

**The Salvation Army (TSA)**  
**Tasmania Division**  
**Strategic Emergency & Disaster Management (SE&DM)**

# Tool Kit

## 1. Strategic Emergency & Disaster Management (SE&DM)

### Background:

In Tasmania, under the ***Tasmanian Emergency Management Arrangements (TEMA)*** the 29 Local Councils are responsible for the lead in a local emergency event such as a fire or flood.

Many Non-Government Organisations such as The Salvation Army, may become involved if the event escalates beyond the Local Councils capacity.

### What we do in Tasmania in an emergency:

- Emergency Services provides various levels of catering to community members who may be temporary located in an Evacuation Centre or a Recovery Centre. This is usually due to a large bush fire or flood.
- We also provide emergency catering to Emergency Services personnel who are coordinating the emergency. Services such as Tasmanian Police, State Emergency Service (SES) and Tasmanian Fire Service (TFS), emergency services management staff and our volunteers.
- We coordinate the preparedness of all personnel involved in the event, by providing essential catering training.
- We ensure all equipment and assets are maintained in a state of readiness. (Catering trailers, cooking equipment, gazebos etc.)

## Human Resources:

Within Tasmania there are two part-time funded positions working directly in Emergency Management. Both positions are in the Hobart area.

**State Coordinator**, working Monday to Wednesday

**Assistant State Coordinator** working Wednesday to Friday

The positions are responsible for coordinating or assisting in the delivery of all Strategic Emergency & Disaster Management services within Tasmania, during an event.



Tasmania Strategic  
Emergency Disaster

### Both positions require:

- ✚ Relevant qualification or equivalent emergency & disaster management experience
- ✚ A National police record check
- ✚ A working with Children Check



*Pictured: Gary Armstrong, State Coordinator SE&DM Tasmania*

For all Tasmanian enquiries please contact: (03) 6228 8400

## Emergency Services vehicle fleet and equipment

Tasmania currently has a Toyota Hilux twin cab, a Hino 4.5 tonne purpose built catering truck, 1 large fridge freezer trailer, 1 large generator trailer (6x10) and 9 catering trailers. These are located across Tasmania



## 2. Disaster Recovery

### Volunteer Information:

Emergency Services relies heavily on trained volunteers to assist with the preparation of food and catering during an emergency.

On site volunteer training is provided throughout the year in several locations by the State Coordinator

All volunteers are required to have:

- A National police record check
- ✚ Level One Emergency Catering training (in-house)

✚ *This is a locally developed practical training program for both staff and volunteers who seek to assist with catering in an emergency. The training runs for approximately 6 hours, which includes cooking.*

### Volunteer Job Card

A volunteer job card is available to inform and assist new volunteers with identifying the role and responsibilities of an Emergency Services Volunteer.

### **Volunteer responsibilities:**

- Responsible for the safe preparation of meals from an emergency services trailer or at an Evacuation Centre.
- Responsible for your own personal health and safety
- Responsible for wearing appropriate identification, such as the Salvation Army tops, name tags etc.
- Responsible for wearing appropriate personal protection, such as gloves, hat, appropriate shoes, sunscreen, etc.

### **Volunteer duties:**

- Assist the Team Leader with the safe transportation of the emergency trailer to either an emergency or non-emergency event
- Assist the Team Leader and other volunteers with the safe setting up of equipment from the emergency services trailer, such as connecting power, setting up the generator, gas, tables, chairs, urns, BBQ, tents, food preparation areas etc.
- Preparation of meals and refreshments

## **3. Emergency Disaster Arrangements (EDA)**

The Salvation Army Disaster Relief Card is a pre-paid debit card.

The card provides relief for emergency affected people during a natural disaster, such as a fire or flood

There are approved pre-paid limits

In Tasmania, the Disaster Relief Card is issued and managed by the Doorways Program, not Emergency Services personnel.

## **4. Training / E-learning courses**

### **Staff mandatory eLearning**

National Code of Conduct

National Safeguarding Principles

TSA Today

WHS – Emergency Procedures

WHS – Manual Handling

WHS – Risk Management

Zero Tolerance – Bullying & Harassment

Zero Tolerance – Discrimination& Equal Opportunity

eLearning Certification

eLearning Certification

eLearning Induction

eLearning Certification

eLearning Certification

eLearning Certification

eLearning Certification

eLearning Certification