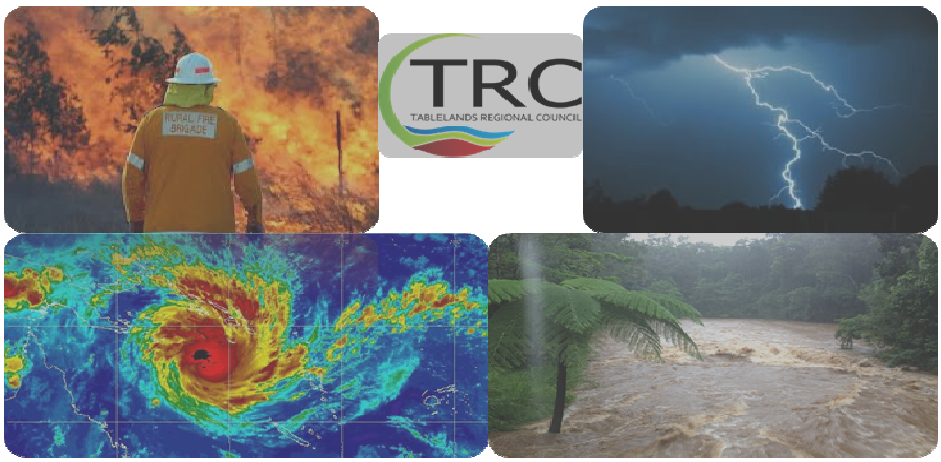
<Insert Community Name>

<List Townships



Community All Hazards Disaster Plan Template

Version 3.0 December 2014

VERSION CONTROL & RECORD OF AMENDMENTS

Comment [m1]: When you change the version number, also update the version number on the cover page and page footer
The document should be signed and dated every time the plan is reissued

The following plan updates have been issued and recorded:

Date	Version	Outline of Revisions	Approved by	Signature
01 March 2012	V1.0	First and working draft.		
25 July 2012	V2.0	Amendments arising from solicitor's advice. Approved by LDMG on 25 July 2012.		
18 November 2013	V2.1	Amendments throughout document issued as a new template. Approved by LDMG November 2013		
10 December 2014	V3.0	Minor amendments to Section 1.7 Inclusion of Activation Levels Section 1.8 Media Policy Appendix H moved to this section. Section 4.3 Emergency Accommodation – thorough explanation and removal of possible Evacuation Centre Locations. This information will now be kept in the Private Contact List of individual Plans Appendix C – Community Request Form removed Appendix D Rapid Damage Assessment reviewed and restructured and now at Appendix C Amendments approved by LDMG….		

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

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Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

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SECTION 1: OVERVIEW OF COMMUNITY DISASTER PLAN

Comment [m2]: This section should be read and understood by the group members.

1.1 GENERAL INFORMATION

A disaster can occur with little or no warning and can be caused by a number of different hazards. This plan is based on an 'all-hazards' approach, meaning it can be implemented for any type of disaster event e.g. cyclones, storms, floods, wildfires, earthquakes, major transport accidents, etc.

The Tablelands is a diverse region covering a large area of 11,334 km² with approximately 23,374 residents. This plan is based on the concept of community resilience. It recognises and promotes the need for effective communication and coordination and seeks to ensure communities that potentially may become isolated following a disaster event, have the capacity to cope in the short term, until external resources can arrive.

Nobody should place themselves in danger or ask others to undertake any act that will place them in jeopardy. The **Emergency Services**, even in the most difficult conditions, are the best agency to undertake tasks relating to life threatening situations and **MUST be called**.

The Tablelands Local Disaster Management Group (LDMG) through its Local Disaster Coordinator has legislated responsibility under the Disaster Management Act 2003 for coordinating disaster operations in the region. The Local Disaster Coordinator of the LDMG must be kept regularly updated by the Community Disaster Team Coordinator.

This document has been prepared by the <Insert Community Name> Community Disaster Team. Throughout the disaster, the Community Disaster Team Coordinator will attempt, within the constraints of the situation, to provide information to the Tablelands LDMG Local Disaster Coordinator acting as the Coordinator for the multi-agency response, and where appropriate to the community of <Insert Community Name>.

Tablelands Regional Council has teams of trained officers who will endeavour to meet the requirements of the Local Authority response to any disaster. However they may need to call upon local knowledge to ensure the best deployment of resources.

Communication with the Local Disaster Coordinator is necessary to authorise the deployment of local resources. Permission must always be sought as there is no financial delegation provided to the Community Disaster Coordinator by the LDMG / Tablelands Regional Council.

If communication with the Local Disaster Coordinator proves impossible by ALL means (e.g. landline, mobile, email, radio, etc.), then local resources can be deployed in accordance with what is documented in this plan in order to sustain life and protect property only. Examples of measures that Tablelands Regional Council would regard as essential to sustain life and protect property include, but are not limited to:-

- providing sufficient food to feed evacuees located in evacuation centres;
- providing fuel for generators necessary to operate essential community services, businesses or infrastructure (e.g. fuel to run hospital generators, evacuation centre generators, sewerage treatment plant generators etc);
- arranging for the clearing of roads necessary to enable emergency service vehicles to access the location of an emergency or to enable the safe evacuation of residents whose lives are at risk;
- arranging for the provision of essential medical services to sick or injured persons.

Where local resources are deployed without the prior authorisation of the Local Disaster Coordinator, the Community Disaster Team Coordinator must ensure that the expenditure incurred does not exceed what is essential to sustain life and protect property. For example, if there is more than one option available to sustain life or protect property and each would be effective, then the Community Disaster Team Coordinator should choose the option which incurs the least expenditure.

If these rules are followed, Tablelands Regional Council agrees to reimburse reasonable expenditure. However, at no time should an individual item of expenditure exceed $500 nor total expenditure exceed $2000. Receipts and a reasonable explanation of expenditure will need to be provided prior to any money being reimbursed.

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

In the event of the <Insert Community Name>Community being isolated as a consequence of the disaster, local residents may have to maintain and protect their own communities until such time as external support can reach the community and normality can be restored.

This plan should be seen as a living document that will be updated on a regular basis as further information and procedures are developed. This plan does not remove the requirement for community members to ensure they have taken appropriate precautions to protect themselves and their properties from disaster events. The responsibility to remain alert to warnings and information still rests with the individual.

Further advice and guidance about Disaster Management can be found at:
http://www.trc.qld.gov.au/disaster-management

Where you will find;

- ✓ Tablelands Regional Council's Disaster Management Plan
- ✓ Information and links to leaflets on preparing for disasters
- ✓ Plus other advice and useful contacts ……..

Please contact the Tablelands Local Disaster Management Group if you have any queries.

ASK TO SPEAK TO LOCAL DISASTER COORDINATOR

TRC Call Centre: Tel: 1300 362 242

Local Disaster Coordination Centre: Tel: 1300 362 242

1.2 DISASTER DEFINITION

Under the Queensland Disaster Management Act 2003, a disaster is defined as:

'A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption'.

1.3 PLAN OWNERSHIP & REVISION

This plan is owned by the <Insert Community Name> Community Disaster Team on behalf of the community of <Insert Community Name>. The Community Disaster Coordinator is to ensure that the plan is reviewed on at least an annual basis. This review should be completed by September 30 each year.

1.4 AIM OF PLAN

This plan covers the procedural arrangements for responding to a known disaster affecting, or with the potential to affect the population of the <Insert Community Name>. The overall aim of this plan is to:

'Enhance the resilience of the <Insert Community Name> community in planning and preparing for, responding to and recovering from disaster events and to improve communication between the <Insert Community Name>and the Tablelands LDMG'.

1.5 OBJECTIVES OF PLAN

1. Enhance linkages and communication between the *<Insert Community Name>* community and the Tablelands Local Disaster Coordination Centre.
2. Determine and communicate the priorities of *<Insert Community Name>* in the event of a disaster.
3. Identify resources in the *<Insert Community Name>* community that could be utilised in the event of a disaster.
4. Identify vulnerable people in the *<Insert Community Name>* community that may require special assistance.
5. Promote individual and community self-reliance in order to support communities and assist the emergency services and other agencies involved in response and recovery operations.

1.6 ACTIVATION TRIGGERS & PROCEDURES

The <Insert Community Name> Community Disaster Plan can be activated in response to a disaster event threatening or impacting a community by:

1. The Tablelands LDMG Local Disaster Coordinator:
    - Who will contact the Community Disaster Team Coordinator, or if unavailable, their deputy to:
        - Give as much information as possible on the event;
        - Advise on a course of action within the Community;
        - Request advice on the overall situation

Or,

2. If the Community Disaster Team Coordinator becomes aware of a disaster event threatening or impacting the community of <Insert Community Name> they should:
    - Notify the relevant Emergency Services of the event (if appropriate)
    - Contact the Tablelands LDMG Local Disaster Coordinator to request activation of this plan.

Please note: The Local Disaster Coordinator is to determine whether the event triggers the activation of the plan. If the situation does not meet the criteria of a disaster (see Disaster Definition 1.2), then the LDC will not activate the plan and will instead request that Emergency Services agencies deal with the situation using normal operational procedures.

1.7 DEFINITION OF ACTIVATION LEVELS:

It should be noted that the Tablelands Local Disaster Coordination Centre (LDCC) and <Insert Community Name>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.

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.

1.8 MEDIA POLICY

It is critical in any disaster situation for authorities to control information being relayed to the media. This is important so that people receive consistent messages and to avoid confusion in the community. Misinformation can lead to panic and disorder.

In times of disaster, the Mayor of Tablelands Regional Council, in their capacity as Chairperson of the LDMG, is to authorise **ALL** information disseminated to the public or the media from the LDMG prior to its dissemination.

Great care should be taken to ensure that information about casualties or fatalities is only released by the Queensland Police Service. Other agencies are able to communicate with the media under their own organisations policies in regards to their own operational duties. However, great care should be taken to ensure that messages and information being disseminated are not conflicting, as this may lead to panic and disorder.

If approached by the media, in the first instance, refer all media requests to the LDCC Media and Communications Officer - (contact details below). This is to ensure messages getting to the public are accurate, consistent and timely, taking into account the fullest possible understanding of the event.

It is however appropriate to meet requests with a reasonable response. For example, you may wish to respond to media requests by stating:

"I'm sorry, we are focussed on preparing the local community for the impending event and you need to contact the Tablelands LDCC's media officer." Or

"We have just had "Disaster Event Name" and we are very busy assisting our community. Please contact the Tablelands LDCC media officer as they are in a position to help you with your enquiry."

In exceptional circumstances only: for example, there is no way to communicate with the LDCC via landline, mobile, email or radio and you urgently need to advise your community of an issue, the Community Disaster Coordinator can make a media statement. The statements should be:

- accurate
- relate to the specific issue at hand
- be as brief as possible.
- ensure that media are directed to the Tablelands LDCC Media & Communications Officer as the appropriate person for further information and advise the LDCC media officer of your statement and its contents as soon as possible.

On no account should the media be told untruths, or treated with less than respect. Please remember, that they are the avenue by which messages can reach the public.

Tablelands LDCC Media & Communications Officer:
PH: 1300 362 242
Email: disastermanagement@trc.qld.gov.au

1.9 PREVENTION, PREPAREDNESS, RESPONSE AND RECOVERY (PPRR)

Disasters have a cyclic four stage lifecycle. Understanding this lifecycle helps us to be prepared for disasters, respond safely and recover quickly and effectively.

At each stage there are different things to know, different actions we should take and different ways we connect with people. The key messages for each stage will be provided by the LDMG Local Disaster Coordinator. These stages can change rapidly and often overlap. The four stages are:

Prevention involves activities that reduce the impact of natural disasters through the identification of hazards. Hazards are risks that that could affect households or evacuation plans, such as having power lines near trees, living in a street with only one access point, or having a creek behind a house. At a macro level, it also involves legislation, land-use planning and technical solutions.
In this stage, key messages to the community are:
1. We are working together to minimise the potential impact of disasters;
2. Natural disasters are unavoidable but everyone in the community has a part to play;
3. A particular action may be necessary to help prevent a disaster.

Preparedness is an ongoing set of activities in which people plan, prepare/organise and train for emergency situations. This includes tasks such as having a stay/go kit, making an evacuation plan, simulating disaster situations and appropriate responses, and discussing emergency preparedness with your neighbours.
In this stage, the key messages to the community are:
1. We are preparing together for the anticipated event;
2. Individuals need to acknowledge they have a role to play in the event of a disaster;
3. They must be prepared to survive on their own for at least seven days.
4. Be aware of emergency services key messages eg Prepare, Act, Survive

Response is responding to the immediate needs of the emergency situation. A well-rehearsed emergency plan developed during the preparedness stage enables more effective responses at all levels.
In this stage, the key messages to the community are:
1. Activate your personal / household emergency plan.
2. Listen for warnings and follow all instructions promptly from the authorities, e.g. when an evacuation order is given;
3. Check on neighbours and people, animals (pets) who may need your assistance;
4. Be aware of emergency services key messages: eg.
    - Remember, if it's flooded, forget it! Stay and defend or go early etc

Lead agencies in disaster response could be Local Government or another State Government Agency. However, Community Disaster Teams are to report to the Tablelands Local Disaster Coordination Centre in all disaster events.

Recovery involves activities and decision making necessary to restore the affected area to its previous state, often taking the opportunity to improve the built environment by reducing pre-disaster risks inherent in the community and its infrastructure. This stage often involves rebuilding, reemployment and repair of essential infrastructure.
In this stage, the key messages to the community are:
1. Council is working with the community and partners to recover from this disaster as quickly as possible;
2. We will learn from this disaster and with your help, rebuild; and
3. We will emerge from this event stronger and with more capacity to cope in the future.
4. Council is the lead agency in the recovery phase and may be working with closely with State agencies.

SECTION 2: OVERVIEW OF <Insert Community Name>COMMUNITY

2.1 LOCATION

<Insert description of location ie positioning, acess, division covered>

This plan covers the entire <Insert Community Name> division as depicted in the map below:
<Insert map of area covered by plan>

Travel distances by road from <Insert Community Name>

TO	DISTANCE (KM)	APPROX. TRAVEL TIME (MINS)

2.2 TOPOGRAPHY

<Insert information re topography ie vegetation, terrain etc>

2.3 CLIMATE

<Insert information on climate ie rainfall, humidity, temperature range etc>

2.4 POPULATION

<Insert information regarding current population, where majority reside, major subdivisions, other demographics- age, seniors, indigenous, ethic groups, vulnerable, language other than english etc>

Comment [m3]: If using census data please note where obtained from ie region, year

2.5 INDUSTRY / EMPLOYMENT

<Insert information main industries and employment, establishment, growth, location>

2.6 LEISURE / TOURIST ACTIVITIES / ANNUAL EVENTS

<Visitor Information Centre, natural and man made icons/attractions, markets, recreation activities etc>

2.7 PUBLIC TRANSPORTATION

- Taxi: <Insert location, schedule etc>
- Bus: <Insert location, schedule etc>
- Air: <Insert location, schedule etc inc helipads>
- Rail: <as above OR Not applicable. Closest service in Innisfail or Cairns>

2.8 COMMUNICATIONS

2.8.1 Telephone

<Insert information on telephone: service providers, coverage, internet availability>. There are areas in which mobile phone coverage can be intermittent – these locations are:

- <list known areas>

Please refer to http://www.telstra.com.au/mobile/networks/coverage/maps.cfm as this will give some indication of these areas.

2.8.2 Internet Services

<Insert information on internet: availability (ADSL 2, broadband etc), number of users etc>

2.8.3 UHF-CB Channel 10

Radio Communications

In the event of standard communications failing, the Tablelands LDMG will activate the Resilient Communications Sub Plan which is available at: http://www.trc.qld.gov.au/disaster-management/disaster-plans

UHF-CB 10 has been designated as the initial contact channel for the Tablelands Regional Council area. In our community, the initial contact channel MAY be monitored by members of the Community Disaster Team and other volunteer groups willing to assist during disaster events.

UHF-CB X is the designated talk channel for the <Insert Community Name>Once initial contact has been made on UHF-CB 10, callers will be directed to change to this channel to continue communication.

The Rural Fire Service Queensland and Queensland Fire & Emergency has access to the QPWS VHF radio communication network and will pass messages to emergency services and the Tablelands LDCC as required. Rural Fire Service volunteers will be located at <Insert Community Name>.

Comment [m4]: If using census data please note where obtained from ie region, year

Comment [CM5]: Some communities may have their own UHF Channel.

2.8.4 Radio Stations

RADIO STATION	FREQUENCY
ABC Far North	106.7FM, 95.5FM, 720AM, 801AM
4CA	846AM
4AM	558AM
4KZ	531AM
Hot FM	97.9FM

2.8.5 Television Stations

- ABC
- WIN
- TEN
- SEVEN
- SBS

2.9 UTILITIES

2.9.1 Electricity Supply

<Insert electricity supply details ie supplier, above/underground, common interruptions, alternative sources>
Eg: Ergon provides power to residents via above ground lines. Interruption to supply can be caused by electrical storms, trees falling across power lines, high winds, vehicle crashes or fires. Many residents, mostly those on acreage and farms, have back up generators.

2.9.2 Water Quality & Supply

<Insert information on water quality: supply, treatment, any issues>
Eg: Mains water quality is Council monitored & controlled and is suitable for consumption. Other areas use either private bores and/or rainwater/creek tanks.

2.9.3 Sewerage

<Insert information on sewerage: areas serviced, septic, etc>
Eg: Tablelands Regional Council supplies mains sewerage for … and …. All other areas use private septic systems.

2.10 HAZARDS & THREATS TO THE <Insert Community Name>

2.10.1 Cyclones / Tropical Storms

Eg: This area is generally susceptible to cyclonic conditions from November to April annually. Conditions can vary from mild to severe wind, heavy to torrential rain, flooding in localised areas, across roads, creeks and private properties. Environmental damage can inhibit movement on roads, access to and within private properties.

Eg: Areas of … have known to become isolated due to trees falling across roads. This inhibits general traffic and the transportation of supplies and services.

2.10.2 Wildfires / Bushfires

Eg: Due to the natural vegetation in this area there is a high/low likelihood of bushfires. Our Rural Fire Brigades run a consistent reminder campaign, detailing where to obtain permits, when burn-offs are permitted, along with community education.

2.10.3 Flooding

Creeks which flood, warnings, roads which are cut, areas which become isolated

Eg: Areas of … have known to become isolated due to floodwaters. This inhibits general traffic and the transportation of supplies and services.

2.10.4 Landslides

Eg: Landslides on the … may cause Road Closures. Heavy Rainfall during our Wet Season (November to April) can produce substantial falls in very short periods of time.

2.10.5 Hazardous Materials

Eg: Large quantities of gas, fuel or hazardous goods
Eg: Trucks travel along the …. transporting all manner of goods, including dangerous goods. Due to the nature of some goods carried, these vehicles pose a potential hazard to the community.

2.10.6 Earthquakes

Earthquakes have not been in the immediate past a threat in the Tablelands area. Recent historical data exists in relation to tremors which have caused minor damage, but none that has caused any great concern. The existence of even a slightly volatile seismic environment acts as a prompt for maintaining situational awareness of the threat and its possible consequences.

2.10.7 Other

Any other hazards

2.11 LOCAL WARNING SYSTEMS

There is no single warning method and members of Community Disaster Teams may receive warnings via a number of means including:

- Communication from the TRC Disaster Management Team to the Community Disaster Coordinator and / or Team Members.
- Bureau of Meteorology Services
- Via Radio, Television, Website & Social Media.
- Via the Emergency Services.
- Tablelands Early Warning Network (Email, Voice and SMS - subscription service only). Register @: http://www.trc.qld.gov.au/disaster-management/early-warning-networ
- Emergency Alerts (Email, Voice and SMS - unable to opt out).
- Community Sirens

SECTION 3: COMMUNITY DISASTER TEAM

3.1 COMMUNITY DISASTER TEAM COORDINATOR

Comment [m6]: The Community Disaster Team Coordinator and Deputy Coordinators should receive training in their role. A program of regular training events will be provided by Tablelands Local Disaster Management Group.

The Community Disaster Team Coordinator will be a member of the QPS or other Emergency Service Organisation. They will provide a vital link between community, emergency services, other organisations and the Local Disaster Coordination Centre in planning, responding and recovering from a disaster.
Their role is to:

- Have a good understanding of the community, the surrounding area and its residents
- Provide strong leadership, effective communication and cooperation
- Undertake or delegate the completion and maintenance of the Community Disaster Plan
- Maintain responsibility for the content and operation of the Community Disaster Plan
- Communicate effectively with the Tablelands Local Disaster Coordination Centre and with the community to maintain two-way flow of information
- Call and chair meetings of the Community Disaster Team on a regular basis
- Provide the focal point for the community response to a disaster, be able to represent their views and activate their support
- Ensure that the vulnerable are treated as a priority
- Ensure that confidentiality is maintained and privacy is respected
- Promote self-help and resilience
- Ensure the safety of self and others

3.2 COMMUNITY DISASTER TEAM DEPUTY COORDINATOR

Comment [m7]: The Community Disaster Team Coordinator and Deputy Coordinators should receive training in their role. A program of regular training events will be provided by Tablelands Local Disaster Management Group.

The Community Disaster Team Deputy Coordinator is a person living locally who provides the vital link between the community, emergency services, other organisations and the Local Disaster Coordination Centre in planning, responding and recovering from a disaster.
Their role is to:

- Have a good understanding of the community, the surrounding area and its residents
- Provide strong leadership, effective communication and cooperation
- Assist in maintaining the content and operation of the Community Disaster Plan
- Assist the Coordinator with the completion and maintenance of the Community All Hazards Disaster Plan
- Communicate effectively with the Tablelands Local Disaster Coordination Centre and with the community to maintain two-way flow of information
- Communicate effectively with and undertake tasks as directed by the Emergency Services.
- Call and chair meetings of the Community Disaster Team in the absence of the Community Disaster Team Coordinator.
- Provide the focal point for the community response to a disaster, be able to represent their views and activate their support
- Ensure that the vulnerable are treated as a priority
- Ensure that confidentiality is maintained and privacy is respected
- Promote self-help and resilience
- Ensure the safety of self and others

NAME	ROLE	PHONE	EMAIL
	Community Disaster Team Coordinator / Service or Organisation		
	Deputy Community Disaster Team Coordinator / Service or Organisation		
	Deputy Community Disaster Team Coordinator / Service or Organisation		

*For additional contacts refer to the private contact list

Comment [m8]: A number of people should be identified to fill the position of Community Disaster Team Coordinator and should receive training in their role. A program of regular training events will be provided by Tablelands Local Disaster Management Group.

3.3 COMMUNITY DISASTER TEAM MEMBERS

In the event of a disaster, the following individuals and organisations will work together to achieve the aim and objectives of this plan in order to provide support and care to the local community. To achieve this goal, members may have to call upon additional support from local residents and resources. These contacts are recorded in the restricted contact list which is maintained and held by the Community Disaster Team Coordinator.

Comment [m9]: These are the individuals and organisations that will work together to achieve the aim and objectives of the plan in order to provide support and care to the local community.
This section needs to be regularly updated to ensure contact details remain current.

ORGANISATION	NAME	PUBLIC CONTACT

*Refer to restricted contact list for additional details

3.4 OTHER STAKEHOLDERS

There are numerous agencies involved in disaster response and recovery. The following lists the public numbers of some of the government, non-government and emergency services agencies involved. To obtain 'official' support from these stakeholders, the Community Disaster Coordinator should contact the Local Disaster Coordination Centre.
*Note, this list is not exhaustive. Refer to restricted contact list for additional details.

GOVERNMENT & NON GOVERNMENT FACILITIES & AGENCIES		
ORGANISATION	**ADDRESS**	**PHONE**
Bureau of Meteorology	Brisbane Regional Office www.bom.gov.au	3239 8700
DAFF		
TMR	http://131940.qld.gov.au/	13 19 40
Ergon Energy	http://www.ergon.com.au/	13 22 96 (fault) 000 or 13 16 70 (Emergency)
Visitor Information Centre		
NPRSR		
Optus	www.optus.com.au	1800 780 219
Tablelands Regional Council	45 Mabel St, Atherton www.trc.qld.gov.au	1300 362 242
Telstra	http://www.telstra.com.au/help/index.htm	13 22 03
Insert other gov depts offices, visitor info centres, community centres etc		

EMERGENCY SERVICES		
ORGANISATION	**ADDRESS**	**PHONE**
Local Disaster Coordination Centre	45 Mabel Street, Atherton	1300 362 242
Queensland Ambulance Service		000 - Urgent or life threatening / Non urgent: 131 233
Queensland Fire & Emergency Services: • Queensland Fire & Emergency • Emergency Management • Rural Fires Service Queensland • SES		000 - Urgent or life threatening - if attended
Queensland Police Service		000 - Urgent or life threatening if attended
SES		132 500

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

SECTION 4: DISASTER RESPONSE & RECOVERY

4.1 COMMUNITY DISASTER TEAM MEETING LOCATION

This is the location where members of the Community Disaster Team will meet to plan how they will coordinate the required actions. Meetings of the Community Disaster Team will be chaired by the Coordinator and / or Deputy. Where QPS or other Lead Agency Officers are present all members of the team are required to work under their direction. Location may vary, depending on event and availability of the facility.

Facility Details	Primary	Alternative
Name	<Name of Primary Meeting Location>	<Name of Alternate Meeting Location>
Address	<Street Address>	<Street Address>
Key Holder/s	<List Names>	<List Names>
Computer	Yes	Yes
Phone (#)	<Insert Number>	<Insert Number>
Fax (#)	<Insert Number>	<Insert Number>
Generator (size)	Yes	Yes
Other	<List>	<List>

4.2 PUBLIC INFORMATION POINT

This location will be utilised to provide assistance and information to the Public. In the longer term, this facility may become the Recovery Centre and be managed by the Department of Communities. Location may vary, depending on event and availability of the facility.

Facility Details	Public Information Point
Name	<Name of Public Information Point>
Address	<Street Address>
Key Holder/s	<List Names>
Computer	Yes
Phone (#)	<Insert Number>
Fax (#)	<Insert Number>
Generator (size)	Yes
Other	<List>

4.3 EMERGENCY ACCOMODATION

4.3.1 Cyclone Shelter

There are no cyclone shelters in the TRC region.

Public Cyclone Shelters are purpose built and designed to withstand category 5 cyclones. They are provided for people who live in *storm surge* areas (a coastal issue) and are unable to make alternative safe arrangements during the impact phase of a severe tropical cyclone. As the TRC region is not at risk of storm surge, it is unlikely that we will ever have a cyclone shelter in our region.

4.3.2 Place of Refuge

A Place of Refuge is a building that has been assessed by the Department of Housing & Public Works to determine its suitability for use during cyclonic events. A Place of Refuge is **NOT** a Cyclone Shelter as none exist within the TRC region.

The Tablelands LDMG acknowledges there are no buildings within the TRC region that are designated Public Cyclone Shelters but also recognises that it may be under considerable pressure to provide some form of accommodation for those unable to make alternative, safer arrangements. The LDMG considers a Place of Refuge to be an appropriate option in these circumstances but is unable to make any guarantee that the facilities chosen will survive a direct impact from a severe cyclone. It is anticipated that one centre will open within the Tablelands Regional Council area initially with others on an as needs basis.

The first option for individuals in a cyclone should always be to shelter in place especially where homes are built to current standards. If individuals choose to self-evacuate because of their circumstances then they should ensure they make appropriate arrangements (e.g. stay with family and friends in safe locations, etc.).

A Place of Refuge should be the last option for consideration and will only be made available for those with no alternative means. It is provided for urgent immediate shelter for the provision of life. A minimum of 1.5m² per person will be provided (single chair or standing room only) and facilities will need to be hardened (where possible) prior to use.

Where a Place of Refuge is activated, it will be managed in accordance with what can be put in place by Council at the time. Due to time and resource constraints, the Place of Refuge may not be able to be managed to the standard of Evacuation Centres (see 4.3.3 below).

A PLACE OF REFUGE IS NOT A CYCLONE SHELTER

4.3.3 EVACUATION CENTRES

A number of premises have been identified within the Tablelands Regional Council area for alternative short term emergency accommodation purposes for housing evacuees from affected areas in the event of an emergency e.g. wildfire, flood, etc. It is stressed that such premises are not 'shelters', in that they do not provide a safe refuge from an event such as a cyclone, for example. An Evacuation Centre is not built to Public Cyclone Shelter standards.

Evacuation Centres are intended as a last resort for people unable to make alternative arrangements. They are provided only for short periods of time and only to provide the basic accommodation and welfare necessities of those affected by an event.

Evacuation Centres are activated by the Local Disaster Coordinator as required and in response to community need. Evacuation centres are to be opened and operational prior to their details being released to the public via a media release. It may be necessary to seek assistance from Community Disaster Teams to bolster operations. If an Evacuation Centre facility is opened, it is vital that registration is undertaken using the **Register.Find.Reunite Service**. For further details contact the Tablelands Local Disaster Coordinator.

It is vital that the public do not attend any Evacuation Centre unless officially advised. It will not be functioning.

4.4 RECOVERY CENTRE

Support and information for the public will be disseminated from this location following an event. Management of this centre may become the responsibility of Department of Communities if deemed necessary. Liaise with the LDMG Local Disaster Coordinator at the earliest opportunity if a Recovery Centre is identified as a need. Location may vary depending on event and availability of facility.

Facility Details	Recovery Centre
Name	<Name of Recovery Centre>
Address	<Street Address>
Key Holder/s	<List Names>
Computer	Yes
Phone (#)	<Insert Number>
Fax (#)	<Insert Number>
Generator (size)	Yes
Other	<List>

4.5 CRITICAL INFRASTRUCTURE

4.5.1 Roads

Roads identified as priority 1 (high) are considered critical routes by the Department of Transport & Main Roads and / or Tablelands Regional Council. These routes are considered a priority and will be cleared by the appropriate organisations at the earliest possible time.

Other roads will be cleared by Tablelands Regional Council as priorities and resources permit. These roads are less critical to the region as a whole, but considered essential to keep communities safe and trafficable. The criticality of roads listed below by the community will inform TRC's prioritisation. Comments must be provided to support decision making.

In the unlikely event that ALL communications have failed with the LDMG Local Disaster Coordinator, the Community Disaster Coordinator may need to authorise these lower priority roads to be cleared to enable access for emergency services vehicles.

Road	Section	Criticality (1 = high, 5 = low)	Comments	Known Trouble Spot
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		

4.5.2 Helipad Locations

A number of potential helipad locations should be identified in case of medical emergencies or for other reasons e.g. resupply. In the event that one of the helipads is destroyed, PRIORITY needs to be made to have one of the other areas CLEARED of debris for a helicopter to safely land.

Helipad Location	GPS Coordinates	Additional Info
<Location>		

4.5.3 Waterways (for running food / other supplies and / or evacuations

4.5.4 Water, Sewerage, Communications & Other Infrastructure

Infrastructure	Location	Contact Details	Priority for Power (1 = high, 5 = low)	Comments
<Infrastructure ie power stations, distribution points, dams, sewerage plants, sub stations, water plants etc>	<Address>	<Address and Phone>	1	
	<Address>	<Address and Phone>	1	
	<Address>	<Address and Phone>	1	
	<Address>	<Address and Phone>	1	
	<Address>	<Address and Phone>	1	
	<Address>	<Address and Phone>	1	

4.6 VULNERABLE GROUPS IN THE COMMUNITY

Vulnerable people are those who are less able to look after themselves in an emergency situation. Vulnerable groups include young children, the aged, disabled, tourists, foreign language speakers, those with learning difficulties, people caring for very young children etc. These people should be considered as a priority for support and deployment of resources. The following groups maintain their own vulnerable group registers.

Name of Group	Address	Special needs serviced

NOTE: Not all of the vulnerable people within the <Insert Community Name> District are attached to the above groups. Please see Appendix A Responsibilities Checklist.

4.7 INFORMATION DISSEMINATION METHODS

Communication is a critical component of this plan. People within the <Insert Community Name> community should be alerted to an impending disaster situation and / or be contacted after the event has occurred to check on their safety and wellbeing.

Information to be disseminated is to be approved by the Community Disaster Coordinator in liaison with the LDCC.

The following communication pathways could be available (subject to disruptions) in the <Insert Community Name> community:

Dissemination Method	Primary & Secondary Contact	Comments
Telephone Cascade System - landline / mobile / SMS		
Tablelands Early Warning Network	TRC or LDMG	This is an opt in service. Please contact TRC to register
Community Email Distribution Network		
Face to Face (neighbours calling on neighbours)		
Broadcast Radio	TRC or LDMG	Messages are to be approved by the LDC
Emergency Group Meeting		
Volunteer Groups / Wardens		
School Information Board	School Principal	<include locations>
Community Notice Boards		<include locations>
Signage or leaflets in community facilities e.g. Supermarket, Post Office, etc.		<include locations>
UHF / VHF / CB Radio		UHF CB Channel 10 is the initial contact channel when all communications fail.
Satellite Phones		
Community Magazine / Newsletter		
Website / Facebook / Twitter	TRC or LDMG	Messages are to be approved by the LDC

Before information is communicated to the public it should be confirmed. Great care should be taken to ensure that no conflicting messages or misinformation is disseminated as this will lead to panic and disorder.

Before information is communicated to the public in regards to the LDMG's response and / or recovery processes it must be approved by the TRC Mayor as stipulated in Section A 'Media Policy' of this plan. Other agencies are able to communicate with the media under their own organisations policies in regards to their own operational duties. A guide to dealing with the media can be found in Section 1.

SECTION 5: PROPOSED ANNUAL COMMUNITY EDUCATION & AWARENESS RAISING

Community Awareness

The following are suggested activities to be undertaken by Community Disaster Teams on an annual basis:

- Awareness of Community All-Hazard Disaster Plan
- Disaster Coordination Exercise
- Cyclone Awareness and Preparedness Campaign
- Bushfire Awareness and Preparedness Campaign
- Presentations to vulnerable groups
- Presentations to local businesses and community organisations

Assistance can be sought from the TRC Disaster Management Team.

NOTE: *This list is not exhaustive*

Individual & Household Awareness

In the event of an emergency, the Tablelands Regional Council, Emergency Services and other professionals may well be overwhelmed and unable to provide immediate support. Even after some time, the support from agencies may be limited due to resource issues and other priorities. It would help the emergency services and those living and working in your community, particularly the vulnerable, if all individuals and households could actively prepare for disasters and promote self-help and resilience within the community.
Some examples include:

- Considering the potential hazards and what action individuals and families can take to minimise danger to life and property
- Being aware of the information in the Local Community Disaster Plan and the Local Disaster Management Plan for the Tablelands Region
- Preparing a household emergency plan for your own home and family either to evacuate to a safer place or to be secure in your own home.
- Prepare your Bushfire Survival Plan (stay and defend or go early)
- Take into consideration your pets and their needs!
- Making an Emergency Contact List - phone numbers of family, friends, emergency services etc.
- Preparing an emergency survival kit and evacuation kit.
- Preparing emergency food and water supplies for up to one week (one month in remote areas)
- Being aware of neighbour's needs - especially if they are elderly or vulnerable
- Ensuring each family member knows where and how to turn off water, gas and electricity supplies in your home.
- Checking that your insurance cover is adequate for your family, your home and your contents. Keep brief details of your insurance company with your contact list.
- Tune into warnings via your local radio and television stations for advice and updates.

Individuals should aim to remain resilient for at least 7 days without any external assistance. In remote areas, community members should aim to be self-sufficient for one month.

More info can be found at:
www.trc.qld.gov.au/disaster-management
www.emergency.qld.gov.au/emq/css/beprepared.asp

APPENDIX A: RESPONSIBILITES 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.

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.		

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

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)		

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

	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 **after the event** 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		

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

	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 **NOT** 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.

	Stand Down Stage - Tasks	Comments (task allocation, updates, info)	Initials Completed
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.		

APPENDIX B: OPERATIONS LOG

FOR <Insert Community Name>COMMUNITY FOR_____EVENT

DATE:				SHEET NO:			
Key	T = Telephone	R = Radio	S = SMS	V = Verbal	N = Notes	D = Decision	E = Email

Time	T-R-S V-N-D-E	From	To	Incident or Occurrence	Action Taken

PRINT NAME:	SIGNED:

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

APPENDIX C: RAPID DAMAGE ASSESSMENT

<Insert Community Name>**COMMUNITY DISASTER TEAM**

Under no circumstances should you put yourself or others at risk in order to fulfil this task.

If required, the LDCC will request that a Rapid Damage Assessment is undertaken. This should not be progressed without authorisation from the LDCC. Please be aware of possible risks of undertaking a Rapid Damage Assessment, which could include fallen live power lines, fallen trees, flooding, debris, hot ash, burning logs etc

A Rapid Damage Assessment is designed to assist the Tablelands LDCC with vital information that may be affecting your area after a disaster event. It should provide the Tablelands LDCC with accurate information for an adequate response to life-threatening situations, a quick analysis of the potential hazard to critical infrastructure and to determine the priorities for the deployment of resources.

EVENT:			**LOCATION:**	
SUBMITTED ON: **DAY:**	**DATE** / /		**AT:** **TIME:** : **hrs.**	
Author:	**Contact Details:**	**Signature:**	**Date:**	**Time:**
Community Disaster Coordinator:	**Contact Details:**	**Signature:**	**Date:**	**Time:**
Tablelands Local Disaster Coordination Centre: received / read	**Contact Details:**	**Signature:**	**Date:**	**Time:**

DWELLINGS: (APPROXIMATE NUMBER)

COMMUNITY / AREA	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES (EG type of damage)

OTHER COMMENTS:

CRITICAL INFRASTRUCTURE: (Mains Power, Roads, Bridges, Sewerage, Town Water, Helipads)

MAINS POWER (LIST AREAS)	NO POWER	INTERMITTENT	WORKING	NOTES
PLEASE BE AWARE THE POSIBILITY OF FALLEN LIVE POWER LINES. CALL 000 IMMEDIATELY TO REPORT LOCATION				

OTHER COMMENTS:

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

ROADS (LIST ROADS)	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES: (e.g. Type of damage)
OTHER COMMENTS:				
BRIDGES (LIST BRIDGES)	**MAJOR DAMAGE**	**MINOR DAMAGE**	**NO DAMAGE**	**NOTES: (e.g. Type of damage)**

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

OTHER COMMENTS:				
SEWERAGE & WASTE SYSTEMS (LIST AREAS)	**MAJOR DAMAGE**	**MINOR DAMAGE**	**NO DAMAGE**	**NOTES (could include septic and other systems)**
OTHER COMMENTS:				
TOWN WATER (LIST AREAS)	**NO SUPPLY**	**INTERMITTENT SUPPLY**	**NORMAL SUPPLY**	**NOTES**

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

OTHER COMMENTS:

HELIPADS	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES

OTHER COMMENTS:

COMMUNICATIONS: (Landline, Mobile, Internet, 2-Way Radio, Broadcast Radio and Television)

LANDLINE NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

OTHER COMMENTS:

MOBILE NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

OTHER COMMENTS:

INTERNET NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

OTHER COMMENTS:

UHF / VHF RADIO (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

OTHER COMMENTS:				
BROADCAST RADIO (LIST AREAS)	**FAILED**	**INTERMITTENT**	**FULL SERVICE**	**NOTES**
OTHER COMMENTS:				
BROADCAST TELEVISION (LIST AREAS)	**FAILED**	**INTERMITTENT**	**FULL SERVICE**	**NOTES**

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

OTHER COMMENTS:

BUSINESSES: APPROX NUMBER

NAME / ADDRESS	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES: (EG: Type of damage)

OTHER COMMENTS:

COMMUNITY INFRASTRUCTRE & FACILITIES: (Halls, Amenities, Schools, Hospitals, Lakes, Walking Tracks etc.)

TYPE / AREA / ADDRESS	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES: (EG: Type of damage)

OTHER COMMENTS:

ANY OTHER INFORMATION RELEVANT TO THIS ASSESSMENT:

TYPE / AREA	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES: (EG: Type of damage)

OTHER COMMENTS:

Please return this form to the Community Disaster Team Coordinator in your area by:

Tel:
UHF CB CH 10
or
To the Tablelands Local Disaster Coordinator by:

- Email: disastermangement@trc.qld.gov.au or
- Tel: 1300 362 242 or
- Via Resilient Communications Radio Network (e.g. QPWS VHF)

APPENDIX D SITUATION REPORT

<Insert Community Name>COMMUNITY DISASTER TEAM

This Form should be completed by the Community Disaster Team Coordinator on a regular basis (10:00hrs daily unless otherwise requested) and returned to the Tablelands Disaster Coordination Centre by the most appropriate means.

SITREP DETAILS							
EVENT:							
DATE:	/ /	**TIME:**	: hrs	**SITREP No:**			
ACTIVATION STATUS:	Circle: Alert	or	Lean Forward	*or*	Stand up	*or*	Stand Down

SITUATION OVERVIEW

1. **Weather** (Local observations)

2. **Summary of Past 24 Hours by Disaster Team** (Include brief details of operations, meetings, actions, etc.)

3. **Damage Assessment Overview** (Include brief summary of effects – refer to Damage Assessment Form if completed)

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

4. Media (Include brief details of any media related issues/actions)
5. Safety / Health Concerns (consider physical and mental health of community members, contagious outbreaks, food/water concerns, accommodation issues etc)
6. Any Changes to Local Contacts
7. Projected Operations for Next 24 to 48 Hours (Major problems and priorities of the next 24 to 48 hours. Anticipated resource requirements, etc.)

Author:	**Contact Details:**	**Signature:**	**Date:**	**Time:**
Community Disaster Team Coordinator:	**Contact Details:**	**Signature:**	**Date:**	**Time:**
Tablelands Local Disaster Coordination Centre: **received / read**	**Contact Details:**	**Signature:**	**Date:**	**Time:**

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

APPENDIX E: REQUEST FOR RESOURCES

Requesting Community:			
Person placing request:			
How urgent is this request?	Need it within (circle) <4 hours 8 hours 12 hours Next day 2 days		
Material/Items Requested (be specific- give numbers, sizes, etc):			
Exact location for delivery:			
Required time for delivery:			
Critical Issues (safety, warnings, road closures, how do we unload items):			
Received time/date:			
Where did it come from?			
Who do we contact for return?			
PREPARED BY:		AUTHORISED BY:	
POSITION:		POSITION:	
TIME:	DATE:	TIME:	DATE:

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

APPENDIX F: MEETING ATTENDANCE REGISTER

on **/ /20** ***at*** **: hours**

Name	Agency	Address	Phone	Mobile	Email	Signature

Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

APPENDIX G: DISASTER MANAGEMENT ACRONYMS

ADF	Australian Defence Force
AEMI	Australian Emergency Management Institute
BoM	Bureau of Meteorology
DAFF	Department of Agriculture, Fisheries and Forestry
DCCSDS	Department of Communities, Child Safety and Disability Services
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DEWS	Department of Energy & Water Supply
DNRM	Department of Natural Resource Management
DSDIP	Department of State Development, Infrastructure and Planning
DTMR	Department of Transport & Main Roads
EMA	Emergency Management Australia
GIS	Geographic Information System
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NPRSR	Department of National Parks, Recreation, Sport and Racing
PPRR	Prevention, Preparedness, Response, Recovery
QAS	Queensland Ambulance Service
QDMC	Queensland Disaster Management Committee
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
Q-Rail	Queensland Rail
SDCC	State Disaster Coordination Centre
SES	State Emergency Service
SEWS	Standard Emergency Warning System
SOPs	Standard Operating Procedures
TPHU	Tropical Population Health Unit (Queensland Health)
TRC	Tablelands Regional Council

APPENDIX H: DISTRIBUTION REGISTER

Plan Number	Name	Role	Organisation
1		Community Disaster Team Coordinator	
2		Deputy Community Disaster Team Coordinator	
3	Sarah Dean	Local Disaster Coordinator	Tablelands Local Disaster Management Group (LDMG).
4	Various	Community Disaster Team Members	<Insert community name> Disaster Group
5	Rosa Lee Long	Mayor	Tablelands Regional Council
6	Various	Councillors	Tablelands Regional Council
7	Rolf Straatemeier	Inspector of Police / District Disaster Coordinator	Queensland Police Service
8	Sergeant Jeff Magnus	DDMG Executive Officer	Queensland Police Service
9	Community Members		
10	TRC Website		
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Under no circumstance should you put yourself or others at risk to fulfil the tasks within this plan.

ThE Community All Hazards Disaster Plan Template has been developed by
Tablelands Regional Council Disaster Management

The Local Disaster Management Group wishes to officially recognise the enthusiastic efforts made by members of the Community in the development and implementation of this Community Disaster Plan. We wish to acknowledge their willingness to work with Council to assist their community prepare for, respond to and recover from disaster events that may affect them.