



WESTERN AUSTRALIA

STATE EMERGENCY MANAGEMENT PLAN FOR WESTNET RAIL EMERGENCIES

(Version August 2010)

(WESTPLAN - WESTNET RAIL EMERGENCIES)

Prepared by



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Amendment List

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1	02/2010	Review date changed to 5 years	KMS
2	08/2010	Section 4.7.1 & Appendix 6 added	KMS
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PART 1: INTRODUCTION

1.1 Aim and Objectives

The aim and objective of this Plan is to detail the emergency management arrangements for WestNet Rail Network incidents within the WestNet Rail Network throughout the State of Western Australia involving dangerous goods and/or the involvement of, or impact on the general public and:

- ❖ To identify WestNet Rail's existing preventative, preparedness, response and recovery capabilities.
- ❖ To coordinate emergency management arrangements between all stakeholders to ensure an effective response to and recovery from rail incidents on the WestNet Rail Network.

1.2 Scope

This Plan covers the entire WestNet Rail Freight Network within Western Australia and all types of freight including dangerous goods as well as passenger trains travelling over the WestNet Rail Network.

1.3 Hazard Definition

WestNet Rail is responsible for approximately five thousand kilometres of freight rail network within Western Australia and although a rigorous maintenance schedule is maintained it is not possible to eliminate the risk of derailments and other rail incidents on the network especially if rail damage occurs due to an unidentified natural event (e.g. subsidence) or direct vandalism.

WestNet Rail is the nominated Hazard Management Agency (HMA) for all rail incidents occurring within the WestNet Rail Network including derailments and collisions with other rolling stock.

Where rail incidents involve or impact on members of the general public the Western Australia Police is the nominated Incident Controller.

1.4 Special Considerations

Nil

1.5 Related Documents

This Plan should be read in conjunction with relevant WestNet Rail Procedures, other relevant Westplans and the National Counter-Terrorism Plan.

Other Westplans and other relevant documents are (but not limited to):

- ❖ Emergency Management Act 2005
- ❖ Emergency Management Regulations 2006
- ❖ Westplan-HAZMAT. Fire & Emergency Services Authority.
- ❖ Westplan-Road Crash. Western Australia Police.
- ❖ Westplan-Health. Department of Health.
- ❖ Local Emergency Management Arrangements
- ❖ Rail Safety Act
- ❖ Rail Safety Regulations

1.6 Authority to Plan

WestNet Rail adheres to the Emergency Management Act 2005 (the Act) and understands that:

- ❖ Section 18 of the Act provides the State Emergency Management Committee (SEMC) with the authority to arrange for the preparation of State Emergency Management Plans.
- ❖ Section 20 of the Act provides for the SEMC to direct a public authority that is given a role and responsibilities under a State Emergency Management Policy to prepare, review, amend and test, or assist in doing so, a State Emergency Management Plan.
- ❖ State Emergency Management Policy No. 2.2 designates responsibility for the development and maintenance of State Emergency Management Plans to the HMA responsible for “response” for each identified hazard.

WestNet Rail also adheres to the Rail Safety Act and Regulations, which includes a requirement for WestNet Rail to plan for rail emergencies.

1.7 Plan Responsibilities

The Access Manager WestNet Rail is responsible for the preparation and maintenance of this Plan.

1.8 Advisory Groups

The Access Manager shall ensure that all advisory groups are consulted in the development of this Westplan. Advisory groups shall include (but not be limited to):

- ❖ State Emergency Management Committee.
- ❖ Fire & Emergency Services Authority.
- ❖ Western Australia Police.

1.9 Review Period

This Westplan shall be reviewed at least once every two years or as directed by the State Emergency Management Committee.

1.10 Subcommittees

There are no subcommittees within WestNet Rail responsible for this plan.

1.11 Organisational Roles and Responsibilities

Other agencies that have responsibilities for activities, resources and facilities under this Westplan are:

- ❖ Fire & Emergency Services Authority.
- ❖ Western Australia Police.
- ❖ Health Department of Western Australian.
- ❖ St John Ambulance.

Details of the respective agencies' roles and responsibilities are listed in Appendix 5

PART 2: PREVENTION AND MITIGATION

2.1 Responsibility for Prevention/Mitigation

WestNet Rail's Management Team is responsible for the prevention of and mitigation for rail incidents on the network and for WestNet Rail's processes and procedures.

WestNet Rail staff is responsible for compliance with WestNet Rail policies and procedures as well as acting with care.

2.2 Legislation and Codes

WestNet Rail's legal requirements and codes are (but not limited to):

- ❖ Rail Safety Act and Regulations.
- ❖ Rail (Access) Act and Code.
- ❖ WestNet Rail Safety Management Plan and Rules.
- ❖ Dangerous Goods (Transport Road and Rail) Regulations

2.3 Mitigation Strategies

WestNet Rail's mitigation strategies are (but not limited to):

- ❖ The planning and documentation of all rail operations.
- ❖ The documenting of all rail activities and results.
- ❖ The documenting of all communications and consultations.

2.4 Prevention Strategies

WestNet Rail's prevention strategies are (but not limited to):

- ❖ WestNet Rail Network operations conducted in accordance with:
 - WestNet Rail Track and Structures Code of Practice.
 - WestNet Rules & Appendix.
 - WestNet Rail Safe Working Standards and Procedures.
 - Working Timetables.
 - Train Path Policy.
- ❖ Experienced Train Controllers performing a comprehensive train movement and control programme.
- ❖ A systematic monitoring and maintenance programme for infrastructure systems and equipment continually in operation.
- ❖ An electronic rail temperature monitoring database.
- ❖ Staff training programmes.

Track Access Permits. WestNet Rail requires all personnel working within specified limits of the track to undergo training, demonstrate competency, have appropriate medical assessment and hold a Track Access Permit.

PART 3: PREPAREDNESS

3.1 Responsibility for Preparedness

WestNet Rail is responsible for the preparedness for rail incidents on the WestNet Rail network (as detailed below).

3.2 Planning and Arrangements

WestNet Rail's State Emergency Management Plan and associated Procedures are generated based on WestNet Rail's Risk Management Programme, which takes into account previous WestNet Rail network incidents and available data from other rail organisations.

High risk areas have been identified as:

- ❖ Level crossings where rail infrastructure is crossed by a public highway.
- ❖ Vegetated areas subject to bush fires.
- ❖ Low lying areas subject to flooding.
- ❖ Areas subject to storms and extreme weather conditions.

Level crossings are managed in consultation with Main Roads Western Australia with automatic monitoring of flashlights and boom gates and audio and visual alarms as required.

Weather conditions are monitored by an automatic process with sensors located throughout WestNet Rail's infrastructure. In addition, weather forecasts are received from the weather bureau and an earthquake reporting process is also in place.

Rail Inspectors patrol all rail lines to an agreed schedule and report all identified faults or possible maintenance issues. Rail Inspectors also patrol rail lines during and after inclement weather (in addition to the agreed schedule) to ensure the safe operation of trains is maintained.

Rail Inspectors and Train Drivers are in direct communication with Train Control who will control the movement of trains in the event of an incident.

Preparedness planning includes the appointment of WestNet Rail personnel who are trained in the management of incidents and in addition to their normal duties, are able to take on the following roles and responsibilities:

- ❖ A WestNet Operations Area Manager to liaise with the WestNet Rail Access Manager, the Incident Controller(s) and other emergency management agencies, if necessary (i.e. complex major or multiple incidents).
- ❖ An Incident Controller liaising with the WestNet Operations Area Manager and controlling response and recovery activities to meet the conditions on the ground.

- ❖ The Incident Controller may call upon to FESA or the Western Australia Police if the situation warrants.

3.3 Special Needs Groups

WestNet Rail has not identified any special needs groups but will review this issue as part of the Westplan review mechanism.

3.4 Resources

The WestNet Rail senior management (Crisis Team) in consultation with the Access Manager is responsible for all resources necessary for the preparedness, response and recovery from a rail incident on the network.

Resources include (but are not limited to):

- ❖ Specialist personnel.
- ❖ Incident management centres.
- ❖ Communication equipment.
- ❖ In the field materials and equipment.
- ❖ Recovery plant and equipment.

3.5 Training

WestNet Rail conducts Emergency Management training within its own organisation and takes part in multi-agency drills and exercises to ensure all personnel understand their responsibilities should a WestNet Rail network incident occur.

WestNet Rail will ensure personnel are familiar with working within the Australasian Inter-service Incident Management System (AIIMS).

3.6 Community Information

The Public Affairs Manager is responsible for preparing up to date information and providing access to that information so that the community remains informed of items of interest or importance. The Public Affairs Manager shall release information to media outlets in liaison with emergency management agencies.

3.7 Local and District Hazard Emergency Management Plans

WestNet Rail has established local and district hazard emergency procedures that are initiated if a level 2 incident occurs (refer 4.4).

3.8 Western Australia Border Agreements

WestNet Rail has not identified the need for border agreements.

3.9 Arrangements for Assistance from other Jurisdictions

WestNet Rail has not identified the need for arrangements for assistance from other jurisdictions.

3.10 Arrangements for Assistance to other Jurisdictions

WestNet Rail has not identified the need for arrangements for assistance to other jurisdictions.

PART 4: RESPONSE

4.1 Responsibility for Response

If the WestNet Rail Access Manager considers it necessary to implement WestNet Rail's Westplan as depicted and outlined in the current State Emergency Arrangements, the WestNet Access Manager shall act as or select a senior management person to act as the WestNet Operations Area Manager.

The WestNet Operations Area Manager shall liaise with the Train Control Centre and determine the extent of the WestNet Rail network incident. The Train Control Centre shall halt or divert all rail traffic away from the rail incident until further notice.

The WestNet Operations Area Manager shall liaise with other Combat Agencies to appoint an Incident Controller.

If the WestNet Operations Area Manager deems it necessary in consultation with the Incident Controller (due to the complexity of the WestNet Rail network incident), Section Commanders shall be selected to each manage a designated location and report to the Incident Controller.

The Incident Controller shall proceed immediately to the site of the rail incident and determine the scope and type of assistance that may be necessary.

The Incident Controller shall communicate with other emergency management agencies if additional expertise is required to deal with the rail incident (e.g. Fire & Emergency Services Authority required to contain hazardous material spill as a result of a derailment).

4.2 Notification

Responses to a rail incident on the network shall commence immediately after notification by the Train Control Centre. Notification may be received from train drivers, inspection personnel or maintenance groups during normal operational activities.

Members of the General Public can call the Train Control Centre on 9250-1426 to report any emergency or damage to the rail infrastructure.

Incidents include (but are not limited to):

- ❖ Earthquake.
- ❖ Fire (aboard train and/or surrounding area).
- ❖ Flood (including washaways).
- ❖ Derailments.
- ❖ Spills and/or leaks.

- ❖ Collision with infrastructure.
- ❖ Collision with rail rolling stock.
- ❖ Collision with vehicles.

4.3 Alerts

The WestNet Operations Area Manager is responsible for alerting (or nominating a person to) additional emergency management agencies as required given the nature of the rail incident.

4.4 Levels of Response

WestNet Rail maintains two levels of response.

- Level 1.** Incident involving dangerous goods or the general public and requiring support from one or more emergency management agencies (Initiate Westplan).
- Level 2.** Incident that does not involve the general public or support from an emergency management agency (Initiate internal emergency procedures).

4.5 Incident Management System

WestNet Rail utilises the Australasian Inter-service Incident Management System (AIIMS). All agencies with agreed responsibilities under this plan are encouraged to ensure their personnel are familiar with and able to work within AIIMS.

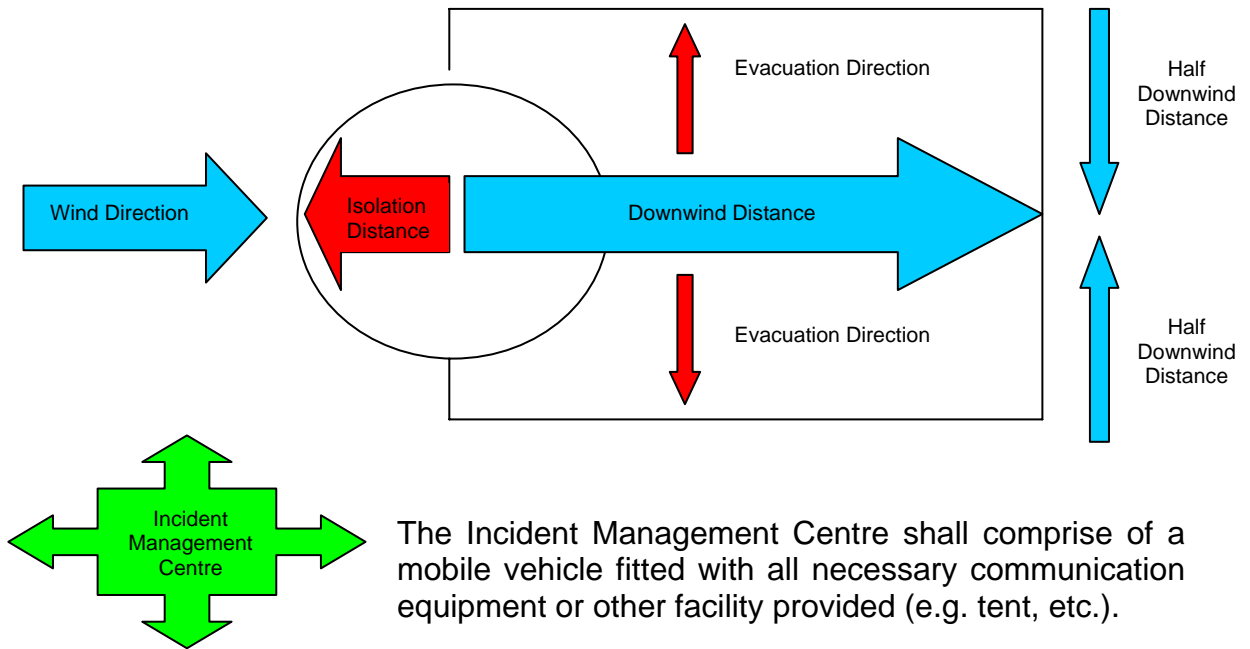
4.6 Site Organisation

WestNet Rail's site organisation follows the following protocols:

- ❖ The WestNet Operations Area Manager to liaise with the Incident Controller(s) and other emergency management agencies if necessary (i.e. complex major or multiple incidents).
- ❖ The appointment of an Incident Controller liaising with the WestNet Operations Area Manager and controlling response and recovery activities to meet the conditions on the ground.
- ❖ The Incident Controller may call upon FESA or the Western Australia Police if the situation warrants.
- ❖ Cooperation with other emergency management agencies as they respond to their scope of the emergency and their particular hazards.
- ❖ The recognition of the responsibilities of additional Combat Management Agencies.

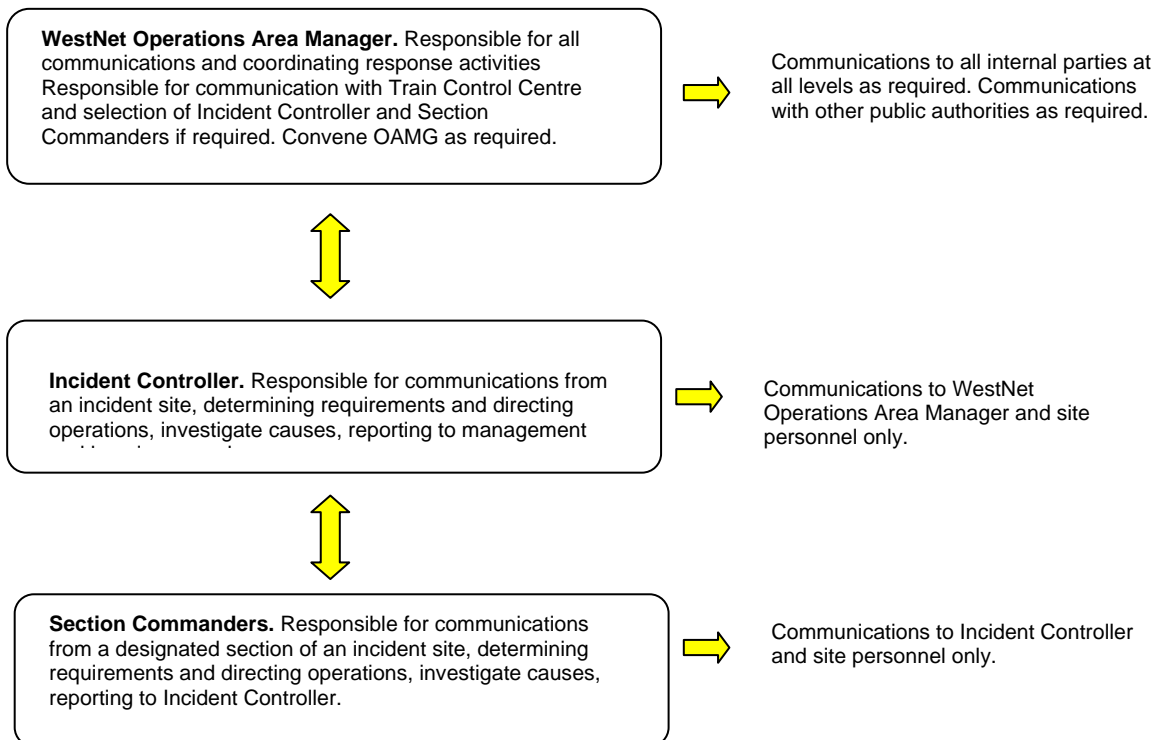


The layout of site facilities will depend on the surrounding terrain, the type of exposed hazardous substance and the accessibility to the location where the rail emergency has occurred. However, all site facilities shall be based on the diagram below.



4.7 Hazard Management Structure/Arrangements

WestNet Rail has the overall responsibility as the Hazard Management Agency for developing and managing response and recovery activities should a rail incident occur on the network. The safety of all personnel is paramount during all response and recovery activities.



Triggers for Activation

Response activation would be initiated immediately if any members of the general public, dangerous goods or property other than WestNet Rail infrastructure were to be impacted upon by the rail incident.

Levels of response

WestNet Rail operates on a two level management system in line with the principle of graduated response. Depending upon a range of factors such as level of risk, complexity of response required and political/media interest an appropriate level of management will be implemented.

General guidelines for the determination of incident levels are *(but not limited to)*:

Level 1: Local Response

Appointment of an Incident Controller(s) responsible to the Westnet Operations Area Manager for the overall management and control of an incident and the tasking of agencies in accordance with the situation.

Activations by the Incident Controller, in consultation with the relevant Local Emergency Coordinator of an Incident Management Group including representation from key agencies involved in the response to assist the Incident Controller with the overall management of the incident.

Level 2: District/Regional Response

Multi-agency response in accordance with the roles and responsibilities detailed in Appendix 4.

Appointment of an Operations Area Manager(s), by WestNet, responsible for the overall management of an Operations Area and provision of strategic direction to agencies and incident Manager(s) in accordance with the needs of the situation.

Activation by the WestNet Operations Area Manager, in consultation with the relevant District Emergency Coordinator of an Operations Area Management Group including representation from key agencies involved on the response to assist the Operations Area Manager in the overall management of the operation.

4.7.1 Handover of Role of Incident Controller to WA Police

If requested by WestNet Rail, WA Police shall assume the role of Incident Controller for incidents on railway systems for which WestNet Rail is the HMA.

The trigger for this handover is the declaration of an Emergency Situation by WestNet Rail or State of Emergency by the Minister.

WA Police Officers are the designated Hazard Management Officers under Section 55 of the *Emergency Management Act 2005* and as such can assume the role of Incident Controller once an Emergency Situation or State Of Emergency has been declared by WestNet Rail.

When handing over the role of Incident Controller WestNet Rail shall provide the following information as a minimum to the relevant Police Officer:

- Incident Objectives;
- Incident Control Structure – Incident Management Team;
- Safety risks & Hazards;
- Constraints & other considerations;
- Status of train movements at emergency site;
- Action taken to date.

A Handover Form (Appendix 6) must be completed by WestNet Rail and signed by the outgoing and incoming Incident Controllers. Once WA Police assume the role of Incident Controller, senior managers from WestNet Rail must be on site with the WA Police Incident Controller and at the designated Operations Centre with the Police Operational Area Manager (if activated) and / or Duty Executive Officer (Assistant Commissioner) to ensure seamless communication.

When WA Police are no longer required as Incident Controller, WA Police shall hand back the control of the response to WestNet Rail. WA Police and WestNet Rail staff shall communicate as required to ensure the handover is complete and in such a way to ensure a seamless transition.

4.8 Coordination Structure/Arrangements

Operations Area Management Group

Activation:

Where WestNet Rail in consultation with relevant Emergency Coordinators identifies that the incident is likely to require a level 2 or 3 management structure the WestNet Operations Area Manager(s) may request the relevant District Emergency Coordinator(s) to establish an Operations Area Management Group to assist with the management of the event.

Membership:

Members of the Operations Area Management Group should include, but not limited to, those agencies that have an agreed responsibility under this plan. Membership does not remain static throughout the event and may change depending upon operational requirements.

Agencies/organisations requested to participate as a member of an Operations Area Management Group will provide a suitably trained liaison officer with the required subject knowledge and authority to commit their agency resources.

The minimum membership of an Operations Area Management Group for an emergency is:

- ❖ **Westnet**
- ❖ **FESA**
- ❖ **District Emergency Coordinator**
- ❖ **WAPOL**
- ❖ **Local Government**
- ❖ **Department of Health**

State Emergency Coordination Group

Trigger Points

Should an emergency escalate to the point where it appears that significant co-ordination of Agencies may be required at a state-level, then the SECG is to be activated. Triggers for activating an SECG include (but are not limited to):

- ❖ Significant loss of life.
- ❖ Significant damage to critical infrastructure.
- ❖ Likelihood that the response will be beyond the capabilities of regional/state resources.
- ❖ Significant political/media interest.

4.9 Evacuation Arrangements

The Incident Controller in liaison with the WestNet Operations Area Manager and the Emergency Coordinator shall determine if evacuation of the surrounding community is necessary.

Local government would be requested to provide assistance such as the opening of any available temporary shelters to house evacuees in accordance with the Westplan Welfare.

Evacuation of passengers from passenger trains would be the responsibility of the Train or Coach Captains in accordance with the third party operator's on board procedures.

Triggers for Evacuation

Any major spill of dangerous goods or fire would trigger an evacuation where the general public was in danger of suffering harm or personal injury.

Activation of Evacuation Arrangements

If evacuation is deemed necessary, the Western Australia Police is the Public Authority that will manage the evacuation activity.

4.10 Function Support Plans

Plans and Procedures are prepared and reviewed by representatives of all stakeholders to ensure coordinated activities are agreed for response and recovery.

Medical Service Arrangements

WestNet Rail shall communicate and coordinate with the Department of Health for all medical service arrangements.

Telecommunications Arrangements

In the first instance, communications shall consist of normal and available facilities such as landline telephone equipment and/or mobile phones.

Where these normal services are not available or functional at the time of the rail incident, then other communication devices such as two-way radios shall be employed.

Public Information and Media Management Arrangements

The Public Affairs Manager shall provide information as requested for release to the media. WestNet Rail personnel other than the Public Affairs Manager shall not release information directly to the media.

4.11 Terrorist Act Arrangements

WestNet Rail shall respond to a terrorist act in the same manner as any other rail incident on the network utilising the response levels detailed in 4.4

However, if the incident is or appears to be associated with a terrorist act, then the incident management arrangements outlined in the National Counter-Terrorism Plan will apply.

The key indicators linked to an incident that would be considered a terrorist act (until otherwise proven not to be the case) would be:

- ❖ Major damage caused by an explosion that has no obvious source.
- ❖ Any hostage situation.
- ❖ Any unlawful attempt to take control of any major WestNet Rail infrastructure (e.g. the train control building).
- ❖ Any unlawful attempt to take control of a locomotive and/or rolling stock.

Hazardous Materials Involved – (Ref: WESTPLAN – HAZMAT)

In the event that a rail incident emergency creates a hazardous materials emergency, then the FESA Officer in Charge/Agency Commander will manage the hazardous materials emergency until their responsibilities are completed.

4.12 Activation of other Westplans in Support of this Plan

The Access Manager in liaison with the WestNet Operations Area Manager would request activation of other Westplans in a Level 1 rail freight incident and would notify the State Emergency Coordinator.

4.13 Financial Arrangements for Response

In accordance with SEMC Policy '*Funding for Multi-Agency Emergencies*', all costs associated with a multi-agency response to a WestNet Rail emergency shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency's core function, or the agency has a bi-lateral agreement to provide such services and resources at its own costs.

Where costs are incurred in delivering services or resources at the request of the Hazard Management Agency (WestNet Rail), which are not part of the agency's core functions and there are no prior agreements as to funding responsibilities, then such costs shall be met by WestNet Rail.

Where agency/departmental resources are inadequate, either because of insufficient funds or lack of a suitable appropriation item on which to call, no financial commitments can be entered into or expenditure incurred unless authorised by WestNet Rail.

WestNet Rail shall ensure security of facilities, equipment and personnel by implementing their standard operating procedures. Where additional security



is required, WestNet Rail may request assistance from the Western Australia Police.

PART 5: RECOVERY

5.1 Responsibility for Recovery

WestNet Rail is responsible for ensuring an effective recovery process is initiated. In order to facilitate the effective coordination of the recovery process it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event.

The WestNet Operations Area Manager in consultation with the Incident Controller shall be responsible to initiate a handover process to a designated site controller (Incident Site Manager) who has the responsibility to manage/coordinate the site recovery and restoration process.

Local Government is responsible for managing the community recovery process.

5.2 Transition to Recovery

The transition to recovery shall commence as soon as the location of the rail freight incident has been made safe and all other emergency management agencies have advised that recovery activities may commence.

The Incident Controller shall, (when the emergency status is concluded), be responsible to initiate a handover to the designated Incident Site Manager who will have the responsibility to manage/coordinate the site recovery and restoration process.

5.3 Specific On-Site Recovery

The Incident Site Manager shall be responsible for specific on-site recovery activities on the WestNet Rail network.

On-site recovery activities would include:

- ❖ Clearing the collision/derailment area of debris.
- ❖ Re-railing all suitable rolling stock.
- ❖ Removing rolling stock not suitable for re-railing (e.g. too badly damaged).
- ❖ Repairing rail lines and associated rail infrastructure.
- ❖ Inspecting and testing the incident location prior to placing the location back into service.

5.4 Stand Down and Debriefs

The Incident Controller in liaison with the WestNet Operations Area Manager shall ensure that all personnel involved with the response and recovery activities to a WestNet Rail Network incident are debriefed as soon as possible after the recovery stage if completed.

5.5 Community Recovery



WestNet Rail shall provide all available assistance to aid community recovery.

5.6 State Level Recovery Coordination

WestNet Rail shall provide a representative (if requested) for state level recovery coordination activities.

5.7 Investigation

WestNet Rail may carry out an investigation of all rail incidents on the network in accordance with standard operating policies and procedures.

Where other authorities become involved with the investigation process (e.g. Worksafe) then WestNet Rail shall provide all necessary assistance as required.

5.8 Post-Incident Analysis/Major Incident Review

The Access Manager, WestNet Operations Area Manager, Incident Controller and any other person who may be able to contribute to the operation analysis shall perform an in depth study of the WestNet Rail Network incident and the resulting response and recovery activities at the conclusion of the WestNet Rail Network incident recovery process.

The operational analysis shall seek ways of improving WestNet Rail's Westplan and/or any related Policies or Operational Procedures.

The operational analysis shall include the examination of the impact to and the recovery of the environment, the input of other management agencies (including response and action timing).

The Safety and Compliance Manager shall submit any appropriate investigation reports to the Office of Rail Safety.

WestNet Rail may develop additional local and district hazard/support function management plans (or amend the Westplan) to meet any improvement opportunities that may be identified as a result of rail incident investigations and post-operation reports.

Appendix 1

Distribution List

Copy Holder	Copy No.
Emergency Management Australia	
National Emergency Management Coordination Centre.	1
EMA Institute Library.	2
State Government Ministers	
Minister Responsible for Administration of the Emergency Management Act 2005	3
State Emergency Management Committee	
	4
Organisations with Responsibilities in this Plan.	
FESA	5
Western Australia Police	6
St John Ambulance	7
Department of Health	8 & 9
Library Deposits	
National Library of Australia, Legal Deposits Unit	10 & 11
State Library of Western Australia, Battye Library	12,13, 14 & 15

Appendix 2

Glossary

Terminology used throughout this document shall have the meaning as prescribed in section 3 of the *Emergency Management Act 2005* (the Act).

In addition to this the following definitions apply:

Combat Agencies.

That organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials, etc.

Dangerous Goods

Goods are dangerous if they are named in a specific entry in column 2 in Appendix 2 of the Australian Code for the Transport of Dangerous Goods by Road and Rail.

Emergency Coordinator

The person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the role and functions of the respective District or Local Emergency Management Committees are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations. At the State level this is the Commissioner of Police. At a district level this is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

Hazard Management Agency

That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that 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. **The Hazard Management Agency for derailments and other WestNet Rail Network incidents is WestNet Rail.**

Incident Area

The area defined by the Incident Controller incorporating the localised community or geographical area impacted by an incident.

Incident Controller

The person designated by the relevant Hazard Management Agency responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation.

Incident Management Group

The group that may be convened by the Incident Controller in consultation with the relevant local Emergency Coordinator to assist in the overall management of an incident.

Operations Area



That area defined by the WestNet Operations Area Manager incorporating the entire community or geographical area impacted or likely to be impacted by an operation and incorporating a single or multiple incident areas.

WestNet Operations Area Manager

The person nominated by the Hazard Management Agency (WestNet Rail) (if required) who is responsible for the overall management of an operation and provision of strategic direction to agencies and the Incident Controller in accordance with the needs of the situation.

Operations Area Management Group

The group that may be convened by a Hazard Management Agency in consultation with the relevant District Emergency Coordinator(s) to assist in the overall management of an operation.

State Emergency Coordination Group

A group that may be established at State level by the State Emergency Coordinator at the request of or in consultation with the Hazard Management Agency to assist in the provision of a coordinated multi-agency response to and recovery from the emergency.

Access Manager WestNet Rail

The person responsible for the overall safe working arrangements for all train operations within WestNet Rail. The Access Manager shall appoint a WestNet Operations Area Manager as required.

Train Controller

The person(s) designated by WestNet Rail who is responsible for the control of the movement of trains.

Appendix 3

WestNet Rail Organisational Roles and Responsibilities

WestNet Operations Area Manager

WestNet Rail's Access Manager shall act as the WestNet Operations Area Manager (or appoint one if necessary), who will be responsible for the overall management of all response and recovery activities during a complex WestNet Rail Network incident(s).

The WestNet Operations Area Manager shall:

- ❖ Define the Operations Area.
- ❖ Establish an Incident Management Centre.
- ❖ Appoint one or more Incident Controllers.
- ❖ Convene an Operations Area Management Group if required.
- ❖ Maintain communications with all other emergency management agencies.

Operations Area Management Group

The WestNet Operations Area Manager in liaison with the Emergency Coordinator shall convene an Operations Area Management Group consisting of key representatives from other emergency management agencies if necessary. The Operations Area Management Group shall assist with the response and recovery activities within their own fields of expertise.

Liaison Officer

WestNet Rail's Access Manager shall appoint a Liaison Officer (if required) who will be responsible for representing WestNet Rail on the State Emergency Coordination Group.

The Liaison Officer shall:

- ❖ Assist the WestNet Operations Area Manager and Incident Controller(s) as required.
- ❖ Represent WestNet Rail on the State Emergency Coordination Group, Operations Area Management Group or Incident Management Group as required.
- ❖ Liaise with other Liaison Officers.
- ❖ Advise WestNet Rail's Management of Group(s) progress and actions endorsed including all additional required resources, financial arrangements and any possible expenditure.
- ❖ Maintain records.

Incident Controller

The WestNet Operations Area Manager shall appoint an Incident Controller will be responsible for managing and controlling a WestNet Rail Network incident within the specific location.

The Incident Controller shall:

- ❖ Establish an Incident Management Centre.
- ❖ Establish communications between the Incident Management Centre and the Operations Area Management Centre.
- ❖ Direct operations at the scene of the WestNet Rail Network incident.
- ❖ Coordinate Section Commanders as required.
- ❖ Investigate the causes of the WestNet Rail Network incident as required.
- ❖ Report all findings to WestNet Rail Management.
- ❖ Maintain records.

Section Commanders

Section Commanders are responsible for managing and controlling a specific section or location of a WestNet Rail Network incident as directed by the Incident Controller.

Section Commanders shall maintain communications with the Incident Controller.

Operations Area Management Centre

The WestNet Operations Area Manager is responsible for setting up an Operations Area Management Centre. An Operations Area Management Centre shall consist of sufficient administration support and reliable telecommunications equipment.

Incident Management Centre

The Incident Controller is responsible for setting up an Incident Management Centre.

Where there is more than one Incident Controller, the WestNet Operations Area Manager shall appoint a Senior Incident Controller who shall be responsible for coordinating the activities of the other Incident Controllers.

The Incident Management Centre shall consist of sufficient administration support and reliable telecommunications equipment and be located at or as close as practical to the WestNet Rail Network incident scene.

Public Affairs Manager

The Public Affairs Manager is responsible for preparing and releasing information to media outlets in liaison with the other emergency management agencies.

Safety and Compliance Manager

The Safety and Compliance Manager is responsible for preparing and providing any appropriate investigation reports to the Office of Rail Safety.

Appendix 4

Agencies Roles and Responsibilities

Fire and Emergency Services Authority of Western Australia (FESA)

Role

WestNet Rail would request FESA to provide those services that are FESA's area of expertise if a level 1 response was initiated due to an incident on the WestNet Rail network.

Responsibilities

FESA's responsibilities would include (but not be limited to):

- ❖ Liaison with WestNet Rail's Incident Controller.
- ❖ Provision of personnel and equipment to perform rail rescues and
- ❖ Road vehicle rescues (e.g. personnel extraction).
- ❖ Fire fighting.
- ❖ Elimination of ignition sources.
- ❖ Stopping leakages.
- ❖ Containment of hazardous substances.
- ❖ Neutralization.
- ❖ Decontamination.

Western Australia Police

Role

WestNet Rail would request the Western Australia Police to provide those services that are the Western Australia Police's area of expertise if a level 1 response was initiated due to an incident on the WestNet Rail network.

Where rail incidents involve or impact on members of the general public the Western Australia Police is the nominated Incident Controller.

Responsibilities

The Western Australia Police's responsibilities would include (but not be limited to):

- ❖ Liaison with WestNet Rail's Incident Controller.
- ❖ Provision of personnel and equipment for law enforcement and
- ❖ Evacuation.
- ❖ Traffic control.
- ❖ Crowd control.

St John Ambulance

Role

WestNet Rail would request the St John Ambulance to provide those services that are the St John Ambulance's area of expertise if a level 1 response was initiated due to an incident on the WestNet Rail network.

Responsibilities

The St John Ambulance's responsibilities would include (but not be limited to):

- ❖ Liaison with WestNet Rail's Incident Controller.
- ❖ Provision of initial medical treatment and transportation of casualties.

Department of Health

Role

WestNet Rail would request the Department of Health (DOH) to provide those services that are DOH's area of expertise if a level 1 response was initiated due to an incident on the WestNet Rail network.

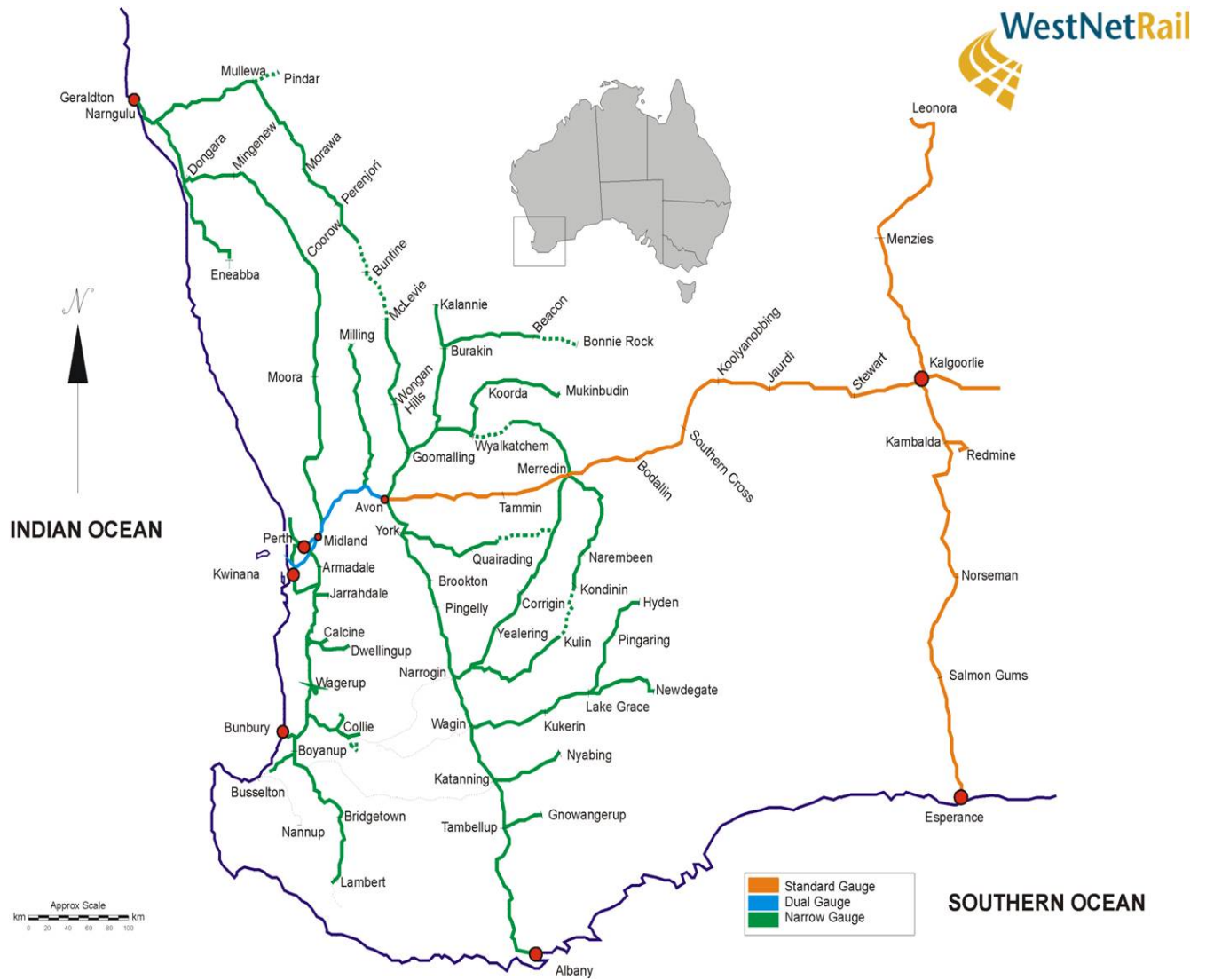
Responsibilities

The Department of Health is responsible for the coordination of the overall health response in a disaster or major incident including the provision of:

- ❖ Public Health advice.
- ❖ Medical care of the USAR taskforce.
- ❖ Management of casualties in consultation with SJA as outlined in WESTPLAN HEALTH.

Appendix 5

Freight Network



Appendix 6 – Handover of Role of Incident Controller from WestNet Rail to WA Police

Situation (to include location, type of incident, number of people involved).
Incident objectives.
Incident control structure (to include resources on site)
Safety risks & hazards.
Constraints and other considerations.
Status of train movements at emergency site.
Status of electrical power.
Actions taken to date.

I [WestNet Rail Incident Site Manager]
hand over the role of Incident Controller for the above incident to the following WA Police
Officer:

.....
[rank & name]

WestNet Rail Signature: Time Date

I accept the role of Incident Controller.
[rank & name]

WA Police Signature: Time Date