

Sandy, R. (1991). Draft exercise proposal letters ADEM course material.

Commonwealth of Australia

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APPENDIX 4

DRAFT EXERCISE PROPOSAL ONE

350/1 ROS

State Emergency Service

1 November 1991

Superintendent T Cashion
Region Disaster Controller
Southern Region

EXERCISE WATERSHED - FLOODING OF THE HOBART RIVULET

Dear Sir,

As you are aware the State Emergency Service, Tasmania Police, Hobart City Council and the Bureau of Meteorology have been working for some time on a Hazard Analysis and Emergency Management Plan in relation to the flooding of the Hobart Rivulet. Having completed both to the satisfaction of all concerned it was determined that an exercise to test the Plan should be prepared.

As a follow on from this work it has been determined that an exercise needs to be conducted to validate the Plan and the in-place procedures of organisations responsible to manage the emergency.

An exercise writing team was formed and has produced Exercise 'Watershed' which is designed to validate the Command, Control and Communications aspects of the Emergency Management Plan. The exercise has the following objectives:

- * validate the HCC and Bureau of Meteorology flood warning procedures;
- * test the ability of the Emergency Services to establish and maintain command and control in the emergency;
- * test the communications within and between the organisations involved; and
- * validate the lines of command and control defined under the Plan.

It is intended that the exercise be conducted over a 6 hour period commencing at 1030 am on the 16 December 1991. The exercise has been structured to cause the minimum disruption to participants and will not involve the deployment of people or resources into the field. An exercise instruction will be issued by the 6th December 1991.

An exercise writing team from all parties involved was formed and I was appointed as the chairman. We have developed an exercise titled Exercise ' Watershed ' the aim of which is to:

- * Validate the command, control and communications aspects of the Emergency Management Plan.

We seek your authorisation to conduct this multi - organisational exercise under Section 16 of the Emergency Services Act 1976.

I have taken the liberty of providing you with a draft letter for your signature to be sent to all participating organisations.

Thank you in advance for your support.

R O Sandy

CHAIRMAN EXERCISE WRITING TEAM

DRAFT EXERCISE PROPOSAL

Department of Police and Emergency Services

November 1991

Distribution List

EXERCISE 'WATERSHED' - FLOODING OF THE HOBART RIVULET

Dear Sir,

As you will be aware, over the last twelve months a study into the problems arising in the event of the flooding of the Hobart Rivulet has been conducted jointly by personnel from the Emergency Services, State Government Agencies, Local Government and private enterprise.

Your organisation has played a major and valuable role to date in the study process which has included the presentation of a Hazard Analysis, the production of an Emergency Plan and the writing of organisational SOP.

For Exercise 'Watershed' to be successful it is important that your organisation play a significant role. A pre exercise briefing is planned for the 9th December 1991 and it would be appreciated if your Mr(etc)..... could attend.

I look forward to your organisation's participation in the exercise in the knowledge that it will prove of benefit to us all.

T Cashion
REGION DISASTER CONTROLLER

Mailing List (not for inclusion in letter)

Police

Fire Service

Ambulance

HCC

Bureau of Meteorology

Department of Roads and Transport

HEC

Hobart City Heart Business Association

State Emergency Service