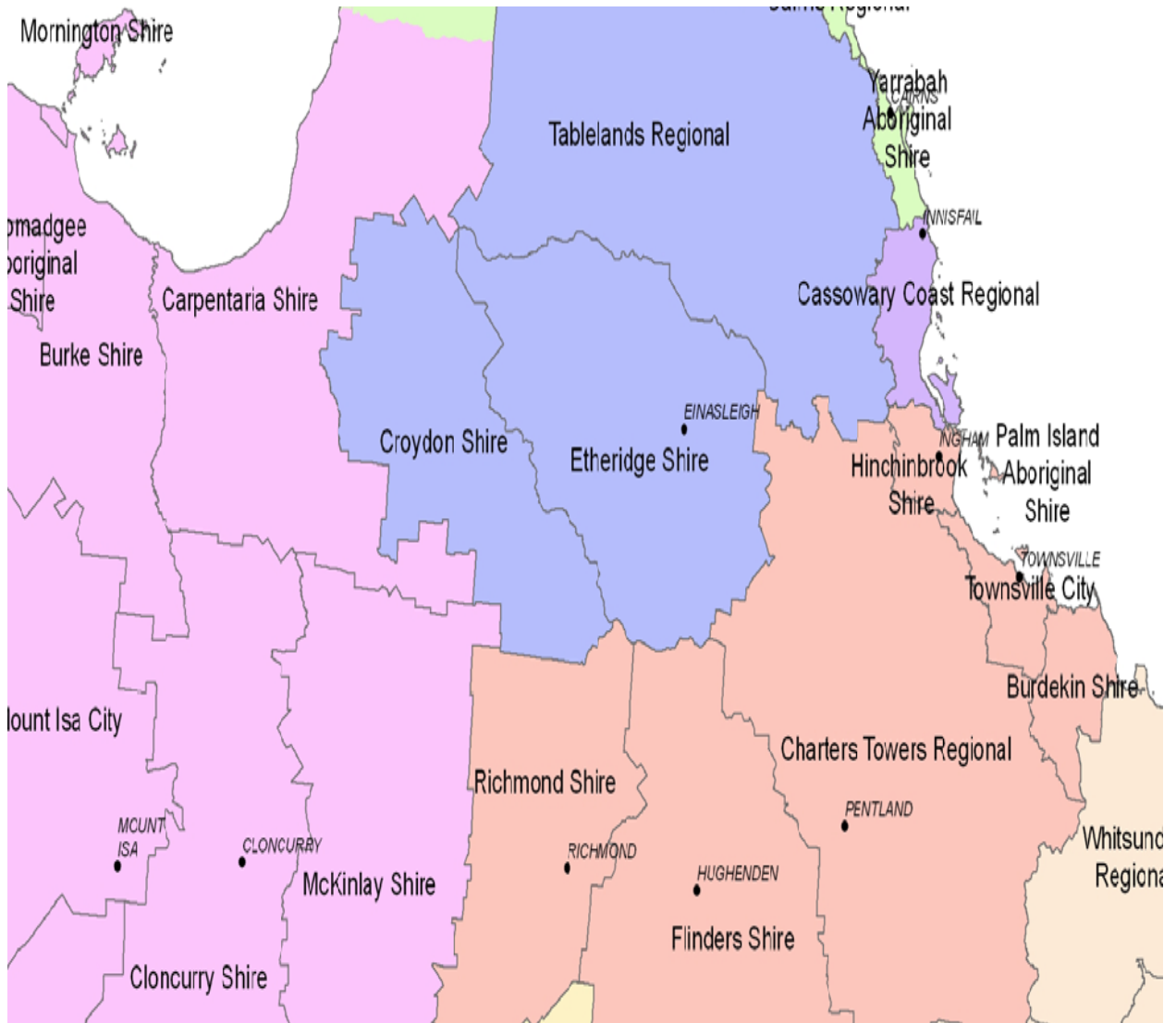


# Innisfail District Disaster Management Plan



## Foreword

The overall focus of the plan is to ensure members of the DDMG are prepared to assist and enable local government to fulfil their functions under the Disaster Management Act 2003 and build a resilient community able to prevent, prepare for, respond and recover from any disaster event.

# Endorsement

---

The preparation of this district disaster management plan has been undertaken in accordance with the Disaster Management Act 2003 (DM Act), to provide for effective disaster management in the district.

<p style="text-align: center;"><b>APPROVED</b></p> <p>..... Disaster District Co-ordinator Innisfail District Disaster Management Group. Dated:    /    /</p>	<p style="text-align: center;"><b>ENDORSED</b></p> <p>..... Executive Officer State Disaster Management Group Dated:    /    /</p>
---	--

# Contents

---

Foreword .....	1
Endorsement .....	2
Contents.....	3
Document Control.....	5
Amendment Control .....	5
Amendment Register .....	5
Distribution .....	6
Definitions .....	7
Abbreviations and Acronyms.....	12
Administration and Governance.....	13
Authority to Plan .....	13
Purpose .....	13
Objectives .....	13
Strategic Policy Framework.....	13
Scope.....	13
Disaster Management Priorities.....	13
Review and Renew Plan.....	14
Review of Local Disaster Management Arrangements.....	14
District Disaster Management Group.....	15
Establishment.....	15
Membership .....	15
Functional and Supporting Committees .....	15
Roles and Responsibilities .....	16
Meetings .....	25
Reporting.....	25
Disaster Risk Assessment .....	26
Community Context .....	26
Hazards.....	29
Risk Assessment:.....	30
Capacity Building .....	31
Community Awareness .....	31
Training .....	31
Exercises .....	31
Post-Disaster Assessment.....	31
Response Strategy .....	32
Warning Notification and Dissemination .....	32

Activation .....	33
District Disaster Coordination Centre.....	33
Concept of Operations for Response.....	33
Functional Plans.....	35
Hazard Specific Arrangements.....	35
Recovery Strategy.....	36
Scope.....	36
Functions of Recovery.....	36
Parameters and Constraints .....	36
Operational and Action Plans.....	36
Annexure Index.....	36
Distribution List.....	37
Innisfail District Disaster Management Group Contact List.....	38
Innisfail District Risk Register .....	38
Innisfail District Risk Treatment Plan .....	40
District Levels of Activation for Response Arrangements.....	41
REQUEST FOR ASSISTANCE .....	42

# Document Control

---

## Amendment Control

This district plan is a controlled document. The controller of the document is the Innisfail District Disaster Coordinator (DDC). Any proposed amendments to this plan should be forwarded in writing to:

Executive Officer  
Innisfail District Disaster Management Group  
P O Box 8  
Innisfail 4860

The DDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be endorsed by the District Disaster Management Group (DDMG).

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

## Amendment Register

Amendment		Plan Updated	
No / Ref	Issue Date	Inserted by	Date



# Definitions

---

Advisor	A person invited to participate in the business of the DDMG in an advisory capacity on an as-needed basis.
Chair	The person appointed by the Commissioner, Queensland Police Service as the Chair of the DDMG. The Chair of the group is the District Disaster Coordinator. <b><i>(Disaster Management Act 2003 Section 25(1)(a) 7(2))</i></b>
Coordination	The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc) in accordance with priorities set by disaster management groups. Coordination of operations across organisations and agencies. <b><i>(Disaster Management Act 2003 Section 23 (i))</i></b>
Deputy Chair	The person appointed by the Commissioner, Queensland Police Service as the Deputy Chair of the DDMG. <b><i>(Disaster Management Act 2003 Section 25(1)(a) 7(2))</i></b>
Disaster	A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption. <b><i>(Disaster Management Act 2003 Division 4, Subdivision 2, Section 13 (1))</i></b>
Disaster District	Part of the state prescribed under a regulation as a disaster district. The Disaster District will be defined by the Governor in Council. <b><i>(Disaster Management Act 2003 Part 13 Section 148 )</i></b>
Disaster Management	Arrangements about managing the potential adverse effect of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster. <b><i>(Disaster Management Act 2003, Division 4, Subdivision 2 Section 14)</i></b>

Disaster mitigation	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event. <b>(Disaster Management Act 2003, 4A (a)(ii))</b>
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event. <b>(Disaster Management Act 2003) Division 4, Subdivision 2 Section 15)</b>
Disaster response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support. <b>(Disaster Management Act 2003, Part 4A (a)(iii))</b>
Disaster response operations	The phase of disaster operations that relates to responding to a disaster. <b>(Disaster Management Act 2003, Part 2 Section 21c (2))</b>
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster. <b>(Disaster Management Act 2003, Part 2 Section 21E)</b>
Disaster risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria. <b>(COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002 Recommendation 39 meeting Australian New Zealand Risk Management Standard 4360 )</b>
Disaster District Coordinator	A person appointed under the <i>Disaster Management Act 2003</i> who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group. . <b>(Disaster Management Act 2003, Section 25A &amp; 26A)</b>

District Disaster Management Group (DDMG)	The group established in each disaster district in the state in accordance with the <b><i>Disaster Management Act 2003 Division 2 Subdivision 1 section 22 )</i></b>
District Disaster Management Plan	A plan prepared in accordance with <b><i>Disaster Management Act 2003 Part 3 Division 1 section 53</i></b> , that documents planning and resource management to counter the effects of a disaster within the disaster district.
Event	(1) Any of the following: <ul style="list-style-type: none"> <li>a. a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening</li> <li>b. an explosion or fire , a chemical, fuel or oil spill, or a gas leak</li> <li>c. an infestation, plague or epidemic (<i>example of an epidemic – a prevalence of foot-and-mouth disease</i>)</li> <li>d. a failure of, or disruption to, an essential service or infrastructure</li> <li>e. an attack against the state</li> <li>f. another event similar to an event mentioned in (a) to (e).</li> </ul> (2) An event may be natural or caused by human acts or omissions. <b><i>(Disaster Management Act 2003 Part 1 Section 16)</i></b>
Executive Officer DDMG	A person appointed to the position of Executive Officer to the district group by the Commissioner, Queensland Police Service. . <b><i>(Disaster Management Act 2003 Part 2 Section 27 &amp; 28)</i></b>
Extraordinary Meeting	A meeting convened by the Chair in response to an operational event both inside and outside the disaster district.
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead relevant organisations that provide a supporting role.
Guidelines	Guidelines are developed under the <b><i>Disaster Management Act 2003 Part 3 Division 4 Section 63</i></b> inform the SDMG, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.
Hazard	A source of potential harm, or a situation with a potential to cause loss.

Local Disaster Coordinator	A person appointed under the ( <b><i>Disaster Management Act 2003,Part 2 Section 35</i></b> ) for a local group in a local government area that has been, is being, or is likely to be, affected by a disaster..
Local Disaster Management Group	The group established in accordance with the <b><i>Disaster Management Act 2003,Division 3 Subdivision 1 section 29</i></b> to support the disaster management and operational activities of local governments.
Local Disaster Management Plan	A plan created by the Local Disaster Management Group under <b><i>Disaster Management Act 2003,Division 3 Subdivision 1 section 57</i></b> that documents agreed arrangements that are in place to deal with disaster events within the local government's area of responsibility.
Member	A person officially appointed as a member of the DDMG. Under the <b><i>Disaster Management Act 2003,part2 Subdivision 2 section 33</i></b>
Ordinary Meeting	A DDMG meeting which is scheduled and convened on a regular basis at an agreed time (set by the Chair) to discuss routine business of the group.
Post-disaster Assessment	Addresses performance during and the risks revealed by a disaster event in order to improve future development of mitigation measures. Post-disaster assessment forms part of continuous improvement of the whole system. ( <b><i>Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002</i></b> )
Queensland disaster management arrangements	Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management.
Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment. Coordinated by the State Recovery Co-Coordinator under the <b><i>Disaster Management Act 2003 part 2 Section 21D</i></b>

Residual Risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk'. ( <i>ISO Guide 73:2009 Risk management – Vocabulary</i> )
Risk	The effect of uncertainty on objectives(referenced from ( <i>ISO Guide 73:2009 Risk management – Vocabulary</i> ))
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. (Adapted from <i>ISO Guide 73:2009 Risk management – Vocabulary</i> )
Risk Register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk Treatment	Process of selection and implementation of measures to modify risk. ( <b><i>National Emergency Risk Assessment Guidelines</i></b> )
Serious Disruption	Serious disruption means: (a) loss of human life, or illness or injury to humans; or (b) widespread or severe property loss or damage; or (c) widespread or severe damage to the environment. ( <b><i>Disaster Management Act 2003 Division 4, Subdivision 2, Section 13 (2)</i></b> )
State Disaster Coordinator	A person appointed under ( <b><i>Disaster Management Act 2003 Division 2, Section 21B</i></b> )
State Recovery Coordinator	A person appointed under the ( <b><i>Disaster Management Act 2003 Division 2, Section 21D</i></b> )
State Disaster Management Plan	A plan of Queensland's disaster management arrangements, including agency roles and responsibilities. ( <b><i>Disaster Management Act 2003 Part 3 Division 1 section 49</i></b> )
Temporary District Disaster Management Group	A DDMG established under the Act by the SDMG Chair, in consultation with the Commissioner, Queensland Police Service, as a temporary district group to manage a disaster across two or more affected disaster districts. ( <b><i>Disaster Management Act 2003 Part 2 Subdivision 3 section 28A</i></b> )

# Abbreviations and Acronyms

---

CCRC	Cassowary Coast Regional Council
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
EMQ	Emergency Management Queensland
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGO	Non-Government Organisation
QDMA	Queensland disaster management arrangements
QPS	Queensland Police Service
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMG	State Disaster Management Group
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements
SITREP	Situation Report
SOP	Standard Operating Procedure
SPF	Disaster Management Strategic Policy Framework
the Act	Disaster Management Act 2003
the Minister	Minister for Police, Corrective Services and Emergency Services
XO	Executive Officer

# Administration and Governance

---

## Authority to Plan

This district disaster management plan is prepared under the provisions of the **Disaster Management Act 2003, Section 53**.

## Purpose

This plan details the arrangements within the Innisfail Disaster District to provide whole-of-government planning and coordination capability to support local governments in disaster management and disaster operations.

## Objectives

The objective of the Innisfail District Disaster Management Plan is to enable the group to perform the functions outlined in section 23 of the **Disaster Management Act 2003** and comply with the legislative requirements of section 53 and 54 of the **Disaster Management Act 2003**

## Strategic Policy Framework

*Disaster management and disaster operations in the Innisfail district are consistent with the Disaster Management Strategic Policy Framework. This is achieved by:*

- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery;
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations;
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms;
- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the *National Emergency Risk Assessment Guidelines* and the *Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines*;
- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management;
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders; and
- promoting community resilience and economic sustainability through disaster risk reduction.

## Scope

This plan details the arrangements necessary to undertake disaster management within the Innisfail Disaster District. This includes the local government area of Cassowary Coast Regional Council

## Disaster Management Priorities

The priorities for the Innisfail Disaster Management Group are to

1. Develop and maintain a District Disaster Management Group Membership who are appropriately qualified, and able to contribute to meeting the functions of the District Disaster Management Group
2. Review and implement District Sub Committees to meet identified hazards.
3. Write, review and exercise District Plans to ensure effective Disaster Management.
4. Review and exercise Local Government Disaster Plans
5. Develop and maintain effective local community communications strategies.
6. Evaluate the relevance of, and where necessary implement State Recommendations or Commissioner of Inquiry Recommendations.

## **Review and Renew Plan**

- The Innisfail District Disaster Management Plan will be reviewed in September of each year by all of the membership and advisors of the Innisfail DDMG.
- The revised plan will be endorsed by the October Meeting of the DDMG.
- The plan will be exercised during the November Disaster Management Group Meeting.  
Disaster Management Act 2003 Section 55

## **Review of Local Disaster Management Arrangements**

The DDMG will review all local government Disaster Management Plans. In July of each year all members are required to review the plans and provide written advice to the chair of DDMG for collation and referral to chair of the LGDMG

The District Disaster Management Group will participate and contribute to all Local Government Disaster Group Exercises when they are conducted. The DDMG will also work with the local government group to establish an annual calendar of exercises to be conducted locally and in conjunction with other District and Local Government Groups, in accordance with Disaster Management Group Annual Operational Plan.

### ***Disaster Management Act 2003 Section 23 D***

# District Disaster Management Group

---

## Establishment

The Innisfail District Management Group is established in accordance with Section 22 of the Disaster Management Act 2003 which incorporates the Cassowary Coast Regional Council.

## Membership

Membership of the DDMG consists of Core members from:

Cassowary Coast Regional Council - Mayor  
Queensland Police Service –DDC, Deputy DDC, Executive Officer,  
Queensland Fire and Rescue Service - Member  
Queensland Ambulance Service - Member  
Emergency Management Queensland - Member  
Department of Transport – Main Roads – Member  
Department of Communities - Member  
Queensland Health – Member  
Department of Public Works - Member  
Department of Environment and Resource Management – Member  
Department Employment, Economic Development and Innovation - Member

Advisory Members from:

Ergon Energy – Advisory Member  
Queensland Rail – Advisory Member  
Australian Defence Force – Advisory Member  
Telstra – Advisory Member  
BSA – Advisory Member  
Local Disaster Management Coordinator LDMG

DDMG Contact is included as Annexure: B

## Functional and Supporting Committees

### **C: SUB-COMMITTEES.**

#### a) Human Social Functional Recovery Committee

Far North Queensland's three Disaster District Community Recovery Committees hold five 'ordinary' meetings per year with each scheduled meeting focussed on a specific purpose or theme. This schedule operates on the basis that there are no activations of the region's disaster management system. In the event that a committee is 'activated' in response to a disaster event (or exercise), the committee meets as frequently as operational demands require.

Other sub committees may be appointed as deemed appropriate by the D.D.C having regard to the needs of the D.C.C.

## Roles and Responsibilities

Organisation	DDMG Position	Responsibilities
QPS	DDC	<p>The DDC Chairs the meeting of the DDMG and co-ordinates Agency Responses.</p> <p>Will be responsible for the activation of the D.D.M.G and overall co-ordination of resources for all operations.</p> <p>The D.D.C. may notify the Operations Officer (Manager of Co-ordination Centre) to open and prepare the Co-ordination Centre.</p> <p>The DDC has specific roles and responsibilities under the Disaster Management Act, however will at all times ensure a collaborative approach to compliance with legislation.</p>
QPS	Executive Officer XO	<p>The Executive Officer (XO) will be responsible for the notification of DDMG members of activation of the DCC.</p> <p>The Executive Officer will notify the Operations Officer (Manager of Co-ordination Centre) to open and prepare the Co-ordination Centre.</p> <p>The XO will manage the normal business of meetings on behalf of the DDMG</p>
QPS	Deputy DDC	<p>The Deputy DDC undertakes all of the duties of the DDC in the absence of the DDC.</p> <p>The Deputy DDC manages the DDC on behalf of the DDC during activations. The Deputy DDC may represent the DDC at meetings.</p>
QPS	Operations Officer	<p>The Operations Officer will be responsible for the staffing arrangements of the DCC,</p>

		as well as equipment provision and maintenance and ensuring information flow is maintained.
CCRC	Member	LDMG Representative reports on LDMG information and issues to LDMG information and issues to DDMG. Similarly the representative reports to the LDMG on issues raised by the DDMG.
QAS	Member	<p>QAS Representative will ensure the provision, operation and maintenance of ambulance services</p> <p>QAS Representative will ensure access for assessment, treatment and transportation sick and/or injured persons</p> <p>QAS Protect persons from injury or death, during rescue and other related activities</p> <p>QAS coordinate all volunteer first aid groups during for major emergencies and disasters</p> <p>QAS provide and support temporary health infrastructure where required</p> <p>QAS collaborate with Queensland Clinical Coordination Centre in the provision of paramedics for rotary wing operations</p> <p>QAS participate in search and rescue, evacuation and victim reception operations QAS participate in Health Facility evacuations</p> <p>QAS Collaborate with Queensland Health in mass casualty management systems</p> <p>QAS provide Disaster, Urban Search and Rescue (USAR), Chemical Hazard (Hazmat), Biological and Radiological operations support with specialist logistics and specialist paramedics</p>

<p>Department of Communities</p>	<p>Member</p>	<p>The Department of Communities Representative represents the functional lead agency for human-social recovery</p> <p>The Department of Communities Representative coordinates provision of human-social recovery services during recovery operations in partnership with local, State, federal and non-government agencies</p> <p>The Department of Communities Representative works with affected individuals and communities to support their own recovery activities</p> <p>The Department of Communities Representative maintains linkages with local, State, federal and non-government agencies and committees</p> <p>The Department of Communities Representative maintains a register of State government officers available to assist in human-social recovery when required</p> <p>The Department of Communities Representative administers SDRA and NDRRA relief measures</p>
<p>EMQ</p>	<p>Member</p>	<p>EMQ member is the representative of the functional lead agency for warnings as an agency within the Department of Community Safety</p> <p>EMQ member is the representative of the agency which ensures that persons performing functions under the Act in relation to disaster operations are appropriately trained</p> <p>EMQ member is the representative of the agency which provides advice and support to the DDMGs and LDMGs in relation to disaster management and disaster operations</p> <p>EMQ member is the representative of the agency which coordinates reception operations</p>

		<p>EMQ member is the representative of the agency which administers NDRRA relief measures</p> <p>EMQ member is the representative of the agency which supports and manage the deployment of State Emergency Service resources</p> <p>EMQ member is the representative of the agency which coordinates, support and manage the deployment of EMQ Helicopter Rescue resources</p> <p>EMQ member is the representative of the agency which supports the deployment of Queensland Corrective Services resources</p>
QFRS	Member	<p>QFRS Member is the representative for the primary agency for bushfire</p> <p>QFRS Representative for the primary agency for chemical / hazardous materials (HazMat) related incidents</p> <p>QFRS Member is the representative to provide facilitation of, management and pre-incident planning of fires (structural, landscape and transportation)</p> <p>QFRS Member is the representative to provide facilitation of rescue capability for persons trapped in any vehicle, vessel, by height or in confined space</p> <p>QFRS Member is the representative to provide facilitation of rescue of persons isolated or entrapped in swift water / floodwater events</p> <p>QFRS Member is the representative to provide facilitation of rescue advice, chemical analysis and atmospheric monitoring at chemical / HazMat incidents</p> <p>QFRS Member is the representative to provide facilitation of mass and technical decontamination capabilities under State Biological Disaster and State Radiological</p>

		<p>Disaster response</p> <p>QFRS Member is the representative to provide facilitation of Urban Search and Rescue (USAR) capability for building collapse events</p> <p>QFRS Member is the representative to provide facilitation of the Queensland Hazardous Materials Incident Recovery Plan</p> <p>QFRS Member is the representative to provide facilitation of support of the Queensland Coastal Contingency Action Plan - Chemical Spill Response Plan (a supporting plan of the National Marine Chemical Spill Contingency Plan, and National Marine Oil Spill Contingency Plan)</p> <p>QFRS Member is the representative to provide facilitation of Impact Assessment, and intelligence gathering capabilities</p> <p>QFRS Member is the representative to provide facilitation of logistical and communications support to disasters within capabilities</p>
<p>Dept of Main Roads and Transport</p>	<p>Member</p>	<p>Dept of Main Roads and Transport is the representative member of the functional lead agency for transport systems</p> <p>Dept of Main Roads and Transport member is a representative of the agency for sea pollution, where it impacts, or is likely to impact, on Queensland Coastal Waters</p> <p>Dept of Main Roads and Transport member is the representative of the agency Provides information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure as it affects the transport system</p> <p>Dept of Main Roads and Transport member is the representative of the agency that assists to enable an accessible transport system through reinstating road, rail and</p>

		<p>maritime infrastructure</p> <p>Dept of Main Roads and Transport member is the representative of the agency that assists with the safe movement of people as a result of mass evacuation of a disaster affected community</p> <p>Dept of Main Roads and Transport Representative assists in ensuring the capability of logistics related industries are appropriately applied to disaster response and recovery activities</p>
<p>Queensland Health</p>	<p>Member</p>	<p>Queensland Health member is the representative of the functional lead agency for health services</p> <p>Queensland Health member is the representative of the primary agency for Pandemic Influenza, Biological and Radiological incidents</p> <p>Queensland Health member is the representative of the agency to protect and promote health in accordance with Health Services Act 1991 and Public Health Act 2005</p> <p>Queensland Health member is the representative of the agency to provide Clinical and State-wide and Forensic services support for disaster response and recovery</p> <p>Queensland Health member is the representative of the agency to provide human-social support for response and recovery</p> <p>Queensland Health member is the representative of the agency to provide appropriate pre-hospital on-site medical and health support</p> <p>Queensland Health member is the representative of the agency to coordinate aero medical assets throughout the State</p>

		<p>Queensland Health member is the representative of the agency to provide a whole-of-health emergency incident management capability to prevent.</p> <p>Queensland Health member is the representative of the agency to provide respond to, and recover from any event.</p> <p>Queensland Health member is the representative of the agency to provide appropriate public and community health risk and preventative measures information.</p> <p>Queensland Health member is the representative of the agency to provide health emergency incident information for media communications.</p>
<p>Dept of Public Works</p>	<p>Member</p>	<p>Department of Public Works member is the representative of the functional lead agency for emergency supply</p> <p>Department of Public Works member is the representative of the functional lead agency for communications services</p> <p>Department of Public Works member is the representative of the functional lead agency for building and engineering services</p> <p>Department of Public Works member is the representative of the functional lead agency who coordinate the logistics support framework</p> <p>Department of Public Works member is the representative of the agency who source disaster response-related (emergency) supplies and equipment</p> <p>Department of Public Works member is the representative of the agency who provides support to establish strategic coordination/command and other response related built infrastructure through access to specialist building services, vehicle hire solutions and temporary voice/data</p>

		<p>communications</p> <p>Department of Public Works member is the representative of the agency who provides public works-related professional services, trade staff, damage inspection, building repairs and technical support to disaster response and recovery</p> <p>Department of Public Works member is the representative of the agency who provides temporary and /or portable accommodation and alternative building accommodation solutions for disaster response and recovery</p> <p>Department of Public Works member is the representative of the agency who provides technical advice on structural/services suitability of buildings for use as community evacuation centres and new cyclone shelters</p> <p>Department of Public Works member is the representative of the agency who provides SES 132500 and community call centre operations and government internet pages for the provision of public information about major events and/or disasters – through Smart Service Queensland (SSQ)</p>
DERM	Member	<p>The DERM member represents the functional lead agency for environmental recovery</p> <p>The DERM member is the representative of the agency that provides oiled wildlife response, traditional owner liaison, environmental and shoreline assessments and waste management advice and approvals for ship-sourced pollution at sea</p> <p>The DERM member is the representative of the agency that provides lead fire fighting on state owned and managed land where there is no threat to life or property</p> <p>The DERM member is the representative of the agency that provides geographical</p>

		<p>information for data sets that are owned and managed by DERM</p> <p>The DERM member is the representative of the agency that provides stream height, storm tide and wave height information and expertise, including projections</p> <p>The DERM member is the representative of the agency that provides information and expert advice with respect to controlled dam locations, safety and integrity</p> <p>The DERM member is the representative of the agency that provides expert advice in pollution incidents</p> <p>The DERM member is the representative of the agency that provides in flood planning, management and study</p> <p>The DERM member is the representative of the agency that provides for the safety of National Parks users including issuing warnings in extreme conditions, closing areas where necessary and coordinating evacuations with QPS</p> <p>The DERM member is the representative of the agency administers NDRRA relief measures</p>
DEEDI	Member	<p>The DEEDI member represents the functional lead agency for economic recovery</p> <p>The DEEDI member represents the functional lead agency for electricity, fuel and gas supply</p> <p>The DEEDI member represents the primary agency for the containment and eradication of exotic animal and plant diseases</p> <p>The DEEDI member represents the agency that coordinates efforts to prevent, respond to, and recover from pests, diseases,</p>

		<p>livestock welfare, business interruption, tourism shocks and impacts on mining and energy infrastructure</p> <p>The DEEDI member represents the agency that provides advice relative to stock</p> <p>The DEEDI member represents the agency coordinates destruction of stock or crops as required</p> <p>The DEEDI member represents the agency assists business and industry in business resilience and recovery strategies</p>
CCRC	Advisory Member	Local Disaster Coordinator LDMG assists the LDMG Representative
QBUILD	Advisory member	QBuild staff member
ERGON	Advisory Member	ERGON staff member

## Meetings

The Innisfail District Disaster management Group will establish a schedule of meeting dates, times, themes and locations for the forthcoming financial year, in May of each year.

## Reporting

- Reporting will include:
  - Annual Report
  - Monthly Meetings
  - Members Reports
  - Innisfail Disaster Management Group Meeting Dates are distributed on instruction from the chairperson, using the advised contact methods from the members' nomination forms to all current members, with a twelve month calendar plan.
  - Updates when changes occur to that calendar timetable, are also distributed as immediately as is practical as and when they may occur.
  - Agendas are disseminated to all members when practical one week prior to the meeting.
  - Minutes are disseminated to all members when practical one week subsequent to the meeting.
  - Copies of all Agendas, Minutes and notes are stored and filed both electronically and manually when practical.

# Disaster Risk Assessment

## Community Context

Feature	Relevant information and considerations
<i>Geography</i>	<p>The region covers approximately 4,701 square kilometres. The area consists, topographically of coastal flood plains with the Great Dividing Range on the western side of the region. There are four major river systems, the Johnstone River, the Murray River, the Tully River and the Hull River; just south of Innisfail is the Moresby River, a short river which flows out to Mourilyan Harbour.</p> <p>Numerous creeks enter the sea throughout the region's coastline. These river systems flood easily isolating a major portion of the community. Areas that may become isolated or affected by flooding are Innisfail, Mourilyan, Silkwood, Japoonvale, Moresby, El Arish, Euramo, Feluga, Silky Oak, Mission Beach / Bingil Bay area, Tully / Hull Heads, Jarra Creek, Jumbun Indigenous Community, Lower Tully, Kings Ranch, Kurrimine and Cowley Beach.</p> <p>There are many islands fringing the region's coast, most of which are uninhabited. The most famous of these are Dunk, Bedarra and one of the world's largest island national parks, Hinchinbrook.</p>
<i>Climate and weather</i>	<p>The region is located in the heart of the wet tropics. This area is known as the wettest area in Australia with a tropical climate consisting of a wet summer season from November to March and a dry winter season from April to October. During the 'wet season', humidity is frequently over 90% with temperatures in the low to mid 30's C during the day and upper 20's C at night. During the dry season from April to October, blue skies and sunshine abound and the temperatures and humidity are lower. The daytime temperatures in the dry season are in the mid to upper 20's C with the nights on the lowland coast creeping down to the 10°-15's C range.</p>

<p><i>Population</i></p>	<p>The population of the region is approximately 30,356. This number increases and decreases during and at the end of the tourist season.</p> <p>Listed hereunder is the approx population of communities within the area :- *</p> <table border="0"> <tr><td>Bingil Bay</td><td>470</td></tr> <tr><td>Cardwell</td><td>1,900</td></tr> <tr><td>Coconuts</td><td>340</td></tr> <tr><td>Coquette Point (estimated)</td><td>156</td></tr> <tr><td>Cowley Beach (estimated)</td><td>158</td></tr> <tr><td>Dunk and Bedarra Islands</td><td>300</td></tr> <tr><td>El Arish</td><td>259</td></tr> <tr><td>Euramo/Riversdale</td><td>350</td></tr> <tr><td>Feluga area</td><td>350</td></tr> <tr><td>Flying Fish Point</td><td>450</td></tr> <tr><td>Hinchinbrook Island</td><td>50</td></tr> <tr><td>Innisfail</td><td>8,750</td></tr> <tr><td>Jumbun Community</td><td>100</td></tr> <tr><td>Kennedy</td><td>250</td></tr> <tr><td>Kurrimine Beach</td><td>889</td></tr> <tr><td>Lower Tully/Silky Oak</td><td>500</td></tr> <tr><td>Mourilyan</td><td>461</td></tr> <tr><td>Mundoo</td><td>130</td></tr> <tr><td>North Mission Beach</td><td>1,115</td></tr> <tr><td>Rural Areas</td><td>5,697</td></tr> <tr><td>Silkwood</td><td>360</td></tr> <tr><td>South Johnstone</td><td>477</td></tr> <tr><td>South Mission Beach</td><td>950</td></tr> <tr><td>Syndicate/Jarra Creek</td><td>450</td></tr> <tr><td>Tully Heads/Hull Heads</td><td>500</td></tr> <tr><td>Tully/Bulgun</td><td>4,000</td></tr> <tr><td>Upper Murray</td><td>250</td></tr> <tr><td>Wangan</td><td>603</td></tr> <tr><td>Wongaling Beach</td><td>1,450</td></tr> </table> <p><i>* Approximate numbers only and awaiting latest census figures</i></p>	Bingil Bay	470	Cardwell	1,900	Coconuts	340	Coquette Point (estimated)	156	Cowley Beach (estimated)	158	Dunk and Bedarra Islands	300	El Arish	259	Euramo/Riversdale	350	Feluga area	350	Flying Fish Point	450	Hinchinbrook Island	50	Innisfail	8,750	Jumbun Community	100	Kennedy	250	Kurrimine Beach	889	Lower Tully/Silky Oak	500	Mourilyan	461	Mundoo	130	North Mission Beach	1,115	Rural Areas	5,697	Silkwood	360	South Johnstone	477	South Mission Beach	950	Syndicate/Jarra Creek	450	Tully Heads/Hull Heads	500	Tully/Bulgun	4,000	Upper Murray	250	Wangan	603	Wongaling Beach	1,450
Bingil Bay	470																																																										
Cardwell	1,900																																																										
Coconuts	340																																																										
Coquette Point (estimated)	156																																																										
Cowley Beach (estimated)	158																																																										
Dunk and Bedarra Islands	300																																																										
El Arish	259																																																										
Euramo/Riversdale	350																																																										
Feluga area	350																																																										
Flying Fish Point	450																																																										
Hinchinbrook Island	50																																																										
Innisfail	8,750																																																										
Jumbun Community	100																																																										
Kennedy	250																																																										
Kurrimine Beach	889																																																										
Lower Tully/Silky Oak	500																																																										
Mourilyan	461																																																										
Mundoo	130																																																										
North Mission Beach	1,115																																																										
Rural Areas	5,697																																																										
Silkwood	360																																																										
South Johnstone	477																																																										
South Mission Beach	950																																																										
Syndicate/Jarra Creek	450																																																										
Tully Heads/Hull Heads	500																																																										
Tully/Bulgun	4,000																																																										
Upper Murray	250																																																										
Wangan	603																																																										
Wongaling Beach	1,450																																																										
<p><i>Community capacity</i></p>	<p>Long term and rural residents are generally resilient and to a large extent self supportive. Isolation and previous experiences of disaster events has meant that this group of people would be to a large extent self sufficient; at least for several days. Newer and younger residents with no memory or experience with a disaster event, would be less prepared to cope and more dependent on government services.</p> <p>There are many volunteer community groups in the region however the majority are experiencing ageing and the dwindling of membership numbers. Due to the human resource pressures the ability and effectiveness for community service groups to respond in emergencies has reduced along with the amount area able to be covered and roles and responsibilities within their organisation</p>																																																										

<p><i>Industry</i></p>	<p>The mainstay of the economy, agriculture, in its many forms is in a satisfactory condition; despite the fluctuations in market price for a number of commodities. However, whilst the significant annual rainfall coupled with warm temperatures creates the ideal growing conditions for a number of crops such as sugar cane, bananas and tropical produce the region's economy and prosperity is particularly sensitive to events such as cyclones or floods which affect its rural sector.</p> <p>Northern Iron &amp; Brass Foundry is located at Wangan and the Commercial Fishing industry occurs in the district. The northern end also has a significant amount of land that is used for cattle fattening whilst agricultural land in the southern area is mostly taken up with sugar cane and bananas.</p> <p>The people employed within the area are for the main directly or indirectly employed in primary industries.</p> <p>Tourism is an emerging industry with the region located in the middle of the Great Green Way; there are a range of tourism opportunities, such as environmental, historical, agricultural and traditional touring.</p>
<p><i>Public buildings, spaces, and events</i></p>	<p>Shopping centres, arcades and businesses in the Innisfail and Tully CBDs are the most commonly frequented areas. Halls, esplanade, race track, sporting fields and showgrounds also attract large numbers for specific events. There a number of periodic festivals in the region throughout the year.</p> <p>There are various General and Produce Markets throughout the district.</p>
<p><i>Essential services</i></p>	<p><b>Water</b> Provision for a safe and adequate supply of water is essential. The bacteriological, chemical and physical condition of water for human consumption should comply with established standards. In most instances, the provision and treatment of water will be the responsibility of Council. During power outages auxiliary power will be required to ensure correct chlorination of the water supply is maintained.</p> <p><b>Sewage</b> After a disaster the provision of temporary ablution facilities may be required where existing facilities are damaged or additional facilities are required. Temporary facilities will also be required where temporary camp sites, either short term or long term, have been established. During extended power outages auxiliary power will be required to ensure sewage pump stations remain operational.</p> <p><b>Waste Disposal</b> Disaster conditions may overwhelm normal tip facilities and planning for the utilisation of emergency methods of disposal may be necessary. In a disaster, the control of public health problems such as vector/vermin control will depend on the efficiency which all refuse is collected and removed.</p>

<i>Hazardous sites</i>	Hazardous materials thought to be of potential risk to the community include flammable liquids and material as well as bulk storage of agricultural and industrial chemicals. Service stations, transport companies, large industry and agricultural suppliers are possible sites for hazardous material.
------------------------	---

## Hazards

**Flooding** -Numerous creeks enter the sea throughout the region's coastline. These river systems flood easily isolating a major portion of the community. A number of areas may become affected within a short period of time.

**Cyclones and Storms** -Due to its geographical positioning the area can experience cyclones during the months of November to April.

**Storm surge** – This poses a threat to all coastal areas of the district. Including the islands

**Bushfire** -The majority of the region is under World Heritage, National or State Forest Parks or Crown Lands. The greater part of the eastern region is classified as a medium bushfire hazard area.

**Earthquakes** -From historical data it could not be stated that the region is a risk area in terms of the likelihood of being subjected to an earthquake..

**Epidemics** -The risk of an outbreak of disease such as pandemic influenza throughout the population could cause the health system to be taxed to its limits and may involve the isolation and quarantine of a substantial number of people for a protracted period.

**Emergency Animal Disease** -Potential exists in Australia for the rapid spread of exotic animal diseases with a subsequent impact on the rural and national economy.

**Exotic Plant Disease** -The region's main agricultural economy is sugar, banana and to a lesser degree tropical fruits. With their increasing value to the area's economy, a major outbreak of disease in either the fruit or sugar industry would have a major economic affect.

**Tsunami** - It is within the realms of possibility that the District could be impacted by such an event

**Major Infrastructure Failure** -The widespread loss of power, with consequential interference with telecommunications, water supply, or sewage treatment systems will have a major impact on the community.

Disruption of communications facilities will have a major impact on the community

**Dam Failure** Koombooloomba Dam, situated near Tully. Stanwell Corporation Ltd has an Emergency Action Plan for a dam failure.

## **Risk Assessment:**

In accordance with the National Emergency Risk Assessment Guidelines the Innisfail DDMG has reviewed reports from the LDMG and minutes from the LDMG meetings to develop a Risk Register of identified risks for analysis and evaluation, and subsequent management by the DDMG

A Risk Analysis Matrix was used against the items identified on the Risk Register at Annexure C

Innisfail DDMG Risk assessment has highlighted one main risk that the DDMG is required to manage and does not cover risks managed by the LDMG.

# Capacity Building

---

## Community Awareness

The District Disaster Coordinator provides regular media releases to the community outlining disaster management preparation, mitigation, and recovery strategies. That information is also disseminated to members of District Disaster Management Group for distribution to their staff and clients. The District Disaster Coordinator also prepares police staff through the development of training and awareness regarding disaster activities. As required public information sessions are conducted to further raise awareness and community resilience.

## Training

Training activities available to members of the DDMG are distributed through the network as they become available. Members of the DDMG will work with EMQ to ensure the timely facilitation of training to members in conjunction with the local government management group.

## Exercises

The District Disaster Management Group will participate and contribute to all Local Government Disaster Group Exercises when they are conducted. The DDMG will also work with the local government group to establish an annual calendar of exercises to be conducted locally and in conjunction with other District and Local Government Groups, in accordance with Disaster Management Group Annual Operational Plan.

## Post-Disaster Assessment

At the conclusion of any exercise or actual event, the DDMG will undertake a hot debrief immediately after the event, followed by a full debrief one to three weeks later. These debriefs will serve to further improve coordination of disaster operations and minimise the risks thus identified.

# Response Strategy

---

## Warning Notification and Dissemination

Upon receipt of information regarding the probability of an event, the DDMG through the Executive Officer, will cause information to be disseminated to members of the DDMG and the Local Government outlining, the nature of the event, source of updated information, short instructions, and an indication of timeframe updates.

The best practice will be for this information to be disseminated both by email and text message, however depending on the event other means of communication may be utilised.

Information received other than through the DDMG should be validated with the DDMG or the XO before activating their response plan.

## Activation

The DDC is responsible for activating the DDMG. This would generally occur following consultation with one or more of; the Chair of the SDMG; the Chair of a LDMG; and/or a member of the DDMG.

The four levels of activation are:

### **Alert**

A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat.

### **Lean forward**

An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand by; prepared but not activated.

### **Stand up**

The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.

### **Stand down**

Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

The District levels of activation are outlined at Annexure E.

## District Disaster Coordination Centre

The District Disaster Coordination Centre is in the Innisfail Police Station Level 1.

The setup plan is a stand alone document. "Rapid Disaster Room (DDCC) Setup Checklist which is stored electronically in the Innisfail District Guest folder: <http://cns-fls-pr-02:8100/http-Innisfail%20Guest%20Folder/AAA%20-%20DDCC%20Next%20Activation%20-%20Version%20Nov%202010> and physical copies are stored in protective sleeves at the entrance to the DDCC.

## Concept of Operations for Response

### **Operational Reporting**

Sit Reps will be produced as required by the State Disaster Coordination Centre

If no timeframe has been established by the State Disaster Coordination then situation reports will be produced and disseminated daily at 07:00 hrs, and if circumstances dictate at four hourly, or eight hourly intervals.

### Distributions

Copied back to all members of District Disaster management Group at the same time as being forwarded to the SDMG

Agency Situation Reports will be received by the DDCC at 06:00 hrs and if circumstances dictate at more regular intervals

## **Financial Management**

All requests for financial approval through the DDCC, are to be recorded in inward correspondence and determination of that funding request recorded in the outward correspondence

All processes are performed in accordance with the Queensland Government Financial Management Practice Manual and therefore in compliance with section 46M of the Financial Administration and Audit Act 1977 and other prescribed requirements

## **Media Management**

Where a specific media liaison officer is not appointed, the District Disaster Coordinator will be responsible for the management of all media relating to the event, in conjunction with a media liaison officer appointed by the LDMG

## **Accessing Support and Allocation of Resources**

When a specific situation requires support from outside the region covered by the Innisfail DDMG a request is forwarded electronically utilising the RFA Performa for requests to the SDMG - Annexure F

As fields contained in the RFA all provide vital information for those actioning the request and therefore it is most important that each field be correctly completed.

- In every request for assistance, inclusion is mandatory of who forwarded the RFA and their contact details. The forwarding officer may not be the requesting officer.
- It is a requirement to discuss some aspect of an RFA directly with the appropriate person. All contact details should be provided.
- An appropriate person is someone who has first hand knowledge of the request and is therefore best placed to provide additional information.
- As terms such as “urgent” or “as soon as possible” have little meaning in the provision of resources. They are to be avoided. A specific time and date provides all parties involved with a definitive target to work towards. It also enables the identification of issues that will affect the timeframe.
- The RFA completion time frame should be realistic. Issues that impact on the ability to meet a timeframe include whether it is inside or outside of normal business hours, quantities required, acquisition, loading, transport including access issues and unloading.
- The information provided should be as detailed as possible. If an outcome is required the need will be specified. If resources are required, ensuring unit quantities and any specifications that will assist in acquiring the resources are provided.
- Authorising officer name is to be clearly written and signed ensuring the request is legitimate.

Where district resources are fully committed or not suitable, the DDC is to authorise requests for State level assistance

## **Disaster Declaration**

Where the District Disaster Coordinator considers it is necessary for a disaster declaration within the Innisfail Disaster District, The DDC will, subject to availability, discuss the need with the available members of the LGDMG, or failing their availability the Chair of the LGDMG in conjunction with Local Disaster Coordinator. Where possible and if time permits, the DDC will also discuss the outcome of that meeting with members of the Innisfail District Disaster Management Group.

The Executive Officer is responsible for preparing relevant documentation on behalf of the District Disaster Coordinator for consideration by the State.

If circumstances prevent such processes to be undertaken the District Disaster Coordinator will act independently to declare the disaster and subsequently seek approval in accordance with (*Disaster Management Act 2003*) and report the decision subsequently to the DDMG and the LGDMG

## **Resupply**

The resupply of isolated communities will be undertaken in accordance with procedures previously established by the LGDMG.

## **Functional Plans**

Functional plans will be established in conjunction with lead functional agency responsible for that activity. That agency is responsible for providing a copy of that plan for reference in conjunction with the District Disaster Management Plan

## **Hazard Specific Arrangements**

Hazard specific plans will be established in conjunction with lead functional agency responsible for that activity. That agency is responsible for providing a copy of that plan for reference in conjunction with the District Disaster Management Plan

# Recovery Strategy

---

- The District Recovery strategy provides a framework for the coordination of recovery operations within the district and is supported by the procedures outlined in the Queensland Recovery Guidelines.

## Scope

The District Recovery strategy has been developed to:

- include all functions of recovery (human-social, infrastructure, economic and environmental);
- define broad parameters for the effective coordination of recovery operations within the district; and
- identify constraints to the coordination of recovery operations within the district.

## Functions of Recovery

**HUMAN SOCIAL:** Human Social functions will be, coordinated through the Human Social Recovery Functional Committee

**INFRASTRUCTURE, ECONOMIC, ENVIRONMENTAL**

The Innisfail District Disaster Management Group will rely on the functional committees within the Local Government Disaster Management Group, to alleviate requiring attendance by the minimal number of local individuals with multiple committees that address the same issues.

## Parameters and Constraints

Recovery co-ordination will ensure that agencies return to normal operations as soon as possible, the focus on recovery should be based on creating Community Resilience not dependence. The DDMG recognises that they have no control of self funded not for profit groups.

## Operational and Action Plans

Operational and Action Plans will be developed as needed by functional local agencies and endorsed by the Human Social Recovery Functional Committee Sub Committee and referred to the DDMG for information.

## Annexure Index

- A Distribution List
- B Risk Register
- C Risk Treatment Plan
- D District Levels of Activation for Response Arrangements
- E Request for assistance to SDMG Performa



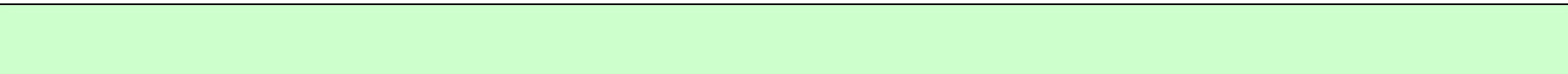
## Innisfail District Disaster Management Group Contact List

innisfail.ddmg@emergency

**Annexure B**

### Innisfail District Risk Register

Risk Identification (District level risks only)					
Risk No.	Risk Statement	Source	Impact Category	Prevention/Preparedness Controls	Recovery/Response Controls
1	There is the potential that after any severe event trained staff of the Local Government Disaster Management Centre would be unable to attend the centre to perform their duties due to historical trauma affecting their ability to perform their role, or physical remoteness / isolation making their access to their workplace impossible.	Any Severe Disaster event	All Categories	<ul style="list-style-type: none"> <li>• Seasonal Preparedness</li> <li>• Established support networks</li> </ul>	Communications



Risk No	Level of Existing PP Controls	Level of Existing RR Controls	Consequence	Likelihood	Risk	Confidence Level
1	Low	Medium	Major	Possible	High	Low

---

## Innisfail District Risk Treatment Plan

Risk No.	Treatment Strategy	Priority	Responsible Agency	Consequential Actions	Resource Requirements Including Estimated Cost	Implementation Timeframe	Performance Measures Including reporting and monitoring requirements
1.	<p>Ensure Supplementary internal LGDMG member staff are adequately trained and available</p> <p>Ensure Staff from the resources of the DDMG are adequately trained and available.</p> <p>Ensure staff from neighbouring DDMG areas are trained in local knowledge.</p>	High	All DDMG member agencies	Increasing numbers of available staff would ensure a reduction of the size of the risk.	<p>Time provided for local staff to attend training.</p> <p>Availability of out of region support staff to be available for training</p>	Ongoing	Number of Staff Training

**District Levels of Activation for Response Arrangements**

	ALERT	LEAN FORWARD		STAND UP		STAND DOWN
		LEVEL ONE	LEVEL TWO	LEVEL ONE	LEVEL TWO	
<b>Trigger</b>	<ul style="list-style-type: none"> <li>• One or more LDMGs operational</li> <li>• Awareness that threat may be wide spread</li> </ul>	<ul style="list-style-type: none"> <li>• Potential requirements for DDMG to coordinate disaster operations</li> </ul>	<ul style="list-style-type: none"> <li>• Threat level indicates DDMG support may be required</li> </ul>	<ul style="list-style-type: none"> <li>• Request for support received from LDCC</li> <li>• Large threat is imminent</li> </ul>	<ul style="list-style-type: none"> <li>• Impact in the District</li> <li>• Coordinated support required</li> <li>• Significant state resources committed</li> </ul>	<ul style="list-style-type: none"> <li>• All LDMGs stood down</li> <li>• Recovery arrangements functioning<sup>1</sup></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• XO brief DDC on activation level of LDMG/s</li> <li>• Analysis of threat</li> <li>• Contact LDC/s</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain contact with all LDCs</li> <li>• Communication procedures established</li> <li>• Planning commenced for support to DDCC</li> <li>• Advise State regarding status of DDMG</li> <li>• Establish all contacts</li> <li>• Set up email systems</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of SITREPs</li> <li>• Brief DDMG Core Members</li> <li>• Warning orders given to DDMG</li> <li>• Planning for potential support to LDMGs</li> <li>• DDC support staff briefed</li> </ul>	<ul style="list-style-type: none"> <li>• Develop situational awareness</li> <li>• Pass on urgent warnings</li> <li>• Commence SITREPs to SDCC</li> <li>• Roster developed for DDCC</li> <li>• DDCC activated with required staff</li> <li>• Forward planning commenced</li> <li>• SDCC advised DDMG stood up</li> <li>• Regular SITREPs provided to SDCC</li> </ul>	<ul style="list-style-type: none"> <li>• DDCC activated and roster commenced</li> <li>• Logistics, operations planning and administrative cells in place</li> <li>• Coordination of state support commenced</li> <li>• Receive advice from State Disaster Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Final SITREPs to SDMG</li> <li>• Debrief of DDCC staff</li> <li>• Debrief of DDMG members</li> <li>• Finalisation of expenditure</li> <li>• Transition from response and recovery to recovery</li> <li>• Agencies not involved in recovery operations resume standard business and afterhours contact arrangements</li> </ul>

<sup>1</sup> Full detail on levels of activation for recovery arrangements are outlined in the *Queensland Recovery Guidelines*.

**REQUEST FOR ASSISTANCE**  
**INNISFAIL DISASTER CO-ORDINATION CENTRE**

**TO:** State Disaster Coordination Centre  
[SDCC@dcs.qld.gov.au](mailto:SDCC@dcs.qld.gov.au)

**FROM:** DISTRICT DISASTER COORDINATOR / EXECUTIVE OFFICER

<b>OPERATION</b>	<b>REQUEST NUMBER:</b>
------------------	------------------------

<b>SUBJECT – Request for</b>	
<b>OWN RESOURCES</b>	
<input type="checkbox"/> FULLY UTILISED	<input type="checkbox"/> NOT APPROPRIATE
<input type="checkbox"/> OTHER:	
<b>PURPOSE/NATURE OF REQUEST</b>	
<b>DELIVERY</b>	
<ul style="list-style-type: none"> <li>● WHERE TO: ?</li> <li>● BY WHEN?</li> <li>● TRANSPORT TYPE:</li> </ul>	
<b>CONTACT</b>	
<ul style="list-style-type: none"> <li>● NAME:</li> <li>● ADDRESS:</li> <li>● TELEPHONE:</li> </ul>	ORGANISATION:
<b>PRIORITY</b>	
<input checked="" type="checkbox"/> URGENT	<input type="checkbox"/> 12 HOURS
<input type="checkbox"/> NON-URGENT	<input type="checkbox"/> 24 HOURS
	<input type="checkbox"/> 72 HOURS
<b>CARGO</b>	
● SIZE:	WEIGHT:
<b><u>AUTHORISING OFFICER</u></b>	
<b>NAME:</b>	<b>TITLE:</b>
<b>SIGNATURE:</b> .....	
<b>DATE:</b>	<b>TIME:</b>