



WEIPA
TOWN AUTHORITY

**STORM SURGE SHELTER
RESOURCE PLANNING
OPERATIONAL PLAN**

4.2

2024

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2 Purpose

The purpose of this plan is to provide guidance regarding the resourcing of the Weipa Storm Surge Shelter.

3 Objective

The objectives of this plan are to:

- outline a process to identify resources required and determine operational arrangements
- outline key resource planning considerations
- provide information regarding per person considerations for essential resources

4 Identifying resources and pre-establishing operational arrangements

The nature of the Weipa Storm Surge Shelter emphasises the importance of having pre-established arrangements in place for the acquisition of resources.

These arrangements can be pre-established with local suppliers once the resource needs of the shelter have been determined.

Two lists are included to support shelter resource planning:

- A resource list for the Weipa Storm Surge Shelter (see - Appendix 1) to document the following:
 - the resources required the quantity and the provider.
 - support agencies responsibility for providing their own resources to undertake their allocated roles and responsibilities e.g. laptops, stationary.
- A local supplier planning list (see - Appendix 2) e.g. for bottled water, to support supplier arrangements.

5 External supplier arrangements

There are several critical elements in establishing arrangements with local suppliers for the provision of resources. Once established, these arrangements form a part of the Weipa Storm Surge Shelter Management Operational Plan.

The critical elements include:

- Development of pre-determined orders for the Weipa Storm Surge Shelter (see - Appendix 2 for Supplier Planning Template). This will save time and reduce confusion on activation of the shelter. Orders should include:
 - Resource description, quantities, any pre-packaging requirements, delivery address, delivery timeframe, contact person (e.g. Logistics Coordinator), any other relevant information.
 - It is recommended a copy of the order(s) be given to the selected suppliers to hold and several copies be maintained in the plan for the Weipa Storm Surge Shelter.
- Establish agreements between the Weipa LDMG and the supplier which specifies a commitment to priority service, including outside of working hours and that confirms transport arrangements, from the supplier to the Weipa Storm Surge Shelter.
- Agreements between the Weipa LDMG and supplier should also consider “on-consignment arrangements”.

- Such arrangements are beneficial in the event the cyclone turns away from the predicated impact location
- Any surplus resources could also be used in the initial establishment of evacuation centers if deemed necessary

6 Key planning considerations

6.1 Resources take up space

The Weipa Storm Surge Shelter has limited space. The more space occupied by resources, the less space there is for people who require shelter. The Weipa LDMG will work with day-to-day building operators to understand resource storage needs and access to storage spaces.

Note: Where there is a requirement for the Weipa Storm Surge Shelter to transition into an evacuation centre, the differences in resourcing will need to be considered as part of these transition arrangements. Resources needed for the shelter to operate as an evacuation centre are not to be stored in the shelter at any stage.

6.2 Shelters are designed to house evacuees and withstand event stresses

The Weipa Storm Surge Shelter is a purpose-built building which is designed to specifically withstand severe tropical cyclone impacts (for more information refer to the Queensland Public Cyclone Shelter Design Guidelines). It is a well maintained and audited every year in accordance with the Queensland Public Cyclone Shelter Maintenance Guidelines to ensure all key systems and such as ventilation, water tanks and generators, and their redundancies, are in a state of operational readiness should they be required.

6.3 Resources are only required for the lockdown period

Lockdown is for a limited period. Planning must consider the very limited time that resources will be required.

6.4 Supporting agencies will bring their own resources

Agencies providing support to Weipa LDMG will bring their own resources, so shelter managers/ LDMGs are not required to support these agencies resource requirements. They will however need to understand how much space these resources will require and know where these services will be set up. This information should be communicated to agencies so they can bring appropriate resources to function within their allocated space. It should be clearly understood between the LDMG and state agencies what resources will be deployed to avoid any assumption or expectation regarding capability (e.g. use of tables / chairs and access to power-points) and also to avoid duplication of effort.

6.5 There are existing resources within the shelter

The Weipa Storm Surge Shelter has several existing basic resources to support evacuees e.g. chairs and amenities (refer to section 6 - Existing shelter resources).

6.6 Transitional arrangements need to be considered

Weipa Storm Surge Shelter will at all other times functions as a multi-purpose community and sports facility. After the threat has passed, the facility should become operational as soon as possible. LDMG should work collaboratively with the Multi-Purpose Centre Management to ensure resourcing arrangements within shelters are conducive to a smooth transition back to normal operations. This involves ensuring that resourcing arrangements do not cause permanent damage to buildings (e.g. parking on grounds, signage).

6.7 Communications (mobile phone usage and charging)

Due to their design, Public Storm Surge Shelters will encounter some shielding of mobile reception and it is likely that reception within the building may not be as good as general service in the area. In addition, the concentration of mobile phones being used may also affect availability of cell tower reception. Although charging for mobile phones will be available, access to power-points must be shared and prioritised for use by the CSMT. Community messaging prior to the shelter opening should relate the limitations of mobile phone use, to manage expectations.

An example of community messaging could be:

“If you bring a mobile phone or portable electrical entertainment device, such as an electronic tablet and/or laptop computer, into the storm surge shelter, please ensure its power supply is fully charged and that you have a spare, charged battery. You may not be able to access the shelter power points to charge your device. Please note that mobile phone reception may also be limited due to the situation and network demand”

7 Existing storm surge shelter resources

7.1 Water services

The Weipa Storm Surge Shelter incorporates reserve water supplies i.e. water storage tanks in addition to mains supply. These are:

- A 20,000 litre tank is fed by rainwater and services the toilets in the ablutions.
- Smaller mains fed 15,000 litres and 5,000 litres potable water tanks to service showers, water fountains and the kitchen area.

7.2 Sanitation and kitchen facilities

A standard refrigerator is supplied in the kitchen. The maintenance of this refrigerator will be ensured by the day-to-day operators of the building.

Note: the use of the refrigerator must be prioritised based on the needs of the evacuees e.g. for medicine storage and baby formula, over bottled water.

7.3 Drinking water

Prior to each season, the WTA will source and store 1 pallet of 600ml bottled water in the shelter. (Where possible, drinking water should be supplied in bottled form in case of cross-contamination that may occur to the shelter water supplies) The mains supply feeds through the separate 15,000 litre and 5,000 litre storage tanks ensuring they are constantly full. The larger of the two potable water tanks services drinking fountains and the shower facilities. The 5,000-litre potable water tank services the kitchen area. Shower facilities should not be used whilst the building is in shelter mode as the water supplies drinking fountains.

7.4 Chairs

The Weipa Storm Surge Shelter is provisioned with 800 stackable chairs. These stocks are held in the building's two chair stores. There are also four chair trolleys in the chair stores to assist with the movement of chairs.

7.5 Communication systems

In The Weipa Storm Surge Shelter there are 12 double power-points in the main hall and additional power-points in other areas. These power-points can be made available for occupants to recharge mobile phones; however, this is subject to occupants bringing their own chargers. A rotation system of use should be established to ensure equitable access and prioritised for shelter management, emergency or medical usage.

7.6 A small number of power-points should also be reserved for emergency and medical use.

A permanent public address (PA) system is integrated into the fire board. This PA system should be considered for use when communicating with the entire shelter population. For example, to share information regarding the event, safety messaging or other shelter protocols.

Any local or state agencies that present at the facility i.e. QFES, QPS, QAS would typically coordinate any equipment that they might need including their own independent radio communication systems.

Note: The use of non-tagged/tested power-boards brought to the shelter by evacuees is not permitted for safety reasons. Prior to operation, The Weipa LDMG should work with day-to-day building operators to ensure an appropriate number of tagged/tested boards are available for use to support the operation of the building when in shelter mode.

8 Additional resources that may be required

(See Appendix 1)

The type of additional resources that may need to be brought into the Weipa Storm Surge Shelter may include:

- Face Masks; Hand Sanitiser gel &/or Wipes; Tissues
- Extra first aid supplies
- registration and identification resources
- additional chairs and / or bedding
- bottled water
- additional supplies for ablution facilities i.e. soap, toilet paper, hand towels
- waste receptacles
- spill or clean up kits
- additional communication equipment i.e. mobile/sat phones/laptops
- traffic management and safety items

8.1 First aid supplies

Basic first aid supplies will be made available. QAS representatives will be within the Weipa Storm Surge Shelter during activation.

8.2 Registration resources

The registration of persons entering the shelter may require resources such as:

- laptops and printers(optional)
- forms
- pens
- table
- chairs for registers
- stationary items
- calculator

These may be sourced from existing Weipa Town Authority or supporting agency resources.

There may be a requirement for shelter management team members to be easily identifiable. Resources may include:

- lanyards,
- name tags with positions on them; or
- labelled vests.

8.3 Chairs and bedding

The Weipa Storm Surge Shelter is designed to provide the maximum level of accommodation for at risk persons and subsequently the average floor space per person is limited to 1.2 sq. metres (m2). Available floor space of 1.2 m2 generally equates to the space for a single chair and could be considered equivalent to that which is provided on an aircraft or in a cinema.

If the Weipa Storm Surge Shelter is required to transition to an evacuation centre post event the available floor space per person would need to be increased to 5 m2 as soon as possible to minimise adverse impacts on the health and well-being of affected people). Achieving this space per person will become possible after the lockdown period has ended, and people are leaving the shelter.

8.4 Seating and bedding requirements

The Design Guidelines state, the mobility of occupants shall be determined based upon the profile of people in the shelter catchment. The minimum provision shall be:

- one bedridden person per 100 occupants
- one person confined to a wheelchair per 100 occupants
- one person per 5 occupants not able to sit for a prolonged period

Table 1 below provides a quick reference guide to mobility figures and the associated resource requirements.

Table 1 – Mobility resource data						
Design capacity persons	Bedridden 1 in 100 Bedding provided	Wheelchair 1 in 100 Bedding provided	Linen pack pillow, under sheet, blanket (bedridden & wheelchair only)	Inflatable beds arbitrary figure only - 2 in 100 Linen not provided	Unable to sit for prolonged periods 1 in 5	No of chairs
800	8	8	16	18	160	784

Note: Adequate space for walkways to access amenities will need to be ensured. The marking of rows, using masking tape or similar, on the floor may assist in demarcating walkways, bedding and seating areas. Due to limited space within shelters, access walkways between inflatable mattresses would need to be strictly limited.

8.5 Chairs

The Weipa Storm Surge Shelter is provisioned with 800 stackable chairs. These stocks are held in the building’s two separate chair stores.

Table 1 above provides the number of chairs required based on the projected capacity of the shelter.

For planning purposes, a space of 600mm x 600mm has been allocated for the positioning of each chair. Chairs placed back-to-back with 750mm between the front edges of opposing chairs will generally provide an efficient layout.

Annexes 3-5 are concept chair layout plans provided as a guide for determining actual layouts, which will need to be pre-determined. These plans show a layout where bedding is included in the main hall area, which is not recommended in the new shelters.

8.6 Bedding

It is the priority of the Weipa LDMG and emergency services during an evacuation to ensure those who are vulnerable are evacuated out of the impact area to places of safety that can meet evacuee's immediate needs. The number of people who require bedding at a shelter should be reduced by this process, however it is recognised that a small number of people who are unable to remain seated for prolonged periods may present at the cyclone shelter.

A limited supply of bedding may be brought into the shelter to service the needs of a range of people i.e. those that cannot remain seated i.e. elderly, pregnant, young children etc. However, this must be considered in line with the needs of the community and the space available within the shelter. The use of this bedding should be determined on an as-needed basis on the day and its use restricted (e.g. for first aid use and special needs) to ensure the maximum space available for chairs. The bedding should be established in areas away from the main hall i.e. chair stores, sports lab etc.

The Weipa Storm Surge Shelter bedding should provide a basic level of comfort, not dissimilar to that experienced during camping. Current arrangements provide for single inflatable airbeds (with foot pumps) for use.

Note: The provision of bedding resources as described above would not be appropriate for individuals with high-care support needs. These individuals need be evacuated to more appropriate locations which can better meet their needs e.g. residential aged care facilities, as per the Queensland Evacuation Guidelines for Disaster Management Groups.

It is recommended that a limited number of inflatable beds be provided for use by those persons who cannot sit for prolonged periods. Use of other options e.g. yoga mats could also be considered.

8.7 Privacy screening

It is recommended that privacy screening (partitioning) be provided for the area allocated for bedding or other special needs e.g. breastfeeding mothers, if this cannot be accommodated in rooms off the main hall. It is strongly recommended that this area be partitioned off during the initial set up and then scaled back if the actual need is less than originally planned for. This will remove the need to relocate evacuees after they have been seated to make room available.

8.8 Bottled water / drinking cups

Provisioning with pallets of bottled water will reduce available floor space.

Drinking fountains are available in the shelters; however, there may be the need to supply plastic / paper drinking cups or a limited stack of bottled water. The storage of bottled water will need to be carefully considered in relation to the space the storage of bottled water will take up.

- Older adults and young children are at particular risk of dehydration in hot weather.
- Pregnant women and others who are breastfeeding will also require extra quantities of drinking water.
- In the event the normal supply of drinking water is contaminated or interrupted, bottled water may need to be distributed. Considerations should be made for the storage of and recycling of used bottles.

- To assist in the prevention of infectious diseases, hand sanitising stations (non-water) should be provided at key locations in the shelter.

The Design Guidelines recommend an allocation of 4 litres of drinking water be provided for each person per day. Previous disaster events have shown that the 600ml bottles are the most suitable to reduce wastage and for ease of handling.

Table 2 - Water consumption planning data

Design capacity persons	600ml bottles of water	Number of pallets	Square metres of storage area required - pallets cannot be stacked	Cubic metres of waste generated
800	8000	5.56	8	11.92

Note: Pre-established arrangements for the provision of bottled water must be in place with local suppliers to ensure availability as per the Queensland Evacuation Guidelines for Disaster Management Groups.

Prior to Identify each active season, confirm with local suppliers and the quantities of stock available.

Water supplies must be available onsite prior to lockdown and stored in an area out of direct sunlight, preferably in a cool, dry place with ventilation. Pallets must not be stacked on top of one another.

8.9 Toilet facilities

Pre-planning should include actions to manage the availability of toilets in the event of a disease outbreak that would require person/s to be isolated.

A cleaning system should be in place for the management and maintenance of sanitation/toilet facilities and to monitor consumables such as toilet paper.

Key resources:

- Appropriate stores of toilet paper, hand towels and soap should be available for the duration of occupancy.
- It may also be appropriate to consider hand sanitiser gel in case of water shortage and to combat spread of disease.
- The public are requested to provide their own hand sanitiser if they are attending the Shelter.
- Appropriate receptacles for menstrual hygiene should be provided. Additional sanitary bins can be sourced through the company that currently provides bins or those that services Council buildings.
- Designated areas should be provided for nappy changes (for example one of the amenity areas), including a change table, disposable change mats, a hand sanitiser and a covered nappy bin.

8.10 Waste management

All clinical waste should be isolated and disposed of separately. There should be:

- Provision for sharps waste disposal in approved puncture proof containers; and
- Internal garbage receptacles which are lined with plastic bags.

Additional waste facilities will be required to manage the increase of waste within the shelter. Resources required may include:

- Heavy duty plastic bin liners; and
- Additional plastic storage bins with lids.

Consideration must also be given to the storage of waste during the lockdown period.

8.11 Spill or clean up kits

In case of spillage or need for clean-up of other waste, material spill and/or clean up kits will be available. Resources may include:

- mop and bucket
- brooms
- toweling
- disinfectant spray / wipes
- rubber gloves

8.12 Communication equipment

8.12.1 Radios/telephones/internet

Appropriate redundancy equipment for communication systems (e.g. spare charged batteries, chargers etc.) will be stored on site or brought in by supporting agencies. If stored onsite, the communication system must be checked regularly to ensure its operational readiness.

The system will ensure a link is able to be maintained to the Local Disaster Coordination Centre (LDCC) and emergency services.

A radio will also be considered to enable receipt of weather warnings and updates.

8.12.2 Signage and information

Where a need for signage in multiple formats is identified, a range of signage options may need to be considered. Signage options do not need to be complex or permanent. Resources to support these needs may include:

- stationary items – paper and pens; or
- laptop and printer; or
- sticky tape, blue tack; or
- photocopier.

There will also be a requirement to share general and safety information regarding the use of the shelter, code of conduct and other shelter protocols. This information can be pre-prepared and printed by Councils. The use of an information board is encouraged. Information board options may include:

- whiteboard, pens and erasers
- pin-board and pins
- butchers' paper and pens

8.13 Traffic management and safety items

8.13.1 Traffic Management

Although people should be strongly encouraged not to use private transport, people may choose to arrive at the shelter in their own vehicles. To manage parking, the need for the below resources should be considered:

- cordon tape
- signage
- safety vest (high visibility)

Traffic management items considered should be lightweight, compact and portable so they do not create a flying debris hazard.

8.14 Safety items

As people entering the shelter may be wet, there may be a need to ensure that slip hazards particularly are reduced. Resources may include:

- Nonslip mats for entrances and exit
- Torches in the highly unlikely event that power should be lost (the cyclone shelter has a generator)

8.15 Evacuee food and medication

Evacuees are required to bring their own food for the period that they are in the Public Cyclone Shelter.

Note: Basic kitchen amenities (such as a microwave) are available for use to support those with special needs e.g. the heating of baby formula. No food preparation is to occur in the Public Cyclone Shelter.

Evacuees are responsible for bringing their own medications with them. The refrigerator use should be prioritised for the storage of medicines, baby formula etc.

A supply of bags should be available that people can name with felt pen/sticker to place their goods in for refrigeration.

9 During lockdown key guidance

- **The showers should not be used during lockdown as they are linked to the drinking water fountain storage tanks.**
- **No food preparation will take place within the Public Storm Surge Shelter when it is in shelter mode.** Through community messaging, any people entering the facility would be encouraged to bring sufficient snacks and room temperature drinks etc. (other than water) to cover the period of their lockdown.
- **A hygienic environment should be promoted throughout the Public Storm Surge Shelter e.g. hands sanitiser.**

10 Appendix 1 - Resource List Template

Area	Resource	Quantity	Location	Responsible	Checked
Reception					
	Table & chairs	2 Tables 4 Chairs	WSSS	Shelter Manager	
	Evacuee registration documentation	800 sheets	WTA	Admin	
	Shelter management staff registration sheet	5 Sheets	WTA	Admin	
	A3 Laminated Signage <ul style="list-style-type: none"> • Prohibited items Pullup Banner • Signage for first aid area • Rules, etc. • Information Board • No Entry • Registration • No Smoking • No Alcohol Permitted • Wash hands regularly - QHealth Poster • How to wash hands - QHealth Poster Preferred Sheltering Practices Poster	2 each	WTA DMO Office	Admin	
	Ball Point Pens 10 pack	2 pack	WTA Stationary	Admin	
	HB Pencils, Eraser, Pencil Sharpener	2 ea	WTA Stationary	Admin	
	Highlighters	5 ea	WTA Stationary	Admin	
	A4 Paper (ream)	500 sheets	WTA Stationary	Admin	
	Blu tack	1 pack	WTA Stationary	Admin	
	Packing Tape, Masking Tape, Gaffer Tape (cloth tape)	2 ea	WTA Stationary	Admin	
	Scissors Large	2 pair	WTA Stationary	Admin	
	Bull-dog clips & Paperclips	1 box	WTA Stationary	Admin	
	Stapler & Staples	2 ea	WTA Stationary	Admin	
	2 Hole punch	1 ea	WTA Stationary	Admin	
	A4 Plastic Document Protectors	2 pack	WTA Stationary	Admin	
	Lever Arch Folder & Dividers	2 ea	WTA Stationary	Admin	
	Manila Folders	10 ea	WTA Stationary	Admin	
	Flat Clipboards	10 ea	WTA Stationary	Admin	

	Whiteboard for general messaging	1	WSSS Meeting Room	Admin	
	Whiteboard Markers	6 ea	WTA Stationary	Admin	
	Whiteboard Erasers	2 ea	WTA Stationary	Admin	
	Whiteboard Magnets	10 ea	WTA Stationary	Admin	
	Laptop	1 ea	Council Chambers	Admin	
	Power board & Extension Lead (in yellow bag)	1 ea	WTA back room	Admin	
	Pull up banners (Code of Conduct and Conditions of Entry)	2	WSSS Storage Room	Admin	
	Personal Face Masks	2000	TCHHS	TCHHS	
	Temperature Screening device	5	TCHHS	TCHHS	
	Hand Sanitiser	10	TCHHS	TCHHS	

Area	Resource	Quantity	Location	Responsible	Checked
Kitchen					
	Hand soap Dispenser Refill	1 box	Sodexo	Coordinator Communities	
	Tea	3 boxes	Sodexo	Coordinator Communities	
	Coffee	5 tins	Sodexo	Coordinator Communities	
	Sugar	6 boxes	Sodexo	Coordinator Communities	
	Disposable Spoons	50 packs	Sodexo	Coordinator Communities	
	Long-life milk	350L	Sodexo	Coordinator Communities	
	Disposable Plastic Cups	5600	Sodexo	Coordinator Communities	
	Disposable Coffee Cups w lids	5600	Sodexo	Coordinator Communities	
	Washing up liquid	1 x 4L	Sodexo	Coordinator Communities	
	Paper Towel	1 box	Sodexo	Coordinator Communities	
	Garbage bags	100 bags	Sodexo	Coordinator Communities	
	Dishcloths	N/A	Sodexo	Coordinator Communities	

Area	Resource	Quantity	Location	Responsible	Checked
Male & Female Amenities					
	Toilet Paper		Sodexo		
	Hand Towel		Sodexo		
	Hand Soap		Sodexo		
	Rubbish Bags		Sodexo		
	Gloves		Sodexo		
	Mop & Bucket		Sodexo		
	Disinfectant		Sodexo		
	Plunger		Sodexo		
	Sanitary Bins		Sodexo		
			Sodexo		

Area	Resource	Quantity	Location	Responsible	Checked
Building & Common Areas					
	Hand Sanitiser	10	TCHHS	TCHHS	
	Rubbish bins and liners	100 bags	Sodexo		
	Wheelie Bins	10	Remondis		

Area	Resource	Quantity	Location	Responsible	Checked
Medical/ First Aid					
	Large first aid kit & signage	1	WSSS	Admin	
	Large zip-lock bags and permanent marker for medicine storage (refrigerator)	1	WTA Kitchen	Admin	
	Sanitary Pads/ Tampons	2-3 packs	Qld Health	Admin/ Director Nursing	
	Disposable gloves	2 boxes	Qld Health	Admin/ Director Nursing	
	Sharps Container	1 ea	Qld Health	Admin/ Director Nursing	

Area	Resource	Quantity	Location	Responsible	Checked
Staff Room					
	Personnel Sign on/ off register	5 sheets	DMO Office	Admin	
	Entry & Exit condition report	1 ea	DMO Office	Admin	
	High visibility vests to ID shelter staff	10 ea	WTA PPE Cupboard	Admin	
	Torches (one each for shelter staff)	10 ea	WTA PPE Cupboard	Admin	
	Set of spare batteries per torches	10 ea	WTA PPE Cupboard	Admin	
	Rain coats for shelter staff	2-3 ea	WTA PPE Cupboard	Admin	
	Heavy duty gloves for shelter staff	10 ea	WTA PPE Cupboard	Admin	
	Whiteboard	1	WSSS	Admin	
	Whiteboard Stationary (included in reception)	N/A	N/A	N/A	N/A
Communications					
	Mobile phone & charger	N/A	N/A	Shelter Manager	
	Lists of critical contact numbers	1	LDCC	Shelter Manager	
	Satellite phone & charger	2	DMO Office	Shelter Manager	
	UHF radio	N/A	N/A	N/A	N/A
	Optional UHF hand held & charger	1-2	DMO Office	Shelter Manager	
	Megaphone Sets of spare batteries	N/A	N/A	N/A	N/A
	Portable radio Sets of spare batteries	N/A	N/A	N/A	N/A

Area	Resource	Quantity	Location	Responsible	Checked
Utilities					
	Caution Tape	2 rolls	WTA PPE Cupboard	Admin	
	Cable Ties - pack of 100	1 pack	WTA PPE Cupboard	Admin	
	Facial Tissues	15 boxes	WTA Reception	Admin	
	Small Tarps	N/A	N/A	N/A	N/A
	Sandbags	N/A	N/A	N/A	N/A
	Cyclone tracking Map	2	DMO Office	Admin	

Area	Resource	Quantity	Location	Responsible	Checked
Shelter Staff (items for staff to bring with them)					
	Own bed & bedding				
	Toiletries / medicine				
	Towel				
	Change of Clothes				
	Comfortable enclosed shoes				
	Raincoat				

Appendix 2 – Supplier Planning Template

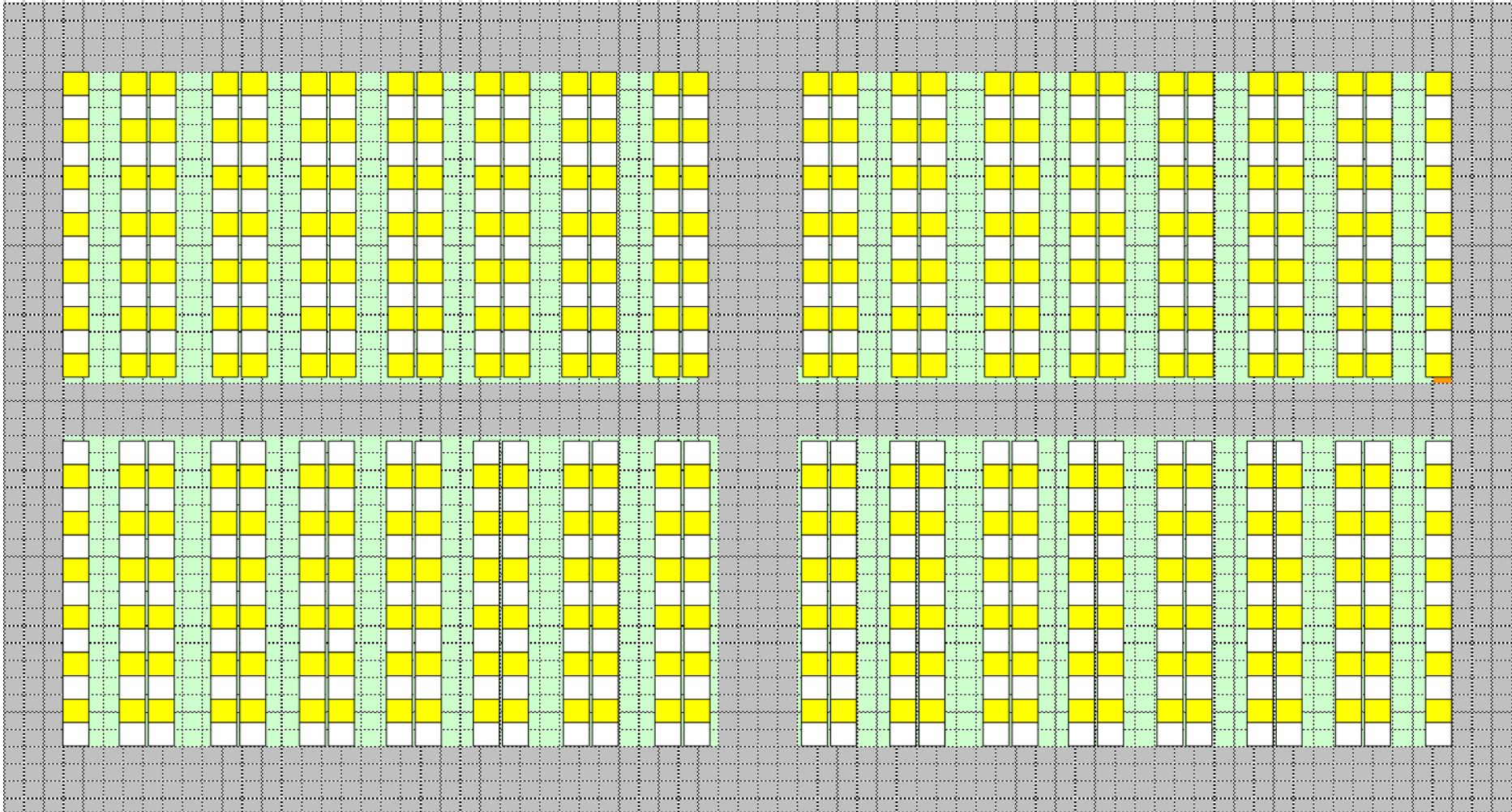
Facility Name:		Design capacity:	
Address:			
Asset Owner contact person (primary):		Contact no.: Alternative no.:	
Asset Owner contact person (secondary):		Contact no.: Alternative no.:	
Resource requirements			
Resource	Quantity	Resource	Quantity
Resources – local suppliers			
Resource	Quantities / Size	Company / Supplier	Contact details
<Specify>		Primary:	Ph: Mob:
		Secondary:	Ph: Mob:
<Specify>		Primary:	Ph: Mob:
		Secondary:	Ph: Mob:
<Specify>		Primary:	Ph: Mob:
		Secondary:	Ph: Mob:

11 Appendix 3 – Suggested chair layout (without beds)

Total floor area excluding rooms, toilets, foyer etc = 38.1m x 23.4 = 891.54 (grey shaded area)

.49sqm = 700m x 700mm (1 chair space): chairs back to back with 800mm between chairs = 780 chairs

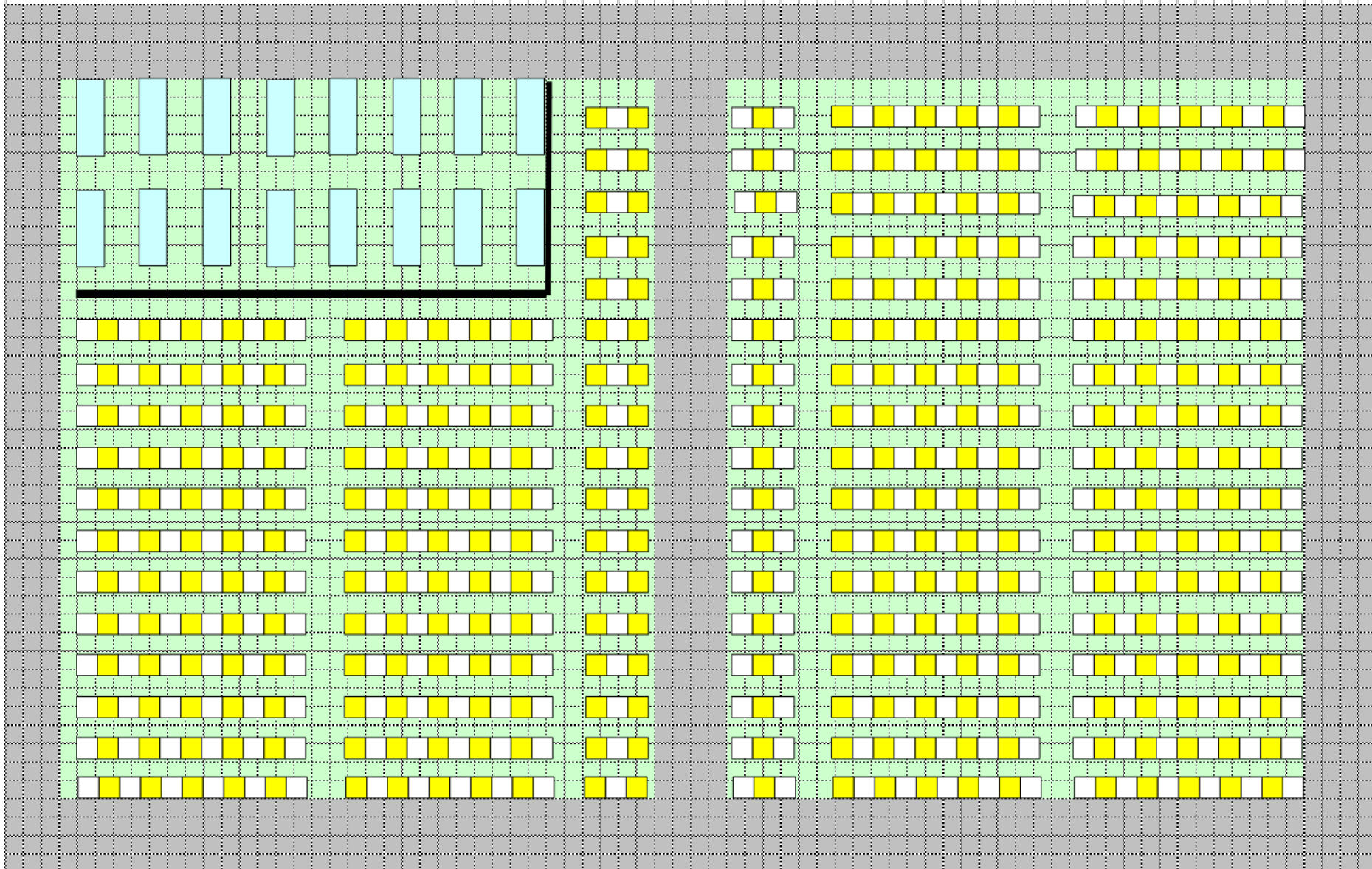
1 metre for walkways



12 Appendix 4 – Possible chair and bedding layout “A” (main hall only)

Total floor area excluding rooms, toilets, foyer etc = 38.1m x 23.4 = 891.54

.36sqm = 600m x 600mm (1 chair space) = 712 chairs

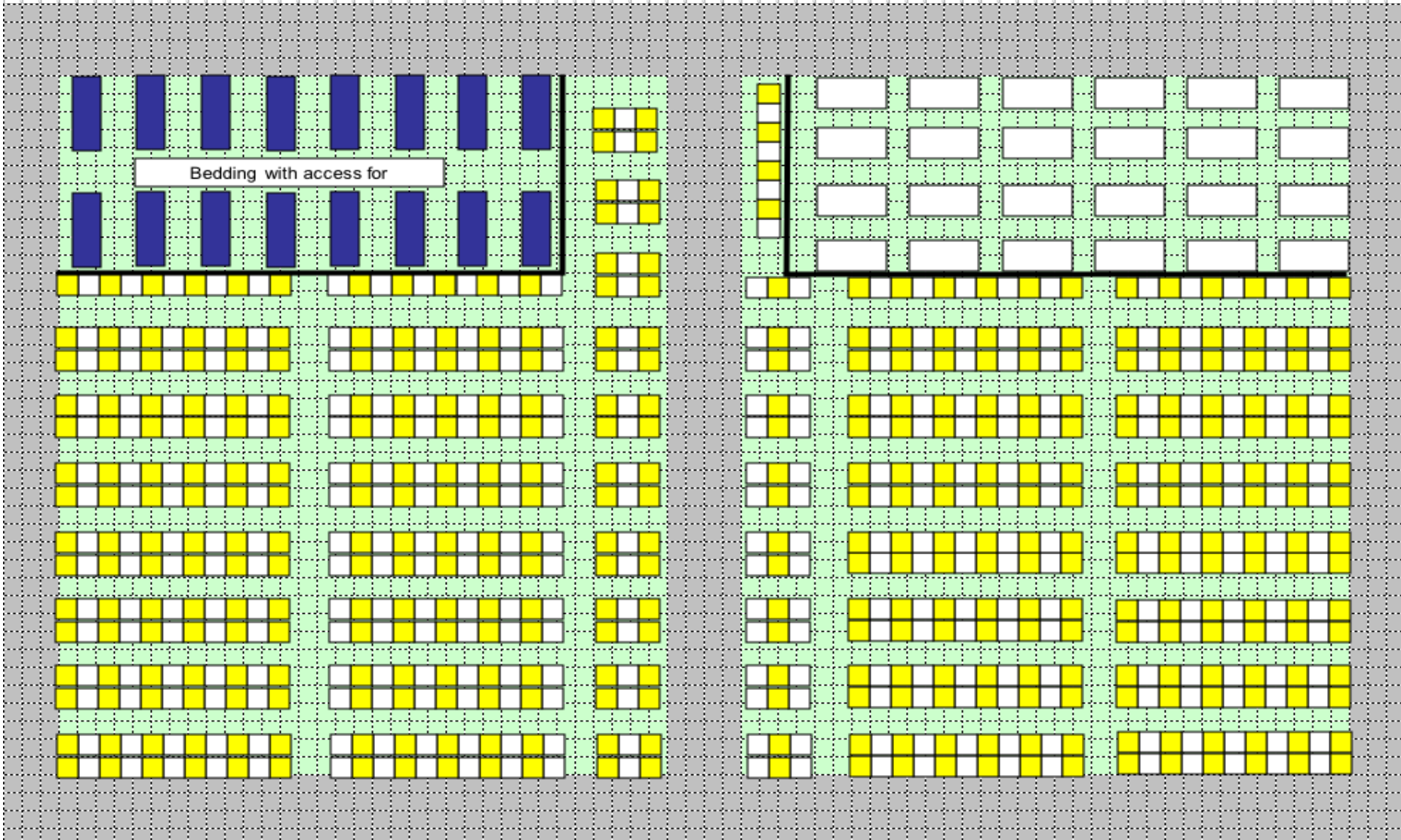


13 Appendix 5 – Possible chair and bedding layout “B” (main hall only)

Total floor area excluding rooms, toilets, foyer etc = 38.1m x 23.4 = 891.54 (grey shaded area)

.36sqm = 600m x 600mm (1 chair space): chairs back to back with 750mm between chairs = 773 chairs

1 metre for walkways



14 Appendix 6 – Example Public Cyclone Shelter layout



- SHELTER AREA
- SHELTER OFFICE & COMMUNICATION
- FIRST AID ROOM
- SHELTER REGISTRATION
- SHELTER EMERGENCY FACILITY
- SHELTER TEA & COFFEE
- AMENITIES
- CIRCULATION
- AREAS NOT AVAILABLE