

NORTH BURNETT REGION DISASTER MANAGEMENT PLAN Disaster Support Plan – MT PERRY (Public Version)

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Introduction

This plan is a supporting plan to the North Burnett Region Disaster Management Plan. It provides town and district specific detail necessary to effectively undertake disaster operations locally under the authority of the LDMG.

Disaster Support Groups play a key role in the North Burnett Region Disaster Management Response Strategy by supporting the LMDG in undertaking the following key aspects of disaster operations locally:

- Coordination of local resources
- Evacuation
- Provision of Community Support

This plan details the arrangements in Mt Perry for these key functions. A short description of the area covered by this plan is provided in Annex A.

This plan should be read in conjunction with the North Burnett Region Disaster Management Plan and its companion Disaster Operating Manual. Specific Sub Plans relate to this plan and the following should be read in conjunction with this plan.

- Sub Plan 1 – Business & Governance
- Sub Plan 2 – Activation & Coordination
- Sub Plan 5 – Evacuation and Evacuation Centre Management

Mt Perry Disaster Support Group

Composition and Roles

The role, function and terms of reference for Town Disaster Support Groups are detailed in the *North Burnett Region Disaster Management Plan* and in *Sub Plan 1 – Business and Governance*.

The Mt Perry Disaster Support Group comprises the following:

| Appointment/Position | Role | Functions |
|----------------------|-------------------|---|
| Councillor | Chair | <ul style="list-style-type: none">• Provide leadership to Group• Chair meetings• Act as conduit to Chair of LDMG• Assist in establishing Community priorities for preparation, response and recovery |
| Council Officer | Executive Officer | <ul style="list-style-type: none">• Provide executive support to Chair• Maintain plans and records on behalf of the Group• Secretariat for Meetings |

| | | |
|-------------------------------|------------------|--|
| SES Group Leader | SES | <ul style="list-style-type: none"> • Coordinate SES operations • Provide advice to Group on SES operations |
| QFES Representative | Fire & Emergency | <ul style="list-style-type: none"> • Coordinate QFES operations • Provide advice to Group on QFES operations |
| QAS Representative | Medical Support | <ul style="list-style-type: none"> • Coordinate QAS operations • Provide advice to Group on QAS operations |
| QPS Representative | Public Safety | <ul style="list-style-type: none"> • Coordinate QPS operations • Provide advice to Group on Public Safety operations |
| Local Hospital Representative | Health Support | <ul style="list-style-type: none"> • Coordinate SES operations • Provide advice to Group on Health requirements of community |

Table 1 – Mt Perry Disaster Support Group Members and Roles

A full confidential contact register for all members of the Support Group is at Annex B to this Sub Plan (not included in public version).

General Meetings

General meetings of the Disaster Support Group will be at the discretion of the Chair but at least two general meeting should be held annually (generally in April and September). These meetings will be for the purpose of:

- Review and updating of this plan as required.
- Developing and disseminating public preparedness messages and information in accordance with the Community Awareness strategies developed by the LDMG.
- Identification of prevention and mitigation measures that should be communicated to the LDMG via the Chair of the sub-group.
- Developing a good working rapport with other members of the Group in order to underpin efficiency and effectiveness in response before, during and after a disaster.

Authority to Activate

Activation of the Disaster Support Group will be authorised by the Chair of the LDMG or the Local Disaster Coordinator. The Chair of the Support Group may recommend that the Group be activated to plan for, and coordinate, the provision of community support and evacuation.

The Chair, in consultation with the members of the Group may activate the Group during periods of extended communications blackouts when contact with the LDMG is lost. In such cases the Chair and Executive Officer, with the support of the Group may undertake disaster operations as required to preserve life and protect property, specifically the coordination of evacuation

and provision of community support. Authority reverts back to the LDMG and the Local Disaster Coordinator on restoration of adequate communications.

Circumstances that may warrant activation include:

- A warning of an impending threat which in the opinion of the Chair or delegate, would require a coordinated community response; or
- A request from a Lead Agency for assistance under the LDMP;
- A request from an affected Local Government under mutual aid arrangements, to provide assistance to a neighbouring Local Government; or
- On advice from the state for an impending disaster

LOCAL COORDINATION

Operational Meetings of the Support Group

Once activated the Disaster Support Group will meet as required under the direction of the Chair in order to coordinate operational response activities and to ensure the community and all agencies have an appropriate level of situational awareness.

The Chair and Executive Officer shall ensure that regular Situation Reports are provided to the LDMG as required by the Local Disaster Coordinator using the reporting formats contained in *Sub Plan 2 – Activation & Coordination*.

Coordination Cell

The Group will coordinate its activities through a coordination cell to be established at:

**Disaster Management Room,
58 Heusman Street
Mt Perry**

An alternate site if required is to be located at:

SES Building, Elliott St, Mt Perry

or

**Mt Perry Community Complex
107 Heusman Street
Mt Perry**

Functions of the Coordination Cell.

The coordination cell will be staffed and resourced by members of the Support Group, or their representatives, and will undertake the functions of local level coordination on behalf of the LDCC. These functions are:

- Undertaking and advising on planning to ensure local responses are appropriate and effective.
- Implementing LDMG plans and direction.
- Making and recording local decisions when necessary.
- Coordinating local community resources including local emergency services.
- Managing information including reporting to the LDMG and providing public information to community.
- Keeping Records including financial expenditure.

The above functions appear to differ from the normal Incident Management System usually applied in typical Coordination Centres. While these normal incident management functions (Operations, Logistics, Intelligence & Planning) remain relevant, the simplified functions provided above are considered more relevant to the limited resources available to the Support Group.

They are focused on “outcomes” to be achieved rather than processes to be followed.

Staffing the Local Level Coordination Cell

A possible model for the Local Coordination Cell is shown in the diagram below.

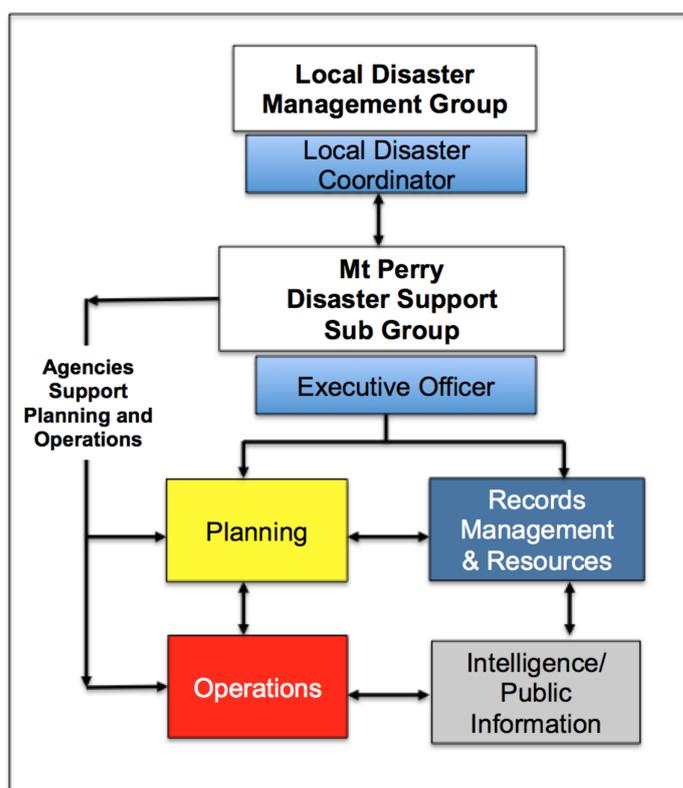


Diagram 1 – Coordination Cell Model

This model demonstrates how the Executive Officer, with support from the Chair and Support Group members, undertakes key roles in overseeing operations and facilitating planning.

The Chair of the Group and supporting agencies convene as the Planning Group and are required to undertake planning meetings in order to develop plans for response operations as required by the LDMG. A typical planning group may include:

| Planning Group – Mt Perry Disaster Support Group | |
|--|---|
| Council | Agencies/ Community Organisations |
| Chair of Support Group Executive Officer Works Supervisor Works Foreman Administration Officer (minutes) | Police QFES QAS SES Ergon Other community organisations/entities as required |

Table 2 – Mt Perry Disaster Planning Group

Supporting the Executive Officer are staff that focus on *Records/ Resource Management* and *Intelligence/ Public Information*. These cells may be combined in small events. Usually Council staff will undertake these functions. A guide to the functions performed by the staff in a Town Coordination Cell are provided below:

| Function | Tasks | Responsibility |
|---|--|------------------------------------|
| Planning | <ol style="list-style-type: none"> 1. Develop plans as required for evacuation and community support and other response operations as directed by the LDMG. 2. Records to be maintained of planning considerations and outcomes. | Executive Officer / Planning Group |
| Implementing plans | <ol style="list-style-type: none"> 1. Briefing agencies and establishing agency tasks. 2. Monitoring implementation and adjusting plans if needed 3. Reporting on progress. | Executive Officer / Agencies |
| Making Decisions | <ol style="list-style-type: none"> 1. Convene Support Group to discuss and make decisions as required 2. Records to be maintained of decisions and the circumstances they were taken. | Disaster Support Support Group |
| Coordinating Community Resources | <ol style="list-style-type: none"> 1. local emergency services 2. community groups/ organisations 3. Council resources 4. Volunteers and donations | Agencies and Resource Management |

| | | |
|-----------------------------|--|---|
| | <ol style="list-style-type: none"> 5. animal welfare 6. business support | |
| Managing Information | <ol style="list-style-type: none"> 1. Situation Report 2. Maintenance of Maps, Tabulated Data, 3. Development of Community Messaging 4. Dissemination of Public Info 5. Media Support | <ol style="list-style-type: none"> 1. Intelligence 2. Intelligence 3. Support Group 4. Support Group 5. Public Information |
| Keeping Records | <ol style="list-style-type: none"> 1. Operational Logs 2. Inwards/outwards Log 3. Financial records 4. Keeping minutes – (planning meetings/decision making) 5. Providing maps/charts 6. Filing management 7. General admin support | Records Management |

Table 3 – Functions and Tasks performed by Coordination Cell staff

The Chair and Executive Officer will determine the most suitable staffing allocation when activating the Coordination Cell taking into account the situation and staff availability and expertise at the time of activation.

Functional Duty Statements for staff operating in the coordination cell are provided for guidance in Annex C to this Support Plan.

Risk Mapping

Risk Mapping is available to Town Support Groups in several formats. “Grab & Go Kits” are provided to each Group containing risk mapping relevant to the town and surrounding district. The Executive Officer is responsible for maintaining these kits.

Risk Mapping is also available via the North Burnett Regional Council Website at <http://mapping.northburnett.qld.gov.au/>. Interactive mapping for Bushfire and Flood Hazard for the region is provided under the Disaster Management link. The flood hazard overlays are derived from 2013 flood events. Annex D provides an index of the contents of the Mt Perry Grab & Go Kit.

COMMUNITY SUPPORT

For the purposes of this plan, Community Support during and after disasters is provided primarily by local philanthropic organisations. Additional community support may be offered by other agencies and will be coordinated via the LDMG or the DDMG. These additional capabilities are not discussed in this plan although it is recognised that any such additional resources need to be coordinated with services provided by local agencies.

Support Agencies

The following local community support organisations are considered to be capable of providing services to the community during and immediately after a disaster. People and organisations that have been identified as being able to assist in providing community support in the Mt Perry area include:

| ORGANISATION | SUPPORT AVAILABLE |
|---------------------------------|-------------------|
| SPORT AND RECREATION (Mt Perry) | |
| CWA (Mt Perry) | |
| | |

Table 4 – List of Supporting Agencies

A confidential contact list for all community support agencies is at Annex E to this Sub Plan (not available in the public version).

EVACUATION

Evacuation of individuals or parts of the community may be necessary to ensure public safety. The North Burnett Evacuation Strategy is outlined in the *North Burnett Region Disaster Management Plan* and further detailed in *Sub Plan 5 – Evacuation and Evacuation Centre Management*. In summary the North Burnett Evacuation Strategy is for safe and effective evacuations to remain the responsibility of the LDMG, with their practical implementation being the function of the Town Disaster Support Group.

In most cases people requiring evacuation will self evacuate using their own transport to facilities in Mt Perry. In some cases, transportation support may be needed to help people evacuate. This is more likely to occur when evacuating people from rural areas outside of town.

The Disaster Support Group is to monitor and assist people who choose to evacuate for their own safety and provide advice to those at risk regarding the need to evacuate including - how to evacuate, where to go and what to bring.

The Disaster Support Group has no authority to direct people to evacuate and may only encourage and assist people to take appropriate action for their personal safety and well-being.

Evacuation Centres

When evacuations occur, people will need to go somewhere safe. In many cases people can stay with family or friends, but not everyone can do so. Evacuation Centres are likely to be required. *Sub Plan 5 – Evacuation & Evacuation Centre Management, Annex A and B* provides guidance on the operation of an evacuation centre based on the experience of the Australian Red Cross.

A list of facilities that may be suitable for use as evacuation centres are detailed in Annex F to this Sub Plan.

Mt Perry specific guidance when establishing an evacuation centre is provided in Annex G to this Sub Plan.

Appointment of an Evacuation Centre Coordinator & Staff

When an Evacuation Centre is deemed necessary and suitable facilities have been confirmed, an Evacuation Centre Coordinator should be appointed to manage the Centre. In most cases the Chair of the Support Group and Executive Officer will appoint a suitable person to this role based on advice from the Group at the time the Evacuation Centre is deemed necessary. Additional staff to assist in the Evacuation Centre will be identified by the Support Group when considering opening a centre.

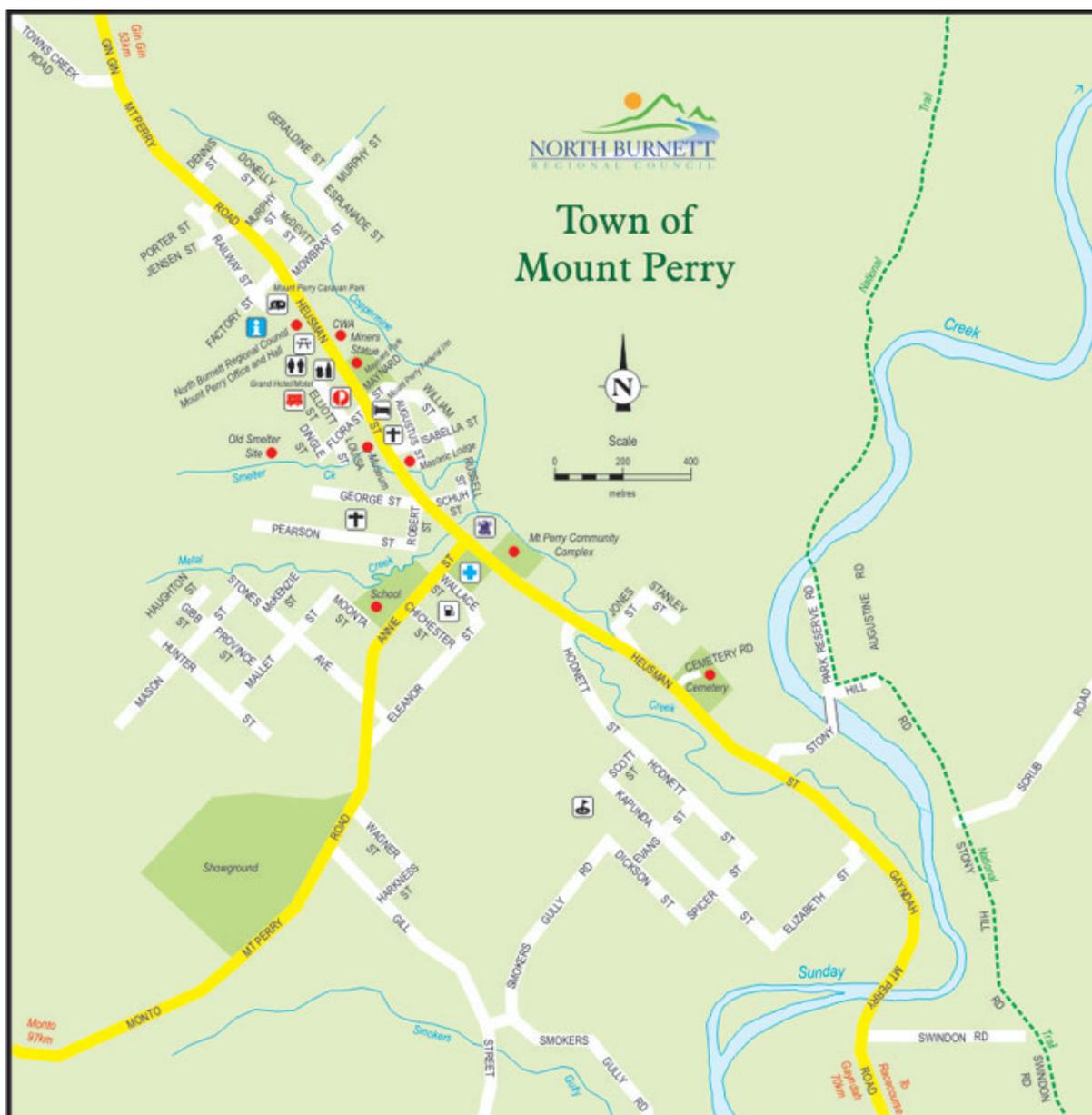
The appointed Evacuation Centre Coordinator will establish and manage the evacuation centre in accordance with the guidance contained in this Support Plan and in *Sub Plan 5 – Evacuation & Evacuation Centre Management*, specifically Annex A of that sub plan.

Annexes

- A. Description of Mt Perry and Surrounds.
- B. Mt Perry Disaster Support Group Contact Register (Confidential)
- C. Mt Perry Coordination Cell – Duty Statements and Resources
- D. Risk Mapping (Grab & Go Kit – Index)
- E. Contact Register for Mt Perry Community Support Agencies/Contractors (Confidential) (local contractors, fuel, council resources)
- F. List of Facilities in Mt Perry that may be used for evacuation
- G. Mt Perry Evacuation & Evacuation Centre Management - Standard Procedures

Annex A - Description Mt Perry and Surrounds





Geographic Scope of Plan

The original Shire of Perry has an area of 2357km² and covers an area roughly described as approximately 8km east of the Township of Mount Perry on the Gin Gin Road; to the Mingo Crossing of the Burnett River on the Gayndah Road to the south; to the Burnett River on the Monto Road to the west; the Burnett Range in the north-west and the Goodnight Scrub in the south-east.

This area adjoins the former Shires of Kolan, Biggenden, Gayndah, Eidsvold and Monto. The Burnett River is the boundary with the former Shire of Biggenden and forms part of the boundary with the former Shires of Gayndah, Eidsvold and Monto. The Town of Mount Perry is 105km by road west of Bundaberg.

The majority of the area is hilly to mountainous terrain with the remainder undulating grazing country. The Burnett River is the major river system within the area with minor systems being Perry River, Sunday Creek, Eastern Creek,

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Reids Creek and Baywulla (known as Mountain) Creek. Mountain ranges are the Normanby, Hogback, Possum, Gongiberoo, Boolbunda and Burnett within this area. A considerable amount of the area is taken up with heavily timbered Forestry Reserves.

The area is situated within the temperate zone and has a mean annual rainfall of 945mm.

The area has a population of approximately 444 persons of which approximately 60% reside in the township of Mount Perry, the remaining being rural residential widespread and somewhat isolated.

| Airstrip | |
|--------------------------|--|
| | |
| Location | |
| | |
| Length | |
| Width | |
| Elevation | |
| Direction | |
| Airstrip Lighting | |
| Description | |

| Helipad |
|----------------|
| |

Annex B - Mt Perry Disaster Support Group Contact Register (Confidential)

This annex is not available in the public version.

Annex C – Mt Perry Coordination Cell – Duty Statements and Resources

Duty Statements by Function

The following Duty Statements and Functional Guides are provided to assist staff when working in a town coordination cell.

Executive Officer - Duty Statement

The Executive Officer is responsible facilitating the overall coordination effort and manages the functions of the coordination cell in accordance with this plan. The Executive Officer is assisted and guided in this function by the members of the Support Group.

Specific responsibilities include:

- Facilitating planning meetings involving key people from emergency services and other community groups involved in disaster response.
- Ensuring records of planning meetings are maintained.
- Implementing plans as directed by the Group or LDMG.
- Overseeing operations of the Coordination Cell to ensure the functions of the cell are being achieved satisfactorily.
- Review the preparation of situation reports for approval by the Chair of the Support Group.
- Establish and maintain an administrative and financial system for resources and finance expended
- Prepare materials for briefing and debriefing sessions.
- Ensuring the coordination effort is appropriately resourced with suitable staff capable of undertaking the functions described in this plan.

Support Group / Agency Representatives – Duty Statement

Agency representatives provide advice on their agency's operations and capabilities and assist in planning and decision making processes. Agency representatives should have authority to commit their organisation's personnel and resources in support of operational requirements.

Specific duties include:

- Advising and assisting the Executive Officer in resolving operational matters
- Negotiating and implementing agreed Counter Disaster response strategies
- Deployment of personnel and equipment
- Co-ordination of activities with other response organisations
- Maintaining communications with the Support Group and the Executive

Officer.

Coordination Cell – Functional Guides

Operations Function

The Operations function is undertaken by the Executive Officer with assistance of the Support Group. Key responsibilities for this function include:

- Maintaining situational awareness.
- Implementing plans developed during planning meetings.
- Making operational decisions regarding response activities.
- Monitoring and tracking response activities undertaken by agencies.
- Keeping records of activities undertaken (operational logs).

Planning Function

The Planning function is facilitated by the Executive Officer with the assistance of the Support Group. Key responsibilities of the function include:

- Maintaining situational awareness
- Appreciating the situation to determine what actions are required (mission), how those actions will be undertaken and by whom (execution), timeframes involved and the resources required to succeed.
- Keeping records of planning considerations and decisions
- Documenting the results of planning in SMEAC format (situation, mission, execution, administration and logistics and Command/Control).

Intelligence /Public Information Function

The Intelligence function:

- Collects, collates, interprets and distributes all operational information within the coordination cell.
- Provides the Executive Officer with an accurate timely, clear and concise picture of the situation, particularly regarding damage and casualties.
- Assesses the urgency or priority of operational information and ensures that the information is actioned appropriately by the relevant function or supporting agency.
- Develops Situation Reports as directed by the Support Group.
- Provides regular situation briefings to ensure situational awareness by all those working in the coordination cell.
- Ensuring the overall situation is accurately depicted on maps, charts and display boards.

The Public Information function:

- Works in consultation with the Regional Disaster Coordination Centre to develop and distribute public messages within the local area.

Records & Resource Management

This function maintains all records within the coordination cell and obtains/tracks all additional resources needed by the Coordination Cell and responding organisations. Specific functions include:

Records Management

- Maintaining all records including:
 - A Master Operational Log of inwards/outwards correspondence and activities undertaken.
 - Collation of all inwards and outwards correspondence including emails, faxes, letters, maps, charts, etc.
 - Collating personal operational logs.

Resourcing the Coordination Cell

- Ensuring the coordination centre is adequately resourced and maintained including:
- Preparation of rosters.
- Providing appropriate resources to enable the coordination cell to function (Furniture, Whiteboards, Map/reference material, Stationery, Electronic/communication resources, Meals/refreshments)
- Ensuring all electronic and communication equipment is operating (Telephones, Computers/Facsimile machines, Radios).
- Providing security and ensuring cleanliness of the working area.

Obtaining and Tracking all requests for Resources

- Seeking out and obtaining additional local resources needed by responding agencies that are beyond their capacity to provide.
- Tracking and monitoring of resources allocated.
- Preparing Requests for Assistance (RFA) to be sent to the North Burnett Region Disaster Coordination Centre (once approved by the Executive Officer).
- The Records and Resource Management Cell also monitor, record and track all local Council expenditure for response coordination and operations.
- On completion of local operations, compile a summary of overall council expenditure for the Executive Officer.

Suggested Resources for the Mt Perry Disaster Coordination Cell

This list is a guide to the resources that may be required in the Mt Perry Coordination Cell. Equipment levels are dependent on need and finance.

| | |
|---|---|
| Maps | Local District Satellite Flood maps Marine charts Road, rail transport, Hazchem sites |
| Whiteboards | Fixed Mobile Electronic Cork boards |
| Overhead Projector and Screen | Overhead projector transparencies OHP bulb |
| Photocopier | Photocopy paper Photocopy toner |
| Facsimile Machine | Facsimile paper |
| Radios | Small base station with relevant HF; VHF; UHF frequencies for QPS or Emergency Service access |
| Computers | QPD message switching system Word processing and data-base capability |
| Printer | Printer paper |
| Mobile Phone | Recharging unit/spare batteries |
| Power Supply | Emergency supply Auxiliary for air conditioning |
| Tables/Chairs/Desks | Sufficient for operations |
| Camp Stretchers | For overnight operations |
| First Aid Kit | |
| Correspondence Cabinet (Filing) Lockable | |
| Correspondence Trays | |
| Clipboards | |
| Stationery | Papers, pens, coloured drawing pins, whiteboards markers (water soluble), OHT pens (water soluble), ruler, duster, situation report forms, log books, highlighter pens (several colours) lever arch binders, ruled A4 pads, calculator Plotting equipment – compass, slide ruler, protractor, T Squares, long wooden ruler |
| Urn | Also tea, coffee, sugar, cups, crockery, knives, forks and spoons |
| Refrigerator | |
| Microwave Oven/Toaster | |

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| | |
|--|---|
| Room Dividers | Cloth covered (doubles for pinning maps to) |
| Telephone Directory | |
| Protective Clothing | Hard hats, overalls, jacket, raincoat as required with relevant position designation, eg. Executive Officer |
| Torches, batteries, Candles, Matches | |
| Wastepaper Baskets, Shredder, Garbage Bins | |
| Calendar | |
| Clocks | |
| Television Set and Video Recorder | In addition, have in place a standing plan to access video camera and still camera for recording purposes It provides a means of overviewing what is happening in the area and provides future research material |
| North Burnett Region Disaster Plan Mt Perry Disaster Support Plan | Plans to include lists of current Committee Members, Local Authorities, Emergency Services, and Community Support Agencies |
| Local Disaster Management Act, 2011 | |
| Queensland Disaster Relief and Recovery Guidelines and associated Addendums | For the latest version go to: http://qldreconstruction.org.au/ndrra |
| Staff Lists and Contact Numbers | |

Annex E – Contact Register for Mt Perry Community Support Agencies/Contractors (Confidential) (local contractors, fuel, council resources)

This annex is not available in the public version.

Annex F – List of Possible Evacuation Facilities in Mt Perry Area

| Building Facility | | Mt Perry Showgrounds |
|---|--------------------|--|
|  | | |
| Council Owned/Non Council | | Council |
| Address | | Mount Perry – Monto Road Mt Perry 4671 |
| Contact Details | | |
| Access | | Various accesses to various buildings – very limited disabled access to any of the buildings. |
| Structure | | Various – steel, timber or masonry construction, all with steel rooves and concrete floors. No information in respect to wind, debris or earthquake loads. |
| Capacity | | Large tent site. Limited tables and chairs. Total allotment size of 164,700 square metres |
| Human Factors | Lighting | Natural lighting with limited artificial lighting |
| | Ventilation | Natural ventilation only |
| | Amenities | No disabled amenities however various male and female pedestals and showers. |
| | Kitchen Facilities | Limited kitchen facilities |
| | Communications | Nil |

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| | | |
|----------------------|----------------------|--|
| | Emergency Power | Nil |
| | Emergency Provisions | Nil |
| | Information Boards | Adequate space for information to be displayed |
| | Pets | Possible pet site |
| Other Factors | | Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. This property is suitable for use in flood emergency. |

| | | |
|--|---|---|
| Building Facility | | Mt Perry Community Hall |
|  | | |
| Council Owned/Non Council | Council | |
| Address | Heusmann Street Mt Perry 4671 | |
| Contact Details | | |
| Access | Disabled access ramp at the back of the property with stairs at the front of the building. Ample on and off street car parking. | |
| Structure | Timber hall with steel roof and timber floors. No information in respect to wind, debris or earthquake loads. | |
| Capacity | Est. 150 evacuees Hall - 450 square metres. Table and chairs | |
| Human Factors | Lighting | Good natural and artificial lighting through out |
| | Ventilation | Good natural ventilation with ceiling fans. |
| | Amenities | 1 PWD, 2 female pedestals and 1 male pedestal and urinal. |
| | Kitchen Facilities | Commercial kitchen facilities |
| | Communications | Communications available in office next door |
| | Emergency Power | Emergency generator permanently attached and able to be used at any time. |
| | Emergency Provisions | Fire extinguisher available |

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| | | |
|----------------------|--------------------|--|
| | Information Boards | Adequate space for information to be displayed |
| | Pets | Nil |
| Other Factors | | Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. This property is suitable for use in flood emergency. |

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| | | |
|----------------------------------|---|---|
| Building Facility | Mt Perry State School | |
| Council Owned/Non Council | Non Council Owned | |
| Address | 24 Annie St Mt Perry | |
| Contact Details | See Contact Register for Support Agencies Annex D | |
| Access | Disables access to 3 buildings but stairs leading to 1 building. | |
| Structure | Various buildings with timber structures and iron roofing. | |
| Capacity | 6 classrooms of various sizes. Limited tables and chairs available. | |
| Human Factors | Lighting | Artificial lighting. |
| | Ventilation | Artificial ventilation – air conditioning and ceiling fans. |
| | Amenities | Limited amenities available. |
| | Kitchen Facilities | Limited kitchen facilities. |
| | Communications | Communication facilities available. |
| | Emergency Power | Nil. Capacity to connect emergency generator. |
| | Emergency Provisions | Nil fire fighting equipment. First aid kits available. |
| | Information Boards | Adequate space for information to be displayed |
| | Pets | Yes. |
| Other Factors | Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. | |

Annex G - Mt Perry Evacuation & Evacuation Centre Management - Standard Procedures

Introduction

This Annex should be read in conjunction with *Sub Plan 5 – Evacuation & Evacuation Centre Management*.

This Annex provides guidance on Evacuation and Evacuation Centre Management as it applies to Mt Perry and is to be used by the Mt Perry Disaster Support Group when conducting evacuation and operating evacuation centre(s).

Purpose

To provide for the management of facilities, which provide affected people with basic human needs including accommodation, food and water, and support and recovery processes. The size and number of evacuation facilities available depends upon the scale and extent of the emergency/disaster situation.

Evacuation Centre Activation

Following an assessment of the situation, the LDMG shall activate the required Evacuation Centre(s) and advise all local and outside organisations when the Centre is operational.

Material Requirements for evacuation centre.

- Pens, pencils, white board, butchers paper, wrist bands, coloured tapes
- Registration books, Volunteer forms, request for assistance forms
- Battery operated torch, night light, 24 hour clock, battery operated radio
- Mats, Dividers etc.

Evacuation Centre Management - Evacuation Centre Duty Statements

The following Evacuation Centre Duty Statements are provided as a guide to assist staff undertake the roles of Evacuation Centre / Catering Coordinators.

Evacuation Centre Coordinator – Duty Statement

The duties of the Evacuation Centre Coordinator are as follows:

1. In the standby phase contact each resource group and place on standby;
2. Liaise with the Welfare Officer to determine the extent of emergency situation and likely numbers to be evacuated;
3. Following the decision to evacuate and open the Evacuation Centre contact volunteer resource Coordinators to attend the Evacuation Centre;
4. Contact key holders to the designated Centre to obtain access;
5. Contact supply sources for adequate mattresses, blankets and pillows and ensure delivery is arranged to the Centre if applicable;
6. Generally establish the Evacuation Centre including road location signs and directional signs if available;
7. Arrange with Council to provide staff for the completion of road sign placements and evacuation layout;
8. Establish a telephone/radio link with the LDCC;
9. Ensure adequate chairs, trestles and other equipment are provided for each welfare service to enable them to operate at the Centre (i.e. Personal Counselling, Catering, etc). Priority is to be given to the area designated for Disaster Registration;
10. Representatives of voluntary groups to be briefed on assistance required at the Centre;
11. Storage area to be provided for incoming bedding;
12. Designation of areas for meals is to be ascertained in liaison with the Catering Coordinator;
13. Provision to be made for sleeping accommodation;
14. Plans of building (including conveniences), signs and notices to be erected in prominent positions;
15. Program for meals and entertainment to be organised;
16. Advise Catering Coordinator of numbers requiring meals;
17. Contact Welfare Officer to determine alternative venues for short-term accommodation, if required, i.e. unit, caravan park, motels;

Catering Coordinator (if appointed) – Duty Statement

1. The duties of the Catering Coordinator are as follows:
2. Following initial contact by the Chief Welfare Officer, remain available and in close contact with the Evacuation Centre Coordinator;
3. Contact all appropriate support and assist groups and advise of the need to be on standby and to attend the Evacuation Centre if required;

4. Determine with the Evacuation Centre Coordinator the numbers to be catered for;
5. Contact the SES and establish whether meals are needed for response personnel and the numbers to be catered for. All meals will be cooked and served at the Evacuation Centre;
6. Order food supplies on order forms to be authorised by the Welfare Officer;
7. Prepare and maintain rosters of all volunteers;
8. In conjunction with the Evacuation Centre Coordinator or the Welfare Officer, arrange for adequate tables, chairs, cutlery, crockery, rubbish bins and liners, urns and cookery utensils for the centre;
9. Comply with all requirements as advised by the Environmental Health Officer regarding food storage, preparation, handling and serving and associated activities.

Note: This Annex could be enhanced by identifying procedures for the establishment of specific evacuation centres in Mt Perry to provide guidance to those who will have to set them up and manage them.

NOTES: