# DFES COVID-19 Safe Operations Guidelines

Guidelines to manage an incident and coordinate deployments during a COVID-19 outbreak.

> The purpose of the COVID-19 Safe Operations Guidelines is to provide advice on safety measures and risk mitigation strategies available to manage an incident and coordinate deployments during a COVID-19 outbreak.
>
> **These are risk-based strategies recommended in support of normal operations.**
>
> The aim is to keep our people safe, minimise transmission of COVID-19 and protect vulnerable Western Australians, while ensuring continuity of operations.
>
> **During an incident, further assistance or support can be requested from the on-call Safety Advisor via ComCen. The Safety Advisor will consider appointing a COVID-19 Safety Advisor based on the level of risk**.

General information and resources for DFES' management of COVID-19 are available online or by enquiry to COVID19@dfes.wa.gov.au

DFES Intranet https://intranet.dfes.wa.gov.au/project-portals/covid-19/Pages/default.aspx

Volunteer Hub https://volunteerhub.dfes.wa.gov.au/home/support/health-and-safety/novel-coronavirus

## COVID-19 safety measures to be maintained at all times

- [ ] Physical distancing of 1.5 metres from others where practicable

- [ ] Good hygiene and cleaning practices
  IOP 03 – Enhanced Station, Vehicle and Equipment Cleaning and Disinfectant Plan

- [ ] Do not attend a place of work, station or BGU facility or an incident area if you are feeling unwell or if you have knowingly been exposed to COVID-19

- [ ] Discuss roles/options with your Supervising Officer/BGU Leader if you are in any 'at risk group' of becoming seriously ill from COVID-19

- [ ] Report exposure by following the established process for suspected or known case of COVID-19 (Intranet/volunteer hub)

# Risk assessment

1. Asses the COVID-19 risk based on community transmission as reported by WA Health. via WebEOC or copy and paste link below into Google Chrome
   https://experience.arcgis.com/experience/359bca83a1264e3fb8d3b6f0a028d768

2. Implement additional risk mitigation strategies as required.

| | LEVEL OF RISK | | |
|---|---|---|---|
| | **LOW** | **MODERATE** | **HIGH** |
| **Local COVID-19 Cases**<br>As reported by WA Health (link above) | No local COVID-19 cases reported | Sporadic cases reported in the area of operation | Clusters of cases (grouped in place and time) in the area of operation OR Community transmission |
| **Action required** | **Risk is accepted - maintain COVID-19 safety measures Normal Operations** | Implement additional controls (see below) | Request assistance from on-call COVID-19 Safety Advisor |

| **Factors that may increase the level of risk during a COVID-19 outbreak** | **MODERATE** | **HIGH** |
|---|---|---|
| **Number of Fire and Emergency Services personnel** – the greater the number of people in close proximity increases the likelihood of person-to-person contact and exposure and additional segregation measures will be required | Up to 100 personnel AND/OR unable to maintain 1.5m separation at all times during an incident and concurrent outbreak | 100+ personnel AND/OR unable to avoid close contact[1] during an incident and concurrent outbreak |
| **Incident Level** – the complexity of an incident and increased use of multi-agency resources | Level 1 / 2 | Level 3 |
| **Interstate resources utilised** – where resources are sourced from will depend on availability DFES will liaise with Department of Health to prioritise resources and determine quarantine arrangements | Participants are from States with low-moderate community transfer | Participants are from States with high community transfer |
| **Incident duration** – incidents with a longer duration may increase the likelihood of an infected person attending and spreading the disease | Up to 5 days | 6+ days |
| **Level of contact with public during an outbreak** – the greater the number of people in close proximity increases the likelihood of person-to-person contact and exposure | Unable to maintain 1.5m separation with the public at all times during an incident and outbreak of COVID-19 | Unable to avoid close contact[1] with the public during an incident and an outbreak of COVID-19 |
| **Health care capacity** – the lower the local capacity to treat infected personnel the greater the concern over health outcomes.  Additional measures will be required to transport infected personnel where practicable, rather than treat on site | 200kms+ from a major medical centre | 1,000kms+ from a major medical centre |

**For further assistance at any time, contact the on-call COVID-19 Safety Advisor.**

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[1] **close contact** is face-to-face with a confirmed or probable case for 15 minutes or more, or a shared closed space for more than 2 hours. https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/quarantine-for-coronavirus-covid-19#what-is-a-close-contact

## Additional risk-based safety measures to be implemented during an incident and an outbreak of COVID-19:

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|---|---|
| ☐ | Establish crews as strike teams and separate working, meals and accommodation areas into zones |
| ☐ | Limit cross contamination by not sharing equipment and tools |
| ☐ | Consider additional PPE (i.e. masks) where close contact activities are undertaken, and physical distancing is not possible (and where more appropriate respiratory protection is not required for firefighting) |
| ☐ | Increase frequency of testing and health monitoring for staff, volunteers and contractors in accordance with Department of Health recommendations |
| ☐ | Establish suitable facilities for unwell fire and emergency services personnel if immediate transfer to home/isolation or health facilities is not possible |
| ☐ | Maintain contact records of all personnel who have physically attended the incident site/areas |

## Refer additional checklists for:

| | |
|---|---|
| ☐ | 101.   Monitoring and reporting of COVID-19 |
| ☐ | 102.   Briefings |
| ☐ | 103.   Travel, equipment and vehicles |
| ☐ | 104.   Catering and food arrangements |
| ☐ | 105.   Contractor safety requirements |
| ☐ | 106.   Incidents involving persons in quarantine or isolation |
| ☐ | 107.   Intrastate deployment |
| ☐ | 108.   Interstate/overseas support (incoming) |
| ☐ | 109.   Interstate/overseas deployment (outgoing) |
| ☐ | 110.   Evacuation centres |
| ☐ | 111.   Community briefings and incident information desk |
| ☐ | 112.   Public Information and Warnings |
| ☐ | 113.   Facilities, Staging Areas and Meetings |

## 101. Monitoring and reporting of COVID-19

- ☐ Review staff/resource coverage twice weekly in line with Operational Preparedness Briefing (OPB) or more regularly as required
- ☐ Maintain contact with SHICC to identify outbreaks, source of infection, location and type i.e. 'sporadic' or 'clusters'
- ☐ Monitor WA Health COVID-19 dashboard
Access via WebEOC or copy and paste link below into Google Chrome
https://experience.arcgis.com/experience/359bca83a1264e3fb8d3b6f0a028d768
- ☐ Consider COVID-19 situation when completing FRRA / HRRA assessments
- ☐ Report impacts using WebEOC Staff Status Dashboard / Operations Status Board

## 102. Briefings

**Include the following specific COVID-19 safety measures to SMEACS briefings:**

- ☐ Advise your Supervising Officer/BGU Leader if you have been exposed to COVID-19 or are feeling unwell
- ☐ Ensure you have checked in / checked out (T-cards/IRMS) where applicable
- ☐ Maintain physical distancing protocols, remain 1.5m away from others where practicable
- ☐ Maintain hygiene practices and wash your hands frequently especially when indoors and after touching equipment
- ☐ Do not share PPE or tools
- ☐ Clean PPE and tools thoroughly after each shift where possible
- ☐ Clean/disinfect touch points in vehicles and facilities frequently where possible
- ☐ Remind personnel to follow COVID-19 safe practices when engaging with the public
- ☐ Consider the location/format of briefings:
  - Apply the physical distancing of 1.5 metres from others and maximum 1 person per $4m^2$ indoors rules
  - Prioritise open air locations or vehicle bays with doors open
  - Cascading briefings (span of control)
  - In vehicles over radio
  - Telephone/video/call conferencing

## 103.  Travel, equipment and vehicles

**Minimise the risk of contracting or spreading COVID-19 where possible.**

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| ☐ | Personnel will need to be appropriately prepared with a face mask if they are required to attend an airport to travel |
| ☐ | Set air conditioners on fresh air, not recirculation, when travelling to incidents (set to recirculation when operating in smoke) |
| ☐ | Minimise the number of vehicle passengers for longer travel |
| ☐ | Establish vehicles in teams/strike teams and limit sharing of personnel across vehicle or teams |
| ☐ | Thoroughly clean equipment and vehicles between crew at the end of the day and/or shift change focusing on touch points – see DFES Facilities and Vehicle Cleaning Guidelines for COVID-19 |
| ☐ | Limit use of taxis - consider early mobilisation of logistics support |
| ☐ | Consider chartering aircraft for personnel movement rather than public flights |
| ☐ | Maintain hygiene protocols when stopping for breaks, food, fuel |
| ☐ | Consider bringing refreshments with you rather than stopping at public places |

## 104.  Catering and food handling

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|---|---|
| ☐ | Supply pre-packaged and single-serve meals |
| ☐ | Avoid group catering arrangements or any process that involves multiple people being exposed to common equipment (e.g. bags of cutlery, food packaging etc.) |
| ☐ | Arrange contactless drop off/collection points or arrange one/two people only to collect for the team/crew |
| ☐ | Do not share food or utensils - disposal, single-use cutlery sets and plates are recommended |
| ☐ | Ensure seating arrangements allow physical distancing protocols to be maintained |
| ☐ | Gather in allocated teams (strike team / task force / sectors etc) only |
| ☐ | Stagger shifts for meal times/breaks |
| ☐ | Avoid congregation of people when waiting for, or eating meals – install physical barriers and use signs or tape to show where to enter, exit, and stand |
| ☐ | Wash hands with soap and water before and after eating |
| ☐ | Provide sanitiser and promote use of sanitiser in addition to hand washing |
| ☐ | Encourage the use of outdoor seating areas for meals/breaks |

## 105.  Contractor safety requirements

**Contractors are asked to provide copies of their COVID-19 Safety Plans**

**As a minimum, all Contractors shall agree to the following conditions:**

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| ☐ | Physical distancing of 1.5 metres from others where practicable |
| ☐ | Maintain good hygiene and cleaning practices |
| ☐ | To not attend any DFES facility, station, incident area etc, if you are feeling unwell or if you have knowingly been exposed to COVID-19 |
| ☐ | Report any potential exposure to COVID-19 and follow the established processes and advice from the WA Public Health Unit |
| ☐ | Maintain contact records of all personnel who have physically attended the incident site/areas |
| ☐ | If travelling to Western Australia from another state or overseas - comply with all travel restrictions, mandatory self-quarantine, testing requirements, and exemption permit conditions |
| ☐ | Agree to basic health monitoring to check contracted personnel are not displaying COVID-19 symptoms |
| ☐ | Comply with reasonable requests at incidents regarding the necessary separation of activities, accommodation arrangements etc |
| ☐ | Limit cross contamination by not sharing equipment and tools |
| ☐ | Where applicable, provide/install physical barriers and signs or tape to direct personnel or to promote health and hygiene measures |
| ☐ | Consider additional PPE where close contact activities are undertaken and/or there is community transmission and physical distancing is not possible |
| ☐ | Comply with any additional legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act in the management of COVID-19 by the Western Australian government https://www.wa.gov.au/government/announcements/covid-19-information |

**As DFES continues to plan for and refine the response to future COVID-19 outbreaks, additional safety measures may be required where necessary and practicable.**

# 106. Incidents involving persons in quarantine or isolation

**Additional safety measures may be imposed on DFES personnel where they are attending incidents at sites used for quarantine or isolation or involving persons infected with COVID-19.**

Note both 'quarantine' and 'isolation' involve separation from the community to reduce the risk of spreading COVID-19, but isolation involves stricter hygiene requirements.

Under EM Act Quarantine and Isolation (Undiagnosed) Directions s.11 *'A person may leave the premises where they quarantine or isolate… (c) to escape an immediate threat to their safety or the safety of someone with the person for whom the person is responsible (other than any threat posed by COVID-19)…*

| | |
|---|---|
| ☐ | Public information and warnings to be consistent with EM Act Quarantine and Isolation Directions.  Key messages for Recommended or Directed Evacuation to include: <ul><li>Even if you are self-isolating or quarantining due to COVID-19, you are recommended/directed to leave;</li><li>If you are self-isolating or quarantining due to COVID-19:<ul><li>Leave now, find alternative suitable premises and wear a mask</li><li>If you are unable to return to your quarantine location within one hour, telephone WA Police on 131 444 to advise them you have had to leave due to an emergency</li><li>Regardless of your location, continue to follow COVID-19 precautions and maintain appropriate physical distancing.</li></ul></li><li>Register your whereabouts on Register.Find.Unite; *(if activated)*</li></ul> |
| ☐ | DFES to identify potential evacuation areas early to ensure an assessment of local COVID-19 cases in the affected area can be considered and the appropriate level of infection control measures can be implemented at evacuation centres |
| ☐ | DFES to liaise with Department of Health, WA Police Force, and Department of Communities to identify people who are in quarantine or isolation.<br><br>Refer EM Act s.72  Exchange of information |
| ☐ | DFES COVID-19 Safety Advisor to liaise with Welfare Centres Infection Control Officer |
| ☐ | See also:  IOP 02 Operational Response Precautions<br><br>IOP 04 Response to DBA and Private Alarms<br><br>IOP 07 Monitoring of Community COVID Safety Plans |

## 107. Intrastate deployment

Fire and Emergency Services personnel are exempt from travel and movement bans.

| | |
|---|---|
| ☐ | All personnel to complete the Pre-Deployment Questionnaire.  Refer to the Resource Deployment Register https://shared.dfes.wa.gov.au/business-units/resource-deployment-register/Pages/default.aspx |
| ☐ | Consider isolation requirements on returning to home/base of operations |
| ☐ | DFES will liaise with Department of Health to prioritise resources and determine quarantine arrangements |

## 108. Interstate/overseas support (incoming)

In the event assistance is required from interstate/overseas resources, DFES will liaise with Department of Health to prioritise resources and determine quarantine arrangements.

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| ☐ | Consider 50/200 plan as an alternative, or in addition to, interstate assistance |
| ☐ | Prioritise resources from States/Territories with lowest current COVID-19 risk |
| ☐ | Interstate personnel to be kept segregated from local resources during operations, accommodations etc |
| ☐ | In the event that support is required from overseas, EMA-Form 22: Request for Australian Government Physical Assistance Section 1 is to be completed and progressed |
| ☐ | Liaison with SEC and EMA is required to determine which jurisdiction will potentially support the request |
| ☐ | Once jurisdiction has been confirmed, liaise with Dept of Health for quarantine requirements prior to accepting/confirming assistance |
| ☐ | Incoming participants to be provided DFES COVID-19 Safe Operations Guidelines prior to arrival in Western Australia |
| ☐ | All arrangements are to adhere to the '*Arrangement for Interstate Assistance – Fire and Emergency Services'* including the '*Temporary COVID-19 Supplementary Principles,*' AFAC National Resource Sharing Centre (NRSC) Model Interstate Deployment COVID-19 Plan 2020/21, associated Operating Plans and jurisdictional COVID-19 Safe Plans - Appendix 2 |

## 109. Interstate/overseas deployment (outgoing)

Fire and Emergency Services personnel are exempt from travel and movement bans.

| | |
|---|---|
| ☐ | All personnel to complete the Pre-Deployment Questionnaire.  Refer to the Resource Deployment Register - https://shared.dfes.wa.gov.au/business-units/resource-deployment-register/Pages/default.aspx |
| ☐ | DFES will liaise with Department of Health to prioritise resources and determine quarantine arrangements |
| ☐ | All arrangements are to adhere to the '*Arrangement for Interstate Assistance – Fire and Emergency Services'* including the '*Temporary COVID-19 Supplementary Principles*,' AFAC National Resource Sharing Centre (NRSC) Model Interstate Deployment COVID-19 Plan 2020/21, associated Operating Plans and jurisdictional COVID-19 Safe Plans - Appendix 2 |

## 110. Evacuation centres

The Department of Communities is a crucial partner in the shelter phase of an evacuation process as they will coordinate the welfare and support for evacuees at agreed evacuation centres.

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| ☐ | Refer Department of Communities COVID-19 Welfare Centre Guidelines |
| ☐ | LGs to identify evacuation centres where internal separation of areas is possible to manage evacuees infected with COVID-19 OR separate centres/locations have been pre-identified |
| ☐ | DFES to identify potential evacuation areas early to ensure an assessment of local COVID-19 cases in the affected area can be considered and the appropriate level of infection control measures can be implemented at evacuation centres |
| ☐ | DFES COVID-19 Safety Advisor to liaise with the appointed Welfare Centre Infection Control Officer |
| ☐ | DFES will liaise with Department of Health to determine any additional quarantine arrangements where necessary |

## 111. Community briefings and incident information desk

The DFES Community Liaison Unit (CLU) connects affected communities with information about the incident.

Additional strategies below can also be applied to the Restricted Access Permit (RAP) Unit and Traffic and Access Management Officer (TAMO) activities

| | |
|---|---|
| ☐ | All personnel to complete the Pre-Deployment Questionnaire.  Refer to the Resource Deployment Register https://shared.dfes.wa.gov.au/business-units/resource-deployment-register/Pages/default.aspx |
| ☐ | Meeting area arrangements, messages and information are consistent with the Department of Communities COVID-19 Welfare Centre Guidelines |
| ☐ | Refer CLU Deployment under COVID-19 Guidelines |
| ☐ | CLU personnel to liaise with the appointed Welfare Centre Infection Control Officer at evacuation centres |
| ☐ | Consideration given to the WA Roadmap phase regarding numbers of people in a space or potential for exemptions during an emergency |
| ☐ | Consider virtual briefings or live streaming over social media |
| ☐ | Host community briefings outdoors in open areas where possible |
| ☐ | Promote physical distancing of 1.5 metres from others and good personal hygiene |
| ☐ | Install physical barriers and signs or tape to show the public where to enter/exit |
| ☐ | Arrange seating or standing areas to encourage physical distancing of 1.5 metres from others where practicable |
| ☐ | Where the CLU are providing support for the Notification of Property Loss Process, maintain physical distancing and consider limiting the support network that impacted owners/tenants bring to meetings |
| ☐ | Where available use online forms and applications.  Encourage prefilling of forms by impacted owners/tenants to reduce contact time at meetings i.e. Restricted Access Permit applications |
| ☐ | Consider screening/testing when face-to-face meetings are required with impacted owners/tenants |
| ☐ | Consider wearing additional PPE (i.e. masks) where physical distancing is not possible and face-to-face meetings are required with impacted owners/tenants |
| ☐ | Where transport is required for impacted owners/tenants, consider mobilising additional buses/vehicles to encourage physical distancing |
| ☐ | DFES will liaise with Department of Health to prioritise resources and determine any additional quarantine arrangements |

## 112. Public information and warnings

Messages and information must be consistent with the Department of Health (WA) COVID-19 Safety Guidelines; Department of Communities COVID-19 Welfare Centre Guidelines; and the State Emergency Coordinator, Commissioner of WA Police, regarding COVID-19.

☐ Standardised messages are developed for warnings and public information that provide advice to the public who are in quarantine or isolation

☐ Develop COVID-19 media talking points for IC / MLO about what DFES is doing to help keep people safe during an emergency and an outbreak of COVID-19

☐ Public information and warnings to be consistent with EM Act Quarantine and Isolation Directions.  Key messages for Recommended or Directed Evacuation to include:

- Even if you are self-isolating or quarantining due to COVID-19, you are recommended/directed to leave;
- If you are self-isolating or quarantining due to COVID-19:
  - Leave now, find alternative suitable premises and wear a mask
  - If you are unable to return to your quarantine location within one hour, telephone WA Police on 131 444 to advise them you have had to leave due to an emergency
  - Regardless of your location, continue to follow COVID-19 precautions and maintain appropriate physical distancing.
- Register your whereabouts on Register.Find.Unite *(if activated)*

## 113. Facilities, Staging Areas and Meetings

Additional considerations:

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|---|---|
| ☐ | Increased frequency of cleaning in facilities, buildings and Incident Control Vehicles (ICVs) etc. occupied for the management of incidents |
| ☐ | Apply the physical distancing of 1.5 metres from others and maximum 1 person per 4m$^2$ indoors rule |
| ☐ | Consider conducting virtual handovers for IMT roles by phone, email or through WebEOC |
| ☐ | Seating or standing areas i.e. at incident visual display boards, should be arranged to encourage physical distancing of 1.5 metres from others where practicable |
| ☐ | Meetings of IMT and ISG etc, to be conducted virtually or with consideration given to maintaining physical distancing of 1.5 metres from others |
| ☐ | Install physical barriers and signs or tape to direct personnel on entry and exit points at ICCs, FCPs, Staging Areas etc |
| ☐ | Consider additional, suitable resources that could be brought on site to an incident that would limit contact between personnel or with members of the public:<br><br>• Fuel supplies<br>• Vehicle stores and consumables<br>• Cleaning / dry cleaning arrangements<br>• Medical facilities |
| ☐ | Consider signage:<br><br>• Approved personnel only beyond this point<br>• Entry Only<br>• Exit Only, No Entry<br>• Please wait here<br>• Keep 1.5m distance<br>• Arrows to identify movement<br>• When/where to wear mask |

# AIIMS functional roles

Key considerations for each AIIMS functional role

| | |
|---|---|
| **CONTROL** | |
| ☐ | Maintain awareness of the COVID-19 State of Emergency Declarations in place |
| | https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations |
| ☐ | Maintain awareness of powers of evacuation and movement orders |
| | The direction notice issued by the WA Police Force contains an exemption clause to enable a person to leave a premises where they are in quarantine or isolation, to escape an immediate threat to their safety or the safety of someone with the person for who they are responsible |
| ☐ | Conduct a COVID-19 risk assessment – where there are no local COVID-19 cases reported, no further action to manage COVID-19 is required |
| ☐ | Consider appointing a COVID-19 Safety Advisor to the incident – request via ComCen |
| ☐ | Consider a liaison with Department of Health (Health Commander) and WAPF (Police Commander) - request via ComCen |
| **OPERATIONS** | |
| ☐ | Include the specific COVID-19 safety measures to SMEACS briefings (see 102) |
| ☐ | Establish crews as strike teams and separate working, meals and accommodation areas into zones |
| ☐ | Rotate or stagger meals/breaks for crews |
| ☐ | Consider conducting a virtual handover by phone, email or through WebEOC |
| **PLANNING** | |
| ☐ | Ensure iRMS is used at each incident (3rd alarm and above/where an ICV has been deployed) to assist with recording and tracking personnel |
| ☐ | Appoint a resource officer early, to assist with recording and tracking personnel |
| **PUBLIC INFORMATION** | |
| ☐ | Messages and information must be consistent with the Department of Health (WA) COVID-19 Safety Guidelines; Department of Communities COVID-19 Welfare Centre Guidelines; and the State Emergency Coordinator, Commissioner of WA Police, regarding COVID-19 |
| ☐ | Consider suitable messages for transient population |

| LOGISTICS | |
|---|---|
| ☐ | Review State Logistics resources available for the management of COVID-19 including hand washing and cleaning products, gloves, masks, additional tents to separate personnel etc. |
| ☐ | Consider bulk fuel deliveries to IMT/incident/Staging areas to minimise personnel attending fuel stations |
| ☐ | Consider separation arrangements for deliveries/supplies |
| ☐ | Ensure cleaning frequency is increased for contracted facilities/ablutions etc. |
| ☐ | Identify local dry-cleaning facilities or mobile dry-cleaning arrangements so frequency of PPC cleaning can be managed |
| ☐ | Consider alternate accommodation/sleeping areas to promote segregation, establish zones and contain personnel within the same strike team/groups for the duration of the incident |
| ☐ | Be aware of any temporary arrangements in place to ensure the supply of goods and services to DFES are maintained – a COVID-19 cache has been established to ensure six months continued supply of PPC/PPE and other products critical to support operations |

| SAFETY ADVISOR | |
|---|---|
| ☐ | Safety Advisors are to maintain BAU role where possible |
| ☐ | Where the COVID-19 risk assessment determines, consider appointing a COVID-19 Safety Advisor for the incident (or across the region/State as appropriate) |

# DFES COVID-19 Safety Advisors

A cadre of DFES COVID-19 Safety Advisors has been established to provide additional advice and guidance in the management of COVID-19 in various operational scenarios.

They are available to assist at either a single incident, across multiple regions, or the State, depending on the current extent of any outbreak in Western Australia.

## Role Description

The on-call COVID-19 Safety Advisor may be deployed to complex incidents to promote the application of COVID-19 safety management guidelines and protocols. If deployed, the COVID-19 Safety Advisor will report to the Incident Controller and will be dedicated to achieving the best possible compliance with infection prevention and control protocols to minimise the risk of exposure and transmission of the virus for all incident personnel.

## Reporting Relationships

The COVID-19 Safety Advisor's reporting relationships are as follows;

- In an Incident Control Centre (ICC)/IMT, the COVID-19 Safety Advisor reports to the Incident Controller (IC).
- The COVID-19 Safety Advisor works in collaboration with IMT, operational and support personnel in providing advice and information in relation to the management of COVID-19 principles in the field.

## Role and Responsibilities

The primary role and responsibilities of the COVID-19 Safety Advisor is to support the Incident Controller (IC) in the application and monitoring of COVID-19 principles during incidents by:

- Ensure the role of COVID-19 Safety Advisor is identifiable, operates safely and is available.
- Supporting emergency management activities being carried out at the , Incident Control Centre (ICC), Emergency Operations Centre (ECO), staging areas and base camps including and supporting safety and COVID-19 arrangements.
- Support the IC to ensure all personnel involved in the incident adhere to all COVID-19 related safety information and directives. These may be;
    - General community advice or instructions pertaining to the area that the ICC is operating in.
    - State Emergency Coordinator specific COVID-19 directions and arrangements.
    - Agency specific or facility specific COVID-19 information relating to the ICP, ICC or EOC as the case may be.
- Ensure COVID safety, hygiene practices are adhered to by personnel within the incident.

- Ensure appropriate Personal Protective Equipment (PPE) is available and being utilised.
- Ensure that IMT briefings include appropriate COVID-19 content for the circumstances.
- In an IMT environment, support and provide advice to the IC or Deputy IC when required regarding COVID-19 protocols for the incident.
- Ensure ongoing COVID-19 review, improvement and debriefing occurs.
- Liaise with the DFES IRT Commander regarding any COVID-19 protocol breaches, outbreaks or exposures that may impact on the health and safety of the incident personnel, transmission to the community and any potential to disrupt frontline operations.
- Liaise with the DFES COVID-19 IRT Commander to identify Department of Health assistance where required including local COVID-19 testing arrangements in the case of requiring them at short notice.
- Develop and share lessons and learnings.
- Maintains an accurate logbook of their activities.

Additional support from within Operations, Enterprise Risk, Doctrine, and DFES' COVID-19 IRT is available on request.

# Support services

COVID-19 is having an impact on all of us, as well as our family and friends. The health and safety of volunteers is of the highest priority.

**Employee Assistance Program** All staff, emergency services volunteers and their immediate family are eligible for free, confidential counselling administered through the Employee Assistance Program. This service can be accessed for personal, work or volunteering related issues and is designed to provide short-term psychological assistance for those in need.

These services may be delivered over the phone or by video due to physical distancing measures in place.   Contact details for providers are:

- **PeopleSense**: 9388 9000
- **Martinovich Psychological Service:** 9433 6559

**Additional Support Resources**

- [Australian Psychological Society](#) has an information sheet on tips of how people can reduce their stress
- [Life in Mind](#) provides information on the different mental health support services available (e.g. beyond blue, headspace, lifeline)

## DFES COVID-19 Interim Operational Procedures

Interim Operational Directives (IOD) and related Interim Operational Procedures (IOP) are released under the authority of the Deputy Commissioner (DC) Operations to place additional control measures above current Directives, Standard Operating Procedures (SOP) and Standard Administrative Procedures (SAP).

Where an IOP conflicts with existing procedures or processes, the IOP is to be taken as the current DFES requirement.

| Reference | IOP Title | Issued |
|---|---|---|
| IOP 01 | CFRS Crew Changeovers | March 2020 |
| IOP 02 | Operational Response Precautions | March 2020 |
| IOP 03 | Enhanced Cleaning and Disinfection Plan | March 2020 |
| IOP 04 | Response to DBA and Private Alarms | April 2020 |
| IOP 05 | Maintaining State Duty and Pre-Formed Team Rosters | May 2020 |
| IOP 06 | Bushfire Mitigation | May 2020 |
| IOP 07 | Monitoring of Community COVID-19 Safety Plans | May 2020 |

https://shared.dfes.wa.gov.au/business-units/doctrine/Pages/covid-19-interim-operational-procedures.aspx

## Document control

| Date | Description of change |
|---|---|
| 27 Jan 2021<br><br>V2.1 | Amend section 106. Incidents involving persons in quarantine or isolation and section 112. Public information and warnings with minor changes requested by WA Police and to include a recommendation to wear a mask. |

COVID-19

Department of Health
GOVERNMENT OF WESTERN AUSTRALIA

HealthyWA
Health information for Western Australians

# Protect yourself and others

**WASH HANDS**
often with soap and water, or hand sanitiser

**COVER COUGHS**
and sneezes with a tissue or inner elbow

**STAY HOME IF SICK & GET TESTED**
even with mild cold or flu-like symptoms

**PHYSICAL DISTANCE**
keep at least 1.5 metres away from others where possible

1.5M

**CLEAN SURFACES**
and disinfect objects regularly

**GET THE APP**
to help identify people exposed to COVID-19

COVIDSAFE
COVIDSAFE

healthywa.wa.gov.au

Interstate Arrangements for Deployments during COVID:

AFAC Arrangement for Interstate Assistance – Fire and Emergency Services
https://shared.dfes.wa.gov.au/business-units/imtoolbox/opsresourcesoperationalreference/Forms/AllItems.aspx?RootFolder=%2Fbusiness-units%2Fimtoolbox%2Fopsresourcesoperationalreference%2FMOUs%2FInter-State%20and%20International%20Arrangements&FolderCTID=0x012000B485BEC6E29982428B6731AF040ECDBC&View=%7BADB440C9-9266-455E-9B28-41F9FFADD94E%7D

Temporary COVID-19 Supplementary Principles
https://shared.dfes.wa.gov.au/business-units/imtoolbox/opsresourcesoperationalreference/MOUs/Inter-State%20and%20International%20Arrangements/DFES-IMToolbox-COVID-Considerations-for-Resource-Sharing.pdf

AFAC National Resource Sharing Centre (NRSC) Model Interstate Deployment COVID-19 Plan 2020/21
Associated Operating Plans
Jurisdictional COVID-19 Safe Plans