency Y – Executive Manager, Y.

3.3 Establishment of the Exercise Planning Team; and

3.4 Topic/Function/Reference specific working groups if required.

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3.5 Public release of any Exercise reports will not occur until co-authorised by the Exercise Directors post SEMC endorsement.

Exercise Planning Team	
Exercise Director/s	
Planning Team Leader/s	
Exercise Development	

4. Program of Activities

Event	Start Date	Complete Date
Planning Meeting		
Planning Meeting – DFES VR Team (Simulator)		
Planning Meeting – Review MSE Development / Finalise Plan		
Planning Meeting – Finalise MSE		
Exercise ‘Dry Run’ Planning Team Only (Test & Adjust)		
Exercise Briefing – Exercise Facilitator/Evaluation Team		
Exercise		
Exercise De-Briefs		
Evaluation Reports to Exercise Director		
Exercise Evaluation Report		

4.1 Exercise planning meetings will be held at the DFES Belmont Facility - Meetings Rooms TBC.

4.2 Exercise will be held at the DFES Belmont Facility – briefing room TBC. Participant and Observer joining instructions refer [Attachment X](#).

5. Exercise Control

Exercise control (EXCON) staff (appointments and responsibilities).

Exercise - EXCON Team	
Exercise Control Director	Agency X Representative XXX
	Agency Y Representative XXX

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Exercise Facilitator	Chief Superintendent Agency Y XXX	
Master Schedule Management	Agency X Policy - XXX Agency Y – XXX	
Evaluation	Agency X – XXX	
	Evaluators	

5.1 Exercise Briefings

Refer program of activities [Attachment X](#).

5.2 Exercise Documentation

All exercise documents are listed below, noting that the information from the Exercise Plan is used to compile the other documentation listed below.

Exercise Plan (this Plan)

- Exercise Objectives;
- Participating Stakeholder List;
- Control Document Register;
- Exercise MSE;
- Discussion Exercise Package;
- Joining Instructions;
- Exercise Control Plan;
- Evaluation Plan; and
- Final Evaluation Report.

5.3 Safety and Security

The safety officers for the DFES Belmont facility and the Exercise program will be nominated in the briefing document and the exercise manager (DFES) will ultimately decide on the actions to be taken relating to any safety issue.

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DFES Premises

Security for the DFES Belmont facility will be managed by the standing security arrangements in place.

Exercise Areas, Rooms and facilities (area)

All exercise related areas, rooms and facilities will have Exercise signage provided to ensure that any person not involved in the exercise is aware of the program and does not interfere with the program. A name and phone number will be listed on each sign for contact purposes. Each area will be secured by Exercise management personnel to provide a safe and secure environment.

Documentation, Information and Data

All documentation will be managed by the agency and DFES in line with their policies and procedures. Exercise participants will comply with identified policies and procedures. All data and information will be handled confidentially and any activities or actions that are not compliant with the Exercise policies and procedures will be reported to Exercise management personnel.

All documents will have a watermark with the following wording, "*Exercise xxx*" and "*For Exercise Use Only*". All documents will be marked with a water mark.

All documents provided to Exercise control personnel, participants, observers and any other person who attends the DFES Belmont facility on the day of the Exercise will include the water mark listed above and returned to Exercise Management personnel at the conclusion of the activity.

5.4 Media, Visitors and Observers

No live media will be engaged unless authorised by SEMC via Exercise Directors endorsement.

Management of all real media enquiries will be managed by the Exercise Directors. A media holding line will be prepared and be ready for use for all media engagement by the agency and or DFES/SEMC.

All/any Exercise related media special ideas of injects will be recorded on the MSE and managed via the MSE / Exercise control team (refer to MSE at Attachment XX).

It is anticipated that there may be interest from the media and a number of visitors and observers during the conduct of Exercise. As this interest will not be part of the exercise scenario/desktop activities it is essential that their attendance and/or involvement be kept separate from the conduct of the exercise. Therefore:

- Media enquiries should be directed to XX at DFES, who will arrange for the appropriate visits and interviews;

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- Visitor enquiries are to be directed to XX at DFES or authorised delegate, who will arrange for visitors to be met, briefed and escorted to ensure that they have minimum impact on the running of the exercise; and
- Requests will be considered for a limited number of observers. Observers will be expected to cover the costs of their own travel and accommodation.

Signage is to be placed within Exercise locations to direct media, visitors and observers attending the exercise.

More details on the management of observers can be found at Attachment X.

5.5 Exercise Termination Strategy

The Exercise will be concluded (terminated) when either:

- The Exercise has achieved all of its objectives;
- If it is not possible for the Exercise to achieve its objectives;
- The Exercise controller/facilitator (in consultation with Exercise Directors) decides that the Exercise has reached the stage where it can be/should be concluded, or
- If an incident occurs that causes the DFES State Operations Centre (SOC) to be activated (whilst the Exercise is running) in which case the decision to continue will be made by the Exercise Directors.

Note: The term “*No Duff*” will be used to suspend and or terminate the exercise. This will be provided in both the documents used for briefings and any verbal briefings.

6. Exercise Evaluation

6.1 Purpose of the Evaluation

Exercise aims to evaluate the following arrangements:

- WA Animal Welfare stakeholder readiness arrangements including communication with internal and external stakeholders (eg. messaging);
- Agency incident management arrangements including communication with internal and external stakeholders;
- Access to impacted areas for the purposes of animal welfare services;
- Agency engagement, management and coordination of resources;

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- Identification and management of stray animals (includes livestock, wildlife and companion animals where appropriate);
- Addressing animal welfare needs at community evacuation centres where appropriate;
- Determining and supporting private veterinary practices' capacity to treat impacted animals and suitability of voluntary vets (need to talk this through particularly volunteers);
- Humane destruction roles, responsibilities and legislative limitations;
- Coordination of carcass disposal;
- Accessing emergency fodder and water; and
- Collection and sharing of information.

6.2 Process of the Evaluation

The evaluation methodology includes:

- An evaluation Plan has been developed to incorporate all evaluation activities required to undertake the exercise.
- Data analysis will be conducted via the use of the PPOSTTE process.
- Data collection plans and templates will be used to manage the evaluators during the delivery phase of the exercise.

Information regarding evaluation tools, training and briefings, timings and evaluation questions are contained in both the discussion exercise package and the Evaluation Plan (Attachment X).

7. Administration

The exercise program is managed by the agency and DFES. The bulk of the administrative and logistics related tasking will be managed by identified the agency / DFES personnel.

7.1 Budget

N/A

7.2 Logistical Requirements

N/A – Discussion Exercise

7.3 Catering

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Catering will be provided for the exercise delivery phase at the DFES Belmont facility. Catering will be coordinated by and funded by the SEMC Business Unit.

Catering will include: lunch and afternoon tea. Tea/coffee will be available throughout to all participants.

No other catering is provided.

7.4 Travel and Accommodation

N/A – Discussion Exercise

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