



Emergency Management Plan

2021 - 2024



Acknowledgement of Country

The City of Salisbury acknowledges that we are on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

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Executive Summary

An emergency is an event which threatens or impacts the health or safety of people and/or destroys or damages property or the natural environment. Emergencies can occur at any time with little warning, rapidly spread over designated boundaries and cause diverse and widespread impacts across affected communities. Council can help to minimise the risks from emergencies and contribute to the safety and wellbeing of our communities by participating in local emergency management.

All levels of government, private sector and the community have a role to play in understanding the disaster risks that have the potential to turn into emergencies, improving resilience to disaster risks, and enhancing disaster preparedness for effective response to 'build back better' in recovering from emergencies.

Emergency management arrangements in South Australia are governed by the Emergency Management Act 2004. This Act requires the State Emergency Management Committee to prepare and keep under review the State Emergency Management Plan (SEMP). The SEMP describes the roles and responsibilities that local government may play in local emergency management planning and preparedness. These include ensuring all requisite local emergency management planning and preparedness measures are undertaken.

This document forms part of the City of Salisbury's commitment to local emergency management planning and preparedness and contributes to Council's response to emergencies.

The importance Council places on disaster risk reduction, emergency management and community resilience is demonstrated in the City Plan 2035 with a number of key directions and foundations supporting this key focus.

This includes the direction "A welcoming and liveable city" direction and its foundations of:

- The health and wellbeing of our community is a priority
- Our Community is resilient and adaptive to change

The direction "A Sustainable City" and its foundation of:

- Ensuring that our community, environment and infrastructure are adaptive to a changing climate.

Which is supported by our commitment to:

- Manage the impacts of increased heat, flooding, intense storms and bushfires.
- Work with our community so they are better prepared for extreme weather events
- Encourage our community to be actively involved in caring for our environment



Purpose

The purpose of this plan is to establish Council’s role in the event of an emergency that could occur within the boundaries of, or impacts upon the City of Salisbury.

The objectives of the plan are to:

- Facilitate the protection of the community by identifying key natural and other hazards with a focus on preventing or reducing the effects of these hazards
- Ensure the preparedness and resilience of the community;
- Fulfil the City of Salisbury’s roles and responsibilities as defined in the State Emergency Management Plan
- Implement measures to prevent or reduce both the causes and effects of emergencies
- Provide assurance to the community that Council has appropriate emergency management arrangements in place
- Enable a coordinated response to an emergency by supporting broader state emergency management arrangements
- Assist the community to recover following an emergency

This plan will identify and analyse key emergency risks in the City of Salisbury area and provide a framework for the prioritisation and treatment of these risks with an aim to reduce the likelihood, severity and consequences of emergency events.

This plan is structured around the key areas of:

Disaster Risk Reduction – Activity aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development

Incident Operations – Actions undertaken, immediately before, during and immediately after an emergency incident; and

Recovery – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.



The relationship between these key areas and the traditional emergency management model of Prevention, Preparedness, Response and Recovery is demonstrated in the table below:

	Disaster risk reduction	Incident operations	Recovery
Prevention			
Preparedness			
Response			
Recovery			

This plan relates to all hazards, because the consequences from emergency events may be similar, regardless of the trigger for a particular event.

The City of Salisbury is actively engaged in a wide range of emergency management activities, such as land use planning, storm water management, flood mitigation works, land management, fire mitigation, building safety, road and traffic management, community awareness and public health programs.

The Emergency Management Plan (the Plan) has been developed in consultation with relevant stakeholders and will be reviewed in accordance with Councils Corporate Governance document review framework.

City of Salisbury’s emergency management framework will be reviewed after any major emergency event occurs that impacts on the community or councils business operations or assets.

Legislation

Council has the following legislative responsibilities relating to emergency management:

Local Government Act 1999

The *Local Government Act 1999* requires Council to:

- take measures to protect its area from natural and other hazards and to mitigate the effect of such hazards
- provide infrastructure for the community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area); and
- if flooding in the area of a council has occurred or is imminent and we are of the opinion that a situation of emergency has arisen in which there is danger to life or property, we may order that action be taken to avert or reduce the danger.

Emergency Management Act 2004

The *Emergency Management Act 2004* has no direct requirements for Council; however it requires that a State Emergency Management Committee (SEMC) be formed. The SEMC is required to develop a SEMP which Council must give due weight to in plans, policies and activities.

Fire and Emergency Services Act 2005

Because City of Salisbury has designated urban bushfire risk areas, it has responsibilities and provisions under the *Fire and Emergency Services Act 2005*, to appoint a fire prevention officer and undertake fire mitigation activities. The Act outlines the following requirements for Council in relation to land under its care, control and management:

- Contribute to Bushfire Management Area Plans;
- Prevent or inhibit the outbreak of fire;
- Prevent or inhibit the spread of fire;
- Protect property from fire; and
- Minimise the threat to human life from fire



Public Health Act 2011

City of Salisbury is the local public health authority for our area under the *Public Health Act 2011*. This requires Council to:

- take action to preserve, protect and promote public health within our area;
- Identify risks to public health within our area;
- Ensure that action is taken to reduce or eliminate adverse impacts or risks to public health; and
- Provide, or support the provision of immunisation programs for the protection of public health

Under Section 86 and 87 of the Public Health Act, The Chief Executive is able to declare a Public Health Incident (s86) or a Public Health Emergency (s87) City of Salisbury Authorised Officers may be granted additional powers when a Public Health Incident or Public Health Emergency is declared.

Hazard Leaders and Control Agencies

Hazard Leaders and Control Agencies are established under the SEMP and allocated to each type of identified hazard. Hazard Leaders are agencies which have the knowledge, expertise and resources to lead planning for the preparedness, response and recovery associated with a specific hazard. Control Agencies are agencies that take charge of the emergency and provide leadership to all other agencies responding to an emergency. The SEMP identifies Local Government as a functional support group to the designated control agencies.

Local governments play a fundamental enabling role in emergency management because of their strong relationship with their local community networks and knowledge of locally available resources. Local governments have responsibilities, in partnership with state government, to contribute to the safety and wellbeing of their communities by participating in local emergency management

HAZARD LEADERS	
Hazard	Hazard Leader
Animal and Plant Disease	Primary Industries and Resources SA (PIRSA)
Black System Event	South Australia Police (SAPOL)
Earthquake	Department for Infrastructure and Transport (DIT)
Extreme Weather	State Emergency Service (SES)
Flood	Department of Environment and Water (DEW)
Hazardous Materials	Safe Work SA
Human Disease	SA Health
Rural fire	Country Fire Service (CFS)
Terrorism	South Australia Police (SAPOL)
Urban fire	Metropolitan Fire Service (MFS)

CONTROL AGENCIES	
Type of Emergency Incident	Control Agency
Aircraft accident	SAPOL
Animal, plant & marine disease	PIRSA
Bomb threat	SAPOL
Earthquake	SAPOL
Fire (Rural and Metro)	CFS or MFS
Flood	SES
Food/drinking water contamination	SA Health
Information and communication technology (ICT) failure	DIT
Fuel, gas and electricity shortages	DIT
Hazardous or Dangerous materials	CFS or MFS
Siege/Hostage	SAPOL
Human epidemic	SA Health
Marine transport accidents	SAPOL
Oil spills – marine & inland waters	DIT
Rail accident	SAPOL
Riverbank Collapse	SAPOL
Road / transport accident	SAPOL
Search and rescue – land and sea	SAPOL
Search and rescue – structure (USAR)	MFS or SES
Severe weather	SES
Terrorist incident	SAPOL



Local Government Arrangements

Northern Adelaide Zone Emergency Management Committee

The City of Salisbury is located within the Northern Adelaide Emergency Management Zone as defined in the SEMP, along with neighbouring Councils City of Port Adelaide Enfield, City of Tea Tree Gully and City of Playford. Each Council is a member of the Northern Adelaide Zone Emergency Management Committee (NAZEMC) which also includes representatives from the local emergency services. This committee is responsible for risk management, planning and implementation of Zone-level actions to build resilience and support State emergency management arrangements. The committee ensures National Emergency Risk Assessment Guideline (NERAG) consistent emergency risk assessments are conducted for prioritised risks; contributes to the development of risk treatment options; monitors implementation of risk treatments via hazard leader or other relevant risk treatment plans; and develops a Zone Emergency Management Plan and other plans. The committee also includes a recovery planner who assists with recovery preparedness, including development of a zone recovery operations plan.

Adelaide Mount Lofty Ranges Bushfire Management Committee

The City of Salisbury is located within the Adelaide and Mount Lofty Ranges bushfire management area as defined by the State Bushfire Co-ordination Committee (SBCC). South Australia is divided into nine bushfire management areas (BMA), and each of the BMAs within the state have a bushfire management committee responsible for preparing a bushfire management area plan (BMAP). These plans identify the risks and actions individual organisations, including local government, can take to reduce bushfire risk.

The following is a list of all Councils that are members of the Adelaide Mount Lofty Ranges Bushfire Management Committee.

- City of Salisbury
- Town of Gawler
- City of Mitcham
- City of Playford
- Mount Barker District Council
- City of Tea Tree Gully
- Campbelltown City Council
- City of Burnside
- City of Onkaparinga
- Adelaide Hills Council
- The Barossa Council; and
- City of Marion

Local Government Functional Support Group

The LGFSG is established under the SEMP and is responsible for coordinating the response from local government during an emergency. Council is an active participant in the LGFSG through the provision of trained staff to attend the State Emergency Centre and operational centres including State Control Centres, and Incident Management Teams. Council also supports the deployment of trained employees in support of other Councils through the i-Responda Operating Platform during emergency events such as bushfires, floods and storms.

i-Responda Operating Platform

The i-Responda Operating Platform has been developed by the LGA to assist councils in the planning and implementation of their response to emergency events when deployed in support of control agencies or other councils.

This is designed to ensure council employees can safely participate in emergency management response and the risk to Council and Council employees are identified and appropriately mitigated. City of Salisbury employees will continue to work under Councils existing Work, Health and Safety policies and procedures whilst deployed, to minimise the risk our employees are exposed to.

Insurance

Council is appropriately and adequately insured by the Local Government Mutual Liability Scheme and Local Government Asset Mutual Fund. Current insurance arrangements provide cover for all council owned buildings, contents and playgrounds. Insurance does not cover infrastructure such as roads, stormwater systems bridges and road signage.



Disaster risk reduction

Disaster risk reduction activities are aimed at preventing new and reducing existing disaster risks, to minimise the impact on our community, Council operations, local businesses and the environment. Climate change is creating more extreme weather events, and increasing the risks to the community. Council must focus on understanding what the existing and emerging disaster risks are, so effective mitigation or reduction activities can be implemented.

The City of Salisbury undertakes many activities that contribute to disaster risk reduction as part of the everyday business of Council. This includes the following activities:

Build and promote disaster resilience within the community

We actively encourage our community to understand disaster risks and have in place their own response plans for when emergency events occur. This builds the resilience of our community, enabling them to recover quicker after the emergency event.

Undertake cost-effective measures to mitigate the effects of emergencies on the community, including routinely conducting emergency risk assessments

Our disaster risk mitigation work includes activities relating to:

Hazard	Disaster Risk Mitigation Work
Bushfires	hazard fuel reduction, firebreak and fire access track construction and maintenance, flammable undergrowth inspections, burning permits
Flooding	stormwater management plans, detention basin construction and maintenance, watercourse management, drainage repair and maintenance
Extreme Heat	Streetscape renewal, tree management, irrigated public open space, extended opening hours of community centres
Extreme Storms	Sandbag preparation, watercourse management, tree management, stormwater management
Earthquake	Land use planning, Development approvals
Human Disease	Immunisation Programs, Community Engagement

Systematically taking proper account of risk assessments in land-use planning to reduce disaster risk

Our Urban Policy Team considers the risk of natural hazards and a changing climate are considered as part of any Code Amendment or master planning process. These risks are often at a regional scale and require collaboration with adjoining Councils and the State Government. Our Development Services Division ensures that all development applications meet the Councils development plan and do not increase the risk of exposure to natural hazards, such as bushfire or floods.

Represent our community's interests in emergency management to other levels of government and contribute to decision-making processes

City of Salisbury is involved in a number of committees and ensures that the needs and interests of our community are represented in regards to emergency management. These include the Northern Adelaide Zone Emergency Management Committee, Adelaide Mount Lofty Ranges Bushfire Management Committee, and SAPOL Community Safety Committee.

Ensure all requisite local emergency planning and preparedness measures are undertaken

We use emergency risk assessments completed at a Council and Northern Adelaide Zone level on identified hazards to apply appropriate controls to reduce the risk of those hazards impacting on the community. These form the foundation for our mitigation work that we undertake on a regular basis. This includes working collaboratively with neighbouring councils to ensure emergency risks are minimised as a result of any major developments.

Undertake public education and awareness to support community preparedness measures

We regularly monitor the communications channels of emergency services and share key warning or hazard notifications to enable our community to prepare themselves for the impending emergency. We also work with other agencies to deliver community engagement programs that focus on improving the awareness and resilience of our community groups to key hazards they may face.

Understand and communicate current and emerging disaster risks

We engage with external agencies and other local governments both locally and interstate to ensure we keep abreast of any emerging risks as they appear. When we have identified new or existing risks we ensure these are communicated to our community to enable them to reduce their exposure to, and minimise the impact of the disaster occurring. Our Incident management system remains flexible and adaptable to respond to any emergency event as it occurs.

Integrate disaster risk into existing plans and decision-making

Council is committed to minimising the impact of disaster risks on our community and this is demonstrated through our

key directions in the City Plan 2035, which shapes Council's strategic direction into the future. Council is working to minimise the impact of climate change on our community and environment, and is developing an Environmental Sustainability Strategy that will guide our actions into the future.

Partner with local stakeholders in addressing priority emergency risks

We regularly work with local emergency services, support organisations and community groups to identify emergency risks and ensure we have adequate controls in place at a local level to protect the community. Local knowledge is critical in determining the best course of action in response to emergency events.



Risk Management

Understanding disaster risk is a critical component of reducing the potential impact on the community, and contributes to building community resilience to emergency events.

This plan has been developed with consideration of the National Emergency Risk Assessment Guidelines (NERAG) which provides a contextualised emergency risk assessment methodology consistent with the AS/NZS 13000:2009 Risk Management – Principles and Guidelines

The NAZEMC has undertaken risk assessments using the NERAG methodology as part of the Zone Emergency Risk Management Program. The risk assessments were completed against the priority risks identified for the zone:

- Extreme Weather – Heat
- Extreme Weather – Storm
- Flood
- Earthquake
- Bushfire

Details of the risk assessments and treatments options available to reduce the risk are provided in the Northern Adelaide Zone Key Hazards & Risk Summary Emergency Management Plan available here: https://safecom-files-v8.s3.amazonaws.com/current/docs/northern_adelaide_zone_emergency_management_plan.pdf

City of Salisbury undertakes our own Council specific emergency risk assessments to ensure all hazards are effectively identified and suitable controls implemented in a local context.

Incident Operations

Incident Management System

Councils are often the first agency to respond to emergency events as they occur within the community as part of everyday business.

Where other agencies or emergency services become involved, or the incident escalates, council will be involved in the multi-agency response and provide specific local knowledge to assist in the incident response.

Council has an established Incident Management System (IMS) managed by the Incident Management Team (IMT) that is designed to ensure an adequate emergency response capability is in place. Through our existing Council resources and the Local Government sector, the IMS ensures we can assist with response and recovery operations to support our community during an emergency event.

Provision of Council Resources

Council resources may be requested at any time during the response and recovery phases of an emergency that occurs outside the City of Salisbury. These requests may come from:

- The Control Agency
- An impacted council
- The LGFSG
- Members of the community (including community groups)

Requests for Council resources are not limited to neighbouring councils, and may require deployment to any location within South Australia. When supporting a request, Council ensure that:

- All council employees supporting the request are appropriately trained, competent and willing to support the request
- The request is undertaken in accordance with the i-Responda operating platform
- Council employees remain under the effective command of the City of Salisbury
- Council is appropriately supported by the LGA Mutual Liability Scheme, Workers Compensation Scheme and Asset Mutual Fund
- All requests for resources have been appropriately risk assessed, and controls are in place to minimise the risk to employees
- Any work is done in accordance with our existing Work, Health and Safety Management System

Business Continuity Plan

Council has established Business Continuity Plans (BCP) which outlines the plans and procedures to be implemented in the event of a disruption to the normal business activities of Council.

An emergency event, such as fire, flood or earthquake, may trigger the activation of Council's BCP. This will most likely be in parallel with Council's response activities within the community.

Environmental and Public Health during an emergency

During an emergency public and environmental health risks can pose an additional hazard to the community and responding emergency personnel. Council's Environmental Health Team may provide support (to the Control Agency) during an emergency in the following areas:

- Food safety (including donated food)
- Safe and adequate water supply
- Infectious disease control
- Emergency relief centres
- Waste collection and disposal
- Wastewater management
- Emergency toilets and ablution facilities
- Vermin and vector control
- Disposal of dead stock and other animals
- Pollution of water, land and air
- Provision of information to the community.

Community Information and Public Warnings

The provision of emergency information relating to an impending or current emergency is the responsibility of the designated Control Agency. Council will endeavour to support these agencies by timely sharing of messages through existing communication channels.

Any information released by Council will be in accordance with existing communications and marketing strategies to ensure accuracy and consistency.

Public warnings are designed to ensure that the safety of the public is the highest priority, and are managed by the designated Control Agency. Council will assist to amplify this by distributing/sharing this messaging through our communication channels, including social media.

Council will only issue media statements that relate to the impact on City of Salisbury or our community.



Emergency Relief Centres

An emergency relief centre is a temporary facility established to provide immediate support and essential needs to persons affected by an emergency. Housing SA is the agency responsible for establishing and managing emergency relief centres. Other organisations/agencies such as Red Cross, Salvation Army, churches, service clubs (e.g. Rotary, Lions), along with Council may be involved in the provision of community services. Services may include grants for temporary accommodation, counselling, personal support and financial assistance.

Council may be requested to provide facilities for the establishment of emergency relief centres. Facilities will need to be considered fit for purpose as identified by the recovery lead agency. In these circumstances, Council would not be responsible for the management of the emergency relief centre but may assist the Control Agency with staffing where possible.

Council has identified a number of suitable relief centres and provided this information to Housing SA. Housing SA, in conjunction with the Control Agency will determine the most suitable sites to establish relief centres.

Animal Relief

Council may allow the use of land/facilities under its care and control for the assembly of people with animals during an emergency event. Any requests for such support will be assessed at the time.

Disposal of deceased animals as a result of an emergency event is the responsibility of the animal owner, however Council may (subject to availability of resources) support animal owners. Requests for support may be made by the animal owner or by Primary Industries and Regions SA (PIRSA).

Lost or wandering animals will be managed under Council's normal procedures. Additional resources or support may be required for managing large numbers of animals beyond Council's regular capacity.

Recovery

Local Government is recognised as having an important role in recovery functions, due to its increasing community service functions at a local level. The actual degree of City of Salisbury's involvement in the recovery phase would be determined in conjunction with the recovery lead agency and other State agencies. Recovery from emergencies is a developmental process of assisting the community to regain an appropriate level of functionality following an emergency. An emergency is generally not considered over until the community has been recovered to a situation in which services are back to at least pre-emergency levels. This recovery process can take several years after a significant emergency event. There is no clear delineation between Response and Recovery operations and immediate recovery measures are undertaken during the response phase.

The four main areas of recovery are:

- Social environment
- Economic environment
- Natural environment
- Built environment

Recovery involves the cooperation with other agencies, levels of government, community/service organisations and the private sector to assist the community to achieve a proper and effecting level of functioning following the impact of an emergency. City of Salisbury's role in recovery operations may include:

- Ensuring the well-being of individuals and the community (social, financial, emotional, physical)
- The restoration of critical infrastructure and services
- The rehabilitation of natural environment
- The revitalisation of the local economy

Recovery can be a traumatic time for the community and Council will generally be the first point of contact. In order to minimise the trauma, factual and timely information needs to be available through a range of communications channels.

Previous emergencies within the Northern Adelaide Zone have highlighted that significant delay in regular Councils services (such as building inspections and development application approval) can have a detrimental effect on the community's ability to recover quickly after an emergency.



Financial Assistance and grants

Council has a number of policies relating to financial hardship and assistance available for the community who may be impacted by an emergency event or natural disaster. Residents are able to apply for financial assistance at any time and each application is assessed on an individual basis, in accordance with the relevant policy. A declared major incident, emergency or disaster as defined under the Emergency Management Act 2004 may provide additional grant and funding opportunities, at both a State and Federal level, to those affected by the declared event. Council will assist the community in accessing these funding opportunities where applicable.

Council will support local businesses to recover after an emergency by providing advice and services through the Polaris Centre, helping to drive the economic recovery of our community.

Local Recovery Committee

To ensure recovery activities are locally driven and reflective of local needs, a Local Recovery Committee (LRC) may be established following an emergency event. The LRC is supported by the State Recovery Committee and State

Recovery Office, and will include a range of both local and state agencies. City of Salisbury will ensure our community is represented at the LRC.

Recovery Centres

During an emergency, a Recovery Centre will most likely be established by the State Recovery Officer to provide a central point for people affected by an emergency to seek support from recovery agencies. Council may be asked to provide a local facility for long-term use as a recovery centre.

Volunteer Management

The City of Salisbury recognises the vital role that volunteers can play in an emergency at a community level such as giving access to community resources and expertise, and providing a link in the information chain between Council, Emergency Services and the community. Council also recognises the importance of effectively managing volunteers in order to ensure a coordinated and uniform approach. Poor management of volunteers can add confusion and create unnecessary work for agencies, such as misdirected fundraising efforts. The management of volunteers is part of building the community's capacity for resilience. Volunteers in emergencies are managed by Volunteering SA & NT.



Council has a large number of registered volunteers that contribute to the delivery of services in the local community using their local knowledge and a range of skills and abilities. These skills may be directly relevant or transferable to volunteer tasks commonly needed at the Recovery Centre. Council volunteers are managed in accordance with Council’s Volunteer Management Policy and associated procedures.

Council maintains a database of its registered volunteers which will allow volunteer staff to be appropriately matched to recovery tasks depending on their skills, knowledge and other relevant qualifications.

Donated goods and fundraising

The National Guidelines for the Management of Donated Goods (Australian Government) enables all levels of government, corporate and non-government sectors, communities and individuals to more effectively address the needs of people affected by disasters. While it is important to manage the desire of many community groups and organisations to undertake fundraising ventures, donated goods can cause major logistical problems. This includes managing large inflows of items and storage and disposal of unwanted or not useful products. Unless very specific goods are required to assist in recovery, the public will always be encouraged to donate money in preference to goods, as this allows affected individuals and families to purchase what they need and support the local economy to return to business as usual. The State Emergency Relief Fund Committee administers the fund established under the Emergency Management Act. The Red Cross is usually the manager of the front end of fundraising efforts and it is commonly accepted that the less fundraising fronts the better.

Disaster waste management

During a disaster or emergency there is often a large amount of waste produced which needs to be managed post incident. This can include damaged building materials, personal property, garden materials, vehicles, deceased animals, soil, effluent and chemicals. The SA Governments Disaster Waste Management Capability Plan and supporting guidelines provide agreed state arrangements, including identifying roles and responsibilities, around waste generated in disaster.

Council assets and infrastructure

Where Council assets and infrastructure has been damaged during a disaster or an emergency, Councils’ workforce will undertake damage impact assessments and prioritise repairs on critical infrastructure that will facilitate the community’s ability to commence recovery activities, and minimise the risks associated with the resulting hazards. This includes our community facilities, which provide support services to our diverse community.

Green Infrastructure

Council will work with other government agencies to ensure the impact on our environment is minimised immediately after a disaster or emergency, and will focus on protecting the key components of our green infrastructure:

Green Infrastructure	Includes
Natural Environment	Nature reserves and biodiversity corridors
Urban Environment	Parks, sports and recreation facilities, community gardens, streetscapes
Service Infrastructure and water	Watercourses, wetlands, rail corridors, pedestrian and cycle routes
Private Places	Back/front yards, roof gardens, green walls





EMERGENCY MANAGEMENT PLAN 2021 - 2024

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