

## APPENDIX A: RESPONSIBILITIES CHECKLIST

**LIFE THREATENING EMERGENCIES:** If Community Disaster Coordinator or Team Members are made aware of a life threatening emergency they must advise the person to phone '000' immediately. If they are unable to phone '000' the coordinator or team members should only then endeavour to do so, on their behalf. This instruction is a directive from the Emergency Services.

If you become aware of an actual or impending disaster situation in your community, ensure the relevant Emergency Services have been alerted and are aware. Ensure the Tablelands Local Disaster Coordinator (LDC) is kept fully informed of the response and recovery operations at the community level and of any requests for assistance or resources. Depending on resources and the situation, all or some of the following actions, or alternate/additional actions, may be undertaken. The Community Disaster Team should work together to complete the tasks below at each phase of the activation process.

**In the event that a QPS or other Lead Agency Officer is present, all members of the team should work under their direction whilst ensuring the Tablelands LDC is kept fully informed.**

It should be noted that the Tablelands Local Disaster Coordination Centre (LDCC) and Community Disaster Teams may be at **differing levels of the activation process**. The move to different activation levels are guided by the specifics of each event. It is vital that communication with the Tablelands LDCC is maintained in relation to activation status to ensure the safety of Community Disaster Team members.

### DEFINITION OF ACTIVATION LEVELS:

**ALERT:** A heightened level of vigilance due to the Awareness of a hazard that has the potential to affect the local government area.

**LEAN FORWARD:** Operational state prior to 'stand up' characterised by a heightened level of situational awareness and a state of operational readiness. There is the likelihood that threat may affect the community and there is a need for public awareness.

**STAND-UP:** Threat is imminent and the community will be or has been impacted. The response requires coordination and will be done through the Tablelands LDCC.

**NOTE:** In the event of a cyclone, Community Disaster Team members are not expected to action any items or move to STAND UP phase until the event has passed and it has been deemed safe to do so by the LDCC or the Community Disaster Team Coordinator. If <Insert Community Name>Community members have been affected, coordinate local information on impacts and as best able, pass that information to the Tablelands Local Disaster Coordination Centre and / or local residents.

**STAND DOWN:** Threat is no longer present and the community has returned to normal function.

**Under no circumstances should you put yourself or others at risk in order to fulfil these tasks.**

**PRIOR TO ANY DISASTER - Note: This list is not exhaustive**

	Prior to any disaster - Tasks	Comments (task allocation, updates, info)	Initials Completed
1.	Review <Insert Community Name> Community Disaster Plan and Contact List on a regular basis to ensure it remains up to date and current. Suggest May (bushfires) & November (cyclones).		
2.	Test plan on a regular basis to ensure availability of equipment, communications, forms, maps, etc. (suggest annually)		
3.	Call regular meetings of the Community Disaster Team to ensure regular communication and relationship building. Suggest May (bushfires) & November (cyclones). Invite the Tablelands Local Disaster Coordinator and ensure that attendance and minutes of these meetings are kept.		
4.	Undertake regular initiatives to educate community members on disaster preparedness and resilience issues e.g. get to know your neighbour, hold a pre-cyclone season or bushfire BBQ		
5.	Ensure that Community Disaster Team Members' individual preparedness has been undertaken and that their family members understand the role they may play in a disaster event.		

**ALERT STAGE**

ALERT requires a heightened level of vigilance due to the possibility of an event in <Insert Community Name> Community.

Alert Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
1.	Ensure that own individual preparedness has been undertaken, and that own family members understand the role you may play in a disaster event.		
2.	Establish communications with the Tablelands Local Disaster Coordinator and comply with all advice / requests.		
3.	Print sufficient copies of required forms including Operation Logs, Rapid Damage Assessment, Situation Reports, Requests for Resources & contact details		
4.	Check all communication systems are in working order.		
5.	Maintain a log of significant events and decisions including lessons identified (Appendix B).		
6.	Where it is safe to do so set up a Community Disaster Team Meeting to discuss with members the impending event and the actions that may be necessary. These may include:		
	Agencies checking on vulnerable persons and determining what support may be necessary		
	Identify and prioritise citizens that need to be alerted e. g those under threat. Delegate members or service agencies to contact them to confirm awareness & preparedness		
	Identifying resources that may be needed and their availability. Ensure relevant contact details are available. (e.g. key holders)		

Alert Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
	Discuss possible risks that may arise as a result of the event. Ensure team members understand that safety is the number one priority and that risks are not to be taken when trying to complete tasks following the impact e.g. Rapid Damage Assessment reporting.		
	Ensure all team members have completed personal preparations e.g. implement household emergency plan, prepare emergency kit, securing property, etc. Team members are to set the example in the community by remaining calm and representing preparedness and resilience.		
	Adhere to all emergency information / advice / warning messages.		
	Report any critical needs/concerns raised to the Coordinator		
	Confirm future meeting times / locations, etc.		
7.	Where it is safe to do so, determine where the Public Information Point could be established. Advise the Tablelands Local Disaster Coordinator and advertise locally. In the event of a cyclone this location will be opened <b>after the event</b> and only if the location has been deemed to be safe.		
8.	Monitor the situation: Tune into local radio, television, internet, etc. for current warnings/latest updates/information. Remain in regular contact with the Tablelands Local Disaster Coordinator.		

**LEAN FORWARD STAGE:** Heightened level of situational awareness of a current or impending disaster event and state of operational readiness. Example: The Community Disaster Team would move to LEAN FORWARD on receipt of a cyclone warning or other event threatening the area.

	Lean Forward Stage - Tasks	Comments (task allocation, updates, info)	Initials Completed
1.	Ensure all actions from ALERT have been completed.		
2.	Maintain communications with Disaster Team members via phone, email, radio and / or in person.		
3.	Maintain communications link with the Tablelands Local Disaster Coordinator and comply with all advice / requests. Ensure regular SITREPS are provided (Appendix D).		
4.	Where safe, organise and run regular Community Disaster Team meetings. Record minutes. Relevant Issues that may be discussed could include:		
	Overview of situation.		
	Prepare members for the reality: extended loss of power, communication and water, isolation, threat to life and property.		
	Identify possible risks that may arise following the impact so that Rapid Damage Assessment / key tasks can be undertaken safely.		
	Make contact with and discuss issues as below. Record A/Hrs contact details of the following:		
	Licensed Premises & Accommodation: advise risk, determine intentions		
	Fuel and gas providers: determine availability of supplies, trading hours (extended) and prepare them for reality		
g	Supermarkets: determine availability of supplies, determine trading hours, advise they test generator/s		

Lean Forward Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
	Determine availability of earthmoving contractors and equipment		
	Community Disaster Coordinator to liaise with School Principal to ensure intentions of Education Qld in relation to student's welfare and closure of facility.		
5.	Identify the following that may need to be prepared/ cleared/opened:		
	Keys roads; including access to key infrastructure		
	Helicopter landing pads within/near township		
6.	Check with QPS Officer to locate and notify itinerants and campers of pending threat at:		
	Camp Sites (list)		
	Caravan Parks (list)		
7.	Identify public notice boards or locations. Delegate member to erect 'WARNING-PREPARE NOW for DISASTER NAME' on this board and any BOM updates, tracking maps, warnings, alerts and other official advice from the LDCC. Abide by Media Policy in Section A of this plan.		
8.	Determine time of next meeting		

**STAND UP:** Under no circumstances should you put yourself or others at risk in order to fulfil these tasks.

Each event is different and a risk assessment must be undertaken before completing any actions at **STAND UP**.

**Advice and direction will be given to Community Disaster Teams by the Tablelands LDCC when to STAND UP.** If In the event that the community is isolated and all communications have been lost, undertake the coordination of the response to sustain the local community until such time as additional support arrives. The Tablelands LDCC will endeavour to access and provide resources to all communities at the earliest possible time but may be restrained by other urgent priorities, resources, topography, hazards, etc.

	Stand Up Stage - Tasks	Comments (task allocation, updates, info)	Initials Completed
1.	Ensure all actions from LEAN FORWARD have been completed.		
2.	Follow the advice provided by the Tablelands Local Disaster Coordinator and the Emergency Services at all times. If required, the LDCC will request that a Rapid Damage Assessment (Appendix C) is undertaken. A Rapid Damage Assessment should <b>NOT</b> be progressed without authorisation from the LDCC.		
3.	Only when safe to do so, organise Community Disaster Team members to undertake Rapid Damage Assessment (Appendix C) & SITREP (Appendix D) reporting. Following inspection, immediately complete damage reports and operations log (with photographs). Report to LDCC and request advice on further action to be taken.		
4	Complete SITREPS as required.		
5.	Identify a suitable Public Information Point that has been deemed safe by Tablelands LDCC		
6.	Where safe, hold Community Disaster Team Meeting. Record minutes. Items to raise include:		
	Update from members of action taken/priority items.		

Stand Up Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
	Request that relevant agencies determine vulnerable person's safety/welfare needs. Ensure all are accounted for.		
	Update of situation and communication with LDCC		
	Determine if/where contractors and machinery is available/dispatched - Liaise with LDCC prior to commencement of clearing work – no approval from LDCC = no payment! If additional resources are required, complete a Request for Resources (Appendix E) to the LDCC who will prioritise and action		
	Encourage community to assist each other with clean-up operations. This should be conducted in a safe manner. Ensure any property damaged is photographed and documented adequately for any insurance assessor prior to clean up. If in doubt, do not clean up.		
	Delegate member to update authorised information on Notice Boards, shop fronts etc. on a regular basis		
7.	Maintain ongoing, timely and relevant communication (phone, email, fax, through controller, radio, in person etc.) direct to the Tablelands LDCC, as requested and to determine/report on situation and priorities, requests and vulnerable persons.		
8.	QPS and other authorised emergency services to patrol areas, as necessary		

**NOTE:** Each event is different. As a guide, STAND UP for Community Disaster Teams for a cyclone event will be after the all clear has been received from BoM. The cyclone will have already passed the region and there will be no risk of cyclonic winds. Conversely, STAND UP for a wildfire may be whilst the fire is actually impacting the community. Members of Community Disaster Teams are not expected to put themselves or others at risk of danger to complete



any action in this plan. Your safety and the safety of others is our number one priority. If unsure **DO NOT** complete the Rapid Damage Assessment and seek direction from the Tablelands LDC.

**STAND DOWN STAGE:**

Transition to normalcy. No longer a requirement to respond to the event as threat no longer present.

	<b>Stand Down Stage - Tasks</b>	<b>Comments (task allocation, updates, info)</b>	<b>Initials Completed</b>
1.	Conduct and record debrief with Community Disaster Team to determine what worked well and what requires improvement. Advise Tablelands Local Disaster Coordinator.		
2.	Review Community Disaster Plans and update with lessons identified from debrief. Resend to those on distribution register		
3.	Continue to communicate on-going requirements and provide support to members of the community during recovery and rehabilitation phases ensuring information on appropriate support services is available.		