



WA Emergo Train System Kit – Loan Guideline

1. Purpose

This guideline details the terms under which WA Health ETS kits may be loaned out within Western Australia to WA Department of Health (hereafter referred to as “WA Health”) Employees.

2. Scope of WA ETS Kit Use

WA Health manages all non-exclusive WA Emergo Train System Licence issued by the owners of the Emergo Train System (hereafter referred to as “ETS”). The WA ETS Guideline details how WA Health will manage ETS Kits. This guideline should be read in conjunction with the WA ETS Framework.

This guideline applies to all WA ETS Educators and Instructors (and their parent organisations) who wish to loan an ETS kit or elements thereof in WA.

3. WA Health ETS Kits Overview

The Disaster Preparedness and Management Directorate (hereafter referred to as “DPMD”) owns and is the custodian for several WA Health ETS kits and regularly audited.

Pre-hospital and hospital kits are currently available in two sizes:

1. Standard Kit - A standard kit is large enough to simulate an event involving 370 casualties (plus 180 blank patients). This includes 5 hard suitcases:
 - a. Stationery
 - b. Vehicle & Signs
 - c. Pre-Hospital & Blank Gubers
 - d. Patient & Treatment Cards
 - e. Hospital Staff
2. Mini Kit - A mini-kit is large enough to simulate an event involving 55 casualties and 50 blank patients. This includes 2 hard suitcases:
 - a. Stationery
 - b. Gubers and Resources (including patients, vehicles & signage, pre-hospital and hospital staff, and blank gubers).

DPMD also has specialised kits available for loan as follows:

1. Bombs, Blast & Bullets
2. Hirman Pandemic
3. Decontamination/CBR Bank
4. Psychosocial

4. WA Health ETS Kit Loan Process

WA Health ETS kits may be made available for loan as follows:

- a) Long-term Loan - Available from DPMD to WA Health ETS Educators and Instructors from each WACHS Region and Metro Health Services for a loan period ranging from a month to a year.
- b) Short-term Loan - Available from DPMD to WA Health ETS Educators and Instructors from each WACHS Region and Metro Health Services for a loan period of a day to no longer than 4 weeks.

Please note that loan requests will be processed on a first-come, first-served basis. However, priority may be given to Educators and Instructors who have urgent training or operational needs. In cases of high demand, DPMD reserves the right to adjust loan durations or reassign kits to meet training priorities.

5. Custodian Responsibilities

Custodians and their parent organisation are responsible for:

- 1. Ensuring that ETS kits are returned in a clean, well-organised state with all components properly packed and accounted for to facilitate future loans
- 2. Conducting scheduled audits of the ETS kit during the loan period
 - a. An inventory sheet will be provided to custodians for loan periods exceeding a quarterly duration. Custodians are responsible for completing, updating, and returning the sheet according to the specified email timeline.
- 3. Any loss or damage to the ETS kit or its components must be reported to DPMD immediately via email. Custodians are responsible for arranging the necessary repairs or replacements as per the loan agreement.
- 4. Restocking the supplied stationery suitcase with appropriate stationery items
- 5. Returning the ETS kit to DPMD by the loan agreement due date, unless an extension has been granted in writing.
- 6. Arranging the collection and return (drop-off) of the ETS kit to and from DPMD

Any kits not being used regularly must be returned to DPMD to ensure availability for other WA Health ETS instructors upon request.

Failure to comply with the responsibilities outlined above may result in:

- a) Early termination of the loan agreement, and
- b) Issuance of an invoice to the parent organisation to cover the cost of repairs or replacement of lost/damaged items, plus an administrative fee.

All loan requests need to complete the ETS Loan Request Form located on the DPMD Training website.

6. Additional Resources for ETS Exercises

An ETS exercise will generally require the use of magnetic whiteboards and other resources. It remains the responsibility of the ETS Educator/Senior Instructor leading the exercise to coordinate the sourcing of whiteboards either internally or through external hire.

7. Definitions & Terminology

The following definition(s) are relevant to this guideline.

Term	Definition
DPMD	Acronym name for the Disaster Preparedness Management Directorate.
ETS Educator	A certified Senior Instructor who has completed an ETS Educator Course authorised by the Training Department of DPMD.
ETS Senior Instructor	A participant who has completed an ETS Senior Instructor course authorised by the Training Department of DPMD.
ETS Assistant Instructor	A certified Instructor who has completed an ETS Assistant Instructor course authorised by the Training Department of DPMD.
Loan – Short Term	A loan for no longer than one month, with flexibility based on demand (with an option for renewal).
Loan – Long Term	A loan period of one month to one year (with an option for renewal).
WA Health System	The WA health system is comprised of: (i) The Department; (ii) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and contracted health entities to the extent they provide health services to the State.

8. Contact Information

Enquiries relating to this guideline may be directed to:
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9. Document Control

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