



DISASTER MANAGEMENT PLAN

Records Management

1 TABLE OF CONTENTS

1	TABLE OF CONTENTS	1
2	PREFACE.....	3
2.1	Scope.....	3
2.2	Objectives	3
2.3	Responsibilities.....	3
3	INTRODUCTION	4
3.1	Disaster (Definition)	4
4	PREVENTION	5
4.1	Records Security	5
4.2	Building	5
4.3	Fire.....	5
4.4	Flood / Storm	11
4.5	Storage	11
4.6	Electrical	11
4.7	Housekeeping.....	12
4.8	Signage.....	12
4.9	Insurance	12
5	PREPAREDNESS.....	12
5.1	Disaster response and recovery team.....	12
6	RESPONSE.....	14
6.1	Training.....	14
6.2	Emergency Procedures	14
6.3	Notifications	14
6.4	Contacting Information Management Staff	14
6.5	Floor Plans.....	14
6.6	Disaster Bin.....	15
6.7	Contents of Disaster Bin	15
6.8	Control Area.....	15
6.9	Resources.....	15
6.10	Tasks	15
6.11	Security Measures	16
6.12	Contingency Arrangements	16
6.13	Recording Disaster	16
7	RECOVERY	17
7.1	Co-ordinate Work.....	17
7.2	Briefing the Response Team	17
7.3	Contact relevant outside resources	17

Shire of Dundas Disaster Management Plan for Shire Records and Information

7.4	Preparing and planning the work area (including space availability).....	17
7.5	Removing the records.....	18
7.6	Salvaging wet records	18
7.7	Examples of methods to salvage records.....	19
7.8	Fire Damage	19
7.9	Recording the Damage.....	19
AFTER THE DISASTER		20
1.1	Clean up measures.....	20
1.2	Re-location of material.....	20
1.3	Recording the Emergency	20
1.4	Plan Effectiveness	20
1.5	Disaster Supplies.....	20
1.6	Promoting Awareness.....	21
2	RISK MANAGEMENT	21
2.1	Disaster Risk-based Assessment of External Risks.....	21
2.2	Risk Assessment Form - (Appendix 10.7)	22
3	APPENDIX	23
3.1	EMERGENCY CONTACTS.....	23
3.2	DISASTER BIN.....	25
3.3	CONTENTS OF DISASTER RECOVERY BOX - (Suspicious Mail)	27
3.4	SUSPICIOUS MAIL INFORMATION	28
3.5	DAMAGE SHEET	32
3.6	EMERGENCIES REGISTER.....	33
3.7	RISK ASSESSMENT FORM	34
4	AUTHORISATION.....	36

2 PREFACE

2.1 Scope

The aim of disaster management is to have in place a well prepared disaster plan for reducing or avoiding potential threats, for promptly responding to situations immediately threatening records and information, and by identifying resources and strategies for recovery that will effectively assist in the protection and revival of essential and vital records for the Shire of Dundas. The implementation of this disaster plan is based on best practice as demonstrated in the International Standard IS015489.2, Records Management, with a “set of clear, comprehensive, written, step by step instructions relating to the organisation, site and building, and to the services that are provided by it, to ensure the minimum loss and disruption of services in the event of an emergency or disaster”.

2.2 Objectives

- To establish a disaster management program/plan for records both digital and paper based.
- To provide the leadership and immediate action required during a crisis situation.
- To ensure that appropriate equipment and materials are available to deal with a likely emergency.
- To ensure that staff are trained and prepared to take on appropriate roles in any disaster, reaction, response and recovery.
- To take steps to minimize the risks or detect any problems as early as possible.
- Identify vital records, duplicate as appropriate and store offsite.
- To minimize the loss of, or damage to, vital and essential records in the event of a disaster.
- To ensure employee safety and that the organization “gets back to business” as soon as possible, with minimum loss or extent of damage.

2.3 Responsibilities

The Shire of Dundas records disaster recovery team is responsible for assessing damage to the records, controlling and coordinating recovery/backup actions, and recommendations to protect documents and records in the event of a disaster. The team comprises the Chief Executive Officer, Manager of Corporate and Community Services, Manager of Works and Services and the Information and Technology Officer. They are responsible for the recovery administration and training of other staff members as backup support.

The disaster recovery team meets annually to review Disaster Management Plan and, where required, put forward recommendations to be endorsed by Council.

3 INTRODUCTION

3.1 Disaster (Definition)

A sudden, unexpected, unwanted event, of any size, that critically obstructs the normal flow of business and that causes damage to, or loss of records and property.

The personnel, equipment, software systems, databases, records and information, which comprise the Shire of Dundas, are necessary in order for the organisation to function in an effective manner. The purpose of this disaster plan is to detail procedures for promptly responding to situations immediately threatening the paper based and electronic records at the Shire of Dundas, and by identifying resources and strategies for recovery that will reduce the likelihood of a disaster, and the amount of damage that can occur. By following the procedures in this plan, the Shire can anticipate a high recovery rate for records and information, and subsequently ensure business continuity.

The plan is specifically for those records managed by the Information Management systems of the Shire of Dundas. It encompasses various mediums i.e. (electronic, paper based etc), stored in a range of databases i.e. (Synergy, Word, Excel etc), the archives and the corporate library. The plan will act as a comprehensive resource for the recovery process by outlining the four stages of disaster management programs for records:

- 1) Prevention
- 2) Preparedness
- 3) Response
- 4) Recovery

It also includes some useful advice and information about responsibility after the disaster.

Planning and preparing for a disaster is integral to corporate risk management and requires an ongoing commitment to reducing or avoiding potential risks. Therefore, all employees should consider aspects of the records holdings and the impact of loss or service interruption should a disaster occur. Risk mitigation is achieved by users being proactive in their awareness of the possibility of a disaster. Informed planning and processes will assist in being prepared. Staff must comply with Disaster Management Plan to enable efficient and effective disaster recovery of the Shire's records.

Should a disaster occur, disaster management strategies and procedures are essential to allow the Shire to effectively meet its core service and business requirements.

4 PREVENTION

Organisational staff should “think prevention” at both macro (the whole organization) and micro (information/records office) levels.

4.1 Records Security

- Establish guidelines and training on how to recognize and deal with suspicious email, mail, parcels, and possible bomb threats.
- Compile a list / Register of all vital records and their location and keep up to date. Mark them so they are easily recognisable and can be priority for rescue after a disaster.
- Make a secure copy of vital records and ensure the original or the copy is stored electronically or off-site in appropriate environmental conditions.
- Ensure electronic records are backed up regularly and stored off site.

4.2 Building

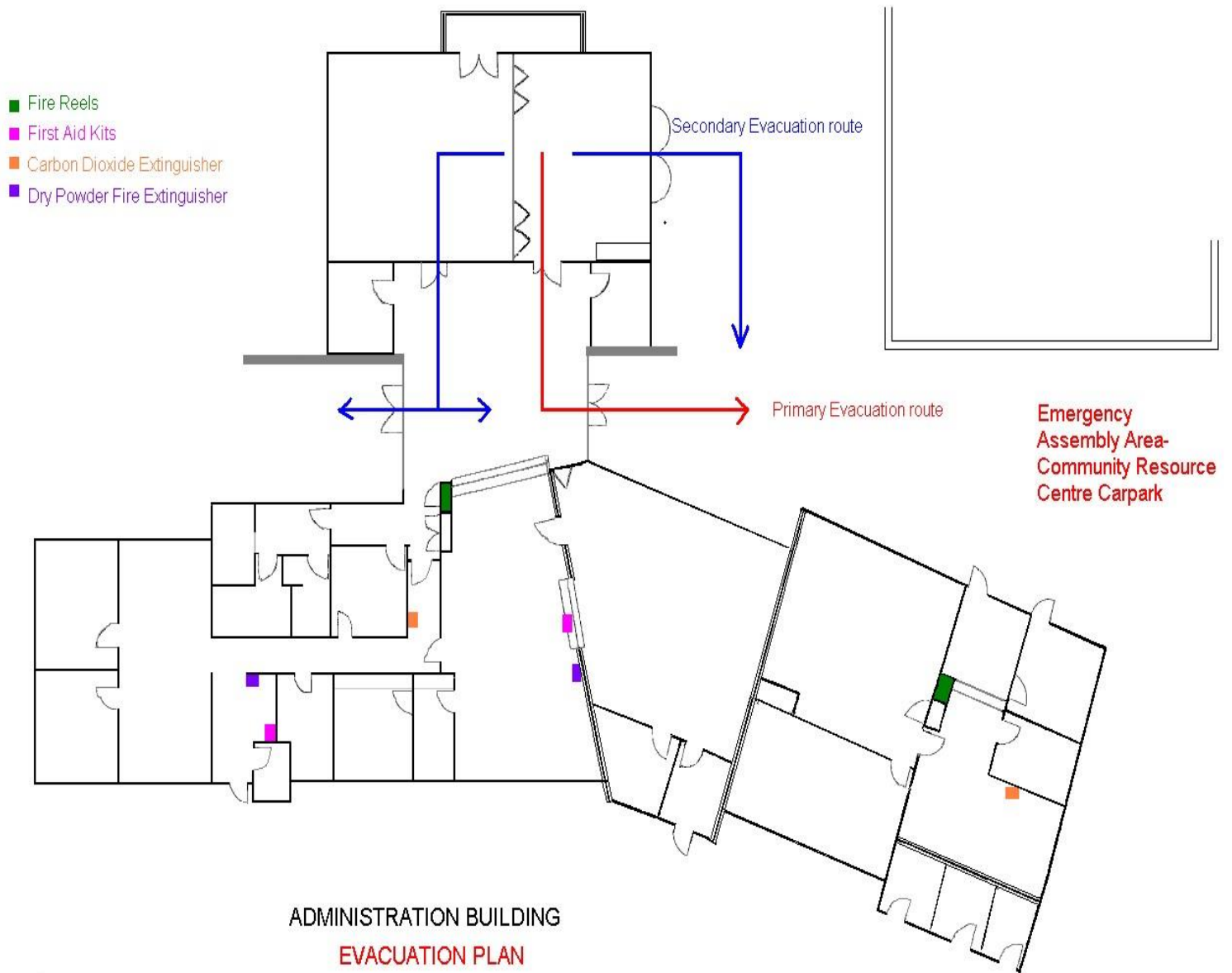
- Keep fittings and fixtures well maintained.
- Ensure roof and ceiling areas are checked regularly.
- Ensure appropriate safety signs are in place.
- Air conditioner maintenance – paying special attention to Air Conditioners on internal walls re any blockages or leaking.

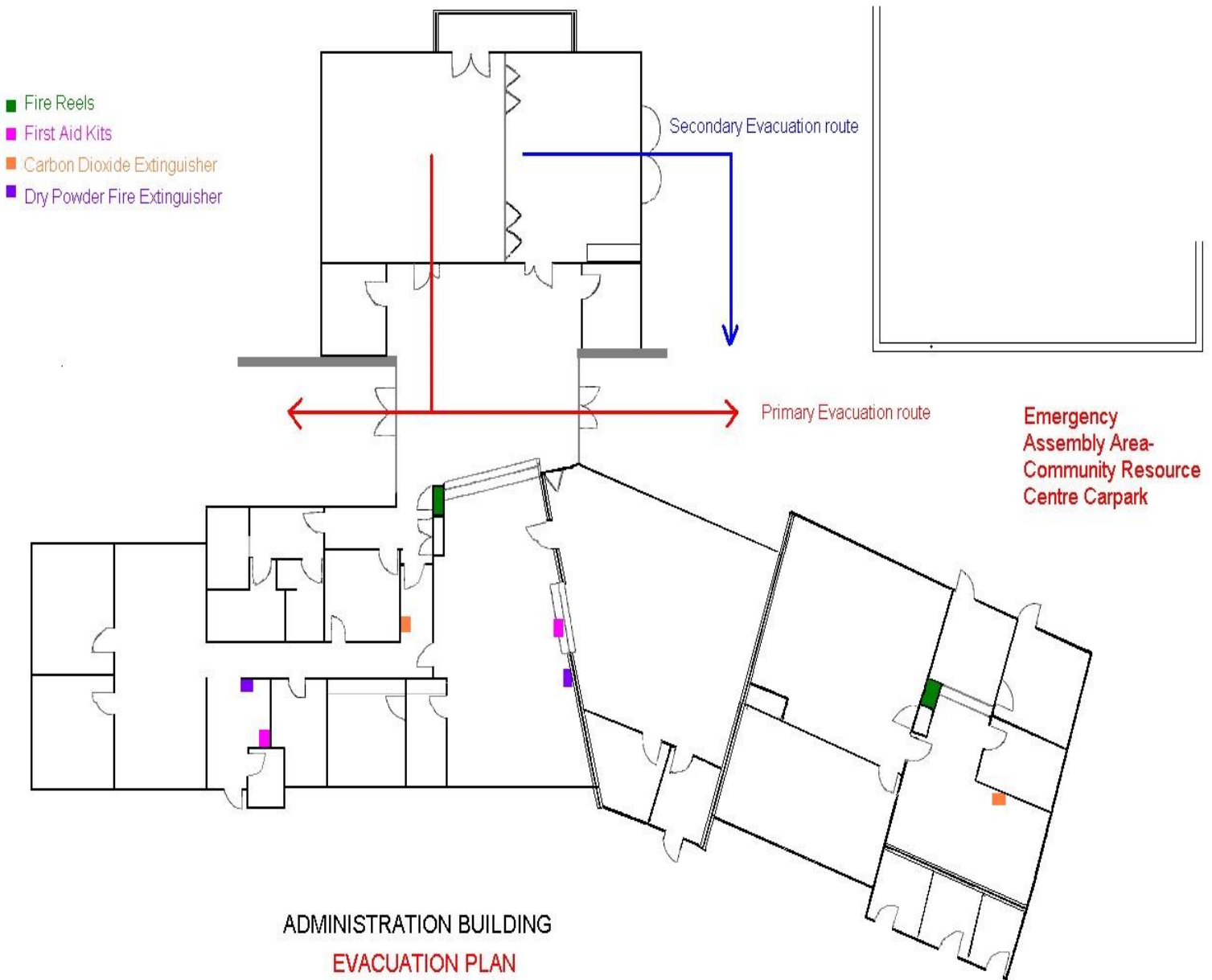
4.3 Fire

- Ensure all doors and aisles are kept free of obstruction.
- Ensure fire-fighting equipment is clearly visible and signposted (dry powder and water extinguishers etc.)
- Ensure fire extinguishers are accessible.
- Ensure fire extinguishers are checked regularly.
- Ensure instructions on fire equipment are clear.

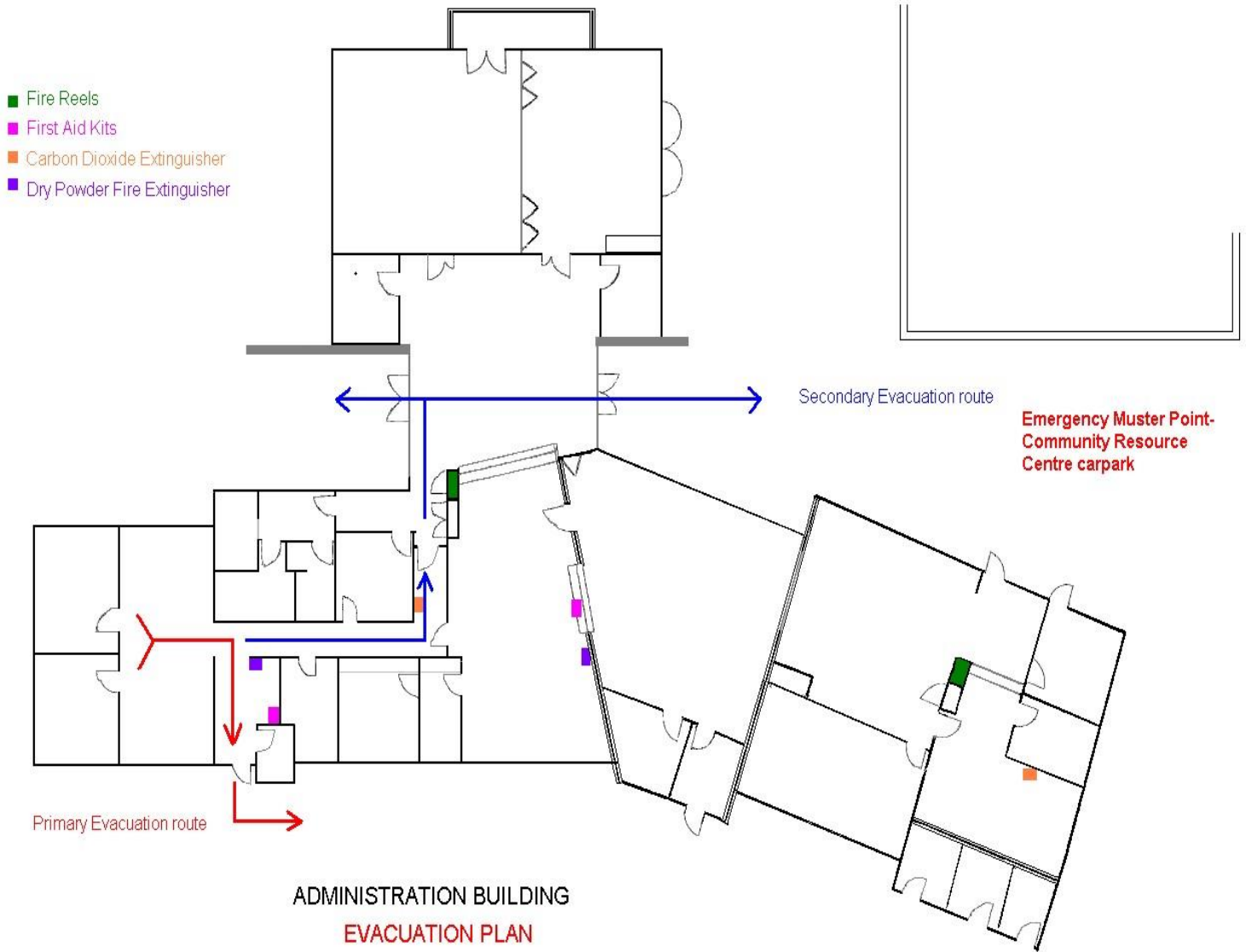
- Ensure smoke detectors are regularly checked.
- Ensure evacuation map is clear and evacuation point identified.

Administration Building – Council Chamber

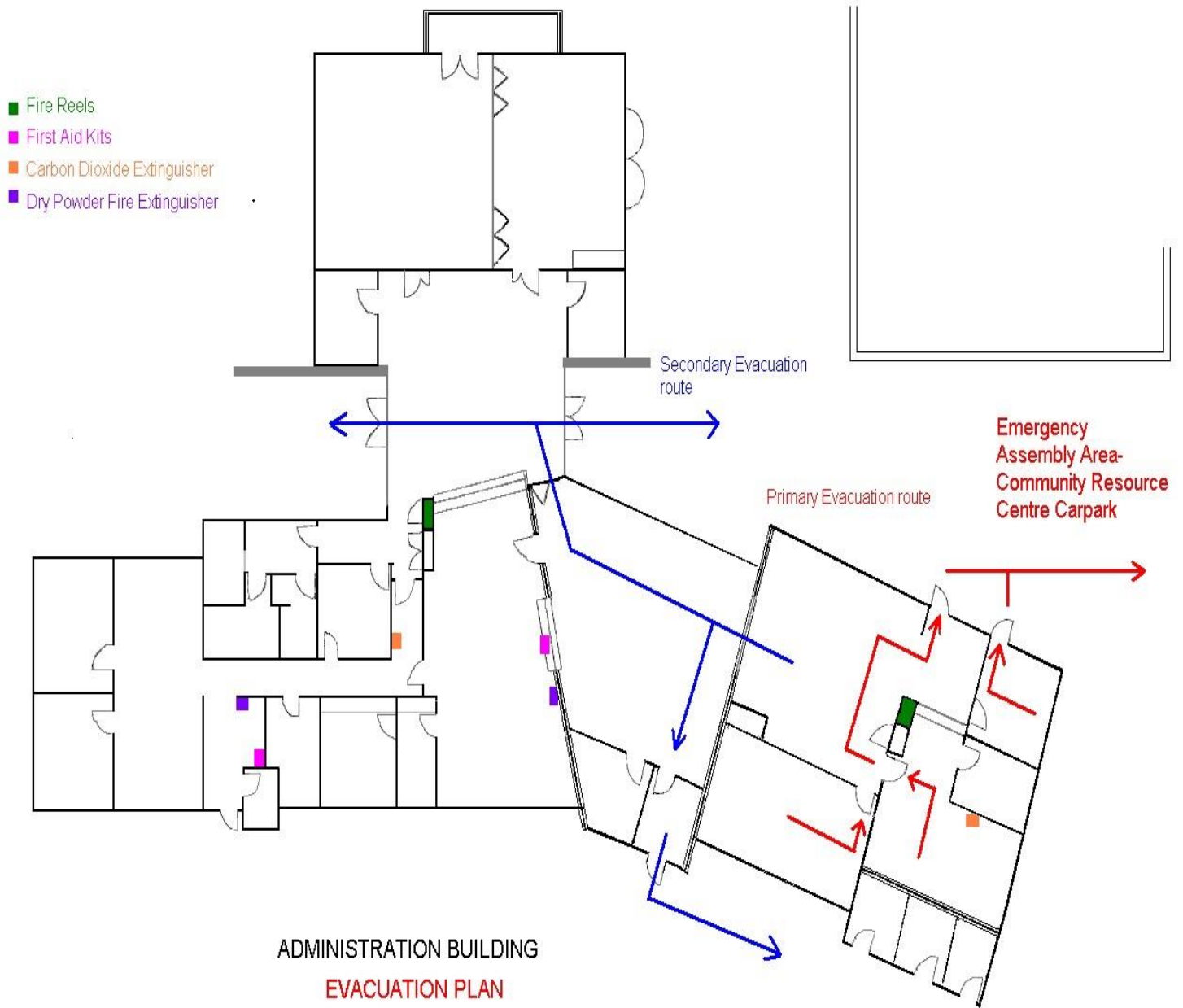




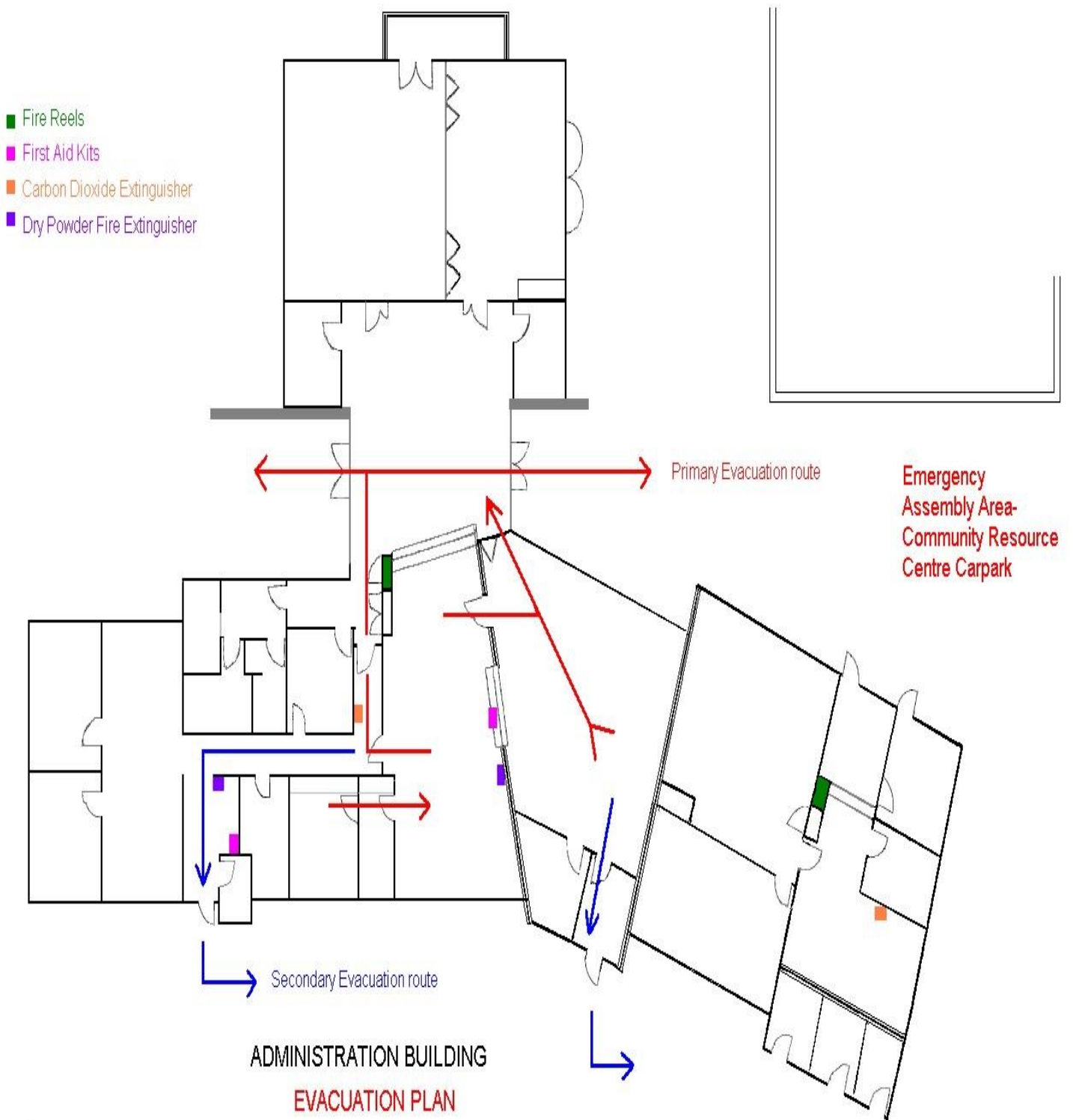
Administration Office



Administration Building North



Administration Building - Admin



4.4 Flood / Storm

- Check for any sign of water damage after a severe storm.
- Monitor water penetration points.
- Ensure air-conditioners are regularly checked.

4.5 Storage

- Ensure shelving is strong, stable and non-flammable.
- Bottom shelves should be raised 15 centimetres above floor level.
- Archival materials must be housed in acid free boxes.
- Maps, posters, plans, etc. should be stored flat or hung. Where this is not possible it is preferable to store them in boxes, loosely rolled.
- Store nothing on tops of shelves because most water damage occurs through the ceiling from burst pipes or sprinklers. This area also is usually dirty and dusty.
- Ensure areas such as on top of and underneath shelving are cleaned regularly.
- The compactuses must be maintained in full operational order to facilitate access to all records.
- Vital records to be situated within favourable environmental conditions (locked Fireproof Vault or as an electronic copy)
- Ensure records storage areas are suitably labelled.

4.6 Electrical

- Ensure plugs and power points are in good repair.
- Keep electrical cords in good condition.
- Ensure leads and cords are stored in proper condition.

4.7 Housekeeping

- Ensure adequate lighting, including emergency lighting, at walkways and the exits are well lit.
- Ensure access walkways are clearly marked and clear at all times.

4.8 Signage

- Ensure exit signs are clearly marked.
- Ensure location and readability of signs is appropriate.
- Fire extinguishers location signage clear and well defined

4.9 Insurance

Establish:

- Organisation policies held.
- Type of damage insured for (Public Liability, Professional Indemnity, Motor Vehicle etc.)
- The amount covered against the estimated cost of salvage and conservation.
- Ensure conservation procedures are taken into account.

5 PREPAREDNESS

5.1 Disaster response and recovery team

- Responsibility of the Chief Executive Officer with the support of the other members of trained staff, and fitting into the overall risk management team.
- The disaster response and recovery team act (once Building Emergency Response procedures are complete and permission given to re-enter the building) to assess damages and make recommendations.
- Recruit co-operation of local emergency services.

- Check Shires written Emergency Procedures check list.
- Review and update the entire plan on a biennial basis.
- Review and update the emergency telephone list at least every three months.
- Remove old versions from circulation.
- Ensure policy statement is reviewed and updated regularly.
- Recommend any needed remedial actions in relation to the buildings and their infrastructure that poses potential threats in the specific area of Records Management matters.
- Keep it up to date with and maintain information on handling and recovery techniques.
- Ensure promotion of disaster prevention awareness among staff
- Ensure endorsement to train staff in the disaster plan's, responsible for organising training for the Recovery managers as well as for any support staff who need basic skills training.
- Ensure plan is tested regularly, using disaster simulations if possible.
- Report the results of the test plan (include things that went according to plan as well as those parts of the plan that need to be adjusted)
- Ensure the disaster bin stocks emergency supplies and that all items are in working order. Replenish any items that might have been used.
- Maintain list of materials for use in disaster (Appendix 10.2)
- Plan to raise the level of awareness and understanding of the effects of disaster experiences on staff.
- Keep a duplicate copy of the disaster plan off site, with ease of access

6 RESPONSE

6.1 Training

The disaster response and recovery team members will be appropriately trained to enact the mitigation, response and recovery priorities.

6.2 Emergency Procedures

Shire personnel will receive training regarding emergency procedures for raising the alarm, evacuating the buildings and assembly points – see Shires Emergency procedures and check with Emergency Wardens.

6.3 Notifications

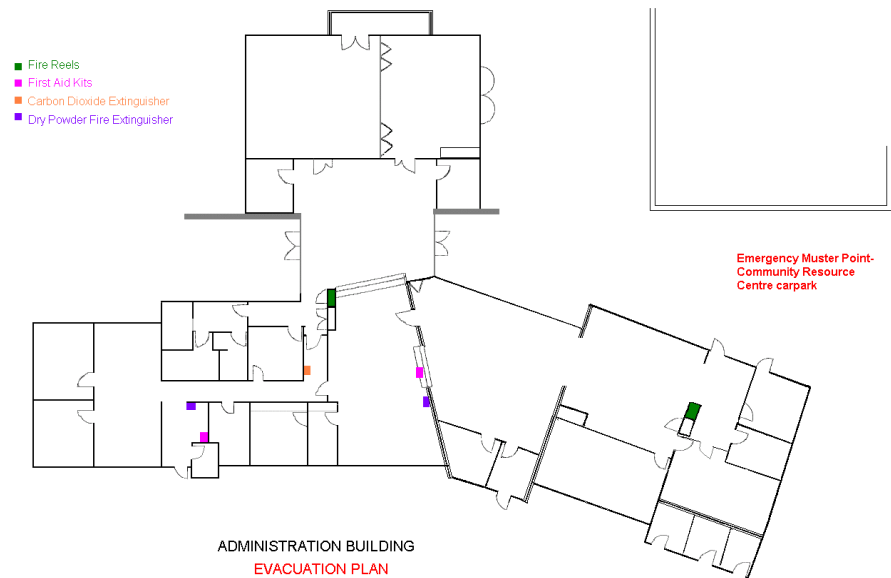
Notify the right people – a list of contact details of the disaster response team and emergency services can be found in (Appendix 10.1)

6.4 Contacting Information Management Staff

Please refer to Appendix 10 to contact CEO and Information and Technology Officer as soon as possible after disaster discovered (Appendix 10)

6.5 Floor Plans

The relevant floor plans are shown:



6.6 Disaster Bin

A Disaster bin is in File Room.

6.7 Contents of Disaster Bin

Contents of disaster bin are listed in (Appendix 10.2)

6.8 Control Area

Set up a central area of control. Area will be determined by availability, security, and accessibility.

6.9 Resources

Assemble resources (if necessary, what do we need to hire) (Appendix 10.2)

6.10 Tasks

Allocate tasks as appropriate to all relevant staff and contractors.

6.11 Security Measures

Initiate security measures (in conjunction with risk management staff)

6.12 Contingency Arrangements

Initiate contingency arrangements.

6.13 Recording Disaster

Record the disaster using smart Phone or digital camera. Also, complete form on how the disaster was handed and any improvements to plan.

7 RECOVERY

7.1 Co-ordinate Work

Co-ordinate work with the Risk Management, Occupational Health and Safety staff, and Emergency Wardens, in trying to stop the source of or stabilize the problem.

7.2 Briefing the Response Team

Brief the response team (if necessary)

- Circumstances of the emergency – cannot return until declared “safe” by emergency services.
- Work required – can all material be dealt with – will some paper records need to be frozen?
- Equipment and materials – what do we need to hire? (If necessary) (Appendix: 10.2)

7.3 Contact relevant outside resources.

- Telephone State Records of WA on 08 9427 3600 for any help and advice on correct and safe processes.
- Telephone Solutions IT on 08 6241 2550 for digital storage recovery.

7.4 Preparing and planning the work area (including space availability)

Space availability for the Recovery Records

Large Disaster Space Availability:

- Town Hall
- Norseman Sport Centre

Small Disaster Space Availability:

- Council Chambers
- Town Hall (kitchen area)
- Woodlands Centra

Procedure for paper-based records.

- Cover tables with plastic and then with butcher's paper to help absorb moisture out of any wet records.
- Vacuum or mop any standing water and pick up any loose material on the floor (recording its location) that may get walked on
- Make sure staff access is safe and easy.
- Rotate jobs at regular intervals.
- Ensure ten-minute break sessions every hour.

Procedure for digital based records

- Contact Solutions IT for IT Infrastructure replacements.
- Contact Solutions IT for digital based recovery.
- Set up area for IT infrastructure.

7.5 Removing the records

- Information inventory priority, check:
 - Vital records
 - Subject files

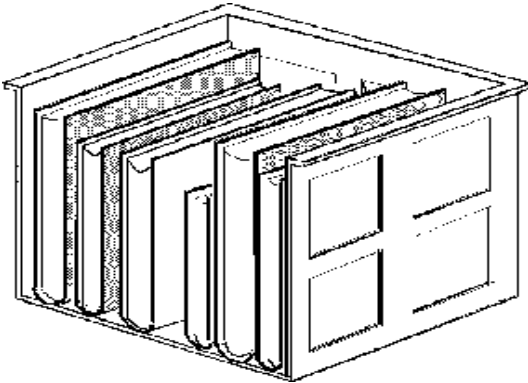
7.6 Salvaging wet records

** (Mould grows on wet records within 48 hours so need to act as quickly as practicable)

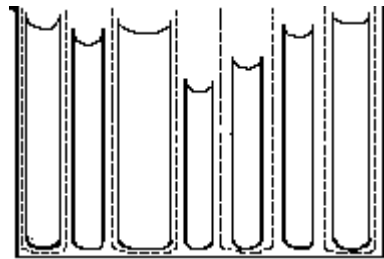
- Work systematically through the top shelves (first) to remove the records. Be gentle if they have been water damaged, swelling may make them difficult to remove.
- Lay files on the prepared tabletops in a single layer with enough room between each file to open the cover and give access to the pages.
- Do not try to separate volumes that have stuck together.
- Interleave wet or damp pages with paper towel or some other form of clean absorbent paper every 5-10 pages and change regularly.
- Keep freeing up the drying pages and replacing the interleaving paper, positioned between different pages, until files are dry.
- Remove metal file fasteners as you encounter them, as they may start to rust before the file is dry.
- Do not rub or brush items.
- Use fans.

- If required, loosely pack material into plastic crates, spine side down. Wet documents can be restored. Contact Steamatic on 9587 6333 or 1300 783 262(emergency response)

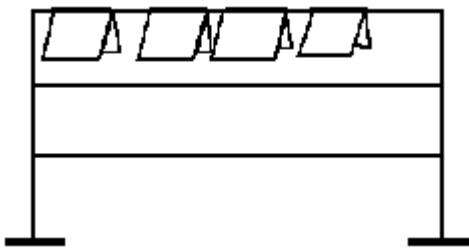
7.7 Examples of methods to salvage records.



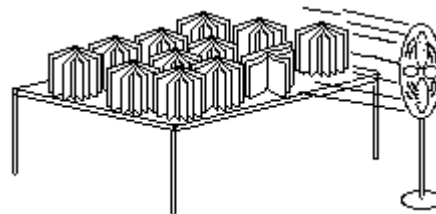
Packing wet records in plastic crates



Preparing wet records for freezing



Hanging small items



Drying bound volumes by standing upright

7.8 Fire Damage

Fire damage requires expert advice. Contact State Records of WA on 08 9427 3600 for best contacts.

7.9 Recording the Damage

Record and categorize details of the damage for each record/file on the Damage Sheet (Appendix 11.6)
Take pictures on Smart Phone.

AFTER THE DISASTER

Rehabilitation for the resumption of operational activity.

1.1 Clean up measures.

- Wash down dirty shelving, walls and floors.
- Use fans to dry the area.

1.2 Re-location of material

- Categorise material for re-location. For example, can it be returned to storage, does it need further treatment, or will it be destroyed (Appendix 10.5)
- Wait at least a week before returning material to its original location (needs to be fully dry)
- Check shelving arrangements as the material may well take up additional space due to swelling.
- Regularly check temperature and humidity in case the room or the records were not sufficiently dry when the room was reoccupied and because of mould growth.
- Provide archived material with new boxes.
- Check if current files need new file covers due to the legibility of the information having been affected.

1.3 Recording the Emergency

Keep an adequate record of the emergency as depicted in the emergencies register (Appendix 10.6)

1.4 Plan Effectiveness

Review the effectiveness of the plan.

1.5 Disaster Supplies

Replenish disaster supplies (Appendix 10.1)

1.6 Promoting Awareness

Continuing promotion of disaster prevention awareness among staff

2 RISK MANAGEMENT

2.1 Disaster Risk-based Assessment of External Risks

Affecting Records of Shire of Dundas

Disaster	Risk Rating
Flooding (natural disaster)	Low
Fire	High
Water as a result of fire (hoses)	Medium
Earthquake	Low
Bomb Threat	Low
Chemical, Biological	Low
Cyclone	Low
Air conditioning	Low
Plumbing Leaks	Low
Computer System Failure	Medium

Rating Explanations

Fire is always a risk factor within office buildings, due to the large amount of electrical equipment being used, as well this is an established bush fire risk area has been classed with a **high-risk** rating only. Recommendations are for certain vital records to be stored in the file room, including Minute books.

The **Water** from the fire hoses because of fire can be a **medium risk** due to the large amount of water that is expressed just from one hose and papers absorbance of liquids, but generally the benefits far out way any downside.

Earthquake is a **low risk** factor, and Dundas has a seismic hazard with a Z factor between 0.10 and 0.15, which indicates some danger but is typically at the low end.

A **Bomb Threat** is assessed as **low risk** due to Dundas's remoteness from built up and heavily populated areas.

Chemical & Biological is a **low risk** as the shires Administration Offices are remote from any major Chemical or Biological threat, either from an accidental incident or intended action.

Cyclones – Wind threat (non-cyclonic) The Shire Office (located 722kms inland East from Perth) is a reasonably modern structure, and the file room is well positioned in the office from Windows blown in etc.

If a cyclone was to occur, the three golden rules are:

- Turn off power, gas & water.
- Lock doors
- Lock windows

The risk would be low.

The **Air conditioner** is a **low risk**. It is refrigerated and poses minimal risk with the shire having air conditioners on internal walls and possible blockages. But would still be low comparative to the old style Evaporative units.

Plumbing leaks although it is a possibility it is rated as a **low risk** as the building is relatively new.

2.2 Risk Assessment Form - (Appendix 10.7)

The Risk Assessment Form is used as part of the working process. It is a collection of records, which shows:

- How they are currently being stored
- What the risk rate is with the current processes
- What processes are recommended to be put in place in the case of a disaster
- Advises whether they are a Vital Record for Business Continuity

LEGEND

Extreme risk: *immediate action required.*

High risk: *senior management attention needed.*

Moderate risk: *management responsibility must be specified*

Low risk; *manage by routine procedures.*

3 APPENDIX

3.1 EMERGENCY CONTACTS

Emergency Services

Ambulance	000
Norseman	90391046/ 0429933412
Fire Brigade	000
State Emergency Service	132500 (If calling from a satellite phone, dial +61 8 9395 9395 in a life-threatening emergency.)
Norseman Police Station	08 9039 1000
Dundas Hospital	08 9039 9200
Poisons Information Line	13 11 26
Electricity (Western Power)	13 13 51
Electricity (Horizon Power)	13 23 51
Water	13 13 75

Disaster Response and Recovery Team

Chief Executive Officer	0429391291
Manager of Corporate and Community Services	0476815727
Manager of Works	0429 391355
Information and Technology Officer	0414857748

Building Disaster Response Contacts

Niobe Oxwell-Electrician	0439112957
O'Dwyer Electrical	0409 112 061
Hornsby Plumbing	0447 459 935
Rhys Nevin Plumbing	0468 942 692

OTHER CONTACTS

State Records Office	9427 3600
Lena Stekl (Recordkeeping Consultant) Lena.stekl@sro.wa.gov.au	08 9427 3666
ZircoDATA (Shire of Dundas Records Storage Facility)	13 94 72
Carlo Avagliano (Account Manager) Carlo.avagliano@zircodata.com.au	046 775 9061
LGIS Insurance	08 9483 8888
Cecilia.Benitez (Account Manager) cecilia.benitez@lgiswa.com.au	08 9483 8866
Emma Horsefield (Regional Risk Coordinator) emma.horsefield@lgiswa.com.au	0407957932
Steamatic Document Restoration Specialists	9587 6333
Emergency Response	1300 7833 262
Solutions IT	08 6241 2550
Steve Payne (Account Manager) spayne@solutionsit.com.au	0414350601

3.2 DISASTER BIN

A disaster bin, containing the equipment below should be located Bins clearly marked “DISASTER BIN “ - Do Not Remove and have the lid sealed.

Adhesive tape and dispenser
Paper towelling
Bucket
Butcher’s paper
Clipboards
Damage list
Sponges
Extension cords
Rubber gloves
Surgical type gloves
Cotton gloves
Heavy-duty plastic sheeting to protect shelving/compactus
Waterproof masking tape
Pens, pencils, paper
Torches
Dustpan and brush
Plastic string
Plastic pegs
Plastic paper clips
Labels – tie on
Plastic bin liners
Freezer paper/bags
Polypropylene Enclosures for Boxes

Note:

- Broom and mop are in cleaner cupboard.
- Damage Sheets and Emergency Register forms are also kept in box.
- Suspicious Mail procedures kept in box.
- **Contents of box to be checked and updated every six months.**

DATE LAST CHECKED	OFFICER CHECKING		DATE LAST CHECKED	OFFICER CHECKING
24/05/2023	Latif Samadi			

The following large and/or expensive items may be purchased or hired when required and may include:

ITEM	HIRE	BUY
Plastic crates	X	X
Large fans	X	X
Trestle tables- Owned		X
Blotting paper		X
Portable pump-Owned	X	
Portable lighting-Owned	X	
Dehumidifier	X	X
Archive boxes		X
Portable generator-Owned	X	
Wet/dry vacuum cleaner	X	X
Wooden pallets	X	

Note:

-Items marked owned* are available from Shire buildings or Depot. Extra items may be required depending on extent of disaster.

-Wheelie bin can be used in conjunction with Pump as a vessel to pump the water into and can easily be wheeled away (as long as not over filled – due to weight)

Emergency Supplies

<u>Item</u>	<u>Company</u>
Trestle Tables	SoD; Bunnings
Wooden Pallets	P&L Hogan Transport
Wet/Dry Vacuum Cleaner	Bunnings; Woolworths
Plastic Crates	Bunnings;
Large Fans	Coates Hire (Esp or Kal)

Portable Lighting	Coates Hire (Esp or Kal)
Portable Generator	SoD; Coates Hire (Esp or Kal)
Archive Boxes	ZircoDATA – Welshpool WA
Dehumidifier	Harvey Norman; Coates Hire
Portable Pump	SoD; Coates Hire
Freezer Space (Large Disaster)	Norseman IGA

3.3 CONTENTS OF DISASTER RECOVERY BOX - (Suspicious Mail)

- Copy of Suspicious Mail Information Instructions
- Copy of this Form
- List of Emergency Numbers to call.
- Gloves – Located in ‘Suspicious Mailbox’
- Breathing Masks – Located in ‘Suspicious Mailbox’
- Zip Lock Bags – Located in ‘Suspicious Mailbox’

Contents of box to be checked and updated every six months

DATE LAST CHECKED	OFFICER CHECKING		DATE LAST CHECKED	OFFICER CHECKING
24.04.2023	Latif Samadi			

3.4 SUSPICIOUS MAIL INFORMATION

It is your responsibility to know what to do when and if a situation arises such as a mail bomb or a biological scare (i.e. Anthrax).

A Suspicious Mail Kit (Box) containing information, surgical gloves and breathing masks should be kept at the Main Administration Centre 15 Maddock St Dundas WA 6479.

Some of the critical points when handling mail are outlined below.

RECOGNISING POTENTIAL HAZARDS

- It is critical that staff handling mail remain vigilant and cautious at all times. It should be remembered, however, that most reports of suspicious packages are false alarms.
- Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main organisation and which can be easily contained.
- If staff receive a package or letter that you believe is suspicious, follow the procedures outlined below.

WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR MAIL ITEM

*If you suspect that you have received a package that may contain hazardous material and **HAVE NOT OPENED IT.***

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also.

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Call for help. This may be to a colleague but preferably call 000 to ask for the Police or Fire Services - (see Emergency Contact List [Appendix 11.1](#) of Disaster Recovery Plan for Shire).

Advise:

- Exact location of the incident – street address, building floor number
 - Number of people potentially exposed
 - Description of the package/device
 - Action taken e.g., package covered with black coat, area isolated.
- Keep your hands away from your face to avoid contaminating your eyes, nose, and mouth.
 - If Possible (without leaving your work area) wash your hands
 - If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.
 - Wait for help to arrive.

If you suspect that you have received a package that may contain hazardous material and HAVE OPENED IT.

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- If possible, place an object over the package without disturbing it such as a large waste bin.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated.
- If there is a strong or overpowering odour move to an adjoining room closing all doors and windows and stay in that area until help arrives.
- Call for help. This may be to a colleague but preferably call 000 to ask for the Police or Fire Services.

Advise:

- Exact location of the incident – street address, building floor number
- Number of people potentially exposed

- Description of the package/device
 - Action taken e.g., package covered with black coat, area isolated
-
- Keep your hands away from your face to avoid contaminating your eyes, nose, and mouth.
 - If possible (without leaving your work area) wash your hands.
 - If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.
(See Appendix 10.1 Emergency Contact List of Disaster Recovery Plan for Shire)
 - Wait for help to arrive.

FACTS ON ANTHRAX

- Effective dispersal of anthrax is difficult since the bacteria cannot survive exposure to ultraviolet light or direct moisture. The preferred method of delivery is through letters or packages, opened by unsuspecting personnel. Anthrax delivered in this manner most often resembles a white, dry, fine powdery substance.
- To identify suspect packages, apply the same principles of identifying packages suspected of containing explosive devices.
- Anthrax spores only infect if inhaled, ingested, or introduced into an open wound or the eyes. Even if exposure does occur, the victim is not contagious, and the condition is treatable with antibiotics if identified early.

MAIL BOMB RECOGNITION

- Excessive securing material
 - Excessive weight
 - Protruding wires or tin foil
 - Lopsided or unevenly weighted
 - Oily stains or discolouration
 - Stiff or rigid envelope
 - Is package expected
 - Visual distractions
 - Excessive postage
-
- Proper names and title not, or incorrectly used.
 - Address handwritten or poorly typed.
 - Restrictive markings e.g., CONFIDENTIAL

- **C**ommon words misspelt
- **E**uropean or foreign mail
- **L**acks address of sender

If you suspect the mail item may contain an explosive device

- Evacuate immediate area.
- Ring 000 and report the package to the Police.

3.5 DAMAGE SHEET

Date:

Location:

Index No.	Description/Title	Wet Or Other	Returned To Storage	Needs Further Treatment	To Be Destroyed

3.6 EMERGENCIES REGISTER

<u>Date</u> <u>Time</u> <u>Duration</u>	<u>Location</u>	<u>Nature</u>	<u>Cause</u>	Effect on staff, visitors, records, business function, buildings, other property	How the Occurrence was Dealt with	Recommendations For future incidents & Changes to Disaster Plan

3.7 RISK ASSESSMENT FORM**CUSTODIAN: Dundas Shire**

Record Description	Media	Storage Description	Risk & Replacement	Risk Impact	Comments	Vital Y/N
Minute Books	Hard Copy Electronic	ZircoData Storage Facility. Previous and Current year onsite.	Hard copies are lost if they are not digitally registered, and there is no opportunity to replace them. All are Currently digitally stored.	Low	Minutes are kept onsite and offside in secure facility.	Y
Rate Books	Hard Copy Electronic	ZircoData Storage Facility. Electronic Copy stored at Synergy.	Hard copies are lost if they are not digitally registered, and there is no opportunity to replace them. All are Currently digitally stored.	Low	Rate Books are kept offsite in secure facility. Digital rate information is backed up Daily.	Y
Correspondence Files	Hard Copy Electronic	Onsite Shire's Building Records Room	Hard copies are lost if they are not digitally registered, and there is no opportunity to replace them. All are Currently digitally stored	Low	All correspondences are registered providing recoverability.	N
Assessment Files	Hard Copy Electronic	Onsite Shire's Building Records Room	Loss of Hard Copies not digitally registered- Nil replacement opportunity. Most are digital registered and moving forward to register all.	Medium	Most information is registered ensuring recoverability. Assessment files will be back logged and registered to minimise risk	Y
Administration/ Financial Documents	Hard Copy Electronic	Onsite Shire's Building Records Room	Loss of Hard Copies not if digitally registered-	Low	Daily back up allow documents to be recovered.	N

			Replacement opportunity if digitally registered.			
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LEGEND: Extreme risk; immediate action required; High risk; senior management attention needed; Moderate risk; management responsibility must be specified

Low risk; manage by routine procedures **NOTE: Asterisk (*)** – Colour indicates relationship.

4 AUTHORISATION

This Disaster Management Plan has my authorisation.

Chief Executive Officer
Peter Fitchat

Shire President
Laurene Bonza

Policy Implemented: _____ Review Date: _____