

Lockyer Valley LDMG

EVACUATION & WELFARE MANAGEMENT

Sub-Plan

xx/09/08

QFCI

Date:

28/4/11

JM

Exhibit Number:

162

Foreword

The arrangements as contained within this Sub-Plan should be read in conjunction with the Lockyer Valley Disaster Management Plan. The issue of evacuating a community is one, which requires considerable forethought and planning, and should be done in a broad consultative manner that represents a cross section of the community and the many agencies, organisations and individuals contained within that area.

Without the input of all of these representatives the plan and its arrangements may well fall short of its intended purpose and will create uncertainty, both for the community members and those organisations who have a responsibility as set out in these arrangements, either for a major incident/disaster event.

Endorsement

I, _____, *Chairperson for the Lockyer Valley Regional Council Disaster Management Group* endorse this plan.

(signature)
Mayor
Lockyer Valley Regional Council
Disaster Management Group Chairperson

(signature)
Executive Officer
Lockyer Valley Regional Council
Disaster Management Group

Date: ____/____/2008

Date: ____/____/2008

Authority to Plan:

This sub-plan has been prepared under the authority of the Disaster Management Act 2003, and the Lockyer valley Disaster Management Plan.

**Lockyer Valley
Welfare and Evacuation Management Sub-Plan**

1. Proposals for amendments of the contents of this sub-Plan should be forwarded to:

Executive Officer
Lockyer Valley Regional Council
ADDRESS
GATTON QLD xxxx

Comment [c1]: Detail who you want the amendments to go to

2. To ensure the Welfare and Evacuation Management Sub-Plan remains current, holders of copies of the Plan should insert amendments to the plan as soon as they are received. When an amendment is inserted into the plan, the amendment should be recorded in the Amendment Schedule below.

AMENDMENT		ENTERED	
Number	Date Amended	Page No.	Initials

Distribution List

Appointment/Organisation	Number of Copies
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1. INTRODUCTION

The Lockyer Valley Regional Evacuation and Welfare Management Sub-Plan, hereinafter referred to as the "Plan" is a controlled document.

Copies of the Plan are allocated by the Executive Officer, Lockyer Valley Disaster Management Group to each individual or an authorized representative of each group nominated in the Distribution List attached to this document.

This Plan replaces all previous editions and is due for revision annually in conjunction with the Lockyer Valley Disaster Management Plan.

Definitions and Abbreviations for this document can be found in Appendix A and B respectively.

1.2 AUTHORITY TO PREPARE PLAN

This plan has been prepared in accordance with Section 57 (2) of the Disaster Management Act 2003.

1.3 AIM OF PLAN

The aim of this Sub-Plan is to detail the arrangements for the coordination and management of resources to cope with the affect of a major incident/disaster event which may require the evacuation of community members in response to an impending/occurring/post event hazard in the Lockyer Valley.

1.4 SPECIFIC OBJECTIVES

To provide an efficient response to the requirement for an evacuation of those persons affected by a Major Incident or Disaster event within the Lockyer Valley.

To define the roles and responsibilities of the organisations involved in the coordination and management of an evacuation operation.

1.5 SCOPE OF PLAN

The area covered by this plan is all of the Lockyer Valley, covering an area of xxxxxx square kilometres. This plan is to be read in conjunction with the Lockyer Valley Disaster Management Plan. The Lockyer Valley Disaster Management Plan and its arrangements will be supported by the Toowoomba District Disaster Management Plan and its Functional Support Agency arrangements (Q-Build, Department of Families, Qld Health, Qld Transport, Main Roads Department).

Adjoining Regions are:

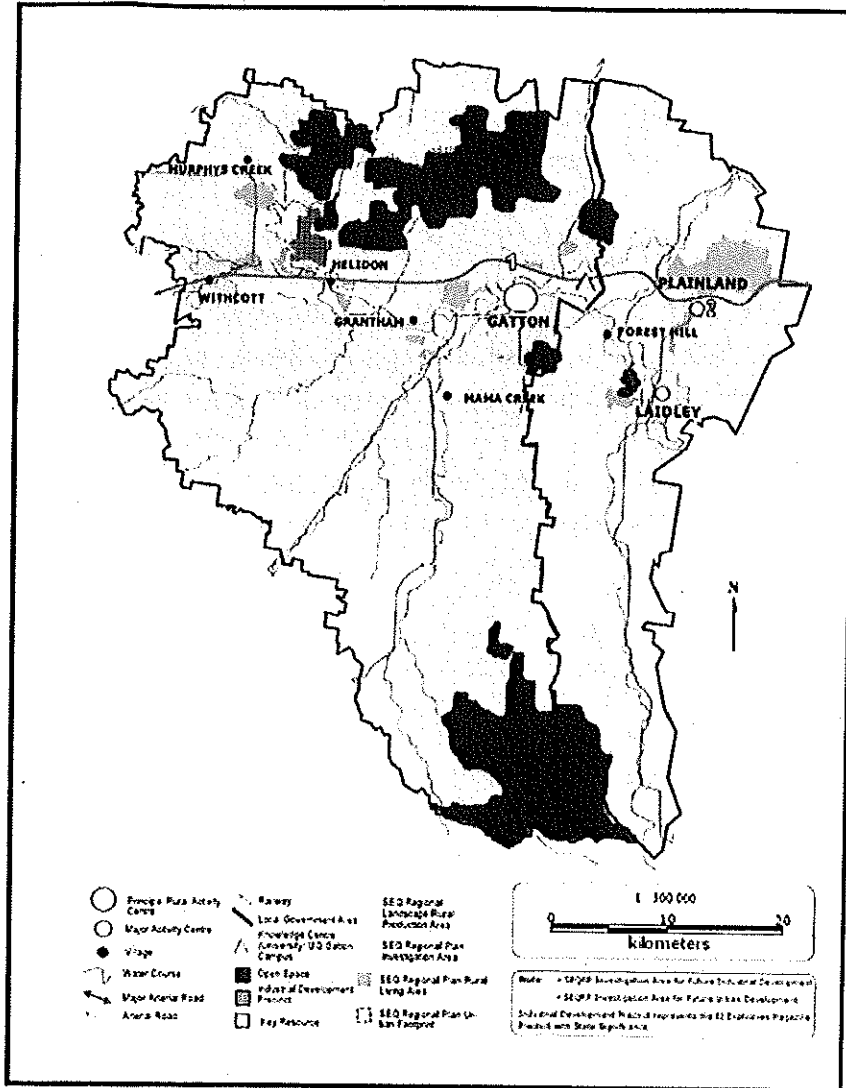
- to the north:
- to the east:
- to the south:
- to the west: Toowoomba Region |

Comment [c2]: Complete details

Demographic/Topographic Description:

The plan shall be applicable to all of the Local Government area under the control of the Lockyer Valley Regional Council.

LOCKYER VALLEY REGIONAL COUNCIL



The Lockyer Valley is located only 90 minutes from Brisbane and the Gold & Sunshine coasts, 40 minutes from Ipswich and between 20 & 50 minutes from Toowoomba.

The Lockyer Valley is tucked around the Great Dividing Range and the Little Liverpool Ranges and traversed by the Warrego Highway running east to west

The following are estimates of the Shire's township populations:

- Forest Hill (population.xx)
- Grantham (population.xx)
- Helldon (population XX)
- Withcott (population XX) and the
- UQ Gatton Campus (population XX).

Comment [c3]: Add any other villages and respective populations

2. OPERATIONS

2.1 ACTIVATION OF PLAN

The following persons are authorised to activate the Lockyer Valley Welfare and Evacuation Plan, ranked in priority order:

1. Chairperson/or delegate, Lockyer Valley Disaster Management Group.
2. Executive Officer/or delegate, Lockyer Valley Disaster Management Group.
3. District Disaster Coordinator.

In the absence of a higher authority, the next available authority may authorise activation, but shall inform the Mayor of action taken at first available opportunity.

The activation of the plan will utilise four (4) phases:

1. Alert
2. Standby
3. Activation
4. Debrief and Standdown

1. Alert

Chairperson (or his/her delegate) receives advice of impending threat from:

- a lead agency; or
- a warning agency.

Chairperson advises Executive Officer and informs relevant lead and combat agencies.

2. Standby

Lead Agency advises Chairperson that assistance with an evacuation under Lockyer Valley Disaster Management Plan may be required. Chairperson authorises Executive Officer to activate Disaster Co-ordination Centre (DCC) to minimum staff level. Executive Officer informs relevant lead and support agencies. Chairperson contacts and briefs Disaster District Coordinator on situation.

3. Activate:

Lead Agency advises Executive Officer that assistance with an evacuation is required. Executive Officer escalates LDCC to its required staff level. The Executive Officer advises the SES Local Controller to activate the respective welfare and evacuation agencies. The response will be as per the appropriate sub-plan. The Mayor/Executive Officer liaises and submits situation reports to the Disaster District Coordinator (DDC) as required.

4. Debrief and Stand Down:

Lead Agency advises Chairperson that the affected incident/disaster area is now deemed safe to re-enter, as per the "Return Phase" which is detailed in this plan. Lead and support agency personnel are debriefed and stood-down on completion of final tasks.

Chairperson advises Liaison Officers and arranges time and location for debriefing. Final reports completed and distributed by various agencies in accordance with relevant Standing Orders and Standard Operating Guideline (S.O.G.)

2.2 WARNINGS

The development of Evacuation Warnings needs to be prepared by the agency or organisation responsible for managing the hazard. This is done in consultation with the following agencies:

- Lockyer Valley Regional Council
- Department of Emergency Services
- Department of Primary Industries and Fisheries, Queensland Health
- Queensland Police Services
- Bureau of Meteorology
- Local gas companies
- Local broadcast media outlets
- Local Disaster Management Group

Planning Process must identify the following

- Mayor and/or Executive Officer is responsible for Issuing the warnings
- Mayor in conjunction with relevant lead agency authorizes the message content.
- Mayor and/or Executive Officer provides the alerting and dissemination facilities?
- Coordinator of the xxxxxxxxxx Community Centre is responsible for assessing the requirements of special needs groups. (hearing impaired, non-English speaking, tourists)

Message Content Format

- The Issuing authority. (the Mayor or his delegate)
- Date and time of Issue.
- An accurate description of the threat.
(what has happened or is likely to happen)
- Details of area affected.
- Advice on actions to be taken by those receiving the warning.
- What is being done to control/manage the hazard?

- Time next warning will be issued.

Please refer to Appendix C and D for a completed example of the Evacuation warning Advice Form.

2.3 WITHDRAWAL

The arrangements for the development of a withdrawal process, and how that process will be carried out. This will include details of evacuation routes, transport, traffic control and conduct of evacuation or as suggested:

- Self-evacuation and use of personal transport will be advised by the Lockyer Valley Disaster Management Group in the event of the need for an evacuation.
- The most suitable routes for an evacuation will be identified and clearly marked by the Lockyer Valley Disaster Management Group to ensure a controlled access and egress process.
- The community halls and in xxxxxxxx, the state school, will be identified as the location of assembly area/s for evacuees to move to for registration, information and assistance.
- The Co-coordinator of the xxxxxxxxxxxxxx Community Centre will coordinate arrangements and assistance for special needs groups. (aged, medical, disabled, correctional facilities, etc).
- Lockyer Valley Regional Council, Queensland Police Service and local State Emergency Service personnel will provide security of evacuated area/s (roadblocks, traffic control, security patrols).
- The Mayor and/or Executive Officer will provide briefing/s for agencies and evacuees at assembly areas and emergency accommodation centres to include reason for evacuation, anticipated duration, methods of transport, where to go and how to get there, personal effects, documents and medication to be taken, arrangements for pets/livestock, securing of premises. (turn off power, water, gas, lock up).

2.4 SHELTER

The arrangements made for the types of shelters to be identified, their locations and how these areas will be managed when evacuees arrive.

Refer appendix E for a listing of possible shelter locations eg Motel/Hotels/caravan parks, halls and schools

Suggested Considerations

- Who owns/manages identified facilities and who can access them.
- Who will establish/open the emergency shelter/s. (who has access/keys)
- Staffing hours.
- Transport of evacuees to and from shelter/s.
- Who will maintain/repair shelter/s?

Criteria for Evacuation of Shelters

- How many people will it hold? (with bedding)
- Safe access, egress and parking.
- Location in reasonable safe proximity to incident/disaster site/s.
- Air-conditioned where possible.
- Availability for extended periods.
- Venue known to public.
- *Note: Evaluation should also assess the suitability of venues in relation to categories of evacuees (facilities with toilets/showers/kitchens/air-conditioning may be better suited to aged, medically impaired, disabled persons and young families. Young adults and independently mobile people would be able to transport themselves to emergency catering areas and hygiene facilities if they are not available in their allocated facilities.*

- Utilities. (eg. power, water, sewerage and waste disposal)
- Public/environmental health.
- Availability of adequate food supplies for returnees.
- Safe transport/access routes.
- Distance to affected area.
- Sufficient resources to return evacuees. (private vehicles/buses/etc)
- Public information on:
 - Prognosis on areas that are and will be accessible in order of priority. This information should also include any special conditions imposed in relation to the 3 return processes.
 - 1. **Temporary:** Access to area to restore/clean up of property. (daylight hours only)
 - 2. **Partial:** Restricted access to those residents whose homes/buildings have been inspected and declared safe and infrastructure and essential services (power/water/sewerage) are restored.
 - 3. **Complete:** Total area is declared safe and unrestricted access authorized.
- Transport schedules.
- Precautions/restrictions (health warnings, etc).
- Health and medical services.
- Food supply and feeding arrangements.
- Financial and welfare/recovery arrangements and services.

2.6 AWARENESS AND EDUCATION

A program of Awareness and Education will need to be implemented to inform the Emergency Authorities as to the location and key personnel of Emergency Centres. And also for the general public in relation to arrangements and procedures in the event of an evacuation. Please refer to Evacuation Warning and Advice form APPENDIX C and D for the template and completed example.

Initial Recovery Services

As indicated in the "Withdrawal" phase, an important component of any evacuation is the establishment of an assembly area for the reception of evacuees. This area should include the following services:

- Registration & Inquiry. (Red Cross) APPENDIX F
- Food/refreshments. (Salvation Army [Dalby or Roma mobile trailer to assist with emergency catering], Meals on Wheels, Lions Club, P. & C Associations, Apex Club, Hospital Auxillary, QCWA)
- Emergency clothing/personal toiletries. (Opportunity Shop, St. Vincent's de Paul).
- Finance/Insurance. (xxxx Community Centre/Department of Communities)
- Shelter. (Allocation of evacuation centre. Refer to evacuation centre form APPENDIX G)
- First Aid. (QAS/Health Clinic personnel)
- Spiritual Services. (Ministers of religion)
- Disaster Event Information updated regularly. (Lockyer Valley Regional Council)

Comment [c4]: Who is in your area

Comment [c5]: Who is in your area

Comment [c6]: What is in your area

2.5 RETURN

The return of evacuees will be dependant on a number of factors. It will be necessary to assess the area against the following criteria to determine if return is possible and identify any special conditions, which may need to be imposed. Documentation of arrangements to deal with the following should be included. Authorisation for return to affected areas will be determined by the Lockyer Valley Regional Council, it's staff ie. Engineers, water and sewerage etc. and the Lockyer Valley Disaster Management Group representatives.

Considerations for return

- Absence of Hazard.
- Availability, condition and safety of:
 - Accommodation.

APPENDIX

APPENDIX A Definitions and Abbreviations

Control: The overall direction of the activities, agencies or individuals concerned. Control operates horizontally across all agencies, functions and individuals. Situations are controlled.

Coordination: The bringing together of agencies and individuals to ensure effective disaster management, but does not include the control of agencies and individuals by direction.

Coordination Centre: A centre established at State, Disaster District or Local level as a centre of communication and coordination during response and recovery operations.

Disaster Management: The planning, organization, coordination or implementation of measures that are necessary or desirable to prevent, minimize or overcome the effects of a disaster upon members of the public or any property in the State. This includes the conduct of, or participation in, training for those purposes. The term also includes civil defence measures necessary to combat the effects of enemy attack or hostilities.

Disaster Management Plan: Basic principles, policies, responsibilities, preparation, and responses developed to enable the State to provide an effective and coordinated response to disaster.

Executive Officer: Chief Executive Officer of the Local Government.

Disaster: A "disaster" is an event that causes or threatens to cause any of the following:

- widespread or severe property damage, or
- widespread or severe human injury or illness, or
- loss of human life.

The event may be natural or caused by human acts or omissions. The event may be any of the following:

- a flood, earthquake, seismic sea wave, cyclone, storm, tornado, eruption or other natural happening;
- an explosion, fire, gas leak, fuel or oil spill or any accident;
- an infestation, plague or epidemic;
- a failure of, or disruption to, an essential service or infrastructure; and
- an attack directed against the State.

Disaster District: A portion of the state declared to be a Disaster District under the *Disaster Management Act 2003*.

Disaster District Coordinator: A Disaster District Coordinator appointed under the *Disaster Management Act 2003*.

Functional Areas: A functional area of response and recovery activities established to facilitate the delivery of assistance required during the response and recovery phase of a disaster, to save lives, protect property and public health, and to maintain public safety. Functional support represents those types of assistance, which the community will most likely need because of the overwhelming impact of a disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required.

Hazard: A potential or existing condition that may cause harm to people or damage to property or the environment.

Incident: Day-to-day occurrences, which are responded to by a single response agency by itself or in cooperation with other response agencies.

Local Controller: The controller of a Local Emergency Service appointed under the *Disaster Management Act 2003* by a Local Government within its area or by combined Local Governments within their combined areas.

Local Emergency Service: An emergency service established and maintained under the *Disaster Management Act 2003* by a Local Government within its area or by combined Local Governments within their combined areas.

Mitigation: Measures taken in advance of an event aimed at decreasing or eliminating its impact on society and environment.

Organisation: The State Disaster Management Group constituted under the *Disaster Management Act 2003*.

Planning: Process of developing a system for coordinating disaster response and establishing priorities, duties, roles and responsibilities of different individuals and organization, including actual state of preparedness.

Preparedness: Action designed to minimize loss of life and damage, and to organize and facilitate timely and effective rescue, relief and rehabilitation in case of disaster. Preparedness is concerned with understanding the threat; forecasting and warning; educating and training officials and the population; and establishing organizations for the management of disaster situation including preparation of operational plans, training relief groups, stockpiling supplies, and earmarking necessary funds.

Prevention: In relation to a disaster includes the identification of hazards, the assessment of threats to life and property and the taking of measures to

reduce or eliminate potential loss to life or property and protect economic development.

Recovery: In relation to a disaster includes the process of returning an affected community to its proper level of functioning after a disaster. This process is divided into Initial Recovery and Long Term Recovery/Reconstruction.

- **Initial Recovery** - the aim of initial recovery operations is to satisfy personal and community needs, and to restore services to the level where the continuing process can be managed by local government and the normal responsible agencies.
- **Long Term Recovery** - long term recovery, reconstruction or rehabilitation measures are the subject of separate arrangements.

Relief: Assistance and/or intervention during or after disaster to meet life preservation and basic subsistence needs. It can be of short or protracted

Resources: Includes food, manpower, any horse or other animal, vehicles, vessel, Aircraft, plant, apparatus, implement, earthmoving equipment, construction equipment or other equipment of any kind or any means of supplying want or need.

Response: In relation to a disaster includes the process of combating a disaster and of providing immediate relief for persons affected by a disaster.

Risk: Expected losses (of lives, persons injured, property damage, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Statutory Services: A body that is constituted by or under an Act of the State or of the Commonwealth and whose role usually includes counter disaster operations.

Voluntary Organisation: Non-governmental organizations or agencies, some possessing personnel trained to assist when disaster strikes. Some have capabilities extending from local to national and international levels.

Vulnerability: Degree of loss which could result from a potentially damaging phenomenon, or the extent to which a country, area, community, or structure risks being damaged by a disaster.

Warning: Dissemination of message signaling imminent hazard, which may include advice on protective measures.

APPENDIX B Abbreviations

EMQ	Emergency Management QLD.
QAS	Queensland Ambulance Service.
QFRS	Queensland Fire and Rescue Service.
QPS	Queensland Police Service.
DDC	Disaster District Coordinator.
DDMG	Disaster District Management Group.
DDCC	Disaster District Coordination Centre.
LDMG	Local Disaster Management Group.
LDCC	Local Disaster Coordination Centre.

APPENDIX C EVACUATION WARNING ADVICE FORM

LOCKYER VALLEY REGIONAL EVACUATION WARNING ADVICE FORM

Advice No.:	
Date and Time:	
Issued by:	
Description of Threat:	
Details area affected:	
Situation Update:	
Advice/Action required:	
Time and Date of Next Update:	TIME: _____ DATE: _____

APPENDIX C EVACUATION WARNING ADVICE FORM EXAMPLE

**LOCKYER VALLEY REGION EVACUATION WARNING ADVICE FORM
(Example)**

Advice No.:	1
Date and Time:	31 January 2006 at 4.50 am
Issued by:	Cr Roderick Gilmour OAM, Chairperson
Description of Threat: Severe thunderstorms with large hail and damaging winds had impacted on the townships of xxx and xxxx with substantial damage to buildings.	
Details area affected: Miles and Condamine townships and surrounding areas.	
Situation Update: Initial information from emergency service personnel and Council staff is that four houses in xxxx and 20 houses in xxx plus some public infrastructure such as the hospital have been severely damaged requiring the evacuation of residents.	
Advice/Action required: All affected persons should contact the xxxxxxxx on xxxxxxxx (Ph No) for advice on where evacuation centers have been established.	
Time and Date of Next Update:	TIME: _____ DATE: _____

APPENDIX F EVACUATION REGISTRATION FORM

DRAFT

NRIS National Registration

Disaster Code

PLEASE PRINT CLEARLY IN BLOCK LETTERS USING BLACK OR BLUE PEN

Place of Registration	<input type="text"/>	Date DDMMYYYY	/ /	Time (24 hr)	<input type="text"/>
-----------------------	----------------------	------------------	-----	-----------------	----------------------

*Family Name

*Given Names	Date of Birth/Age	*Gender M/F	*Hosp Y/N	Deceased Y/N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Home Address

Town/Suburb *State *Postcode

Country

Phone Mobile

*Intended Destination

Town/Suburb *State Postcode

Country

Phone Mobile

* PERMISSION TO RELEASE INFORMATION Yes No Signature OF PERSON BEING REGISTERED

Notes:

Registration Recorded By Registrar's Initials

Distribution To State Inquiry Centre:
 Fax Email Recom Other
 Computer Entered (Initials)
 Date / / Time

Privacy: This information will be used by Police and Emergency services to manage the emergency, account for evacuated people and ensure a need of kin can be notified in cases of serious injury. With your permission, information will also be made available to friends and relatives who inquire about your welfare and whereabouts.

NRIS National Registration Form May 2003

*** Mandatory Field**

APPENDIX F EMERGENCY ACCOMMODATION ALLOCATION FORM

Lockyer Valley Emergency Accommodation Allocation Form

Venue: _____ Accommodation Capacity: _____

Facilities: Disabled Access / Toilets / Showers / Kitchen / Air-conditioning

Evacuee Name:		Evacuee Name:		Evacuee Name:	
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		6.	
7.		7.		7.	
8.		8.		8.	
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