

Inverbrackie Alternative Place of Detention

Emergency Response Plan

Off Site Relocation due to declaration of a
catastrophic fire day

Review Date: October 2012

AUTHORITY

The Centre Manager for Inverbrackie Alternative Place of Detention, in conjunction with Serco Immigration Services, the Department of Immigration and Citizenship (DIAC), South Australia Country Fire Service, has given authority for this plan to be prepared.

PLAN REVIEW

A review of the plan is to be conducted following;

- o Activation of the plan
- o An exercise to test all or part of the plan
- o A change in the role or responsibility of any participating agency
- o As often as deemed necessary by the committee, provided a review is conducted at least annually and in preparation to the bush fire season.

PLAN AMENDMENT

The Centre Manager on behalf of Serco Immigration Services will issue amendments to the plan. Proposals for an amendment or addition to the contents of the plan may be forwarded in writing to:

Centre Manager

Inverbrackie APOD

ENDORSED: _____

(Centre Manager; Inverbrackie Alternative Place of Detention.)

No	Date of Amendment	Date Entered	Entered By

Part 1 Concept of Operation

1.1 General

- 1.1.1 This plan encompasses the Inverbrackie Alternative Place of Detention (APOD).
- 1.1.2 It is acknowledged that the risk of fire has the potential to pose a significant threat to the Client population and personnel of Inverbrackie APOD. It is also recognised that the population of Inverbrackie APOD forms part of the local community. Therefore, Serco will develop plans in conjunction with the relevant agencies to ensure that any response to a catastrophic fire warning is congruent with the plans of the South Australia Country Fire Service, the local community (Woodside) and other emergency services agencies. Serco will maintain links with key personnel within the aforementioned agencies to ensure that plans are relevant and effective through the utilisation of local experience, knowledge and expertise. Furthermore, linking plans to those for the community will allow for identification of resources and assistance available, to prepare plans that reflect a desire to restrict the pressure placed on existing resources identified for use by the local community.
- 1.1.3 As with all comprehensive emergency management plans, the four elements of prevention, preparedness, response and recovery, provide a systematic way of managing a Centre vulnerable to a threat of a catastrophic fire declared day by the South Australian Country Fire Service and the potential after effects.

1.2 Fire; Definition and Description

- 1.2.1 For approximately 6 months of the year (December to May), the Adelaide Hills area is located within a high fire danger area, due to the open terrain of the hills, large tracks of farmland and open track native forestation and open localities of townships.
- 1.2.2 Fires within the open terrain and farmland areas can generate excessive speeds and destructive force.
- 1.2.3 Due to the unpredictable nature of fire it can change directions in a short period of time causing the fire front to expand and intensify causing a larger fire front moving in an opposite direction. Fire behaviour can be altered due to terrain, weather conditions or unexpected factors within the fire phenomenon requiring constant vigilance while monitoring the fire's progress. Due to the structure of the fuel loads, each fire will have a different rate of spread, intensity and behaviour due to weather conditions and dryness of fuel load.
- 1.2.4 The Bureau of Meteorology issues a fire rating for a 24 hour period advising of expected weather conditions that may result in a catastrophic fire rating being issued, this will be issued by 1800 the day before, but can be revised by 7am of the following day. Warnings are placed on regions of South Australia that are likely to be severely impacted by these weather conditions. Communities

are advised to take precaution and implement their bush fire survival plan. The South Australian Country Fire Service updates their web page to reflect the current conditions and will advise communities to implement their fire plan in the event of a catastrophic day should a fire break out. Local radio stations, namely the ABC will announce at regular intervals a warning siren and the location of the fire and town the fire may impact on, both of these web sites will be monitored by a designated Serco Manager, and relevant warnings will be broadcast to all stakeholders on site within the hour.

1.2.5 Fire Danger Rating

The rating is forecast by the Bureau of Meteorology each day and is an early indicator of the potential danger, should a bushfire start.

The higher the Fire Danger Rating, the more dangerous the fire conditions.

The Fire Danger Rating chart will assist in providing an understanding of the predicted bushfire behavior, potential impacts and recommended actions for each category level.

The Fire Danger Rating is not a predictor of how likely a bushfire is to occur, but how dangerous it could be if it did occur. It should be used as an early indicator to implement the site's emergency plan.

Fire Danger Rating	What Does it Mean?	What Should I Do?
Catastrophic Total Fire Ban Day	• These are the worst conditions for a bush or grass fire. • If a fire starts and takes hold, it will be extremely difficult to control and will take significant fire fighting resources and cooler conditions to bring it under control. • Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions. • Homes are not designed or constructed to withstand fires in these conditions. • The safest place to be is away from bushfire prone areas.	YOU NEED TO ACT NOW • Put your survival first and leave bushfire prone areas the night before or early in the day - this is your safest option. • Act immediately - do not wait and see • Avoid forested areas, thick bush or long, dry grass; • Prepare, know and practice a plan for: - When you will leave - How you will get there - What you will do if you cannot leave - Where you will go - When you will return

(Information sourced from the South Australian Country Fire Service web page)

1.3 Fire Travel

- 1.3.1 Fire direction of travel can often be erratic; there is a general pattern that commonly occurs. A fire in the formative stage is dependent on multiple events occurring, such as ignition source, weather conditions, topography and unforeseen environmental conditions.

Generally, fires that commence in a gully or valley will move faster up hill at a steady pace depending on wind strength and preheating. Factors that will change this fire motion consist of fire fighting techniques, weather, topography and aspect.

Wide open areas are more prone to wind assisted fires and will move at an increasing speed due to the phenomenon of preheating and possible spot fires. Factors that will change the fire motion in wide open areas also consist of wind strength, preheating, fuel loading and structure. Fire behaviour may become very erratic at the slightest change in weather conditions.

1.4 After the fire front has passed.

- 1.4.1 Ember attack is caused by the fire front travelling past a structure or dwelling and the wind picking up small particles of burning material and the lodgement of the small particles in spaces around dwelling where they can sit and smoulder before igniting.
- 1.4.2 Strong winds – Large fire fronts have been known to be associated with strong wind conditions causing access to structures where it is more prone to igniting after the fire front has passed. For example, a door is being opened and burning leaves entering building igniting furniture, windows cracking allowing embers to ignite curtain materials.
- 1.4.3 Large fires are generally associated with unstable weather conditions. (Hence the larger the fire, the likelihood of unstable weather is higher.)

1.5 Internal Management Principles

- 1.5.1 The responsibility for responding to a fire or a threat of fire will lay with Serco until such time that the Centre Manager in consultation with DIAC requests support from the emergency services and they assume the role of lead agency, all formal discussions / decisions on the management of the incident will be formally documented.
- 1.5.2 Serco will exercise command of the response to a fire or a threat of fire in conjunction with DIAC. Control will be handed over to Emergency Services South Australia on their arrival at Inverbrackie APOD.

- 1.5.3 During emergency operations it is the role of the Centre Manager to ensure an effective internal command structure has been established and includes mediating to resolve areas of conflict should they occur. It is vitally important that the Emergency Services Incident Controller and the Centre Manager operate in close cooperation. Once the plan is initiated the Centre Manager will assume the role of tactical controller and will nominate a Serco operational manager as emergency controller.
- 1.5.4 Responsibility for resourcing and responding to a fire or the threat of fire initially rests at the local level (Serco Inverbrackie APOD). A fire emergency beyond the capability of local resources will require support from regional resources. State resources shall be required should the regional resources be inadequate.

1.6 Internal Principles

- 1.6.1 The safety and protection of staff and Clients is the pre-dominant aim of the emergency response plan. The plan details steps to be taken to reduce the risk to all those within the boundaries of Inverbrackie APOD.
- 1.6.2 This plan will set out measures to be taken in an attempt to minimise the potential damage that could be caused by a fire. Whilst the primary focus is on the preservation of life, it is noted that damage to buildings and property may also exacerbate the risk of serious injury or death, hence the need to set out the tasks required for damage limitation.
- 1.6.3 The principles of immigration detention will continue to apply to all clients. Serco staff will be responsible for maintaining operational principles and effective control within the boundaries of safety.

Part 2 Prevention

2.1 General

- 2.1.1 Prevention activities mitigate the risk of a fire causing serious injury or death to personnel and Clients. In addition, they may also promote a reduction in any the damage that may occur as a result of a fire.

2.2 Prevention Programs

- 2.2.1 Prevention programs are those routine tasks and activities that are undertaken in the period leading up to the fire season (usually the month of November) and ultimately form the pre-preparedness phase of the emergency response plan. Some of the programs include:
- Review of Emergency Response Plan, including a table top exercise. (Support agencies to be included depending on availability).
 - Live evacuation drills to include staff and Clients.

- Staff training in fire awareness, emergency response plan, evacuation plan and external relocation plan.
- Client education and information, an essential component of Inverbrackie's life skills program.
- Review of maintenance schedule to assess as to whether any major building work is due to allow planning to take this into account.
- Review of resources against the checklists provided in this document; deficiencies will be rectified immediately.
- Fuel management plan to be reviewed at the end of the fire season, at the beginning of spring and before the beginning of the fire season to insure it's effectiveness.

2.2.2 This list is not exhaustive and merely shapes the initial stages of preparation leading to the preparedness phase of the plan.

Part 3 Preparedness

3.1 General

- 3.1.1 Preparedness activities involve the development of plans, procedures, organisation and management of resources and training.
- 3.1.2 A prepared site provides the capacity to make a concerted attempt to deal with the effects of a fire or the threat of fire and mitigate the risks to life, buildings and equipment.

3.2 Internal Management of Resources

- 3.2.1 Serco as the management agency is responsible for the provision of all resources required to implement the resources required to implement this emergency response plan.
- 3.2.2 Serco and other agencies will provide their own resources; any additional resources are obtained in consultation with DIAC as the management agency.
- 3.2.3 The Centre Manager and/the nominated deputy is to ensure the effective coordination of resources and/or services.

- 3.2.4 The level of onsite resources required will be agreed by the Centre Manager and DIAC.

3.4 Training

- 3.4.1 Training of personnel is an essential requirement for preparedness. Staff will be provided training facilitated and delivered by the South Australian Country Fire Service and will cover formation, life cycle and potential effects of a fire to set the context for operations during the fire season. It is also imperative that training introduces or refreshes knowledge regarding the actions to be taken as part of the emergency response plan. It is not expected that staff memorise this information; this aspect of training should reflect how to use the plan as a reference and check list document to promote operational efficiency in the event that the CFS declare a catastrophic fire day.
- 3.4.2 Senior manager grade personnel will receive internal training in the command of serious incidents.
- 3.4.3 The response plan for dealing with fire will be tested at least once per annum.

3.5 Pre Fire Season Tasks and Actions

- 3.5.1 The preparedness phase encompasses the range of activities undertaken in the period leading up to the fire season. Key personnel will be instructed to assume a number of responsibilities conducive to their respective function/area of expertise. Tasks and actions to be taken in the pre fire season are detailed in the Pre fire Check lists below. Checklists completed will result in the production of a Post Activity Report outlining compliance in all areas, actions required and a timeframe to correct/rectify such actions. These reports will be disseminated to DIAC as per the regularity listed below.

Pre Fire Season Check List (Monthly) – Facilities Manager

Manager Name:	Report Date:	Signature:
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Task Description:	Completion Date/Time:	Completed by:
Carry out a visual inspection of external fabrics of buildings to assess general state.		
Submit reports and repair requests.		
Remove and store any loose items including house hold waste and cardboard products.		
Arrange for checks to be carried out on safety features (if fitted) on all buildings.		
Ensure all vegetation is removed from within one meter of any building and a manicured strip of 10 meters within the internal of the perimeter and 20 meters from the external of the perimeter is maintained.		
Collate and submit reports on checks of safety features.		
Check gutters are regularly cleaned and maintained ensuring gutter control is present.		
Examine trees and other foliage within the APOD and community hub area and assess the need for pruning.		
Assess areas containing outside furniture and consider the requirements for storage and/or methods of securing.		
Complete check on emergency tools (bushfire preparedness kits) and other resources including fire extinguishers, fire blankets, smoke detectors and items stored in preparedness for relocation.		

Part 4 Response

4.1 General

- 4.1.1 Response activities combat the effects of the event, provide emergency assistance for casualties, help reduce further damage and help speedy recovery operations.
- 4.1.2 Response is the specific action required when the site becomes vulnerable due to an imminent fire threat.

4.2 Activation

- 4.2.1 The management plan will be activated by Inverbrackie APOD when Serco identify through the CFS web site and information obtained through local radio stations of the potential of a fire impacting on the site.
- 4.2.4 Inverbrackie APOD will observe the forecasted fire danger rating and will take action according to the level of alert as issued by the Bureau of Meteorology. On receiving a catastrophic warning, the emergency response plan will be initiated immediately and the Centre will operate in command mode.

Blue Alert Response – Fire _____

Deputy Incident Controller Name:	
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Incident Controller Name:	Report Date & Time:	Signature:
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Action:	Date and Time Commenced/Complete:	Signature:
Open Command Suite/Incident Control Room located at the Serco Control Room.		
Monitor radio/television/web site broadcasts for information on the progress of the fire.		
Sweep the site and check for loose materials and equipment that could become ember attack.		
Complete external fabric check of all buildings; remove any loose materials.		
Instruct the Hospitality Coordinator to prepare emergency rations and water. If after hours, the Client Services Manager will assume responsibility to fulfil this requirement.		
Ensure emergency equipment and supplies are available and prepared for dispatch. This includes water, food, children's requirements and any activities/programs that have been organised whilst relocated off site.		
Secure any items that are stored in external areas.		
Contact to be made to transport company to ensure resources are allocated in the event of an off site relocation.		
Commence briefings and updates to all personnel and clients on the current alert state and the progress of the Fire. Continue at regular intervals until All Clear is given.		

Yellow Alert Response – Fire _____

Deputy Incident Controller Name:	
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Incident Controller Name:	Report Date & Time:	Signature:
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Action:	Date and Time Commenced/Complete:	Signature:
Monitor radio/television broadcasts for announcements on the current weather.		
Advise the off site refuge area of expected arrival to accept clients and staff. Ensure emergency rations, water and equipment is prepared for dispatch.		
Ensure that all vehicles are fully fuelled. If additional transport resources are required, contact to be made with transport company to ensure on standby for the transport of clients to an off site location.		
Keys should be secured in a 'safe box' and located in the incident control room.		
Identify Chief Warden and wardens for each site area. Brief Chief Warden on current alert state.		
Strategic controller to provide updates to Serco Hub/Duty Director once per hour.		

Red Alert Response – Fire _____

Deputy Incident Controller Name:	
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Incident Controller Name:	Report Date & Time:	Signature:
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Catastrophic fire danger has been declared, briefing of staff to be conducted by 17.30 the day before and action implemented.

Action:	Date and Time Commenced/Complete:	Signature:
Continue to monitor the radio/television for announcements on the progress of the weather conditions.		
Prior to 1730 hrs, advise DIAC Duty Manager that relocation of site is now imminent for a 0500hr departure the following day. Advise that interpreters required to assist in client welfare requirements. DIAC to advise on interpreter services available.		
Advise Serco Hub/Duty Director relocation off site is now imminent at 0500hrs the following day.		
Advise transport company (if required) of transport requirements.		
Ensure all client welfare requirements including supplies for young children and infants are catered for and all items are packed and prepared for departure.		
Ensure the clients and staff are fully briefed for the following day's requirements and the reasons why. Clients are to be offered and provided with Health support.		
At 0700hr the following day (relocation day)		
At 0700hrs Deputy Incident Controller to commence a controlled movement to the assembly area at the Community Heart by way of the community bus and		

other community vehicles.		
Instruct all personnel on site to move to the community heart area, Primary Assembly Point.		
Ensure interpreters and IHMS are on site at the Primary Assembly Point (Community Heart) are identified and assist clients and staff in preparation of the relocation.		
Upon arrival at the Primary Assembly Point - Community Heart, complete welfare check and attendance register of all clients and staff. Whilst this occurs, staff are to ensure clients are offered the use of the bathroom, provided with water and food. Any child or infant requirements are to be addressed.		
Commence boarding clients and staff onto the bus's and ensure a correct count is maintained.		
Confirm with the command suite that all clients and staff have been accounted for and relocation to the off site safe area is commencing.		
Advise DIAC Duty Manager and Serco Duty Manager that clients and staff are on route to off site location.		
Confirm arrival at the off site location.		
Maintain vigilance of clients, ensuring continual communication with Serco and DIAC Managers.		
Ensure clients and staff receive any necessary medical attention throughout the relocation if required. IHMS RN to be in attendance with medical supplies at the off site relocation venue.		
Ensure interpreters are available for client welfare requirements at all times.		
Maintain continual monitoring of the radio and web site is viewed to ensure accuracy response in relation to returning to Inverbrackie APOD.		

All Clear Response – Catastrophic Fire Relocation _____

Deputy Incident Controller Name:	
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Incident Controller Name:	Report Date & Time:	Signature:
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Action:	Date and Time Commenced/Complete:	Signature:
Monitor radio/television for public information announcements.		
Upon receiving notification that the catastrophic fire warning is no longer current, advise Serco and DIAC Duty managers of proposed return to Inverbrackie APOD.		
Incident Controller to liaise and confirm with Inverbrackie APOD Incident Command Centre that the site is safe for clients and staff to return to. Prior to the site being declared safe, the team will conduct a safety assessment checking for danger from; power lines, fallen trees, damaged plumbing and materials from fire damage.		
DLG to assist Serco to assess accommodation areas and common areas for safety and serviceability. Any safety issues must be communicated to DIAC and Serco Duty Managers.		
Any necessary repairs to the site must be addressed immediately and referred to DLG to address. Serco incident commander is to ensure that alternative accommodation is sought for clients where accommodation is declared unsafe.		
Establish communications with Serco Hub/Duty Director and provide situation report for approval that the Inverbrackie site has been assessed as safe to return to.		
Serco incident commander is to ensure that areas		

declared unsafe remain inaccessible for clients by cordons.		
Confirmation from Serco and DIAC Duty Managers is received and permission is provided to initiate the return of clients to Inverbrackie APOD.		
If required, notify transport services (if required) to assist clients in their return clients to the Inverbrackie APOD		
Upon arrival of the transport services, ensure a full welfare check of clients is complete.		
Ensure all buses are equipped with food and water as required.		
Clients, staff and Interpreters board the bus and a full head count is conducted.		
Relocation from the off site safe area commences on route to the Inverbrackie APOD. Clients are advised on route to Inverbrackie if areas are declared unsafe and what arrangements have been put in place to ensure services can remain deliverable.		
Arrival at the Inverbrackie APOD. Clients disembark the vehicles.		
Ensure clients are provided with food and beverage and advise clients of medical and mental health team assistance if required.		
Advise clients and staff of debrief time		
Return Clients to accommodation where possible, using wardens in a controlled manner.		
Conduct debrief for both clients and staff		
Commence clean up and post fire recovery if required.		

Part 5 Recovery

5.1 General

- 5.1.1 Recovery activities, both short and long term, will be focused not only on restoring the infrastructure of Inverbrackie APOD, they will also include actions to provide a coordinated effort to ensure that personnel and clients are supported to see that they also recover to promote the emotional, psychological and physical well-being of all those affected by the presence of a fire at Inverbrackie APOD or the relocation off site.

5.2 Principles of Recovery

- 5.2.1 The recovery process for the APOD should be coordinated at the local level.
- 5.2.2 The recovery process will be subject to a dynamic assessment throughout the course of the incident. When it is assessed as safe and practicable, the recovery process will commence. Recovery activities should be undertaken in conjunction with primary response activities to prevent “time lags” of inactivity.
- 5.2.3 Recovery plans should be separate to, but integrated with emergency management plans.
- 5.2.4 Inverbrackie APOD recovery will be dependent on the overall affect of the cyclone on the fabric, infrastructure and personnel of the site.
- 5.2.5 Once safe and practicable an assessment will be undertaken to appraise the level of damage to the buildings and infrastructure. The primary focus of this assessment will target accommodation buildings in order to ascertain the need for alternative accommodation. The Centre will remain in command mode and the clients will remain off site until it is confirmed that Inverbrackie APOD is safe to return to.
- 5.2.6 Inverbrackie APOD recovery will also include, (but is not restricted to);
- The survey, risk analysis and safety of Inverbrackie APOD.
 - Identifying and targeting primary risk areas caused by the presence of fire if relevant.
 - Review of emergency response plans and the identification of ‘lessons learnt’.
 - Provision of information on actions taken at Inverbrackie APOD for analysis by community agencies undertaking recovery activities on a wider scale.

5.3 Assessments and Operational Recovery Planning

- 5.3.1 In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of a fire.

5.4 Public Information

- 5.4.1 Efficient dissemination of information to the community with respect to recovery measures and contact points is vital to ensuring the operations success. The dissemination of information in relation to recovery will only be released on the basis of what is deemed to be of benefit to the community.

- 5.4.2 The release of public information will be handled by:

- Serco Communications Office
- DIAC National Communications Department

Local staff and officers will not handle media enquires or any requests for the release of public information.

5.5 Infrastructure

- 5.5.1 The restoration of services and facilities will lie with the agency that provides such services and facilities.
- 5.5.2 It is recognised that local resources may be prioritised within the community. Where the restoration of services and facilities is delayed due to resources being utilised in the community, Serco will (in consultation with DIAC), assess the need for temporary measures and will plan accordingly.

5.6 Debriefing

- 5.6.1 The Centre Manager will ensure the de briefing of all participating organizations involved in the emergency response takes place as soon as possible after the event.
- 5.6.2 The Centre Manager must assess crisis-counselling requirements and facilitate the provision of such counselling as is required.

5.7 Post Operations Reports

- 5.7.1 Each agency or organization involved in a fire emergency shall on request from the incident controller, submit a written report within a reasonable time frame.

5.8 Post Operations Analysis

- 5.8.1 A post incident analysis is an in depth method of identifying ways to improve the response plan.
- 5.8.2 At an appropriate time after the conclusion of an emergency, requiring this plan to be activated, the Centre Manager, will endeavour to conduct a post incident analysis. Representatives of all participating agencies will be invited to attend.

Appendix “A”

Contacts

Name	Mobile No
DIAC Director Detention Operations SA	
DIAC Contract Manager	
Serco Centre Manager	
Serco Security Operations Manager	
Serco Duty Manager – As per weekly CM’s Notice	
Serco Facilities Management – DLG	
Serco Trainer CFS Commander	
IHMS Manager	
Police Emergency	
Police Local - Woodside	
South Australia Ambulance	
South Australian Country Fire Service	
Local Transport Company - Transitplus	

Appendix “B”

Emergency Operating Procedures

Serco

Role

To be the Command and Control Agency in the event of a catastrophic fire day requiring relocation off site. Serco is responsible for the coordination and control of all activities outlined in this plan.

Responsibilities

1. Ascertain the following details;

- Number of clients at risk
- External resources available from local support services
- Information on the progress of a catastrophic fire declaration and the level of alert (at regular intervals)

2. Local Notifications

1. Serco Management/Serco Hub
2. DIAC
3. South Australian Ambulance (As required)
4. SA Country Fire Service
5. Woodside Police

3. Advise

- Current situation
- Resources required
- Casualties and emergency situations

4. Dispatch

The Centre Manager will attend the APOD after hours if required.

5. Control and Coordination

Command lies with Serco Centre Manager.

6. Stand down

All responding services after completion of the rescue operations.

HEALTH SERVICE/AMBULANCE

TO ACT ON NOTIFICATION BY SERCO OR OTHER AGENCY ACTING FOR DIAC.

Role

To provide and coordinate a health response

Responsibilities

A RN will be in attendance whilst off site relocation is in operation

Initial attendance of nursing and first aid personnel to the site.

Primary triage and treatment (including triage area setup).

Advise Hospitals of any impending transfers/arrivals.

Transport emergency or acute cases to Hospital (SA Ambulance).

COUNTRY FIRE SERVICE

TO ACT ON NOTIFICATION BY SERCO OR OTHER AGENCY ACTING FOR DIAC

Role

To provide and coordinate a response in the event of a fire.

Responsibilities

Initial attendance of fire fighters to the site (in the event of a fire)

Management of fire as required

Advise Serco incident commander of areas unsafe for use due to fire

POLICE

TO ACT ON NOTIFICATION BY SERCO OR OTHER AGENCY ACTING FOR DIAC

Role

To provide a response to complaints of criminal behaviour or client disorder.

To coordinate and promote community safety in the event of a full evacuation.

Responsibilities

Management of disorder threats

Investigation of alleged criminal offences in the APOD.

Management of High Risk apprehensions following full off site relocation of the APOD.

Advice as required and available.