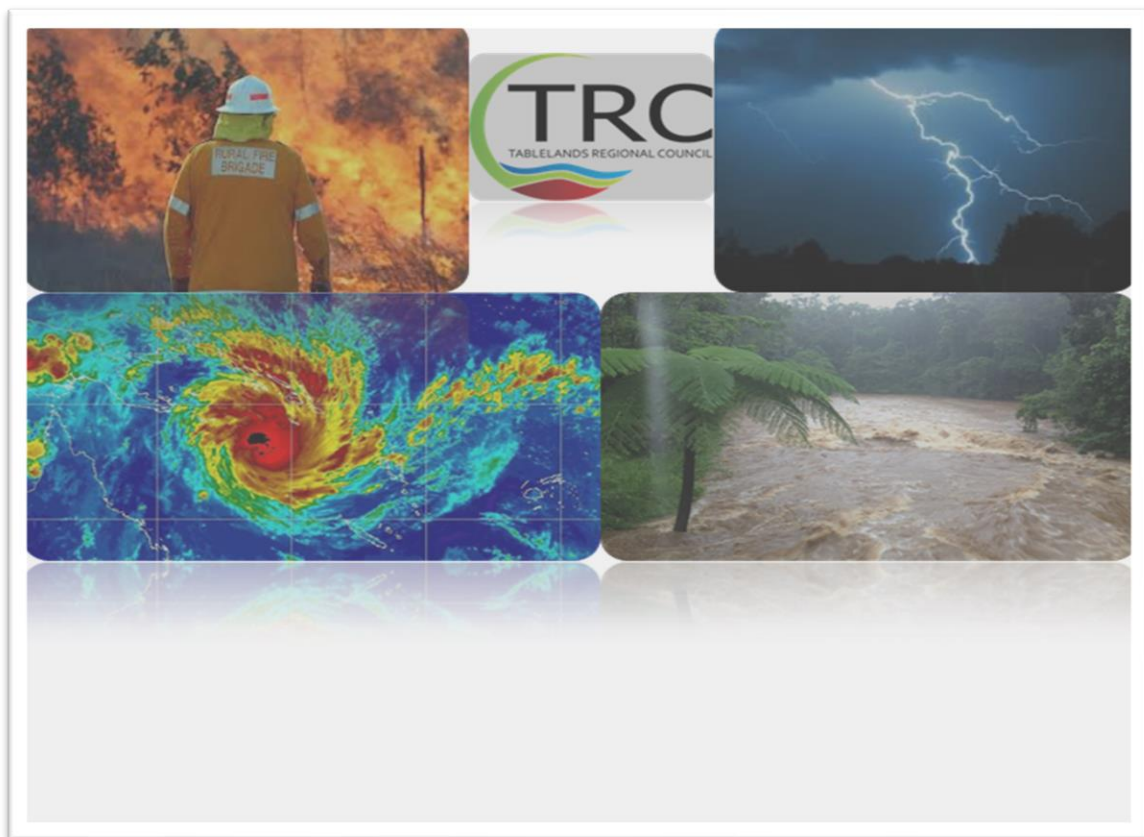


# TINAROO & KAIRI

## COMMUNITY ALL HAZARDS



## DISASTER PLAN

**VERSION 4.0 OCTOBER 2022**

## VERSION CONTROL &amp; RECORD OF AMENDMENTS

<b>Plan Owner:</b>	Tinaroo & Kairi Community Disaster Group Les Green – First Officer, Tinaroo Rural Fire Service
<b>Authority/Role:</b>	Community Disaster Coordinator – Tinaroo & Kairi Community Disaster Team
<b>Version Number:</b>	<b>3.1</b>
<b>Date:</b>	<b>April 2020</b>

The following plan updates have been issued and recorded:

<b>Date</b>	<b>Version</b>	<b>Outline of Revisions</b>
July 2012	V1.0	First and working draft.
25 July 2012	V1.1	Endorsed by the LDMG
27 November 2013	V1.2	Amendments throughout document. Circulated to LDMG for approval.
February 2015	V2.0	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 Distributed for approval by LDMG
April 2020	V 3.0	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 Added Traditional Owner camps along Northern side of Barron River and Lean Forwards tasks to include Traditional Owners Camps Updated some vulnerable group contacts, Recovery Centre details (now Education Qld TEEC), updated Team Co-ordinators Phone number, updated Internet service details.
J[06]		U[06]pdat

## TABLE OF CONTENTS

<b>SECTION 1: OVERVIEW OF COMMUNITY DISASTER PLAN .....</b>	<b>1</b>
1.1 GENERAL INFORMATION.....	1
1.2 DISASTER DEFINITION .....	3
1.3 PLAN OWNERSHIP & REVISION.....	3
1.4 AIM OF PLAN .....	3
1.5 OBJECTIVES OF PLAN .....	3
1.6 ACTIVATION TRIGGERS & PROCEDURES.....	3
1.7 DEFINITION OF ACTIVATION LEVELS:.....	4
1.8 MEDIA POLICY .....	4
1.9 PREVENTION, PREPAREDNESS, RESPONSE AND RECOVERY (PPRR).....	5
<b>SECTION 2: OVERVIEW OF TINAROO &amp; KAIRI COMMUNITY .....</b>	<b>7</b>
2.1 LOCATION .....	7
2.2 TOPOGRAPHY .....	7
2.3 CLIMATE.....	7
2.4 POPULATION .....	7
2.5 INDUSTRY / EMPLOYMENT.....	8
2.6 LEISURE / TOURIST ACTIVITIES / ANNUAL EVENTS: .....	8
2.7 PUBLIC TRANSPORTATION.....	8
2.8 COMMUNICATIONS.....	8
2.8.1 Telephone .....	8
2.8.2 Internet Services .....	8
2.8.3 UHF-CB Channel 10 .....	9
2.8.4 Radio Stations .....	9
2.8.5 Television Stations .....	9
2.9 UTILITIES.....	9
2.9.1 Electricity Supply .....	9
2.9.2 Water Quality & Supply .....	10
2.9.3 Sewerage .....	10
2.10 HAZARDS & THREATS TO THE TINAROO & KAIRI COMMUNITY.....	10
2.10.1 Cyclones / Tropical Storms .....	10
2.10.2 Wildfires / Bushfires .....	10
2.10.3 Flooding .....	10
2.10.4 Landslides.....	10
2.10.5 Hazardous Materials .....	10
2.10.6 Earthquakes.....	10
2.10.7 Other .....	11

2.11	LOCAL WARNING SYSTEMS .....	11
	<b>SECTION 3: COMMUNITY DISASTER TEAM.....</b>	<b>12</b>
3.1	COMMUNITY DISASTER TEAM COORDINATOR.....	12
3.2	COMMUNITY DISASTER TEAM DEPUTY COORDINATOR .....	12
3.3	COMMUNITY DISASTER TEAM MEMBERS .....	12
3.4	OTHER STAKEHOLDERS .....	14
	<b>SECTION 4: DISASTER RESPONSE &amp; RECOVERY .....</b>	<b>15</b>
4.1	COMMUNITY DISASTER TEAM MEETING LOCATION.....	15
4.2	PUBLIC INFORMATION POINT .....	15
4.3	EMERGENCY ACCOMODATION .....	15
4.3.1	Cyclone Shelter .....	15
4.3.2	Place of Refuge .....	15
4.3.3	Evacuation Centres .....	16
4.4	RECOVERY CENTRE.....	16
4.5	CRITICAL INFRASTRUCTURE.....	17
4.5.1	Roads .....	17
4.5.2	Helipad Locations.....	17
4.5.3	Waterways – (for running food / other supplies and or / evacuation) .....	18
4.5.4	Water, Sewerage, Communications & Other Infrastructure .....	18
4.6	VULNERABLE GROUPS IN THE COMMUNITY .....	19
4.7	INFORMATION DISSEMINATION METHODS .....	20
	<b>SECTION 5: PROPOSED ANNUAL COMMUNITY EDUCATION &amp; AWARENESS RAISING</b> .....	<b>21</b>
	<b>APPENDIX A: RESPONSIBILITES CHECKLIST .....</b>	<b>23</b>
	<b>APPENDIX B: OPERATIONS LOG.....</b>	<b>32</b>
	<b>APPENDIX C: RAPID DAMAGE ASSESSMENT .....</b>	<b>33</b>
	<b>APPENDIX D SITUATION REPORT .....</b>	<b>42</b>
	<b>APPENDIX E: REQUEST FOR RESOURCES.....</b>	<b>45</b>
	<b>APPENDIX F: MEETING ATTENDANCE REGISTER.....</b>	<b>46</b>
	<b>APPENDIX G: DISASTER MANAGEMENT ACRONYMS.....</b>	<b>47</b>
	<b>APPENDIX H: DISTRIBUTION REGISTER .....</b>	<b>48</b>

## 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 km<sup>2</sup> 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 Tinaroo & Kairi 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 Tinaroo & Kairi.

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:-

- 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.

In the event of the Tinaroo & Kairi 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>

<http://dashboard.trc.qld.gov.au>

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 & REVISION

This Plan is owned by the Tinaroo & Kairi Community Disaster Team on behalf of the community of Tinaroo & Kairi. 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 Tinaroo & Kairi. The overall aim of this Plan is to:

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

## 1.5 OBJECTIVES OF PLAN

1. Enhance linkages and communication between the Tinaroo & Kairi community and the Tablelands Local Disaster Coordination Centre.
2. Determine and communicate the priorities of Tinaroo & Kairi in the event of a disaster.
3. Identify resources in the Tinaroo & Kairi community that could be utilised in the event of a disaster.
4. Identify vulnerable people in the Tinaroo & Kairi 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 Tinaroo & Kairi 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 Tinaroo & Kairi 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 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 Management Group (LDMG) and the Tinaroo & Kairi Plan 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 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 already 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 Tinaroo & Kairi 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 LDCC Public Information Officer  
Phone: 1300 362 242  
Email: [disastermanagement@trc.qld.gov.au](mailto: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 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 on-going 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.
  - o Remember, if it's flooded, forget it! Stay and defend or go early etc.;

5. 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:

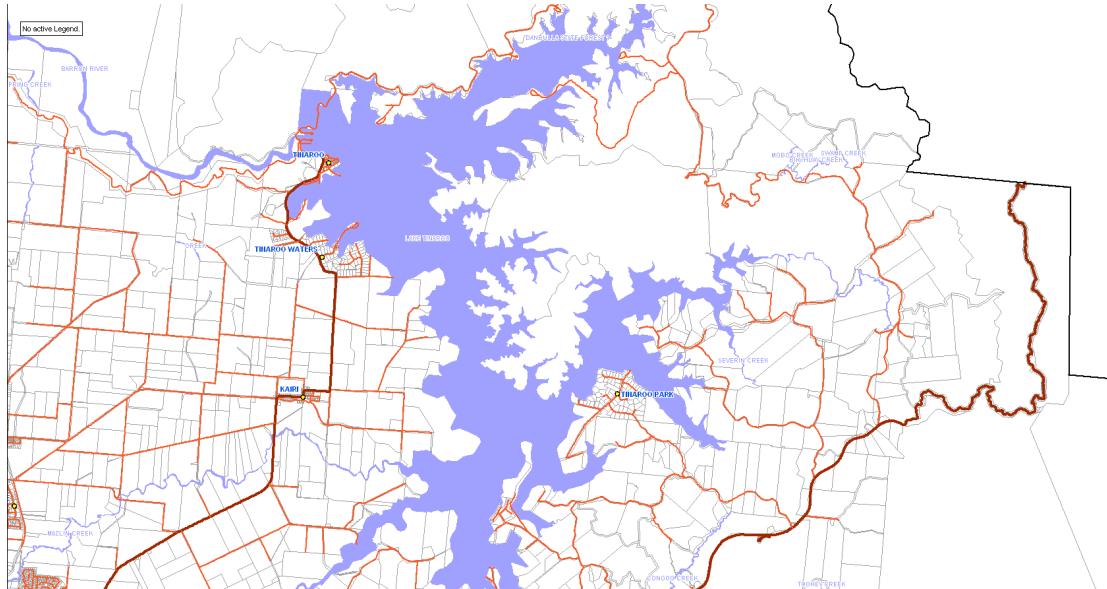
1. Council is working with the community and partners to recover from this disaster as quickly as possible;
2. We will learn from this disaster and with your help, rebuild;
3. We will emerge from this event stronger and with more capacity to cope in the future;
4. Council is the lead agency in the recovery phase and may be working with closely with State agencies.

## SECTION 2: OVERVIEW OF TINAROO & KAIRI COMMUNITY

### 2.1 LOCATION

The townships of Tinaroo & Kairi are located adjacent to Lake Tinaroo. They are accessible from Atherton via the Tinaroo Falls Dam Road and from Mareeba on the unsealed Channel Road East.

This Plan covers the Tinaroo & Kairi division as depicted in the map below:



Travel distances by road from Tinaroo & Kairi

TO	DISTANCE (KM)	APPROX. TRAVEL TIME (MINS)
Tolga	15	15
Atherton	18	20
Gillies H'way via Danbulla	30	60

### 2.2 TOPOGRAPHY

The Tinaroo & Kairi areas are a combination of open farmland and moderately wooded hills and mountains.

### 2.3 CLIMATE

The Tinaroo & Kairi division generally experiences two seasons, the dry and wet seasons. The wet season ranges from November to March with mean monthly rainfall of 200mm. The Dry Season, which typically lasts from August to November, poses a high fire danger. Temperatures can range from a maximum of 28 degrees Celsius to a minimum of 11 degrees Celsius throughout the year.

### 2.4 POPULATION

The population of the Tinaroo & Kairi district is approximately 1,060 (ABS, Estimated Resident Population 2019). The majority of the population reside within the townships of Tinaroo or Kairi, however some live on outlying farms. There are a number of Traditional Owners often camped along the northern side of the Barron River below the Tinaroo Falls Dam wall.

The area also has a fluctuating tourist population, with a large number of student visitors. Most tourists reside near the Lake's edge during their stay. There is also various dormitory style accommodation available for school groups who attend camps in the area annually.

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

## 2.5 INDUSTRY / EMPLOYMENT

Majority of the population is employed full time, particularly in managerial roles. Popular employment opportunities within the area include tourism (fishing, boating, sailing, skiing, hiking, etc.), teaching, farming, forestry and logging.

## 2.6 LEISURE / TOURIST ACTIVITIES / ANNUAL EVENTS:

Given the townships' proximity to Lake Tinaroo, many residents partake in outdoor leisure activities including camping, hiking, water-skiing, sailing, fishing and boating.

Various annual events which draw large numbers to the area include the Tinaroo Barra Bash (November), Charity Bike Run (November), and other sporting competitions such as triathlons and regattas.

Christmas, Easter and long weekends also draw large numbers of itinerants and campers.

## 2.7 PUBLIC TRANSPORTATION

Taxi: The nearest taxi service is located in Atherton.

Bus: No buses service the area. The nearest service is located in Atherton.

Air: No known airstrips of the correct length, however various locations can be used as potential helipads (See below).

Water: Extensive private water way access. No public transport.

Rail: There is no rail service.

## 2.8 COMMUNICATIONS

### 2.8.1 Telephone

The Telstra Exchange at Kairi for landlines is located on the corner of Irvine Street and Godfrey Road.

There are areas in which mobile phone coverage can be intermittent and non-existent– these locations are:

- Below Tinaroo Falls Dam Wall
- Northern side of Barron River Traditional camps

Do not rely on <http://www.telstra.com.au/mobile/networks/coverage/maps.cfm> as this will give poor indication of these areas.

### 2.8.2 Internet Services

NBN Fixed wireless is available to many residences.

Optic Fibre to Tinaroo Resort and Tinaroo Environmental Education Centre (TEEC).

Residents are encouraged to have a mobile phone and mobile phone car charger, as landlines associated with the NBN will not function if the power supply is interrupted during a disaster event.

### 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. The call sign for Tinaroo & Kairi is **TINAROO KAIRI COMMUNITY**. The call sign for the Tablelands Local Disaster Coordination Centre is **TRC BASE**.

UHF-CB 27 is the designated talk channel for Tinaroo & Kairi. Once initial contact has been made on UHF-CB 10, callers will be directed to change to this channel to continue communication.

The Queensland Fire & Emergency Services Rural Operations Tinaroo has access to the QPWS VHF radio communication network and will pass messages to emergency services and the Tablelands LDCC as required. QFES Rural Operations personnel will be located at Tinaroo Rural Fire Shed.

### 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 provides power via above ground lines. Interruption can be caused by trees falling across power lines, high winds, birds, vehicle crashes and fires. Some residents have generators, however fuel supplies are generally limited in both townships.

**NB: The use of petrol generators MUST be restricted to outdoor use ONLY due to the very high risk of carbon monoxide poisoning**

### 2.9.2 Water Quality & Supply

Most residents depend on Council controlled water supply from the Atherton mains line. Many farms pump from bores, but may not be able to access their water when power fails. Some residents have access to rainwater tanks.

In addition, the Rural Fire Service has details of residents with camlock fittings.

### 2.9.3 Sewerage

Tinaroo Township and Black Gully have sewerage access. The treatment plant which services Tinaroo is located at the Council Depot behind the Tinaroo Caravan Park. The Black Gully pump station is prone to flooding in high dam levels or power outages. Usually Black Gully reservoir lasts a max of 8 hrs after power outage before backing up. Most farms have septic tanks or similar effluent disposal.

## 2.10 HAZARDS & THREATS TO THE TINAROO & KAIRI COMMUNITY

### 2.10.1 Cyclones & Storms

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. Severe storm events in early October/November have been known to fall powerlines and trees, cutting access and power to the area.

### 2.10.2 Wildfires / Bushfires

Due to the natural vegetation in this area there is a high likelihood of bushfires during the months from August to November, and during electrical storms in summer. The Local Rural Fire Brigades run consistent mitigation campaigns, detailing where to obtain permits, when burn-offs are permitted, along with community education.

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

### 2.10.3 Flooding

Flooding around the shores of the Dam, particularly on Black Gully Road, and in the surrounding hills has the potential to cut access to hiking groups. Additionally, the bridge at the bottom of the Tinaroo Falls Dam wall can remain under water for extended periods of time.

Access can be cut on the Tinaroo Falls Dam Road by flooding between Pasetti Road and Malcolm Road, locally known as the deer farm area.

### 2.10.4 Landslides

Landslips on Danbulla Road which surrounds the Tinaroo Falls Dam could cause campers to become isolated. A number of landslides have occurred on the Mt Edith Roads in recent years.

### 2.10.5 Hazardous Materials

Fertilizers are transported through the area in large quantities. There is a chlorine injector outside the Rural Fire Service shed. Kairi store and Tinaroo Caravan Park have small fuel service stations which offer gas refills and / or swap and go style bottles.. Kairi Store sells Swap-n-Go gas.

Trucks frequent the area for farming and logging, particularly along the dirt Danbulla Road. Numerous earthmoving machinery carriers live and work in the area.

### 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

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.

Tinaroo Dam is a referable dam that is owned and managed by Sunwater. An Emergency Action Plan (EAP) exists defining procedures to be adopted as well as agency role and responsibilities. This plan is owned and maintained by Sunwater and approved by the Dam Safety Director of the Department of Energy & Water Supply (DEWS). Copies are held by the Queensland Police Service and the Tablelands Local Disaster Coordination Centre.

### 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 a number of means including:

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

## SECTION 3: COMMUNITY DISASTER TEAM

### 3.1 COMMUNITY DISASTER TEAM COORDINATOR

The Community Disaster Team Coordinator will be a member of the Tinaroo and Kairi 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
Les Green	Community Disaster Team Coordinator/ Tinaroo Rural Fire Service	4004 9831 0438 742 413	<a href="mailto:chris.les@hotmail.com">chris.les@hotmail.com</a> <a href="mailto:les.g1952@outlook.com">les.g1952@outlook.com</a>
Christine Green	Deputy Community Disaster Team Coordinator	4004 9831 0419 648 102	<a href="mailto:chris.les@hotmail.com">chris.les@hotmail.com</a>
Divisional Councillor TBC	Deputy Community Disaster Team Coordinator	TBC	TBC

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 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.



ORGANISATION	NAME
Tinaroo Rural Fire Service	Les Green
Tinaroo Rural Fire Service	Darryl Dilger
Tinaroo Rural Fire Service	Lloyd Weare
Tinaroo Rural Fire Service	Christine Green
Tinaroo Rural Fire Service	Lloyd Howarth
Tinaroo Rural Fire Service	Luci Bultman
Tinaroo Rural Fire Service	David McConnell
Tinaroo Rural Fire Service	Laurie Howarth
Tinaroo Rural Fire Service	Don Neville
Tinaroo Rural Fire Service	Irene Talbot
Lake Tinaroo Holiday Park	Shane Bellini

\*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, the below lists are not exhaustive. Refer to restricted contact list for additional details.

GOVERNMENT & NON-GOVERNMENT FACILITIES & AGENCIES		
ORGANISATION	ADDRESS	PHONE
Bureau of Meteorology	Brisbane Regional Office <a href="http://www.bom.gov.au">www.bom.gov.au</a>	3239 8700
Dept of Transport & Main Roads	<a href="http://131940.qld.gov.au/">http://131940.qld.gov.au/</a>	13 19 40
Queensland Parks and Wildlife Service	83 Main St, Atherton	4091 5200
Ergon Energy	<a href="http://www.ergon.com.au/">http://www.ergon.com.au/</a>	13 22 96 (fault) 000 or 13 16 70 (emergency)
Tablelands Regional Council	45 Mabel St Atherton <a href="http://www.trc.qld.gov.au">www.trc.qld.gov.au</a>	1300 362 242
Optus	<a href="http://www.optus.com.au">www.optus.com.au</a>	1800 780 219
Telstra	<a href="http://www.telstra.com.au/help/index.htm">http://www.telstra.com.au/help/index.htm</a>	13 22 03
NBN	<a href="https://www.nbnco.com.au/support/network-status">https://www.nbnco.com.au/support/network-status</a>	
Kairi School	McGeehan Street, Kairi	4089 3777

EMERGENCY SERVICES		
ORGANISATION	ADDRESS	PHONE
Local Disaster Coordination Centre	51 Vernon St Atherton	1300 362 242
Queensland Ambulance Service	Mazlin St Atherton	000 - Urgent or life threatening / Non urgent: 131 233
Queensland Fire & Emergency Services	17 Vernon St Atherton	000 - Urgent or life threatening
Queensland Police Service	Main St Atherton	000 - Urgent or life threatening 131 444 Non-urgent
Rural Fire Brigade - Tinaroo	Tinaroo Falls Dam Rd	000 - Urgent or life threatening
SES	Malanda / Atherton	132 500

## 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 the nature of the event and availability of the facility.

Facility Details	Primary	Alternative
Name	Tinaroo Rural Fire Service	Kairi Community Hall
Address	Tinaroo Falls Dam Rd Tinaroo	1-3 Poggioli Street
Key Holder/s	Les Green, Darryl Dilger	Council - 1300 362 242
Computer	No	No
Phone (#)	Les 40049831 Darryl 4095 8002	No
Fax (#)	N/A	No
Generator (size)	2KVA inverter	No
Other	Toilet, kitchenette	Toilets, kitchenette, playground. Capacity 150

### 4.2 PUBLIC INFORMATION POINT

Public enquiries should be directed to a different location where assistance and information can be provided. In the longer term, this facility may become the Recovery Centre and be managed by the Department of Communities. Location may vary, depending on the nature of the event and availability of the facility.

Facility Details	Primary	Alternative
Name	Tinaroo Rural Fire Service	Kairi Community Hall
Address	Tinaroo Falls Dam Rd	1-3 Poggioli Street
Key Holder/s	Les Green, Darryl Dilger	Council - 1300 362 242
Computer	No	No
Phone (#)	Les 40049831 Darryl 4095 8002	No
Fax (#)	N/A	No
Generator (size)	2KVA inverter	No
Other	Toilet, kitchenette	Toilets, kitchenette, playground. Capacity 150

### 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 (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 1.5m<sup>2</sup> 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	Recovery Centre will be located in Atherton. If the need arises for a Recovery Centre in the Tinaroo area – Tinaroo Environmental Education Centre (Old Recreation Centre)
Address	Lot 30 - 44 Tinaroo Falls Dam Rd, Tinaroo
Key Holder/s	Darryl Dilger or Phil Harrison
Computer	Yes
Phone (#)	4095 9555
Fax (#)	4095 9500
Generator (size)	No
Other	Kitchen, 120 beds, Community Hall, Toilets, disabled toilets, showers

## 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
Tinaroo Falls Dam Rd	Tinaroo to Kairi	1	Open first to link communities	Subject to flooding between Pasetti & Malcolm Rds
Tinaroo Falls Dam Rd	Kairi to Atherton	1	Open second as probably being opened from Atherton end	
Danbulla Rd	From Tinaroo to Gillies highway	2	If campers known to be in area	
Malcolm Rd	All	3	Access to Bluewater Drive residential area	

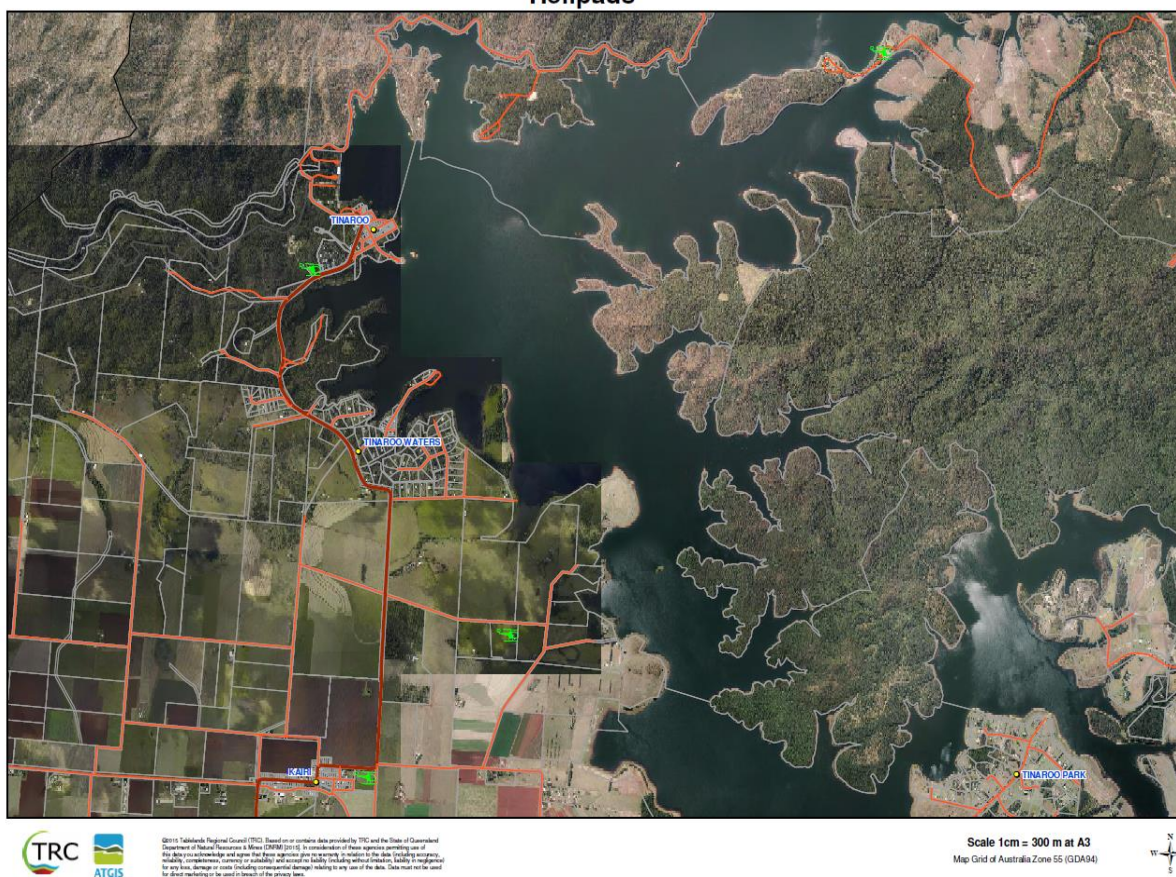
### 4.5.2 Helipad Locations

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
Rear of RFS Shed	-17° 10'.325", +145° 32'.606"	Until dedicated area is cleared, road can be closed.
Dilger's front Paddock	-17° 12' 12.32", +145° 33' 42.28"	Likely to have communications to Tinaroo RFS. Central to SE of area
Fong On Bay camp area	-17° 9' 14.01", +145° 35' 51.05"	Tents may need to be cleared. Area available at high dam level.
Kairi Oval/Cricket Pitch	-17° 12' 55.96", +145° 32' 54.00"	Always very accessible

The map below indicates the relative locations of the helipads.

**Helipads**



**4.5.3 Waterways – (for running food / other supplies and or / evacuation)**

Lake Tinaroo is suitable for checking on areas of concern and running food/medical supplies. There are safety boats moored at the Tinaroo Sailing Club.

**4.5.4 Water, Sewerage, Communications & Other Infrastructure**

Infrastructure	Location	Contact Details	Priority for Power (1 = high, 5 = low)	Comments
Sewerage pumps	Black Gully Rd	TRC 1300 362 242	1	Health / disease prevention
Sewerage pumps	Tinaroo Caravan Park, off Tinaroo Falls Dam road	TRC 1300 362 242	1	Powers Tinaroo Township sewerage
Kairi Telephone Exchange	Cnr Irvine St & Godfrey Rd	Telstra	1	
Tinaroo Rural Fire Service	Tinaroo Falls Dam Road, Tinaroo	Tinaroo Falls Dam Road, Tinaroo	2	Provide communication with the LDMG and FIRECOM.
Central Water supply for fire fighting within 5km of this area	136 Pasetti Rd	4095 8002	3	Farm water supply bore and tanks 25,000litres fitt with 2" camlocks

## 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
Darryl Dilger	Tinaroo Rural Fire Service	Vulnerable residents in SE area
Les Green	Tinaroo Rural Fire Service	Vulnerable residents in Northern Area
Kairi State School	McGeehan St, Kairi, 4089 3777	72 Primary Age Children, 5 Staff
Tinaroo Environmental Education Centre	Tinaroo Falls Dam Rd, Tinaroo 4095 8323	100+ Student groups
Tinaroo Environmental Education Centre	Black Gully road, Tinaroo	60 Children capacity
Presbyterian Camp Tinaroo: Howe Farming / Farm Accommodation Bill Moody	1326 Tinaroo Falls Dam Rd, Tinaroo 0439770690	Farm worker accommodation dorm style and camping sites
Lake Tinaroo Holiday Park	Tinaroo Falls Dam Rd, Tinaroo 4095 8232	400 full capacity, self-contained units, campers, caravans
Barrabadeen Scout Camp (Ross Fraser)	Danbulla Road, Tinaroo 4091 4387	200 full capacity
Tinaroo Terraces	Cnr Church and Russell Sts Lake Tinaroo 4095 8555	100 - 150 full capacity
Traditional Owners	North of Barron River	Mark Sarago 0438398255 (also SES member)
Traditional Owners	North of Barron River	David and Maria Turpin 0477781349
Tinaroo Sailing Club	Black Gully Road, Tinaroo QLD 4872 (07) 4095 8408	Campers
Kairi Store Wayne and Anne- Marie Phillips 0740958219	CNR Irvine st and Johnstone rd	Knowledge of most local residents

**NOTE:** Not all of the vulnerable people within the Tinaroo & Kairi 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 Tinaroo & Kairi 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 Tinaroo & Kairi community:

Dissemination Method	Primary & Secondary Contact	Comments
Telephone Cascade System - landline / mobile / SMS	Coordinator	Disaster Team to assist
Tablelands Early Warning Network	TRC or LDMG	This is an opt in service. Registration at TRC Website
Face to Face (neighbours calling on neighbours and door knocking)	Darryl Les Lloyd	SE area and Kairi Tinaroo area Bluewater Drive area
Broadcast Radio	TRC or LDMG	Messages are to be approved by the LDC
Emergency Group Meeting	Community Disaster Team Coordinator (Les Green)	Coordinator to organise
Volunteer Groups / Wardens	Tinaroo Rural Fire Brigade	QFES - Rural
School Information Board	Kairi School	Contact Principal: Matt Andrews
Community Notice Boards (include locations)	Tinaroo Rural Fire Brigade Kairi Store Lake Tinaroo Holiday Park	Coordinator to organise
Signage or leaflets in community facilities e.g. Supermarket, Post Office, etc.	Kairi Store Lake Tinaroo Holiday Park	Need permission: Shane Bellini
UHF / VHF / CB Radio	Police SES QFES – Tinaroo Rural Fire Brigade QAS TRC	UHF CB Channel 10 is the initial contact channel when all communications fail. UHF CB repeaters 1/31 and 3/33 are accessible from this area. UHF CB 27 is the secondary channel.



Satellite Phones	Coordinator	Community members may have private Sat Phone
Email / Website / Facebook	TRC Disaster Management Facebook & Twitter - <a href="http://www.facebook.com/TablelandsDCC">www.facebook.com/TablelandsDCC</a> QPS Facebook Queensland Fire and Emergency Services - QFES Facebook	Sarah Dean Police Media QFES Media

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 regard to 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 are able to 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.

## 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 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](http://www.trc.qld.gov.au/disaster-management)

[www.dashboard.trc.qld.gov.au](http://www.dashboard.trc.qld.gov.au)

[www.disaster.qld.gov.au/Pages/default.aspx](http://www.disaster.qld.gov.au/Pages/default.aspx)

## APPENDIX A: RESPONSIBILITIES CHECKLIST

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

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

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

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

### DEFINITION OF ACTIVATION LEVELS:

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

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

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

**NOTE:** In the event of a cyclone, Community Disaster Team members are not expected to action any items or move to STAND UP phase until the event has passed and it has been deemed safe to do so by the LDCC or the Community Disaster Team Coordinator. If Tinaroo & Kairi 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 Tinaroo & Kairi 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 Tinaroo & Kairi 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)		
	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.		

Alert Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
	Ensure all team members have completed personal preparations e.g. implement household emergency plan, prepare emergency kit, securing property, etc. Team members are to set the example in the community by remaining calm and representing preparedness and resilience.		
	Adhere to all emergency information / advice / warning messages.		
	Report any critical needs/concerns raised to the Coordinator		
	Confirm future meeting times / locations, etc.		
7.	Where it is safe to do so, determine where the Public Information Point could be established. Advise the Tablelands Local Disaster Coordinator and advertise locally. In the event of a cyclone this location will be opened <b>after the event</b> and only if the location has been deemed to be safe.		
8.	Monitor the situation: Tune into local radio, television, internet, etc. for current warnings/latest updates/information. Remain in regular contact with the Tablelands Local Disaster Coordinator.		

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

	Lean Forward Stage - Tasks	Comments (task allocation, updates, info)	Initials Completed
1.	Ensure all actions from ALERT have been completed.		
2.	Maintain communications with Disaster Team members via phone, email, radio and / or in person.		
3.	Maintain communications link with the Tablelands Local Disaster Coordinator and comply with all advice / requests. Ensure regular SITREPS are provided (Appendix D).		
4.	Where safe, organise and run regular Community Disaster Team meetings (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 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		
	Supermarkets: determine availability of supplies, determine trading hours, advise they test generator/s		
	Determine availability of earthmoving contractors and equipment		
	Community Disaster Coordinator to liaise with School Principal to ensure intentions of Education Qld in relation to students' welfare and closure of facility.		
5.	Identify the following that may need to be prepared/ cleared/opened:		

Lean Forward Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
	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 – Downfall Ck, Fong On Bay, Kauri Creek, School Point, Platypus Rock, Lookout, Black Gully, Sailing Club, Traditional Owners north side of Barron River		
	Caravan Parks – Lake Tinaroo Holiday Park, Barrabadeen		
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.** In the event that the community is isolated and all communications have been lost, undertake the coordination of the response to sustain the local community until such time as additional support arrives. The Tablelands LDCC will endeavour to access and provide resources to all communities at the earliest possible time but may be restrained by other urgent priorities, resources, topography, hazards, etc.

	Stand Up Stage - Tasks	Comments (task allocation, updates, info)	Initials Completed
1.	Ensure all actions from LEAN FORWARD have been completed.		
2.	Follow the advice provided by the Tablelands Local Disaster Coordinator and the Emergency Services at all times. If required, the LDCC will request that a Rapid Damage Assessment (Appendix C) is undertaken. A Rapid Damage Assessment should <b>NOT</b> be progressed without authorisation from the LDCC.		
3.	Only when safe to do so, organise Community Disaster Team members to undertake Rapid Damage Assessment (Appendix C) & SITREP (Appendix D) reporting. 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.		
	Update of situation and communication with LDCC		

Stand Up Stage - Tasks		Comments (task allocation, updates, info)	Initials Completed
	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 TINAROO & KAIRI COMMUNITY FOR \_\_\_\_\_EVENT**

<b>DATE:</b>				<b>SHEET NO:</b>			
<b>Key</b>	<b>T = Telephone</b>	<b>R = Radio</b>	<b>S = SMS</b>	<b>V = Verbal</b>	<b>N = Notes</b>	<b>D = Decision</b>	<b>E = Email</b>
<b>Time</b>	<b>T-R-SV-N-D-E</b>	<b>From</b>	<b>To</b>	<b>Incident or Occurrence</b>	<b>Action Taken</b>		
<b>PRINT NAME:</b>				<b>SIGNED:</b>			



## APPENDIX C: RAPID DAMAGE ASSESSMENT TINAROO & KAIRI 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.

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

<b>DWELLINGS: (APPROXIMATE NUMBER)</b>				
COMMUNITY / AREA	MAJOR DAMAGE	MINOR DAMAGE	NO DAMAGE	NOTES (EG type of damage)
<b>OTHER COMMENTS:</b>				
<b>CRITICAL INFRASTRUCTURE: (Mains Power, Roads, Bridges, Sewerage, Town Water, Helipads)</b>				
MAINS POWER (LIST AREAS)	NO POWER	INTERMITTENT	WORKING	NOTES
<b>PLEASE BE AWARE THE POSSIBILITY OF FALLEN LIVE POWER LINES. CALL 000 IMMEDIATELY TO REPORT LOCATION</b>				
<b>OTHER COMMENTS:</b>				

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)

**OTHER COMMENTS:**

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



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:				
INTERNET NETWORK (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES
OTHER COMMENTS:				
UHF / VHF RADIO (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES
OTHER COMMENTS:				

BROADCAST RADIO (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

OTHER COMMENTS:

BROADCAST TELEVISION (LIST AREAS)	FAILED	INTERMITTENT	FULL SERVICE	NOTES

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)
<b>OTHER COMMENTS:</b>				

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

Tel: 0438 742 413 (Les Green)

UHF CB CH 10

or

To the Tablelands Local Disaster Coordinator by:

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

# APPENDIX D SITUATION REPORT

## TINAROO & KAIRI 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

<b>EVENT:</b>						
<b>DATE:</b>	/	/	<b>TIME:</b>	:	Hrs.	<b>SITREP No:</b>
<b>ACTIVATION STATUS:</b>	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)

**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.)

<b><u>Author:</u></b>	<b>Contact Details:</b>	<b>Signature:</b>	<b>Date:</b>	<b>Time:</b>
<b><u>Community Disaster Team Coordinator:</u></b>	<b>Contact Details:</b>	<b>Signature:</b>	<b>Date:</b>	<b>Time:</b>
<b><u>Tablelands Local Disaster Coordination Centre:</u></b>  <b><u>received / read</u></b>	<b>Contact Details:</b>	<b>Signature:</b>	<b>Date:</b>	<b>Time:</b>



## 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:

**APPENDIX F: MEETING ATTENDANCE REGISTER**

on / /20 at : hours

Name	Agency	Address	Phone	Mobile	Email	Signature

## 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	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District 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**

Name	Role	Organisation
Les Green	Community Disaster Team Coordinator	Tinaroo Rural Fire Brigade
Sarah Dean	Local Disaster Coordinator	Tablelands Local Disaster Management Group (LDMG).
Various	Community Disaster Team Members	Tinaroo & Kairi Disaster Group
Cr Rod Marti	Mayor	Tablelands Regional Council
Cr David Clifton	Division 4 Councillor	Tablelands Regional Council
Various	Councillors	Tablelands Regional Council
Insp Russell Rhodes	Inspector of Police / District Disaster Coordinator	Queensland Police Service
Sergeant Bill Stanley	DDMG Executive Officer	Queensland Police Service
Community Members		
TRC Website		



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.***