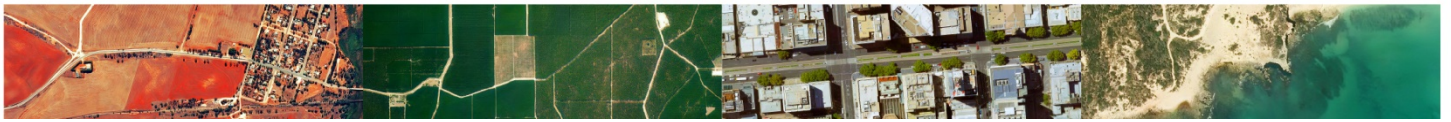# STATE EMERGENCY MANAGEMENT PLAN

Part 3: Guidelines and Frameworks

Annex F: DEBRIEFS

Government of South Australia

SEMP STRUCTURE

The State Emergency Management Plan (SEMP) is a four-part plan containing a range of documents that further detail strategies for dealing with emergencies in South Australia. The parts are described in more detail below.

STATE EMERGENCY MANAGEMENT PLAN

PART 1: OVERVIEW	PART 2: ARRANGEMENTS	PART 3: GUIDELINES AND FRAMEWORKS	PART 4: PLANS
Provides a strategic overview of the state's arrangements for senior executive and community information.	Provides the overarching details of the arrangements and structures in place to prevent, prepare for, respond to and recover from emergencies.	Consists of the various guidelines and frameworks that have been developed to document known best practice for key aspects of emergency management. These guidelines and frameworks provide guidance regarding the development of arrangements, administrative functions and plans.	Consists of the standards required of the various levels of detailed plans for implementing the arrangements, including naming conventions, review guidance and templates. It also includes the suite of supporting plans for implementing the arrangements.

Figure 1: The South Australian State Emergency Management Plan is actually a series of documents split over 4 Parts with a number of accompanying annexes.

SEMP REVIEW

The SEMC shall ensure that the SEMP is subject to a full review every five years. Ongoing updates and continual improvement is to occur in the interim period. Updates will be considered as below.

SEMP UPDATES

Proposals to amend, review or update the SEMP are managed by the State Emergency Management Committee Secretariat within the Department of Premier and Cabinet.

Inquiries should be directed to:

State Emergency Management Committee Secretariat
Department of Premier and Cabinet
GPO Box 2434
ADELAIDE SA 5001
Email: SEMP@sa.gov.au

Contents

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DEBRIEFS

Application

The Control Agency is responsible for the conduct and reporting of a multi agency debrief.

These guidelines do not apply to individual agencies and how they prepare and record their internal debriefs.

Purpose

A debrief is a continual improvement process tool. It is not a tool for apportioning blame. A debrief is part of the education process in the learning 'circle'. It links to training and the adequacy of processes and procedures.

A multi agency debrief is conducted in order to ensure that all agencies are able to identify and document actions relating to an emergency. These actions may be those that worked well and should be used at future emergencies, or actions that need to be improved prior to future use.

A debrief report allows the learnings that have been identified to be shared with all agencies and personnel that were not present at the emergency in order to increase the level of knowledge of all response personnel. The debrief may also identify changes to policy and practices or to the SEMP itself.

When Required

A debrief is required whenever the arrangements in the SEMP are activated. A copy of the multi agency debrief summary is required to be submitted to SRAG via the Executive Officer for distribution to the members of SRAG and also to the Executive Officer of the State Emergency Management Committee.

The Control Agency wil convene a formal debrief within three weeks of the completion of the response to an emergency.

The provision of debrief reports allows the SEMC to carry out its role pursuant to section 9(1)(h) of the Emergency Management Act of monitoring and reviewing implementation of the SEMP.

A multi agency debrief should be conducted:
- When a declaration under the Emergency Management Act is made or requested for any emergency
- When a full activation of the State Emergency Centre or ZESToccurs
- Whenever a directed evacuation is carried out
- When requested by the Control Agency due to the complexity, size, nature or sensitivity of the emergency
- When requested by a Supporting Agency due to the complexity, size, nature or sensitivity of the emergency

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- When requested by the State Coordinator, State Recovery Coordinator or Zone Emergency Management Coordinator.

Who should conduct the debrief

Where possible the multi agency debrief should be conducted by someone who was not involved in the emergency and who has broad emergency management experience and is practiced in conducting debrief meetings. This may be from the Control Agency or another suitable person.

The State Coordinator, State Recovery Coordinator or Local Police Commander may nominate the person to conduct the debrief.

Debrief Procedures

The procedure for a multi agency debrief includes:

Preparation

Ensure that all agencies involved are advised of the time, date and place of the debrief.

Ensure that all operational logs / incident records / communication chronological record have been collated and are available for reference if required.

Agency representatives unable to attend the debrief and having information which is pertinent to the debrief, should be invited to submit their written comments prior to the meeting date.

Nominate a capable person to formally record the debrief. The level of detail recorded (eg. full minutes or action plan) will depend on the seriousness of the emergency.

Introduction

The Officer conducting the debrief should:
- Carry out necessary introductions and advise of any potential conflict of interest
- Stress that the aim of the debrief is to examine the response to determine what went right, what went wrong and why, and what should occur next time if a similar situation arises
- Outline the format for the debrief
- Control the debrief
- Ensure each agency has the opportunity to present information on each aspect of the debrief.

Aspects to be examined

The following heading are provided as a guide. This is not a conclusive list.

Information / Intelligence
Items to be critically examined include:

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- The effectiveness of the analysis and distribution of the information received prior to the emergency?
- The effectiveness of the analysis and distribution of the information gathered during the emergency?
- The timeliness of the sharing of that information?

Planning
Items to be critically examined include:
- The adequacy of pre-incident plans, if any?
- The effectiveness and sharing of Incident Action Plans developed as a result of the initial intelligence received?
- The effectiveness of plans developed during the response and recovery?

Operations
Items to be critically examined include:
- The effectiveness of the actions taken?
- The adequacy of the resources utilised?
- The effectiveness of the applied resources in resolving the emergency?

Logistics
Items to be critically examined include:
- The adequacy of the resources utilised?
- The efficiency of the procedures required to obtain those resources?
- The successfulness of those requests for resources?

Public Information
Items to be critically examined include:
- The adequacy of public information disseminated during the emergency?
- The accuracy and timeliness of the information?
- The effectiveness of the information in meeting community needs?

Investigation
Items to be critically examined include:
- The appropriateness of the investigation response?
- The effectiveness of the investigation?
- The consequences arising from the investigation?

Relief
Items to be critically examined include:
- The effectiveness of the actions taken as a result of the information received?
- The adequacy of the resources utilised?
- The effectiveness of the applied resources in supporting the community?

Control and Coordination

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Items to be critically examined include:
- The effectiveness of control by the Control Agency?
- The effectiveness of coordination by the Coordinating Agency?
- The appropriateness and timeliness of taskings for support agencies and others?
- The effectiveness of support agencies in actively supporting the Control Agency?

Safety

Items to be critically examined include:
- The effectiveness of plans and procedures relative to the safety of responders
- The effectiveness of plans and procedures relative to the safety of the public during the emergency?
- The adequacy of documentation and reporting on safety issues?

Recovery

Items to be critically examined include:
- The appropriateness of the recovery response to the emergency?
- The adequacy and timeliness of any handover from response to recovery staff?
- The conclusiveness of the recovery response to this emergency?

At the Completion of the Debrief

The Officer conducting the debrief should:
- Allow nominated participants to have access to and verify the written record of the debrief and the Action Plan
- Follow up the Action Plan to ensure that it has been complied with and appropriate feedback given to relevant personnel
- Submit the debrief as required in these guidelines and the guidelines of their respective agency including a summary to the SEMC.

DOCUMENT CONTROL

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