Tablelands Regional Council



Ravenshoe and Surrounds – Community All Hazards Disaster Plan

Tablelands Regional Council acknowledges the Traditional Custodians of the Tablelands region and recognises their continuing connection to country. We pay respect to Elders past, present and future.



Ravenshoe and Surrounds Community All Hazards Disaster Plan V7.0

Contents

1.	Sect	tion 1: Overview of Community Disaster Plan	6
	1.1	General Information	
	1.2	Disaster Definition	
	1.3	Plan Ownership and Revision	
	1.4	Aim of Plan	
	1.5	Objectives of Plan	
	1.6	Activation Triggers and Procedures	
	1.7	Definition of Activation Levels	
	1.8	Media Policy	
	1.9	Prevention, Preparedness, Response and Recovery (PPRR)	
2.	Sect 2.1	tion 2: Overview of Herberton and Surrounds Community	11
	2.1	Topography	
	2.2	Climate	
	2.3	Population	
	2.4	Industry / Employment	
	2.6	Leisure / Tourist Activities / Annual Events	12
	2.0	Public Transport	
	2.8	Communications	
	2.0	2.8.1 Telephone	
		2.8.2 Internet Services	
		2.8.3 UHF-CB Channel 10	
		2.8.4 Radio Stations	
		2.8.5 Television Stations	
	2.9	Utilities	
		2.9.1 Electricity Supply	14
		2.9.2 Water Quality and Supply	
		2.9.3 Sewerage	
	2.10	Hazards and Threats to the Herberton and Surrounds Community	
		2.10.1 Cyclone and Storms	
		2.10.2 Wildfires / Bushfires	
		2.10.3 Flooding	15
		2.10.4 Landslides	15
		2.10.5 Hazardous Materials	16
		2.10.6 Earthquakes	16
		2.10.7 Referable Dams	16
		2.10.8 Pandemics	16
	2.11	Local Warning Systems	
		2.11.1 Automated External Defibrillators	
		2.11.2 Generators	17
3.		tion 3: Community Disaster Teams	
	3.1	Community Disaster Team Coordinator	
	3.2	Community Disaster Team Deputy Coordinator	
	3.3	Community Disaster Team Members	
	3.1	Other Stakeholders	19
4.	Sect	tion 4: Disaster Response and Recovery	
	4.1	Community Disaster Team Meeting Location	
	4.2	Public Information Point	
	4.3	Emergency Accommodation	
		4.3.1 Cyclone Shelter	
		4.3.2 Place of Refuge	22

	4.4 4.5 4.6 4.1	Critical Ir 4.5.1 4.5.2 4.5.3 4.5.4 Vulnerab	Evacuation Centres y Centre hfrastructure Roads Helipad Locations Waterways – (for running food / other supplies and or / evacuation Bookmark not defined. Water, Sewerage, Communications and Other Infrastructure ble Groups in Community ion Dissemination Methods	23 23 24 n) Error! 24 24
5.	Secti	on 5: Pr	oposed Annual Community Education and Aware	ness
Raisi			•	
6.	Appe	ndix A:	Responsibilities Checklist	30
7.	Appe	ndix B:	Operations Log	39
8.	Appe	ndix C:	Rapid Damage Assessment	40
RAPI	D DAN	IAGE AS	SESSMENT	40
9.	Appe	ndix D:	Situation Report	50
SITU	ATION	REPOR	Τ	50
10.	Appe	ndix E:	Request For Resources	52
11.	Appe	ndix F:	Meeting Attendance Register	53
12.	Appe	ndix G:	Disaster Management Acronyms	54
13.	Appe	ndix H:	Distribution Register	55

Version Control

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Authority/Role:	Community Disaster Coordinator: Ravenshoe Disaster Group
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V1.1	Formatting changes, insert maps	27 Sep 2011
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V5.0		Dec 2015
V6.0	Updates due to COVID-19 Pandemic. Amendments to team members, contact details. Updated some chainsaw operator and first aid information (on restricted contacts), telephone communication black spots, Police Regional Director, TRC Mayor	Dec 2020



	Added Traditional Owner camps along Northern side of Barron River and Lean Forwards tasks to include Traditional Owners Camps Updated some vulnerable group contacts, updated Team Co- ordinator's contact details, updated Internet service details.	
V7.0	Minor amendments throughout. V7 presented to LDMG for approval on 18/01/23	Jan 2023

1. Section 1: Overview of Community Disaster Plan

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 25,575 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*(Qld) 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 Ravenshoe & Surrounds 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 Ravenshoe & Surrounds.

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, 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:

- o 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.
- o 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.

In the event of the Ravenshoe & Surrounds 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: <u>http://www.trc.qld.gov.au/disaster-management</u> <u>http://dashboard.trc.qld.gov.au</u>

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 (Qld), 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 and Revision

This Plan is owned by the Ravenshoe & Surrounds Community Disaster Team on behalf of the community of Ravenshoe & Surrounds. The Community Disaster Coordinator is to ensure that the Plan is reviewed on at least a bi-annual basis. This review should be completed by September 30 wherever possible.

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 Ravenshoe & Surrounds. The overall aim of this Plan is to:

'Enhance the resilience of the Ravenshoe & Surrounds community in planning and preparing for, responding to and recovering from disaster events and to improve communication between the Ravenshoe and Surrounds community and the Tablelands LDMG'.

1.5 **Objectives of Plan**

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

1.6 Activation Triggers and Procedures

The Ravenshoe & Surrounds 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

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- 2. If the Community Disaster Team Coordinator becomes aware of a disaster event threatening or impacting the community of Ravenshoe & Surrounds 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 description at 1.2 above), then the LDC will not activate the Pan 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 Management Group (LDMG) and Ravenshoe & Surrounds Plan may be at differing levels of the activation process. The move to different activation levels is guided by the specifics of each event. It is vital that communication with the Tablelands LDC 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 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 the hazard may affect the community and there is a need for public awareness.

STAND-UP: Hazard impact is imminent, and the community will be or has been impacted. The response requires coordination and will be done through the Tablelands LDMG.

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 LDMG. If Ravenshoe & Surrounds 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 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 regard 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 LDMG Public Information 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 LDMG's Public Information Officer."

Or

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

Tablelands LDMG Public Information Officer: Phone: 1300 362 242 Email: <u>disastermanagement@trc.qld.gov.au</u>

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 e.g. 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: e.g.
 - 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.

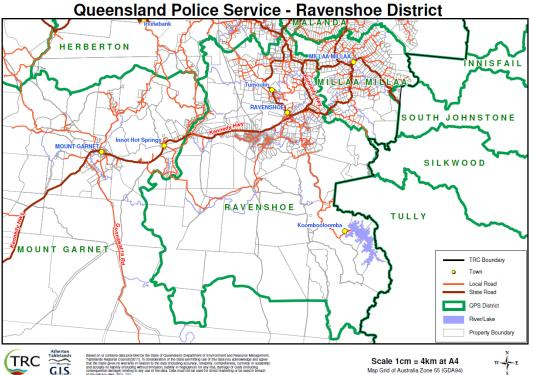
In this stage, the key messages to the community are:

- 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;
- 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.

2. Section 2: Overview of Herberton and Surrounds Community

2.1 Location

Ravenshoe is a country town positioned between Atherton and Mt Garnet along the Kennedy Highway on the Atherton Tablelands. This Plan covers the entire Ravenshoe division as depicted in the map below.



Map 1: Ravenshoe Police Division

Ravenshoe can be accessed from Millaa Millaa in the east via either the East Evelyn Road or the Old Palmerston Highway. Ravenshoe also has the Tumoulin Road and the Kennedy Highway which meet to then proceed to Atherton.

The Savannah Way is the gazetted travellers' highway which crosses the vast northern savannahs from Cairns to Western Australia. The highway travels through the Cairns highlands from Cairns to Mareeba, Atherton and Ravenshoe before entering the gulf savannah itself. Ravenshoe is the last sizeable town heading west on the Savannah Way. 95% of roads are sealed bitumen throughout the division.

ТО	DISTANCE	TRAVEL TIME
Mt. Garnet	48km	45 mins
Herberton	38km	35 mins
Millaa Millaa	30km	25 mins
Atherton	50km	45 mins
Mareeba	85km	1hr 15 mins
Cairns	145km	2hrs – 2hrs 30 mins
Innisfail	100km	1hr 20 mins

Travel distances by road from Ravenshoe

2.2 Topography

The Ravenshoe Distinct comprises various forestry from heavy rainforest to open forest and mountainous terrain to open savannah country. Just 5km east of Ravenshoe the rainfall averages 1875 mm per annum, while 5km to the west of town the annual average rainfall is 625mm. This highlights the diversity of vegetation, from lush rainforest to more open eucalypt forest to the west.

2.3 Climate

Ravenshoe has an annual rainfall of approximately 900mm. In summer it can reach a maximum of 35 degrees, without humidity. Ravenshoe is the highest town in Queensland (920m above sea level) and because of its altitude it can be very cold in winter.

2.4 **Population**

The current population of Ravenshoe is 1400. A few kilometres west of the town is Millstream Estate which has been subdivided into acreage allotments and the population of this area is 1246. Tully Falls Road is also open to subdivided acreage allotments, as well as the Kaban farming areas and small community of Tumoulin which is north of Ravenshoe. The population of the Tumoulin & Evelyn areas is 455 (Australian Bureau of Statistics, Census of Population and Housing 2016).

Further information about the community profile of the Ravenshoe & Surrounds can be accessed through Council's website using the .idcommunity demographic resource http://economy.id.com.au/tablelands/about.

2.5 Industry / Employment

Dairy, beef cattle, farming, timber, tourism and retail are the main industries in the region.

Early settlers saw the potential for timber cutting and milling and cattle farming in the region. The timber industry thrived until the 1990's when much of the timber gathering area was listed as a World Heritage Area. Dairy farming and agriculture remain throughout the area and, with the tourism industry, provides most to the local economy.

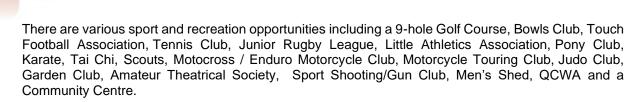
2.6 Leisure / Tourist Activities / Annual Events

The Ravenshoe Visitor Information Centre and the adjacent Nganyadji Interpretive Centre is situated on the south-east outskirts of Ravenshoe. The centre features a number of historical and environmental displays while the Nganyadji Interpretive Centre celebrates the Jirrbal Aboriginal people of the area. Country markets operate on the fourth Sunday of the month at the Tumoulin railway station and at Archers Creek on the second Sunday of the month. A few outlets sell local arts and crafts.

The Ravenshoe division is surrounded by an expanse of World Heritage listed rainforest with extensive walking tracks, waterfalls (Millstream and Little Millstream Falls), fishing and numerous camping locations.

In the late 1950's Koombooloomba Dam (located 40km south-east of Ravenshoe on the Tully River) was completed. This dam supplies the water for the Kareeya Power Station (West of Tully), is open to the public and is a popular location for boating, water skiing and fishing.

Ravenshoe offers a variety of hotel, motel, guesthouse and camping and caravan park accommodation. Food outlets offer takeaway, as well as traditional counter meals at the two hotels. There is also an increasing variety of specialist places to stay in the surrounding area – rainforest cottages, farm stays, and bed and breakfasts. It is a quiet, friendly town with a deserved reputation as a nature-based tourism destination.



In October for a period of two weeks the annual Festival of the Forest & Torimba Festival celebrates the timber industry. The festival includes a timber display, Ball, Mardi Gras and several other activities.

2.7 Public Transport

Public transport to and within the area is limited but includes:

Bus: Community Service Tablelands operates a regular bus from Mt Garnet via Ravenshoe to Atherton and return, on a fortnightly basis.

Trans North operates a school service servicing Wooroora Rad, Evelyn, Greys Lan and Tumoulin/Kaban Road.

The Trans North service between Cairns and Karumba departs for Karumba via Ravenshoe on Monday, Wednesday & Friday and returns to Cairns via Ravenshoe on Tuesday, Thursday and Saturday. Stop location is outsit Tall Timbers roadhouse, 13185 Kennedy Highway.

- Air: Domestic and international air travel from Cairns. Landing strips at most Cattle Stations within Division for Royal Flying Doctor Service.
- Sea: Cairns & Innisfail
- Rail: Cairns and Innisfail. Ravenshoe to Tumoulin on the Ravenshoe Heritage Stam Railway

2.8 Communications

2.8.1 Telephone

Telstra Next G Network is the mobile service most widely used by locals. OPTUS digital has limited coverage. There are areas in which mobile phone coverage can be intermittent or non-existent – these locations are:

- Longlands Gap- Kennedy Highway Range areas
- East Evelyn Road areas
- Tumoulin Road in small places
- Koombooloomba Dam and sections of Tully Falls Road
- Southern end of Wooroora Road on unsealed roadway

Please refer to http://www.telstra.com.au/mobile/networks/coverage/maps.cfm

The Ravenshoe Telstra tower has a generator, but it is not known if this has been tested and/or maintained by Telstra.

It is not known whether Optus has a generator associated with their infrastructure in the region.

2.8.2 Internet Services

ADSL 2 internet is available. Wireless NBN is available in some parts of the community, while some other areas are reliant on satellite service.

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: <u>http://www.trc.qld.gov.au/disastermanagement/disaster-plans</u>

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.

Call sign for Ravenshoe is **RAVENSHOE COMMUNITY**. The Local Disaster Coordination Centres call sign is **TRC BASE**.

Once initial contact has been made on UHF-CB 10, callers may be directed to change to this channel to continue communication.

The Rural Fire Service Queensland 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 Rural Fire Sheds in the area as well as at the QFES Headquarters Theta St Ravenshoe

2.8.4 Radio Stations

RADIO STATION	FREQUENCY
ABC Far North	106.7FM, 95.7FM, 720AM
4AM	558AM, 91.3FM
KIK-FM	88.7FM, 87.3FM
Hit FM	97.9FM

2.8.5 **Television Stations**

- ABC
- WIN
- TEN
- SEVEN
- SBS

2.9 Utilities

2.9.1 Electricity Supply

Ergon Energy supply is quite reliable twenty-four hours a day. Interruption to power supply can be caused by electrical storms, trees falling across powerlines, high winds or bushfires. The Ergon Substation is located on the Kennedy Hwy, north of Ravenshoe.

2.9.2 Water Quality and Supply

Town water is supplied to properties but may be subject to a boil water notice.

Information on consumption after a disaster will be made available by Council. Many outlying properties have their own creek, bore and/or rainwater supplies.

2.9.3 Sewerage

Septic and sewerage is available in most areas of the Ravenshoe township. Outlying areas are septic or composting systems.

2.10 Hazards and Threats to the Herberton and Surrounds Community

2.10.1 Cyclone and Storms

This area is generally susceptible to cyclonic conditions from November to April annually. Cyclones can pose a serious threat to life and property. Conditions can vary from mild to severe wind, heavy to torrential rain, flooding in localised areas across roads, creeks and private properties. Environmental and structural damage can inhibit movement on roads, access to and within private properties. Severe storm events in early October/November have been known to fall powerlines and trees, cutting access and power to the area. The management of power including supply, loss, and restoration can be an issue after a cyclone. Incorrect of use of home generators can also pose hazards.

2.10.2 Wildfires / Bushfires

Due to the natural vegetation in this area there is a high likelihood of bushfires. Bushfires can pose a serious threat to life and property, particularly during the months from August to November and during electrical storms in Summer. QFES and Rural Fire Service run a consistent reminder campaign, detailing where to obtain permits, when burn-offs are permitted, along with community education.

There is also unexploded ordinance in the area which has the potential to start fires.

2.10.3 Flooding

Flooding can occur, particularly in the following locations:

- Spanswick Ck, Wooroora Rd, Ravenshoe;
- Stony Batter, Wooroora Rd, Ravenshoe;
- Vine Ck, Wooroora Rd, Ravenshoe;
- Millstream River Noel Dempsey Bridge Tumoulin Rd, Ravenshoe;
- Packhorse Ck Sluice Ck Rd Evelyn;
- Millstream River Cemetery Rd, Ravenshoe; and
- Old Kaban Rd.

2.10.4 Landslides

Landslides may cause road closures. Heavy Rainfall during our Wet Season (November to April) can produce substantial falls in very short periods of time. Areas that could be affected include:

- Kennedy Hwy, East Evelyn.
- Kennedy Hwy, just west of Ravenshoe.
- Corner of Tumoulin Rd and Kennedy Hwy, Ravenshoe.
- Kennedy Hwy along range to Raspberry Ck.

2.10.5 Hazardous Materials

There are several business premises within Ravenshoe that may have hazardous materials present e.g. chemicals, fuel, gas, etc. These include:

- Home Hardware Bullet cylinder, gas cylinders;
- Marano's Engineering, Moffatt St Ravenshoe
- Kidners;
- Tall Timbers BP Service;
- Ravenshoe Timbers; and
- IGA

There are large quantities of fuel at all service stations and industrial areas within the division. Being a rural area, there are also agricultural farm chemicals in the region.

2.10.6 Earthquakes

Earthquakes have not been a threat in the Tablelands area in recent times. Historical data exists in relation to tremors which have caused minor damage, but none that have 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 Referable Dams

A referable dam is one that would, in the event of failure, put people's lives at risk. Failure could be from excessive rainfall or sunny day failure.

Koombooloomba Dam is a concrete gravity dam with a water-filled rubber dam on the crest across the Tully River, approximately 35km south-south-east of Ravenshoe. There are no residential properties at risk in the TRC area. However, recreational users of the dam and river may be at risk in the unlikely event of a dam failure. Restrictions apply to watercraft on the lake above 90% and below 25% dam level for safety and environmental reasons. Stanwell Corporation is the owner of Koombooloomba Dam and provides up-to-date information.

2.10.8 Pandemics

A pandemic is a global outbreak of a new disease on a worldwide scale for which there is little or no immunity in the population, and which is readily transferred between humans to produce infection in a high proportion of those exposed. This includes (but is not limited to), influenza and other newly identified viral infections such as novel coronavirus COVID-19.

2.11 Local Warning Systems

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

- Emergency Management Dashboard <u>www.dashboard.trc.qld.gov.au;</u>
- 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 @: <u>https://www.trc.qld.gov.au/disaster-management/early-warning-network-ewn/;</u>
- Emergency Alerts (Email, Voice and SMS unable to opt out); and
- SEWS warning signal.



Automatic External Defibrillators can be found at the following locations:

- Ravenshoe Ambulance Station / Queensland Primary Health Centre;
- Ravenshoe Police Station;
- Ravenshoe Fire Station and QFES vehicles
- Queensland Government Agent (QGAP) Office;
- Cornett's Supermarket;
- BP Tall Timbers Service Station; and
- The Millstream General Store.

Note AEDs at some location locations may only be accessible during business hours.

2.11.2 Generators

It is recognised that Stony Batter Creek when flooded becomes impassable. The South Millstream Fire Brigade has a generator which is available for use by the local community. Local community members have been advised of this.

3. Section 3: Community Disaster Teams

3.1 Community Disaster Team Coordinator

The Community Disaster Team Coordinator will be a member of the Ravenshoe & Surrounds Community. 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; and
- Ensure the safety of self and others.

3.2 Community Disaster Team Deputy Coordinator

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 deputise for the Community Disaster Team Coordinator and fulfil their functions as far as possible in the absence of the coordinator.

NAME	ROLE	PHONE	EMAIL
Robert Doyle	Community Disaster Coordinator / QFES St Vincent de Paul		Robert.Doyle1@rfs.qfes.qld.gov.au Robert.Doyle@svdpqld.org.au



Cr Annette Haydon	Deputy Community Disaster Coordinator	0437 933 187	annetteh@trc.qld.gov.au
Edwin Lee	Deputy Community Disaster Coordinator	0467 821 503	Edwin.lee@qfes.qld.gov.au
Peter Larsen	Deputy Community Disaster Coordinator / South Millstream Rural Fire Brigade	0437 613196	Peterlarsen645@gmail.com

* For additional contacts refer to the private contact list.

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 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.

ORGANISATION	NAME
Ergon Energy	Ricky McNab
Queensland Ambulance Service	Ivan Evans (OIC)
Queensland Police Service	Sgt Scott O'Donovan
Queensland Police Service	Susan Raimondo
Queensland Police Service	Mat Lee-Sye
Queensland Police Service	Saurabh Verma
Ravenshoe Community Centre	Monica Lee-Sye
Ravenshoe Community Centre	Jo Blacker
RADCARE	Tina Quayle
Rural & Remote Home Care Services	Andrea Porter
St Vincent de Paul	Trish Ward
Ravenshoe State School	Helen Carne
St. Theresa's Catholic School (Principle)	Michael Atkins
Yabu Mija	June Mackay
Community Member /Chris Dempsey Cranes	Chris & Jamie Dempsey
Kidner Contracting	Marilyn Clarke
South Millstream Rural Fire Brigade / Clinical Nurse Millaa Millaa	Narelle Murphy

Tablelands Regional Council	Keith McAdam
Mamu Health Service	Caleb Walker
QBuild and QPS Key holder	Mark Rainey
Ravenshoe Medical Centre	Robyn Turner
Community Member	Dr Clare Jukka
RSL – Ravenshoe RSL Subbranch (Secretary)	Geoff Lewis
RSL – Ravenshoe RSL Subbranch (President)	Doreen Mortimore
Rural Fire Service	Michael Spartalis (Atherton)
North Millstream Rural Fire Brigade	Chris Allman
Stony Batter Rural Fire Brigade	Brian Needham
Tully Falls Rural Fire Brigade	Adrian De Leeuw
Tumoulin Rural Fire Brigade	Margaret Wass
Evelyn Rural Fire Brigade	Robert Dalgety
Kaban Rural Fire Brigade	Jim Kelso
CWA	Wendy Evans
Wababadda Aboriginal Corporation	Desley Mosquito
Wababadda Aboriginal Corporation	Tony Bean
Vestas (Wind Farm)	Chris Urwin

*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.

GOVERNMENT & NON-GOVERNMENT FACILITIES & AGENCIES				
ORGANISATION	ADDRESS	PHONE		
Bureau of Meteorology	Brisbane Regional Office www.bom.gov.au	3239 8700		
Department of Transport and Main Roads	http://131940.qld.gov.au/	13 19 40		
Queensland Parks and Wildlife Service	83 Main St, Atherton	4091 5200		
Ergon Energy	http://www.ergon.com.au/	13 22 96 (fault) or		

*Note, the below list is not exhaustive. Refer to restricted contact list for additional details.

		000 or 13 16 70 (emergency)
Tablelands Regional Council	45 Mabel St Atherton www.trc.qld.gov.au	1300 362 242
Optus	www.optus.com.au	1800 780 219
Telstra	http://www.telstra.com.au/help/index.htm	13 22 03
NBN Co	https://www.nbnco.com.au/support/network- status	
QGAP Office	29 Grigg St, Ravenshoe	4097 6660
Ravenshoe Community Centre	3 Bolton St, Ravenshoe	4097 6726
Ravenshoe Visitor Information Centre	24 Moore St, Ravenshoe	4097 7700

EMERGENCY SERVICES				
ORGANISATION	ADDRESS	PHONE		
Local Disaster Coordination Centre	51 Vernon St, Atherton	1300 362 242		
Queensland Ambulance Service	25 Kurradilla St, Ravenshoe	000 - Urgent or life threatening		
Queensland Fire & Emergency Services:	16 Theta St, Ravenshoe			
 Queensland Fire & Emergency Emergency Management 		000 - Urgent or life threatening if attended		
 Management Rural Fires Service Queensland 	See private contact List for further details			
SES	16 Theta Street, Ravenshoe	132 500		
Ravenshoe Primary Health Care Centre	27 Kurradilla St, Ravenshoe	4097 6223		

4. Section 4: Disaster Response and 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	Alternate	Alternative
Name	Ravenshoe Town Hall	QFES Ravenshoe	Ravenshoe Community Centre
Address	Grigg Street, Ravenshoe	16 Theta St Ravenshoe	3 Bolton Rd, Ravenshoe
Key Holder/s	TRC	Rob Doyle Edwin Lee	Jo Blacker Heather Walch June Mackay
Computer	No	Yes	
Phone (#)		4080 2572	
Fax (#)			
Generator (size)	No	30 KVA	25KVA
Other	Toilets, kitchenette.	Toilets, showers, kitchenette.	Showers, toilets, disabled facilities, rainwater tank, solar hot water

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	Ravenshoe Community Centre		
Address	1 Bolton Street		
Key Holder/s	Jo Blacker		
	Heather Walch		
	June Mackay		
Computer	Yes		
Phone (#)	4097 6726		
Fax (#)	4097 6030		
Generator (size)	25 KVA		
Other	Showers, toilets, disabled facilities, rainwater tank, solar hot		
	water		

4.3 Emergency Accommodation

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 (probably in Atherton) with others on an as needed 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 Australian Red Cross **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	Ravenshoe Community Centre
Address	1 Bolton Street
Key Holder/s	Jo Blacker Heather Walch June Mackay
Computer	Yes
Phone (#)	4097 6726
Fax (#)	40976 030
Generator (size)	26KVA
Other	Showers, toilets, disabled facilities, rainwater tank, solar hot water

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 Ranking (1 = high, 5 = low)	Comments	Known Trouble Spot
Tumoulin Road	Ravenshoe to Atherton	1	Needs to be cleared to ensure main road is available to township	
Kennedy Highway	Tumoulin Road to Atherton	1	Needs to be cleared to ensure main road is available to township	Millstream River - Noel Dempsey Bridge
Unsealed Road to Telstra Hill (Rifle Range Rd)	Ravenshoe to Millstream	1	Cleared for Telstra to attend to townships communication point	
Kennedy Highway	Ravenshoe to Millstream	2	Large population of persons at Millstream	
Kennedy Highway	Ravenshoe to Evelyn	2	Open road to gain access to Millaa Millaa and acreage blocks	

Kennedy	Ravenshoe to		Needs to be cleared to	
Highway	Silver Valley	2	ensure main road is	
Tignway	turnoff		available to township	
Tully Falls	Ravenshoe to		Access to power	
Road	Koombooloomba	2	station.	
Rudu	Dam		Acreage blocks	
Kaban Road	Entire road	2	Farming communities	
Sluice Creek Road	Entire road	2	Farming communities	Packhorse Creek
Wooroora Road	Entire road	2	Acreage blocks / Cattle stations	Spanswick Ck Stony Batter Vine Creek
Millstream Parade	Ravenshoe	2	Acreage blocks	
Local township roadways	Ravenshoe	4	Open one section of road for access in and out and other streets can be dealt with later.	

4.5.2 Helipad Locations

Several potential helipad locations should be identified in case of medical emergencies or for other reasons e.g. resupply. If 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
Ravenshoe State High School oval	17° 36' 39.59" S 145° 29' 20.00"E	Moore Street
Tumoulin Truck Pad (Jonsson Rd turn off)		
South Millstream		End of Gordon Earl Drive

4.5.3 Water, Sewerage, Communications and Other Infrastructure

Infrastructure	Location	Contact Details	Priority for Power	Comments
Sewerage Treatment Plant	Ascham Street to Old cemetery road	Tablelands Regional Council	1	Ravenshoe 1300 362242
Chalumbin Power Sub Station	Follow Tully Falls Road to the Dam Right turn before	LDMG Rep - Charlie Casa Ergon Energy	1	Major power point that supplies FNQ.
Ergon Sub Distribution Point	Kennedy Highway Butchers Creek	LDMG Rep - Charlie Casa Ergon Energy	1	Ravenshoe feeder Millstream feeder
Kareeya Power Station Koombooloomba Dam	Prior to Koombooloomba Dam	Kevin Ramm (Brisbane) 0418 986 150 ON CALL 0438 456 006	1	Station Number 40 366822 40366801 direct office number.
Evelyn Power Sub Station	Kelso Road	LDMG Rep - Charlie Casa Ergon Energy	1	Evelyn feeder Millaa feeder

Mount Garnet Sub Station	Cemetery Road Mt Garnet	LDMG Rep - Charlie Casa Ergon Energy	1	Mt Garnet feeder Gunnawarra Road feeder
Ravenshoe Depot SCADA	Curmbu Street, Ravenshoe	TRC: 1300 362 242	1	
Bauld Rock/Telecom Hill SCADA	Bauld Rock/Telecom Hill	TRC: 1300 362 242	1	
Cassowary Intake – Pump	Goldcoast Road, Ravenshoe	TRC: 1300 362 242	1	
Bellview Intake – Pump	Vine Road, Ravenshoe	TRC: 1300 362 242	1	
Belllview Reservoir – Chlorine Dosing	Vine Road, Ravenshoe	TRC: 1300 362 242	1	
Cassowary Reservoir – Chlorine Dosing	Goldcoast Road, Ravenshoe	TRC: 1300 362 242	1	
Millstream River Intake – Pump & Chlorine Dosing	Bivouac Road, Millstream	TRC: 1300 362 242	1	
Millstream Pump Station Intake	Bivouac Road, Millstream	TRC: 1300 362 242	1	
Millstream North Reservoir – Chlorine Dosing	Off Millstream Parade, Millstream	TRC: 1300 362 242	1	
Millstream South Reservoir – Chlorine Dosing	No name Road, off Bivouac Road, Millstream	TRC: 1300 362 242	1	
Eucalyptus Reservoir – Booster Pump	Off Wooroora Road, Millstream	TRC: 1300 362 242	1	

4.6 Vulnerable Groups in 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
Ravenshoe RSL	Grigg Street, Ravenshoe	Elderly
Ravensille RSL	4097 0155	Veterans
RADCARE	Cnr of Moore and Theta Street, Ravenshoe 4097 7263	Vulnerable Elderly
Rural and Remote Care	3 Bolton Street	Vulnerable Elderly
Services	4097 7242	Disabled
Respite Centre	17 Moore Street, Ravenshoe	Vulnerable Elderly
Respite Centre	4097 7998	Disabled
Ravenshoe State High School	Moore Street, Ravenshoe	200 Students & 45
	4097 5333	Staff (Approx.)

Name of Group	Address	Special needs
Ravenshoe State Primary School	Ascham Street, Ravenshoe 4097 5333	200 Students & 25 Staff (Approx.)
	6 Moffat Street, Ravenshoe	142 Students & 16
St Theresa's Catholic School	4097 6173	Staff (Approx.)
Bauanahaa Childaara Carriaa	5 Moore Street, Ravenshoe	Pre-school age
Ravenshoe Childcare Service	4097 7049	children and staff
Ravenshoe C&K Kindergarten	23 Ascham Street, Ravenshoe	Pres-school age
	4097 6565	children and staff
Ravenshoe Community Centre	3 Bolton Street, Ravenshoe 4097 6726	Vulnerable People
Ravenshoe Bowls Club	Monument Street, Ravenshoe 4097 6127	Elderly
Ravenshoe QCWA	Herbert Street, Ravenshoe 4097 6237	Elderly
St Vinnies	Grigg St Ravenshoe 4097 6860	Vulnerable People & members
Yabu Mija	3 Bolton St, Ravenshoe 4097 7100	Vulnerable People
St Teresa's Catholic Church	Moffat St Ravenshoe 4097 6180	Possible Vulnerable People
	Moore St Ravenshoe	Possible
Anglican Church	4097 6910 40976 692	Vulnerable People
Cairns Regional Domestic Violence Service (services Ravenshoe)	Ravenshoe Community Centre, 3 Bolton St, Ravenshoe 1300 909 250	At risk clients
Men's Shed	Herbert Street, Ravenshoe 4097 6354	Male members
Ngoonbi Community Services Indigenous Corporation (services Ravenshoe)	12 Herberton Rd, Atherton	Indigenous clients
Traditional Owners –		
Wababadda (jirrbal)	1/7 Herberton Road, Atherton	Indigenous
Aboriginal Corporation RNTBC	0418 349 833	persons
Mamu Health Service	41 Grigg Street Ravenshoe 4043 5200	Indigenous patients
Ravenshoe Medical Centre Ngoonbi –	62 Grigg Street, Ravenshoe 4097 6269	Patients

<u>NOTE</u>: Not all the vulnerable people within the Ravenshoe & Surrounds 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 Ravenshoe & Surrounds 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 are available (subject to disruptions) in the Ravenshoe & Surrounds community.

Dissemination Method	Primary & Secondary Contact	Comments
Telephone Cascade System - landline / mobile / SMS	Coordinator	Community Disaster Team Members to assist
Tablelands Early Warning Network	TRC or LDMG	This is an opt in service. Contact TRC to register or visit the TRC Website
Community Email Distribution Network	Jo Blacker – Ravenshoe Community Centre	
Face to Face (neighbours calling on neighbours)		Community Disaster Team Members can instigate this
Emergency Group Meeting	Community Disaster Team Coordinator	Deputy Community Disaster Team Coordinator to assist
Volunteer Groups / Wardens	QFES (Rural Operations) SES QFES	Physical locations, radio and scheduled meetings
School Information Board (located at Ascham and Grigg Streets)	Helen Carne (Principal)	Contact Principal to utilise board. QPS to coordinate
Community Notice Boards e.g. Supermarket, Post Office, Community Bank etc.	Community Disaster Coordinator	Community Disaster Team members to assist
UHF / VHF / CB Radio	Police SES QFES TRC Rural Fire Service QAS QPWS	UHF CB Channel 10 is the initial contact channel when all communications fail.
Satellite Phones	QAS TRC	25 Kurradilla St Ravenshoe Ravenshoe Depot
Broadcast Radio	TRC or LDMG	Messages are to be approved by the LDC
Community Magazine / Newsletter	Chamber of Commerce Ravenshoe Weekly Ravenshoe Community Noticeboard (Facebook)	Messages are to be approved by the LDC
Email / Website / Facebook	TRC Disaster Management Facebook & Twitter www.facebook.com/TablelandsDCC QPS Facebook QFES Facebook	Sarah Dean Police Media QFES Media It is vital this is coordinated otherwise conflicting messages will appear on different Facebook sites



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 regarding the LDMG's response and / or recovery processes it must be approved by the Chairperson of the LDMG as stipulated in Section A 'Media Policy' of this Plan. Other agencies can communicate with the media under their own organisations policies in regard to their own operational duties. A guide to dealing with the media can be found in Section 1.

5. Section 5: Proposed Annual Community Education and 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 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: <u>www.trc.qld.gov.au/disaster-management</u> <u>www.dashboard.trc.qld.gov.au</u> <u>www.disaster.qld.gov.au/Pages/default.aspx</u>

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.

If 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 is 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 Ravenshoe & Surrounds 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 Ravenshoe & Surrounds 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 Ravenshoe & Surrounds 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. Meetings may be in person or online and issues for discussion 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.	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.		he situation: Tune into local radio, television, internet, etc. for current warnings/latest updates/ on. 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 (in person / online). 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 DamageAssessment / key tasks can be undertaken safely.Contact 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		
	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: Archers Creek, Railway Yard, Koombooloomba Dam, Millstream Falls		
	Caravan Parks Tall Timbers		
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. 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.		
	Request that relevant agencies determine vulnerable person's safety/welfare needs. Ensure all are accounted for.		

	Stand Up Stage – Tasks	Comments (Task allocation, updates, info)	Initials Completed
	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 on-going, 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 RAVENSHOE & SURROUNDS COMMUNITY FOR _____

DATE: SHEET NO: T = Telephone R = Radio S = SMS V = Verbal D = Decision Key N = Notes E = Email T-R-S **Incident or Occurrence Action Taken** Time From То V-N-D-E **PRINT NAME:** SIGNED:

EVENT

Appendix C: Rapid Damage Assessment



RAPID DAMAGE ASSESSMENT RAVENSHOE & SURROUNDS COMMUNITY DISASTER TEAM

Under no circumstances should you put yourself or others at risk 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:			AT:		
DAY:	DATE	/ /	TIME: hrs.		
Author:	Contact Details:	Signature:	Date:	Time:	
Community Disaster Coordinator:	Contact Details:	Signature:	Date:	Time:	
Tablelands Local Disaster Coordination	Contact Details:	Signature:	Date:	Time:	

Centre: received / read					
DWELLINGS: (AP	PROXIMATE NUMBE	ER)			
COMMUNITY / ARE	EA MAJOR DAMAGI		NO DAMAGE	NOTES (E	G type of damage)
THER COMMENTS:					
RITICAL INFR		: (Mains Power, Ro	ads, Bridges, S	Sewerage, Town Water	, Helipads)
MAINS POWER (LIST A	REAS) NO POWE		WORKING		NOTES
PLEASE BE A	WARE THE POSIBILIT	Y OF FALLEN LIVE P	OWER LINES. C	ALL 000 IMMEDIATELY TO	REPORT LOCATION
PLEASE BE A	WARE THE POSIBILIT	Y OF FALLEN LIVE P	OWER LINES. C	ALL 000 IMMEDIATELY TO	REPORT LOCATION
PLEASE BE #	WARE THE POSIBILIT	Y OF FALLEN LIVE P	OWER LINES. C	ALL 000 IMMEDIATELY TO	REPORT LOCATION
PLEASE BE #	WARE THE POSIBILIT	Y OF FALLEN LIVE P	OWER LINES. C	ALL 000 IMMEDIATELY TO	REPORT LOCATION

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

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

HELIPADS	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES

OTHER COMMENTS:

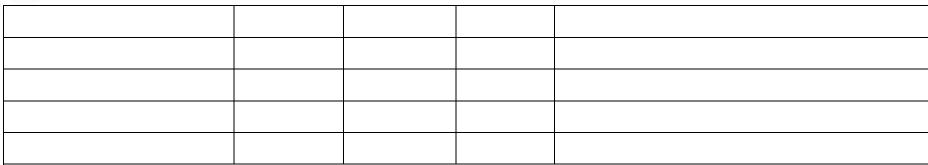
COMMUNICATIONS: (Landline, Mobile, Internet, 2-Way Radio, Broadcast Radio and Television)

LANDLINE NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

OTHER COMMENTS:				
MOBILE NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES
OTHER COMMENTS:				
OTHER COMMENTS: INTERNET NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES
INTERNET NETWORK (LIST	FAILED	INTERMITTENT		NOTES
INTERNET NETWORK (LIST	FAILED	INTERMITTENT		NOTES
INTERNET NETWORK (LIST	FAILED	INTERMITTENT		NOTES
INTERNET NETWORK (LIST	FAILED	INTERMITTENT		NOTES

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



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.)



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: Will be provided at meeting UHF CB CH 10

or

To the Tablelands Local Disaster Coordinator by:

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

Appendix D: Situation Report

SITUATION REPORT RAVENSHOE & SURROUNDS 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	DETA	ILS			
EVENT:									
DATE:		/	/	TIME:	Hrs.	:		SITREP No:	
ACTIVATION STATUS:	Circle: Stand [or	Lean For	ward		or	Stand up	or
	SITUATION OVERVIEW								
1. Weather (Local ob	oservatio	ins)						
2. Summary	2. Summary of Past 24 Hours by Disaster Team (Include brief details of operations, meetings,								
actions, etc.)									
 Damage Assessment Overview (Include brief summary of effects – refer to Damage Assessment Form if completed) 									
	•	,							

4.	Media (Include brief o	details of any media rela	ated 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 Loc	cal Contacts					
7.	7. Projected Operations for Next 24 to 48 Hours (Major problems and priorities of the next 24 to 48 hours. Anticipated resource requirements, etc.)						
<u>A</u>	uthor:	Contact Details:	Signature:	Date:	Time:		
	ommunity Disaster eam Coordinator:	Contact Details:	Signature:	Date:	Time:		
D C	ablelands Local isaster oordination Centre: eceived / read.	Contact Details:	Signature:	Date:	Time:		

Request For Resources

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



Appendix F: Meeting Attendance Register

	on / /20 at : hours						
Name	Agency	Address	Phone	Mobile	Email	Signature	
l							

Appendix G: Disaster Management Acronyms

ADF	Australian Defence Force			
AEMI	Australian Emergency Management Institute			
BoM	Bureau of Meteorology			
DAF	Department of Agriculture and Fisheries			
DCCSDS	Department of Communities, Child Safety and Disability Services			
DDC	Surrounds Disaster Coordinator			
DDCC	Surrounds Disaster Coordination Centre			
DDMG	Surrounds Disaster Management Group			
DNRME	Department of Natural Resources, Mines & Energy			
DSDMIP	Department of State Development, Manufacturing, 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			
PPRR	Prevention, Preparedness, Response, Recovery			
QAS	Queensland Ambulance Service			
QDMC	Queensland Disaster Management Committee			
QFES	Queensland Fire and Emergency Services			
QPS	Queensland Police Service			
QPWS	Queensland Parks and Wildlife 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	Robert Doyle	Community Disaster Coordinator	Rural Fire Service, SES< St Vincent de Paul
2	Edwin Lee	Deputy Community Disaster Coordinator	QFES
3	Cr Annette Haydon	Deputy Community Disaster Coordinator / Division 2 Councillor	Tablelands Regional Council
4	Sergeant John McPhail	Deputy Community Disaster Coordinator	QPS
5	Sarah Dean	Local Disaster Coordinator	Tablelands Local Disaster Management Group (LDMG).
6	Various	Community Disaster Team Members	Ravenshoe & Surrounds Disaster Group
7	Cr Rod Marti	Mayor	Tablelands Regional Council
8	Cr Bernie Wilce	Tablelands LDMG Chair / Councillor	Tablelands Regional Council
9	Various	Councillors	Tablelands Regional Council
11	Sergeant Bill Stanley	DDMG Executive Officers	Queensland Police Service
12	Community Members		
13	TRC Website		
14			
15			
16			
17			
18			
19			
20			
21			

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.





Live, discover and invest in a Tablelands community



Tablelands Regional Council

trc.qld.gov.au info@trc.qld.gov.au 1300 362 242



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