



# **ACTIVATION OF THE WEIPA LDMG**

## **2.1**

## **2024**

# Contents

Amendment Register.....	3
Administration and Governance .....	4
Purpose of the plan .....	4
Functional Responsibility.....	4
Plan Review .....	4
Context .....	4
Planning Assumptions .....	4
Support Agencies.....	4
Activation.....	4
Responsibility for the Initial Decision to Activate.....	4
Initial Level of Activation .....	4
Stages of Activation .....	5
Alert .....	5
Lean Forward.....	5
Stand Up .....	5
Stand Down .....	5
Operational Checklist .....	6

# Amendment Register

Version Number	Date of Amendment	Amendment Detail	Approval/Author
2.0	10 Aug 2017	New Version	Richard Noonan LDMG Chair
2.1	27 October 2017	Formatting Changes	Richard Noonan LDMG Chair
2.2	May 2018	Annual Review	Caitlyn Williams
2.3	July 2019	Annual Review	Caitlyn Williams Stretch Noonan
2.4	Oct 2020	Annual Review	Jo Moloney
2.5	Oct 2024	Annual Review	Emily McGrath

# Administration and Governance

## Purpose of the plan

This plan is intended to provide an activation process for the Weipa Local Disaster Management Group (LDMG) in response to an emergency/disaster event.

## Functional Responsibility

The activation of the LDMG is the functional responsibility of Weipa Town Authority and the Weipa Local Disaster Management Chair.

## Plan Review

This Sub Plan was initially drafted in 2014 but redeveloped in August 2017 and will be reviewed annually as a part of the review process outlined in the Weipa Local Disaster Management Plan - Review of Operational and Recovery Sub Plans.

## Context

The Local Disaster Coordinator and individual members of the Weipa Local Disaster Management Group should maintain a situational awareness during “peak” threat periods and shall maintain a heightened situational awareness at all times.

The LDMG may be required to be activated to co-ordinate the local response to a major event. The decision to activate the disaster management system is dependent upon a number of factors. There is a need to balance operational requirements with corporate acceptance. The ‘unnecessary’ activation of the LDMG (with its associated time and cost considerations) may result in diminished credibility of the Disaster Management arrangements, both within the Weipa Region and participating organisations.

## Planning Assumptions

The LDMG is activated as a response to a worsening situation or at the request of the responsible lead agency (in situations where no prior warning is possible). The LDMG may be placed on Alert when or after receiving notification of a worsening situation such as a cyclone or storm warning.

The functions of the Group are set out in Section 14 of the Weipa Local Disaster Management Plan.

## Support Agencies

Supporting agencies include all member organisations (Core and Advisor) of the LDMG.

## Activation

### Responsibility for the Initial Decision to Activate

The authority to activate the LDMG is vested in the Chair of the LDMG under advice from the LDC.

The LDMG is activated as a result of:

- Advice from the Local Disaster Coordinator of an approaching threat
- A response to a worsening situation
- On request from the District Disaster Coordinator
- At the request of the responsible Lead Agency in emergency situations
- Advice from the BOM of an approaching threat

### Initial Level of Activation

Activation of the LDMG is a four-stage operation: Alert, Lean Forward, Stand Up and Stand Down. Activation of each stage shall be dependent upon the type of hazardous situation. For example, an earthquake or terrorist attack may have an immediate major or catastrophic impact which could require immediate Stand-Up activation. A cyclone, flood or storm surge may be a gradual build up and a staged activation is more likely. The trigger point for activating the Weipa LDMG shall be influenced by several factors including:

- The geography of the Weipa area which largely determines:
  - Travel and response times within the region in relation to the allocation of human and physical resources
  - Routes to be used and the timing involved should an evacuation be required
  - Time it takes for emergency personnel to complete their allocated tasks and relocate to a secure location well prior to the arrival of an impact event.
- RFAs are to be sent a minimum of 24 hours prior to gale force winds - above 100kmh (54 knots) impacting Cairns Airport
- The nature of the event

## **Stages of Activation**

The four stages of activation are Alert, Lean Forward, Stand Up and Stand Down.

### **Alert**

A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required, and the situation should be monitored by staff capable of assessing and preparing for the potential threat.

### **Lean Forward**

An operational state 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 standby and prepared but not activated. Situational reports (SITREPS) to DDC should continue as arranged.

### **Stand Up**

An operational state where resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated. Situational reports to DDMG continue according to agreed timelines.

### **Stand down**

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

Note: A detailed list of Triggers, Actions and Communications can be found overleaf.

<b>ALERT</b>	
<b>Triggers</b>	<ul style="list-style-type: none"> <li>• Awareness of a hazard that has the potential to affect the local government area and may require a coordinated response.</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Hazard and risks identified</li> <li>• Information sharing with warning agency</li> <li>• LDC contacts DDC</li> <li>• Initial advice to all stakeholders</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Chair and LDC on agreed communication channels</li> </ul>

<b>LEAN FORWARD</b>	
<b>Triggers</b>	<ul style="list-style-type: none"> <li>• There is a likelihood that the hazard may affect local government area and may require coordinated response.</li> <li>• Hazard is quantified but may not yet be imminent</li> <li>• Need for public awareness</li> <li>• Event is to be managed locally</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Relevant Functional Lead Agency and LDC conduct analysis of predictions</li> <li>• Chair and LDC are on watching brief</li> <li>• Confirm level and potential of hazard</li> <li>• Check all contact details</li> <li>• Commence cost capturing</li> <li>• LDMG conduct meetings as required</li> <li>• Council staff prepare for operations</li> <li>• Determine trigger point to stand up</li> <li>• Prepare LDCC for operations</li> <li>• Establish regular communications with warning agency</li> <li>• LDMG conduct briefings as required</li> <li>• LDC advises DDC of lean forward and establishes regular contact</li> <li>• Warning orders to response agencies</li> <li>• Public information and warning initiated</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Chair, LDC and LDMG members available on agreed communication channels</li> <li>• Ad-hoc reporting</li> </ul>

<b>STAND UP</b>	
<b>Triggers</b>	<ul style="list-style-type: none"> <li>• Hazard is imminent</li> <li>• Community will be or has been impacted</li> <li>• Need for coordination in LDCC</li> <li>• Requests for support received by LDMG agencies or to the LDCC</li> <li>• The response requires coordination</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Meeting of LDMG Core Group</li> <li>• LDCC activated</li> <li>• Rosters for LDCC planned and implemented</li> <li>• Commence operational plans</li> <li>• Local government shifts to disaster operations</li> <li>• LDMG takes full control</li> <li>• SOPs activated</li> <li>• Core group of LDMG located in LDCC as required</li> <li>• Commence SITREPs to DDMG</li> <li>• Distribute contact details</li> <li>• DDMG advised of potential requests for support</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Chair and LDC on agreed communication channels</li> </ul>

<b>STAND DOWN</b>	
<b>Triggers</b>	<ul style="list-style-type: none"> <li>• No requirement for coordinated response</li> <li>• Community has returned to normal function</li> <li>• Recovery taking place</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Final checks for outstanding requests</li> <li>• Implement plan to transition to recovery</li> <li>• Debrief of staff in LDCC</li> <li>• Debrief with LDMG members as required</li> <li>• Consolidate financial records</li> <li>• Hand over to Recovery Coordinator for reporting</li> <li>• Return to local government core business</li> <li>• Final situation report sent to DDMG</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• LDMG members not involved in recovery operations resume standard business and after hours contact arrangements</li> </ul>

## Operational Checklist

<b>OPERATIONAL CHECKLIST</b>			
<b>RESTRICTED DOCUMENT</b>			
<b>TO BE IMPLEMENTED AT ALERT STATUS</b>			
Action	Responsible Agency / Officer	Contact Information	Status
Receive initial information regarding the possibility of an event	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
Confirm the information from a different source or with DDC or QFES	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
Notify and Activate the Local Disaster Management Group – ALERT – notify DDC and QFES	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
Preparations may be discussed at a meeting of the LDMG	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
<b>TO BE IMPLEMENTED AT LEAN FORWARD STATUS</b>			
Action	Responsible Agency / Officer	Contact Information	Status
Activate the Local Disaster Management Group – LEAN FORWARD – notify DDC and QFES	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
Notify the members of the Local Disaster Management Group of meeting to discuss preparations	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
Determine Trigger point for STAND UP	LDC	0431 298 657	Assigned Completed
	DMO	0491 219 627	
Prepare the Local Disaster Coordination Centre for possible activation ( <i>see 2.2 Local Disaster Coordination Centre Sub Plan</i> )	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	
Prepare and distribute public info and Warnings ( <i>see 2.6 Public Information and Warnings Sub Plan</i> )	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	



## OPERATIONAL CHECKLIST

### RESTRICTED DOCUMENT

#### TO BE IMPLEMENTED AT STAND UP STATUS

Action	Responsible Agency / Officer	Contact Information	Status
Activate the Local Disaster Management Group – STAND UP – notify DDC and QFES	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
Activate the Local Disaster Coordination Centre and prepare rosters ( <i>see 2.2 Local Disaster Coordination Centre Sub Plan</i> )	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	
Update and distribute public info and Warnings ( <i>see 2.6 Public Information and Warnings Sub Plan</i> )	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	
Commence SITREPS to DDMG	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	
Discussions and general preparations may be discussed at regular LDMG meetings throughout the course of activation.	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	

#### TO BE IMPLEMENTED AT STAND DOWN STATUS

Action	Responsible Agency / Officer	Contact Information	Status
Stand Down the Local Disaster Management Group – STAND DOWN – notify DDC and QFES	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	
LDCC standing Down – Debrief of all staff ( <i>see 2.1 Location Disaster Coordination Centre Sub Plan</i> )	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	
Consolidate all financial Records ( <i>see 2.3 Financial Management Sub Plan</i> )	LDC	0477 393 644	Assigned Completed
	DMO	0491 219 627	
Handover to Recovery Coordinator	Chair	0431 298 657	Assigned Completed
	LDC	0477 393 644	