



Emergency Services information sheet

SWEC activation procedure

The first indication that the State Welfare Emergency Committee (SWEC) needs to be activated will come from the Department of Communities (Communities) State Welfare Coordinator (SWC)

Warning

The warning that an emergency has or is likely to occur will be received by the Emergency Services Coordinator (ESC) at the Communities.

The ESC will alert the appropriate key personnel of relevant, participating organisations.

Stages of activation

The State Emergency Welfare plan will normally be activated in stages.

In an impact event, for which there is no warning, these stages may be condensed with stages being activated concurrently.

Stage 1 – Alert

- participating organisations are alerted by the ESC.
- participating organisations alert their own personnel
- additional information, allowing organisations time to arrange preliminary preparations, is provided.

Stage 2 – Standby

- participating organisations are informed by the ESC on behalf of the SWC
- participating organisations inform their own personnel
- all participants maintain contact with the ESC

- key personnel are briefed on action to be taken
- the State Welfare Coordination Centre is prepared for activation.

Stage 3 – Call Out

- the State Welfare Coordination Centre is activated
- participating organisations are called out by the ESC on behalf of the SWC and nominated Support Agency officers proceed to the State Welfare Coordination Centre
- welfare services are provided under the coordination of the SWC.

Stage 4 – Stand Down

- participating organisations are informed of the stand down by the ESC on behalf of the SWC
- participating organisations stand down in accordance with the relevant procedures for each organisation
- organisations are to advise the ESC when stand down has been completed
- the ESC advises participating agencies of debriefing arrangements
- the State Welfare Coordination Centre is closed down
- the ESC, on behalf of the SWC, conducts a debrief, prepares and distributes a Post Operational Report and ensures a review of the plan by SWEC.

Further information

To find out more about SWEC activation procedures please visit our website.

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