

**TEMPLATE GUIDELINE**

for the provision of

**Emergency Evacuation Yards**

at the

**[INSERT FACILITY NAME]**

as a

**Temporary Relocation Area for Horses**

**2016**

*This Guideline has been developed in partnership between the [Insert Facility Name] and the [Insert LG Name]; in consultation with [Insert Agency Name], [Insert Agency Name].*

[Insert Agency Logo]

[Insert Facility Logo]

[Insert LG Logo]

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**Acronyms & Definitions**

**CPFS** Department for Child Protection and Family Support

**DFES** Department of Fire and Emergency Services

**IC** Incident Controller

**ISG** Incident Support Group

**EECC** Equine Evacuation Centre Coordinator

**GC** Ground Committee

(may also be referred to as Management or Executive Committee)

**LG** Local Government

**SITREP** Situation Report

**[X]** [Insert Facility Acronym]

**[X]** [Insert Local Government Acronym]

**Emergency Evacuation Yards for the Temporary Relocation of Horses -** may also be referred to as an Equine Evacuation Centre, however all due care must be taken to avoid confusion with the Evacuation Centres for human welfare.

**Distribution List**

To request a copy of this document or to provide comment, contact:

[Insert contact name and details]

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| **Organisation** | **Hard copy** | **Electronic** |
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**Amendment Record**

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| --- | --- | --- | --- |
| **Amendment** | | **Name** | **Details** |
| **#** | **Date** |
| 1 | March 2016 | N. Dekker | First issue |
| 2 | August 2016 | N. Dekker | Minor wording changes |
| 3 | Sept 2016 | N. Dekker | Review following project consultation |
| 4 | Nov 2016 | N. Dekker | Complete review and reformat |
| 4 | Dec 2016 | N. Dekker | Review following workshop |

**Introduction**

**1.1 Aim**

To assist the Ground Committee of the [Insert Facility Name] in the provision of their grounds as a specialist facility for the temporary relocation of horses who have become displaced due to the threat or impact of an emergency.

**1.2 Objectives**

* Identify the triggers and key stages for the use of this facility for these purposes.
* Outline the key tasks and considerations in each stage.
* Provide the structure, contacts and forms relating to how these tasks may be undertaken.

**1.3 Authority**

These procedures has been prepared for and endorsed by the Ground Committee of the [Insert Facility Name], in accordance with their obligations as lessees of [insert tenure] land located at [insert address].

It has been provided to the [Insert LG name] for inclusion in their Local Emergency Management Arrangements, in accordance with Section 41 of the Emergency Management Act 2005.

**1.4 Guiding Principle**

The [Insert Facility Name] commits to, where possible providing the use of its facilities for the temporary relocation of horses who have been displaced by the threat or impact of an emergency.

The [Insert Facility Name] reserves the right to refuse any requests from members of the public if the facility is currently in use, unsecure or potentially at threat.

*[Insert any agreements between the Public Equestrian Facility and its respective LG if the facility currently identified and used as a large animal pound].*

The [Insert Facility Name] acknowledges that Section 69 of the Emergency Management Act 2005 provides powers in certain situations for authorised hazard management officers to control or make use of their grounds for these or other purposes without permission. During such situations, it is recommended that the [Insert Facility Name] provides a liaison officer to ensure the facility is used appropriately and able to return to the functions of general business as soon as practicable.

**1.5 Scope of Operations & Responsibility**

***This document and its guiding principle does not remove the responsibility of horse owners to manage the welfare of their animals during times of emergency. It is recommended that they first seek shelter with family or friends, rather than relying on this facility being made available.***

It can be anticipated that people will want (and may be required) to stay at the grounds to care for their animals.

However it must be acknowledged that Public Equestrian Facilities have limited means for the provision of human welfare services and there is no guarantee that CPFS or the LG will be able to attend the centre to provide these services. The [Insert Facility Name] will also not be responsible for providing food, bedding, financial assistance or other services.

Clear access between the Public Equestrian Facility and the CPFS or LG managed Evacuation Centre for human welfare should be considered prior to activation. This will enable displaced people to access the required services whilst still being able to care for their animals.

In accordance with the Section 11 of the Caravan Parks and Camping Grounds Regulations 1997, camping at this facility for longer than 72hrs will require approval from the [Insert LG Name]. Serious consideration must be given for the long term support and welfare needs for people and their animals who have been displaced for longer than 72hrs.

It is recommended that these parameters are made publicly available and included in a Conditions of Use waiver, to be signed by facility users during the registration process.

**1.6 Overview & Key Stages of Evacuation**

Evacuation aims to reduce the effects of an emergency on a community by moving people (and animals) away from a source of potential harm to a safer location.

The key stages are listed below:

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| **Decision** | The decision to evacuate resides with the affected community member or the agency managing the incident (recommended or controlled evacuation) |
| **Warning** | It is the responsibility of the agency managing the incident to issue community warnings and timely advice on the nature of the hazard. |
| **Withdrawal** | Withdrawal relates to the movement of people from a dangerous location to one that is safer. |
| **Shelter** | Shelter involves the provision of the basic needs for people and animals away from the immediate or potential effects of the hazard. |
| **Return** | Return relates to the process of allowing displaced people back into the evacuated area when it is safe and possible to do so. |

**1.7 Keys Stages of Facility Use**

The use of this facility primarily falls under the ‘Shelter’ phase of evacuation.

**Activation**

These procedures and role of Equine Evacuation Centre Coordinator (EECC) is to be activated as soon as practicable, upon notification that the facility is required for these purposes. This notification may come from a range of sources, including official requests and personal contacts.

**Management**

Following activation, the facility is to be managed until either:

* The threat has passed and people are able to return home
* Long term housing and agistment options are deemed necessary (i.e. over 72hrs)
* The GC or delegated EECC is unable or unwilling to fulfil the role required

**Closure**

All relevant parties are to be given 24hrs notice to vacate the grounds following the decision to close the facility. In the event that the grounds come under threat from this or another hazard, people will be required to vacate immediately.

**Review**

A debrief is to be undertaken after every activation, ideally within 4 weeks of the closure of the facility. All other submissions for review can be received at any time.

**Aide Memoire - Equine Evacuation Centre Coordinator**

*This role is to be undertaken by an [Insert Facility Name] GC or delegated club member*

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| **Stage** | **Task** | **Notes** | **Complete** |
| **ACTIVATION** | **1. Ensure that the facility is not at risk or likely to be impacted by the hazard.**  Refer to the Emergency WA website [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) and confirm location is not within a Watch & Act or Emergency Warning area. Consider the surroundings and remember multiple incidents can occur simultaneously.  Continually monitor the situation. |  |  |
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| **2. Ensure that the facility has the capacity to support a large influx of horses and people**.  If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility. |  |  |
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| **3. Ensure the facility is operational**   * Club rooms, kitchen and amenities to be in good working order * Perimeter fencing secure * Reliable source of power and water * Unrestricted road access and consider route to CPFS evacuation centre |  |  |
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| **4. Contact with an initial SITREP and for additional guidance as soon as practicable:**   * GC members * LG (to inform IC) * CPFS * Other Public Equestrian Facilities |  |  |
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| **5. Establish a registration point**  Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:   * Inform users of centre arrangements * Log the details of all incoming and outgoing horses (refer to attachment 2) * Collection of ground fees (if applicable) * Encourage all persons to register at <https://register.redcross.org.au/>   (if applicable)   * Maintain a central point for all queries and the dissemination of information |  |  |
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| **Stage** | **Task** | **Notes** | **Complete** |
| **MANAGEMENT** | **6. Waiving of fees and rules**  In extenuating circumstances the EECC may choose to waive the ground fee and any of the facility rules. This decision must be:   * Made in good faith * Documented * Communicated to the GC members as soon as practicable   This is most likely to involved dogs and unattended horses at the grounds. |  |  |
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| **7. Catering arrangements**  The facility is under no obligation to cater for the displaced people and this stance is to be communicated with them from the outset.  Any donated food should be prepared in accordance with food safety standards.  The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food.  Any displaced person still requiring the provision of these basic needs should be redirected to the CPFS evacuation centre. |  |  |
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| **8. Donations**  The centre is not be used as a collection point for donated goods. Direct all people wishing to donate goods or services to complete a donation form (refer to attachment 5) and place it for display on the notice board.  The only donations that may be accepted are:   * Horse feed * Horse medical supplies and services * Approved catering supplies and services * Facility consumables (i.e. toilet paper) |  |  |
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| **9. Communication**  The EECC is to maintain communication with the following organisations:   * GC members * LG (to inform IC) * CPFS * Other Public Equestrian Facilities   Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes. |  |  |
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| **Stage** | **Task** | **Notes** | **Completed** |
| **MANAGEMENT** | **10. Horses with unknown owners**  It is likely that rescued horses with unknown owners will be brought to the centre.  This is to be recorded on the registration form, the animal photographed and its details are to be forwarded to the Ranger Services of the relevant LG.  The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission. |  |  |
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| **11. Administration and finance**  Accurate records of all centre activities, key decisions and expenditure is to be kept.  This information may be required for the post incident review.  Costs may be claimable, however confirmation of this is often required prior to activation. |  |  |
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| **12. Delegation of roles**  Depending on the size and nature of the incident consider appointing the following positions (or others as required):   * Front gate attendant * Registration / admin officer * Safety officer |  |  |
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| **13. Relief arrangements and shift changes**  Depending on the size and nature of the incident consider relief arrangements for the EECC and any delegated roles.  It is advised that centre has an on-site EECC at all times. When this is not possible the contact details of an off-site EECC is to be made publicly available at the centre. |  |  |
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| **STAND DOWN** | **12. Closure of centre**  The centre is to be closed at the discretion of the EECC in consultation with the GC and LG.  24hrs notice must be provided to vacate the grounds |  |  |
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| **13. Those requiring long term accommodation**  Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to CPFS or LG for support services. |  |  |
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| **14. Unclaimed animals**  Any animals who do not have an identified owner after the closure of the centre are to be reported to the LG Ranger Services. |  |  |
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| **15. Clean up**  The facility is to be left in a clean usable state so that it can quickly return to general business. It is expected that the centre users will assist with this task. Any major damage is to be reported to the GC. |  |  |
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| **REVIEW** | **16. Debrief**  The EECC is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as:   * Feedback from users as they leave * Hosting an official debrief session |  |  |
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| **17. Request for information**  It is likely that the facility will be contacted for the details of those involved, to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. This information is to be released following validation from the GC. |  |  |
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| **18. Amendments**  Any proposed changes to this document must be raise with and endorsed by the GC and LG, in consultation with DFES and CPFS. |  |  |
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**Attachment 1- Contact List**

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| --- | --- | --- |
| **Position & Organisation** | **Name** | **Phone number** |
| [Insert Facility Name] - Ground Committee Members | | |
| President  [Club name] |  |  |
| President  [Club name] |  |  |
| President  [Club name] |  |  |
| President  [Club name] |  |  |
| Emergency Services | | |
| Department of Fire & Emergency Services | Public Info Line | 13 3337 |
| Human Welfare Services | | |
| Department of Child Protection & Family Support | Duty Officer | 0418 943 835 |
| Animal Welfare Services | | |
| Ranger Services  [Insert LG Name] | Duty Ranger |  |
| Local Vet  [Insert Name] | Duty Phone |  |
| Local Stockfeeder  [Insert Name] |  |  |
| Surrounding Public Equestrian Facilities | | |
| GC President  [Facility Name] |  |  |
| GC President  [Facility Name] |  |  |
| GC President  [Facility Name] |  |  |
| GC President  [Facility Name] |  |  |
| GC President  [Facility Name] |  |  |

**Attachment 2 - Horse Registration Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Animal Details** | | | | | |
| **Name** | | **Description**  *(Consider gender, colour, markings, size, age and breed)* | | | |
| **ID #** | |
| **Photo Ref.** | |
|  | | | | | |
| **Incoming information** | | | | | |
| **Date:** | **Time:** | | **Ground fee:** Paid / Unpaid / Waived | | |
| **Section 1**  **Owner name:**  **Phone:**  **Tick if appropriate:**   I **will** be staying at the grounds.  Details of any additional people staying with you :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   I **will not** be staying at the grounds.  Note your accommodation details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If the horse was transported to the facility by anyone other than the owner, fill out section 2* | | | | | |
| **Section 2**  **Transported by:**  **Phone:**  **Tick if appropriate:**   Owner is unknown   Animal reported to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ranger Services on the \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_  *(insert LG name) (date) (time) (initial)* | | | | | |
|  | | | | | |
| **Outgoing information** | | | | | |
| **Date:** | **Time:** | | **Yard cleaned:** Yes / No / NA | | |
| **Collected by:** | | | | | |
|  | | | | | |
| **Notes** | | | | | |
|  | | | | | |
|  | | | | | |
| **Office use only** | | | | | |
| **Section** | | Animal details | | Incoming information | Outgoing information |
| **Completed by**  (please initial) | |  | |  |  |

**Attachment 3 - Personal Incident Logbook**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Incident** |  |
| **Shift** | **Started: \_\_\_/\_\_\_/\_\_\_ \_\_\_:\_\_\_hrs Ended: \_\_\_/\_\_\_/\_\_\_ \_\_\_:\_\_\_hrs** |

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| --- | --- | --- |
| **Summary of information received at briefing (if applicable)** | | |
|  | | |
| **Date / Time** | **Activity** | **Outcome** |
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| **Date / Time** | **Activity** | **Outcome** |
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**Print additional pages as required**

**Attachment 4 - Attendance Register**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **Vehicle Rego** | **Purpose** | **Time in** | **Time out** |
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**Print additional pages as required**

**Attachment 5 - Offer of Donation Form**

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| **Type of Donation** |
| 🞎 Accommodation 🞎 Agistment 🞎 Service 🞎 Item 🞎 Other |

|  |  |
| --- | --- |
| **Your Name** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |

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| **Details of Donation** |
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**Attachment 6 - Request for Assistance Form**

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| **Type of Assistance** |
| 🞎 Accommodation 🞎 Agistment 🞎 Service 🞎 Item 🞎 Other |

|  |  |
| --- | --- |
| **Your Name** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |

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| **Details of Assistance** |
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