

# **NORTH BURNETT REGION DISASTER MANAGEMENT PLAN Disaster Support Plan – EIDSVOLD (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 Eidsvold 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

## Eidsvold 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 Eidsvold Disaster Support Group comprises the following:

| APPOINTMENT/POSITION | ROLE              | FUNCTIONS   |
|----------------------|-------------------|---|
| Councillor           | Chair             | <ul style="list-style-type: none"><li>• Provide leadership to Group</li><li>• Chair meetings</li><li>• Act as conduit to Chair of LDMG</li><li>• Assist in establishing Community priorities for preparation, response and recovery</li></ul> |
| Council Officer      | Executive Officer | <ul style="list-style-type: none"><li>• Provide executive support to Chair</li><li>• Maintain plans and records on behalf of the Group</li><li>• Secretariat for Meetings</li></ul>   |
| Technical Services   | Depot             | <ul style="list-style-type: none"><li>• Coordinating Councils Works resources</li></ul>   |

|   |                                      |  |
|---|--------------------------------------|--|
|   | Supervisor                           | <ul style="list-style-type: none"> <li>• Provide advice to the group on Council works operations</li> </ul>  |
| SES Group Leader                                    | SES                                  | <ul style="list-style-type: none"> <li>• Coordinate SES operations</li> <li>• Provide advice to Group on SES operations</li> </ul>                   |
| QFES Representative                                 | Fire & Emergency                     | <ul style="list-style-type: none"> <li>• Coordinate QFES operations</li> <li>• Provide advice to Group on QFES operations</li> </ul>                 |
| QAS Representative                                  | Medical Support                      | <ul style="list-style-type: none"> <li>• Coordinate QAS operations</li> <li>• Provide advice to Group on QAS operations</li> </ul>                   |
| QPS Representative                                  | Public Safety                        | <ul style="list-style-type: none"> <li>• Coordinate QPS operations</li> <li>• Provide advice to Group on Public Safety operations</li> </ul>         |
| QH Representative                                   | Health Support                       | <ul style="list-style-type: none"> <li>• Coordinate SES operations</li> <li>• Provide advice to Group on Health requirements of community</li> </ul> |
| Electricity Representative                          | Ergon Energy                         | <ul style="list-style-type: none"> <li>• Coordinate Power Supply</li> </ul>  |
| Community Services and Church Groups Representative | Community Services and Church Groups | <ul style="list-style-type: none"> <li>• Provide Community Assistance</li> <li>• Provide advice to the Group</li> </ul>                              |
| Aged Care Facilities                                | Hospital                             | <ul style="list-style-type: none"> <li>• Coordinate issues associated with aged care and safety</li> </ul>   |
| Education Queensland                                | School Principal                     | <ul style="list-style-type: none"> <li>• Provide advice on use of school facilities and safety of children</li> </ul>                                |

**Table 1 – Eidsvold 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 Support 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 Support 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.

In some circumstances it may be more efficient to combine the Eidsvold Disaster Support Group Meetings with the LDMG meetings, particularly if matters relating to Eidsvold disaster response are being discussed by the LDMG. On such occasions it may make sense to combine meetings and deal with the relevant issues at the one meeting. The combining of operational meetings of the Support Group with that of the LDMG is at the discretion of the Chair of the LDMG and the Local Disaster Coordinator in consultation with the Chair of the Eidsvold Support Group.

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:

**North Burnett Regional Council  
Eidsvold Administration Centre  
39 Moreton Street  
EIDSVOLD QLD 4627**

An alternate site if required, is to be located at:

**North Burnett Regional Council  
Depot Office  
27 Mt Rose Street  
EIDSVOLD QLD 4627**

## **Functions of the Coordination Cell**

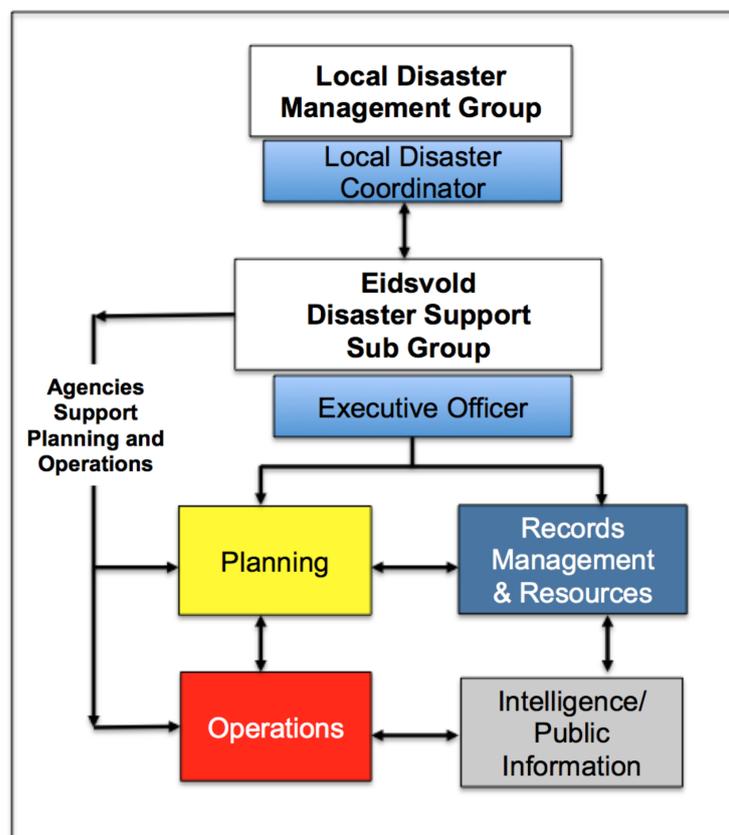
The coordination cell will be staffed and resourced by members of the Support Group, or their representatives, and will undertake the functions of local level coordination on behalf of the LDCC. These functions are:

- 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 – C**

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:

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

**Table 2 – Eidsvold 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:

| <b>Function</b>                         | <b>Tasks</b>   | <b>Responsibility</b>   |
|---|--|---|
| <b>Planning</b>                         | <ol style="list-style-type: none"> <li>1. Develop plans as required for evacuation and community support and other response operations as directed by the LDMG.</li> <li>2. Records to be maintained of planning considerations and outcomes.</li> </ol>               | Executive Officer / Planning Group (PLANNING FUNCTION)  |
| <b>Implementing plans</b>               | <ol style="list-style-type: none"> <li>1. Briefing agencies and establishing agency tasks.</li> <li>2. Monitoring implementation and adjusting plans if needed</li> <li>3. Reporting on progress.</li> </ol>   | Executive Officer / Agencies (OPERATIONS FUNCTION)  |
| <b>Making Decisions</b>                 | <ol style="list-style-type: none"> <li>1. Convene Support Group to discuss and make decisions as required</li> <li>2. Records to be maintained of decisions and the circumstances they were taken.</li> </ol>  | Disaster Support Group  |
| <b>Coordinating Community Resources</b> | <ol style="list-style-type: none"> <li>1. local emergency services</li> <li>2. community groups/ organisations</li> <li>3. Council resources</li> <li>4. Volunteers and donations</li> <li>5. animal welfare</li> <li>6. business support</li> </ol>                   | Agencies and Resource Management  |
| <b>Managing Information</b>             | <ol style="list-style-type: none"> <li>1. Situation Report</li> <li>2. Maintenance of Maps, Tabulated Data,</li> <li>3. Development of Community Messaging</li> <li>4. Dissemination of Public Info</li> <li>5. Media Support</li> </ol>                               | <ol style="list-style-type: none"> <li>1. Intelligence</li> <li>2. Intelligence</li> <li>3. Support Group</li> <li>4. Support Group</li> <li>5. Public Information</li> </ol> |
| <b>Keeping Records</b>                  | <ol style="list-style-type: none"> <li>1. Operational Logs</li> <li>2. Inwards/outwards Log</li> <li>3. Financial records</li> <li>4. Keeping minutes – (planning meetings/decision making)</li> <li>5. Providing maps/charts</li> <li>6. Filing management</li> </ol> | Records Management  |

|  |                          |  |
|--|--------------------------|--|
|  | 7. General admin support |  |
|--|--------------------------|--|

**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 Eidsvold 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 Eidsvold area include:

| <b>ORGANISATION</b>  | <b>SUPPORT AVAILABLE</b>                         |
|--|--|
| Eidsvold State School  | Possible Evacuation Facility                     |
| Eidsvold Sports Shed (owned and managed by council but situated at the showground) | Possible Evacuation Facility                     |
| Eidsvold QCWA and who could help with.   | Assistance with catering at an evacuation centre |
| Anglican Guild   | Assistance with catering at an                   |

|  |                   |
|--|-------------------|
|  | evacuation centre |
|  |                   |

**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 Eidsvold. 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.

Evacuation Centres and procedures to operate them may also be used to support stranded travellers. During periods of flooding travellers may be stranded when the Burnett Highway and the Eidsvold-Theodore Road is cut for extended periods. As limited accommodation is available in Eidsvold, an evacuation centre may need to be established to support stranded travellers.

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

Eidsvold 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 Support 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.

## **Flood Specific Information & Actions**

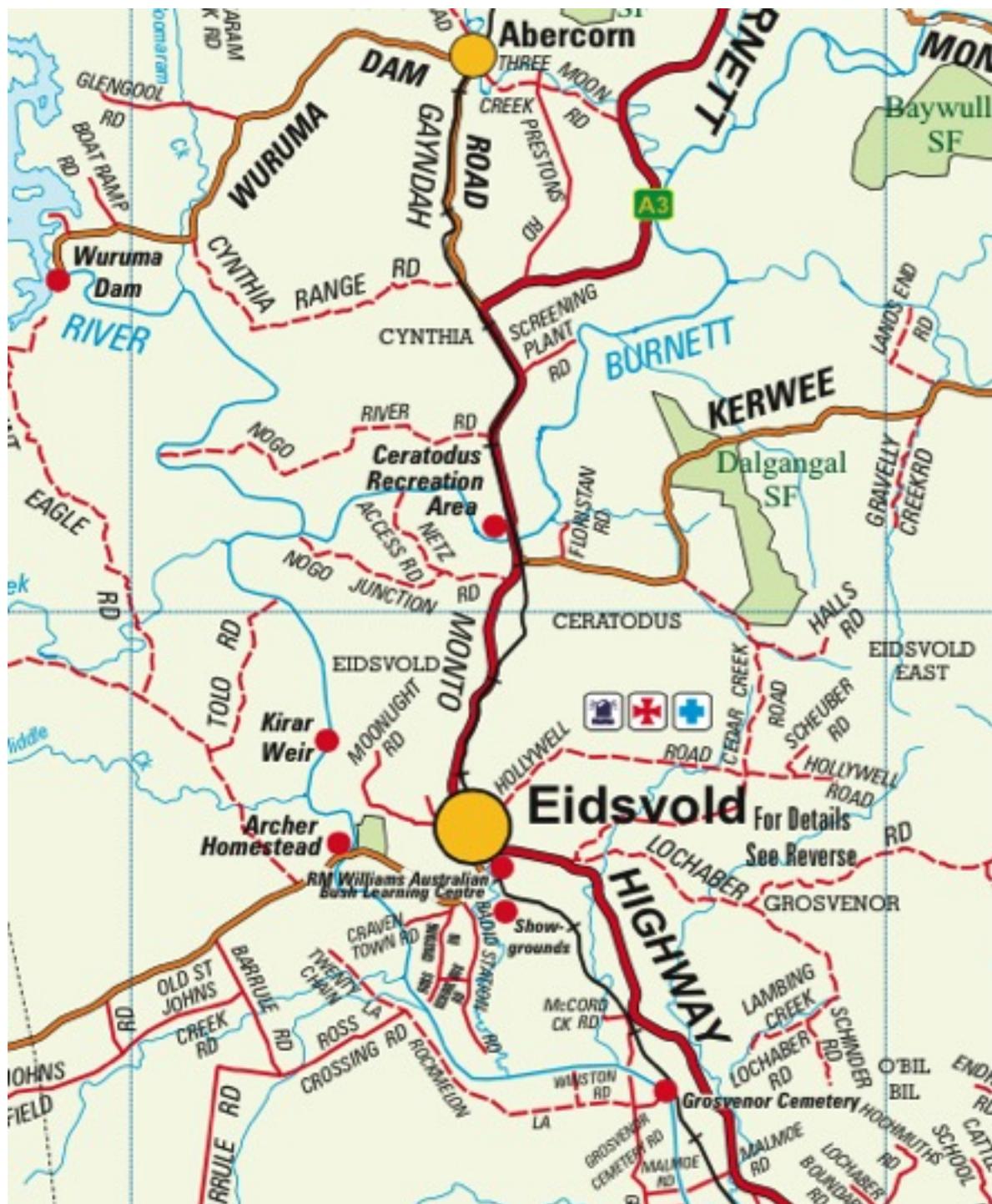
Flood specific information is provided in Annex H to this Support Plan.

Actions in response to flooding are detailed at Annex I to this Support Plan.

## **Annexes**

- A. Description of Eidsvold and Surrounds.
- B. Eidsvold Disaster Support Group Contact Register (Not provided in public version)
- C. Eidsvold Coordination Cell – Duty Statements and Resources
- D. Risk Mapping (Grab & Go Kit – Index)
- E. Contact Register for Eidsvold Community Support Agencies/Contractors (Confidential) (local contractors, fuel, council resources)
- F. List of Facilities in Eidsvold that may be used for evacuation
- G. Eidsvold Evacuation & Evacuation Centre Management - Standard Procedures
- H. Flood Specific Information
- I. Eidsvold Useful Contacts – Flooding (Not provided in public version)

## Annex A - Description Eidsvold and Surrounds





### **Geographic Scope of Plan**

The region of Eidsvold has an area of 4800km<sup>2</sup>. The Region covers an area roughly described as approximately 45km NORTH of the township of Eidsvold and crossing the Burnett River on the Monto Road. 20 Km to the South to O Bil Bil creek on Highway 17 and the West 65km on the Cracow Road and to the North East on the Mount Perry road 35km from Eidsvold. The Burnett River flows through the Eidsvold Region.

### **Topography**

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 region area with minor systems being Nogo River, Boundary Creek. Goomaram Mountain range and other smaller ranges exist within the region. A considerable amount of the area is taken up with heavily timbered Forestry Reserves and flat grasslands.

The area adjoins the regions of Gayndah, Mt Perry, Biggenden, Mundubbera, Monto, Banana, Taroom and Chinchilla.

## River Systems

The Burnett River and the Nogo River combine prior to Eidsvold and the township is located 6km east of the Burnett River.

## Climate

The average rainfall in the Eidsvold Region is 725mm. This rain falls in the area on a time to time basis in the warmer months of the year, with more storm rain in the Summer months, The temperature changes can be vast with highs and lows from as high as 40+ in the Summer down to less than 0 in the Winter months with 7-10 days of frost in July and August most years

## Population

The region has a population of approximately 995 persons of which approximately 500 reside in Eidsvold and the remaining being rural residents.

## Air Support

| <b>Airstrip</b>   |   |
|---|---|
| The Eidsvold Airstrip is located at Ray Pownall Drive, Eidsvold. This facility does not support refuelling. |   |
| <b>Location</b>   | 2km NNW of Eidsvold Town. From Burnett Highway (Moreton Street) turn into Mt Rose Street then into Ray Pownall Drive.<br>GPS Latitude & Longitude: 250 <sup>0</sup> 22 South 150 <sup>0</sup> 07 East   |
| <b>Length</b>   | 1200m   |
| <b>Width</b>  | 32m (between lights)  |
| <b>Elevation</b>  | 265m  |
| <b>Direction</b>  | Bearing 330 <sup>0</sup> Magnetic North   |
| <b>Airstrip Lighting</b>  | PAL System VHF Pilot Activated 120.05Mhz backed up by diesel generator if power failure.  |
| <b>Description</b>  | Airstrip Strip Surface and Cover: Grass on Sandstone Plateau. Suitable for Aircraft up to 5700kg. Airstrip usable with up to 75mm (3 inches) of rain.<br>Surrounding Terrain: Fenced off Scrub<br>Serviceable Windssock with Pilot Activated Lights<br>Strip Markers: White Tyres<br>Airstrip Obstacles: Airstrip cleared to 115 metres across – before landing fly airstrip for wildlife.<br>Aircraft Parking: No parking on or near standing area allocated for emergency aircraft.<br>Telephone: Telstra CDMA available. |

**Helipads**

The Eidsvold Hospital has a helipad facility located at the rear of the emergency wing.

## **Annex B - Eidsvold Disaster Support Group Contact Register (Confidential)**

This annex is not available in the public version.

## **Annex C – Eidsvold Coordination Cell – Duty Statements and Resources**

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 Eidsvold Disaster Coordination Cell**

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

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

**North Burnett Region Disaster Management – Eidsvold Disaster Support Plan (public)**

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

## **Annex D – “Grab & Go” Kit**

The Executive Officer maintains a “Grab and Go” kit containing maps, plans and initial supplies needed to set up a small coordination cell. The Eidsvold Grab & Go Kit contains the following maps/plans and supplies:

| <b>Eidsvold “Grab &amp; Go” Kit Contents</b> |                |
|--|----------------|
| <b>Item</b>                                  | <b>Remarks</b> |
|  |                |
|  |                |
|  |                |
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**Annex E – Contact Register for Eidsvold 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 the Eidsvold Area

Eidsvold/Abercorn:

### Council Buildings

|   |             |   |
|---|-------------|---|
| <b>Building Facility</b>  |             | <b>RM Williams Australian Bush Learning Centre</b>  |
|  |             |   |
| <b>Council Owned/Non Council</b>  |             | Council   |
| <b>Address</b>  |             | 23737 Burnett Highway Eidsvold 4627   |
| <b>Contact Details</b>  |             |   |
| <b>Access</b>   |             | Full disabled access to building and toilet facilities. Ample off street car parking.   |
| <b>Structure</b>  |             | New building with masonry construction, steel roof and carpeted internal floors. Also has a timber toilet block onsite which has a steel roof and concrete floor. Both these buildings comply with the local wind load for the region. No information in respect to debris or earthquake loads. |
| <b>Capacity</b>   |             | Limited internal space however possible tent site.<br>Total land allotment of 4,074 square metres.  |
| <b>Human Factors</b>  | Lighting    | Limited natural lighting inside Centre with a majority of artificial lighting.  |
|   | Ventilation | Inside the Centre is air conditioned with no natural ventilation.   |
|   | Amenities   | 4 female pedestals and 4 male pedestals and urinal  |

**North Burnett Region Disaster Management – Eidsvold Disaster Support Plan (public)**

|                      |                      |   |
|----------------------|----------------------|---|
|                      | Kitchen Facilities   | Very limited kitchen facilities   |
|                      | Communications       | Limited communications facilities   |
|                      | Emergency Power      | Nil   |
|                      | Emergency Provisions | Fire fighting equipment including a fire hose reel and fire extinguishers. First aid kit is also provided.        |
|                      | Information Boards   | Adequate space for information to be displayed  |
|                      | Pets                 | Possible pet site   |
| <b>Other Factors</b> |                      | Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc. |

|   |  |  |
|---|--|--|
| <b>Building Facility</b>  |  | <b>Eidsvold Caravan Park</b>   |
|  |  |  |
| <b>Council Owned/Non Council</b>  | Council  |  |
| <b>Address</b>  | 3 Esplanade Street Eidsvold 4627   |  |
| <b>Contact Details</b>  |  |  |
| <b>Access</b>   | Disabled access to open space however limited access to buildings  |  |
| <b>Structure</b>  | Various prefabricated cabin structures with steel rooves. No information in respect to wind, debris or earthquake loads. |  |
| <b>Capacity</b>   | Tent Site<br>Limited onsite cabins available<br>Total allotment size of 6,766 square metres                              |  |
| <b>Human Factors</b>  | Lighting   | Natural lighting   |
|   | Ventilation  | Natural ventilation  |
|   | Amenities  | 3 female showers, 3 male showers, 3 female pedestals and 2 male pedestals plus urinal. |
|   | Kitchen Facilities   | Nil  |
|   | Communications   | Nil  |
|   | Emergency Power  | Nil  |

|                      |                      |   |
|----------------------|----------------------|---|
|                      | Emergency Provisions | Nil   |
|                      | Information Boards   | Nil – no space  |
|                      | Pets                 | Possible pet site   |
| <b>Other Factors</b> |                      | <p>Not affected by other factors such as land slip or other hazards such as power lines etc. However there a large number of trees onsite.</p> <p>This property would not be suitable for use in a flood emergency.</p> |

|                                  |                    |  |
|----------------------------------|--------------------|--|
| <b>Building Facility</b>         |                    | <b>Eidsvold Showgrounds</b>  |
| <b>Council Owned/Non Council</b> |                    | Council  |
| <b>Address</b>                   |                    | Nette Street Eidsvold 4627   |
| <b>Contact Details</b>           |                    |  |
| <b>Access</b>                    |                    | Disabled access to field however limited access to buildings   |
| <b>Structure</b>                 |                    | There are various structures onsite including steel sheds, timber buildings, timber toilet blocks and masonry toilet blocks. All have steel rooves and concrete floors. No information in respect to wind, debris or earthquake loads. |
| <b>Capacity</b>                  |                    | <p>Possible tent site.</p> <p>Est.</p> <p>Limited tables and chairs.</p> <p>Total allotment size of 133,600 square metres.</p>   |
| <b>Human Factors</b>             | Lighting           | Good natural light through a majority of the buildings with standard artificial lighting through out structures.   |
|                                  | Ventilation        | Natural ventilation only for all buildings   |
|                                  | Amenities          | Ample showers and toilets including 2 toilet blocks and one dressing room facility with showers and toilets.   |
|                                  | Kitchen Facilities | Very limited kitchen facilities, there is a bar onsite including a large cold-room.  |
|                                  | Communications     | Nil  |
|                                  | Emergency Power    | Nil  |

**North Burnett Region Disaster Management – Eidsvold Disaster Support Plan (public)**

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

|  |  |
|--|--|
| <b>Building Facility</b>   | <b>Eidsvold Hall</b>   |
|  |  |
| <b>Council Owned/Non Council</b>   | Council  |
| <b>Address</b>   | 54 Moreton Street Eidsvold 4627  |
| <b>Contact Details</b>   |  |
| <b>Access</b>  | Disabled access from the front with stairs at the front and side. On street car parking. |

**North Burnett Region Disaster Management – Eidsvold Disaster Support Plan (public)**

|                      |                      |  |
|----------------------|----------------------|--|
| <b>Structure</b>     |                      | Timber hall with masonry supper room and steel roof.<br>No information in respect to wind, debris or earthquake loads.   |
| <b>Capacity</b>      |                      | Est. 170 evacuees<br><br>Main Hall – 216 square metres<br>Supper Room –299 square metres<br>Tables and chairs.   |
| <b>Human Factors</b> | Lighting             | Good natural light through a majority of the buildings with standard artificial lighting through out structures.   |
|                      | Ventilation          | Adequate natural ventilation throughout hall   |
|                      | Amenities            | 2 female pedestals and 1 male pedestal plus urinal   |
|                      | Kitchen Facilities   | Commercial kitchen and bar facilities  |
|                      | Communications       | Nil  |
|                      | Emergency Power      | Nil  |
|                      | Emergency Provisions | Fire fighting equipment including fire extinguisher  |
|                      | Information Boards   | Adequate space for information to be displayed   |
|                      | Pets                 | Limited pet space in park next door.   |
| <b>Other Factors</b> |                      | Not affected by other factors such as storm tide, land slip or other hazards such as tall trees, power lines etc.<br><br>This property is suitable for use in flood emergency. |

## **Annex G - Eidsvold 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 Eidsvold and is to be used by the Eidsvold 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 Eidsvold to provide guidance to those who will have to set them up and manage them.

## Annex H – Flood Specific Information

| NAME OF BRIDGE / CROSSING | LOCATION                     | COORDINATES   | DESCRIPTION             | STREAM        | BOM STATION      |        | TYPE     | CROSSING HEIGHT (AHD) | CROSSING HEIGHT (M) | FLOOD HEIGHTS |       |          |       |
|---------------------------|------------------------------|---------------|-------------------------|---------------|------------------|--------|----------|-----------------------|---------------------|---------------|-------|----------|-------|
|                           |                              |               |                         |               | NAME             | NUMBER |          |                       |                     | Town          | Minor | Moderate | Major |
| <b>EIDSVOLD</b>           |                              |               |                         |               |                  |        |          |                       |                     |               |       |          |       |
| New Burnett River Bridge  | Gayndah Monto Road, Eidsvold | -25.27,151.13 |                         | Burnett River | Ceratodus        | 039216 | Bridge   | 170.000               | 12.70               |               | 5.0   | 6.0      | 8.0   |
| Wuruma Dam                | -25.2014, 150.988            |               | Heights over Spillway   | Nogo River    | Wuruma Dam       | 039236 | Spillway |                       | 0.00                |               | 0.5   | 1.0      | 1.5   |
| Wuruma Dam                |                              |               | Spillway                | Nogo River    | Wuruma Dam HW TM | 539051 | Spillway |                       | 0.00                |               | 0.5   | 1.0      | 1.5   |
| Eidsvold Station Bridge   | Cracow Road                  |               | Eidsvold Station Bridge | Burnett River | Eidsvold Bridge  | 039259 | Bridge   |                       | 6.00                |               | 6.00  | 9.00     | 12.00 |

### Timings for Flooding after Dam Failure

| FAILURE TYPE                              |  | WURUMA      | CANIA       |
|---|--|-------------|-------------|
| Probable Maximum Precipitation Flood      | Max Flood Above Lowest Part of Town (122AHD)       | 12.54 m     | 11.89 m     |
| Probable Maximum Precipitation Flood      | Time before Flooding begins of lowest Part of town | 26:50 hours | 31:15 hours |
| Dam Crest Flood (Impending Failure Flood) | Time before Peak                                   | 13:20 hours | 31:15 hours |
| All Failures                              | Flooding Stops                                     | 82:40 hours | 17.15 hours |



**Annex I – Eidsvold Useful Contacts – Flooding  
(CONFIDENTIAL)**

This annex is not available in the public version.

**NOTES:**