



**WEIPA**  
TOWN AUTHORITY

# **EVACUATION FACILITY MANAGEMENT PLAN**

## **4.3**

## **2024**

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## SECTION 1: OVERVIEW OF PLAN

### 1.1 Introduction

Due to the differing nature of the various types of Evacuation Facilities, this plan has been prepared to account for procedures in relation to “Pre-Event Deployment” and “Post-Event Deployment”.

The establishment and management of Storm Surge Shelters, Places of Refuge and Evacuation Centres in response to a disaster event is the responsibility of the Weipa Local Disaster Management Group (LDMG) under the *Disaster Management Act 2003*. In addition, an Evacuation Centre capability may be requested in support of the Emergency Services' response to emergencies / major incidents.

Evacuation is considered as a last resort. If evacuation is deemed necessary, the initial approach relies on voluntary evacuation and members of the community being self-sufficient and seeking temporary accommodation with family, friends or in commercial accommodation. However, it is recognised that some members of the public, usually the most vulnerable, may not always be able to make alternative arrangements for accommodation and assistance may need to be provided where necessary.

As a result, it is acknowledged that a range of alternatives are required to develop a successful plan to manage accommodation needs and for this reason, this Evacuation Centre Management Sub Plan must be flexible enough to allow for rapidly escalating and unexpected changes.

The term Evacuation Facilities covers a variety of centres that may need to be established in the event of a disaster to care for the needs of those affected by the event.

This sub plan has been established using the all hazards approach. Whilst evacuation facilities are termed Storm Surge Shelter or Place of Refuge, they are all able to be activated for any pending event deemed necessary by the LDMG. Based on information provided to the LDMG, a decision will be made on the most appropriate facilities to be activated and staffed to provide shelter to evacuees.

### 1.2 Purpose of this Sub Plan

The aim of this Sub Plan is to document the Weipa LDMG's approach to Storm Surge Shelter and Places of Refuge and Evacuation Centre Management. It provides information for the activation and management of facilities which provide affected people with access to basic human needs support including evacuee registration, shelter, sanitation, catering, information and community personal support processes. It is not intended that this sub plan address specific procedures for the identification and assessment of facilities to be designated as a Storm Surge Shelters, Places of Refuge and Evacuation Centres.

The key objectives are to:

- ◇ Provide a place of safety for people that are involved in an emergency / disaster incident.
- ◇ Prevent escalation of the disaster and provide an effective and timely response.
- ◇ Relieve suffering and ensure people can get help when in need.
- ◇ Ensure the needs of all sections of the Community are met as far as practicable.
- ◇ Promote self-help
- ◇ Restore normality as soon as possible.

### 1.3 Types of Evacuation Facilities

This section details the arrangements for establishing and operating Public Storm Surge Shelters, Places of Refuge, Evacuation Centres and Relief & Recovery Centres. It is important that the correct terminology is used to prevent confusion.

### **1.3.1 Public Storm Surge Shelter (Pre –Event Deployment)**

For a structure to be designated a *Public Storm Surge Shelter*, it must be designed and constructed in accordance with the *Design Guidelines for Queensland Public Storm Surge Shelters (September 2006)*.

The primary purpose of a *Public Storm Surge Shelter* is to provide short-term protection from flooding, storm surge inundation, high winds and windborne debris to people that must be evacuated from their homes due to the threat of a potential storm tide inundation or Storm Surge damage. It is not designed to provide temporary accommodation or services after the Storm Surge has passed

The first option for individuals in a Storm Surge should always be to shelter in place especially where homes are built to current standards. If individuals choose to self-evacuate because of their circumstances then they should ensure they make appropriate arrangements (e.g. motel, family, friends, etc.).

### **1.3.2 Place of Refuge (Pre-Event Deployment)**

A Place of Refuge is a building that has been assessed by CCRC Department of Works to determine its suitability for use during cyclonic events. A Place of Refuge is NOT a Storm Surge Shelter.

A Place of Refuge should be the last option for consideration and will only be made available for those with no alternative means. It is provided for urgent immediate shelter for the provision of life. A minimum of 1.5m<sup>2</sup> per person will be provided (single chair or standing room only) up to a maximum of 3.5m<sup>2</sup> per person where adequate space is available (mattress and bag only).

Where a Place of Refuge is activated, it will be managed in accordance with what can be put in place by Council at the time. Due to time and resource constraints, the Place of Refuge will not be able to be managed to the standard of Evacuation Centres.

### **1.3.3 Evacuation Centre (Post-Event Deployment)**

An Evacuation Centre is a facility that has been designated by the LDMG for the provision of temporary shelter, care and welfare assistance to people that have been evacuated from their properties because of an actual or impending emergency / disaster situation.

Evacuation Centres are activated as required. They are located beyond the hazard impact zone to provide a place of safety for those evacuated because of the emergency / disaster event where basic needs are met until it is safe for evacuees to return to their homes. Temporary shelter may be required for several days at 5m<sup>2</sup> per person (mattress, personal belongings and comfortable separation distance).

An Evacuation Centre is not built to Public Storm Surge Shelter standards but may be used as a Place of Refuge if inspected / approved by WTA Public Works team.

### **1.3.4 Relief & Recovery Centre (Post-Event Deployment)**

Relief and Recovery Centres commonly referred to as 'One Stop Shops' provide a range of practical and emotional recovery support services for disaster affected persons. Recovery services are not usually delivered from Evacuation Centres because Relief and Recovery Centres have differing management and facility requirements and will normally be housed separately from Evacuation Centres.

The Queensland Government Department of Communities is responsible for determining the need for, and establishment of, Relief and Recovery Centres. Decisions will be informed by needs identified by the LDMG.

## **1.4 Planning Assumptions**

Where members of the community are advised that evacuation is required, many will be self-sufficient, obtaining alternative accommodation outside the affected area. However, it is important to recognise that some people may require assistance with short term accommodation and transportation to the Public Storm Surge Shelter / Evacuation.

Dependent upon the event, an Evacuation Facility may be required for anything from a few hours to several days. Initially, only shelter will be provided, but in an extended event, more substantial catering may be necessary. In the case of short duration evacuations (e.g. up to 24 hours) the provision of seating and shelter only may be appropriate.

If the event is localised and impacts on a small number of people, evacuees may be required to locate to suitable commercial facilities such as motels or hotels rather than establishing a public facility. Cairns will have the capacity to house larger numbers of evacuees in hotel/motel accommodation if the event does not impact unduly on this location. Costs in relation to this accommodation is to be borne by the evacuees. There may be Government or other financial assistance made available to assist with meeting these costs, but it is the evacuee's responsibility to investigate these options.

It is to be remembered that the activation of Evacuation Facilities may be required in response to an event outside the Local Government area.

## **1.5 Links with Other Documents**

This Operational Sub Plan forms part of the Local Disaster Management Plan and should be read in conjunction with that document. This Plan links directly to all other Operational/Sub Plans that have been developed or are in the process of being developed to respond to disaster events affecting the Weipa Region.

This Operational Sub Plan should also be read in conjunction with the following guidance documents:

- ◇ LDMG Evacuation Sub Plan
- ◇ LDMG Recovery Sub Plan
- ◇ Queensland Evacuation Guidelines



# **Pre-Event Deployment**

## **SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES**

Evacuation is a last resort and will only be used if it is safer to evacuate residents away from immediate danger. In some cases, the best advice will be for residents to stay in their homes, with doors and windows closed, away from the scene of the incident and await further advice. The “go in, stay in and tune in” message is a key one.

The LDMG will meet and recommend the voluntary evacuation of areas at risk and request the District Disaster Coordinator (DDC) to declare a disaster situation to enforce a directed evacuation under Section 77 *Disaster Management Act 2003* where appropriate. Both circumstances will warrant the activation of this Operational Sub Plan.

The responsibility for ordering any evacuation lies with the Queensland Police Service under Section 8 of the Public Safety Preservation Act in carrying out their duty to protect the public. Therefore, requests to open Public Storm Surge Shelters and Evacuation Centres will likely originate via QPS advised directly to the LDMG.

The Local Disaster Coordinator in liaison with the LDMG and the Evacuation Facility Coordinator has overall responsibility for activating and implementing this plan and notifying the agencies / organisations involved.

The activation and management of a facility may be required for any number of reasons. If the time, scale and nature of the situation permits, designated Storm Surge Shelters and Places of Refuge should be activated (see Appendix A). It is however, possible that circumstances are such that buildings other than a designated Storm Surge Shelters and Places of Refuge have to be utilised e.g. approved response agencies (QPS, QFES, SES etc.) have already evacuated people to the nearest building. In these circumstances a decision would have to be made, usually by the Local Disaster Coordinator in conjunction with the LDMG, whether to continue using that building or transfer evacuees to designated Storm Surge Shelters or Places of Refuge.

The Public Storm Surge Shelters and Places of Refuge will take some time to set up from the initial call. It is therefore important that an early warning of a request is given as soon as possible from QPS to the Weipa LDMG in order that all the agencies can be requested to **ALERT / LEAN FORWARD**.

When the Public Storm Surge Shelters and Places of Refuge are ready to operate, details of the location will be immediately released to the broadcast media by the Chairperson of the LDMG for dissemination to the community.

### **2.1 Decision for Activation of Evacuation Facilities**

Storm Surge Shelters and Places of Refuge will only be opened according to need and predicted hazard. The LDMG will decide which centres are to be activated using the database approved by the LDMG (see Appendix A). Note: Not all Storm Surge Shelters and Places of Refuge may be operational at the same time.

The LDMG is responsible for the decision to **ALERT, LEAN FORWARD, STAND UP** or **STAND DOWN** (see 2.3 below).

When a decision is taken to *LEAN FORWARD* or *STAND-UP* Storm Surge Shelters and Places of Refuge then it is essential to immediately notify the District Disaster Coordinator (DDC) to advise of the current situation. Regular updates should be maintained for the duration of the incident until *STAND DOWN*.

## 2.2 Criteria for Activating Storm Surge Shelters and Places Refuge

Storm Surge Shelters and Places of Refuge may be activated for any number of reasons. The following decision criteria should be employed (if yes is answered to any of the following then a Centre should be activated:

- Has there been a request from the approved response agencies (QPS, QFES, SES etc.) to open an Evacuation Facility?
- Has the LDMG recommended voluntary evacuation of an area at risk?
- Has the Far North DDC declared a disaster situation to enforce directed evacuation of an area at risk in the Weipa region?
- Is there a perceived need relative to an impending hazard impact where the LDMG recognises that the public may choose to self-evacuate e.g. severe Storm Surges?
- Is there a significant event occurring outside of our region that has resulted in evacuations from that affected area into our region.

## 2.3 Levels of Activation

The Disaster Management Executive (Chairperson and Local Disaster Coordinator of the LDMG or nominated deputies) will maintain situational awareness in relation to an event which has the potential to require the activation of Evacuation Centres and will regularly confer to assess the situation.

As appropriate, the Local Disaster Coordinator will place Storm Surge Shelters and Places of Refuge on: **ALERT, LEAN FORWARD, STAND UP OR STAND DOWN**

### 2.3.1 Alert

ALERT requires potential Storm Surge Shelters and Places of Refuge to be selected, equipment to be located and checked and trained staff to be available. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat.

### 2.3.2 Lean Forward

LEAN FORWARD is 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.

- ◇ Storm Surge Shelters and Places of Refuge are on standby; prepared but not activated.
- ◇ Resources are transported to the designated Centres e.g. resource kit, generators, signage, etc.
- ◇ Personnel (including voluntary organisations) are identified, notified and deployed to set up the Centre ready for receiving evacuees.
- ◇ The LDMG may convene a meeting if required.

### 2.3.3 Stand Up

STAND UP is 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.

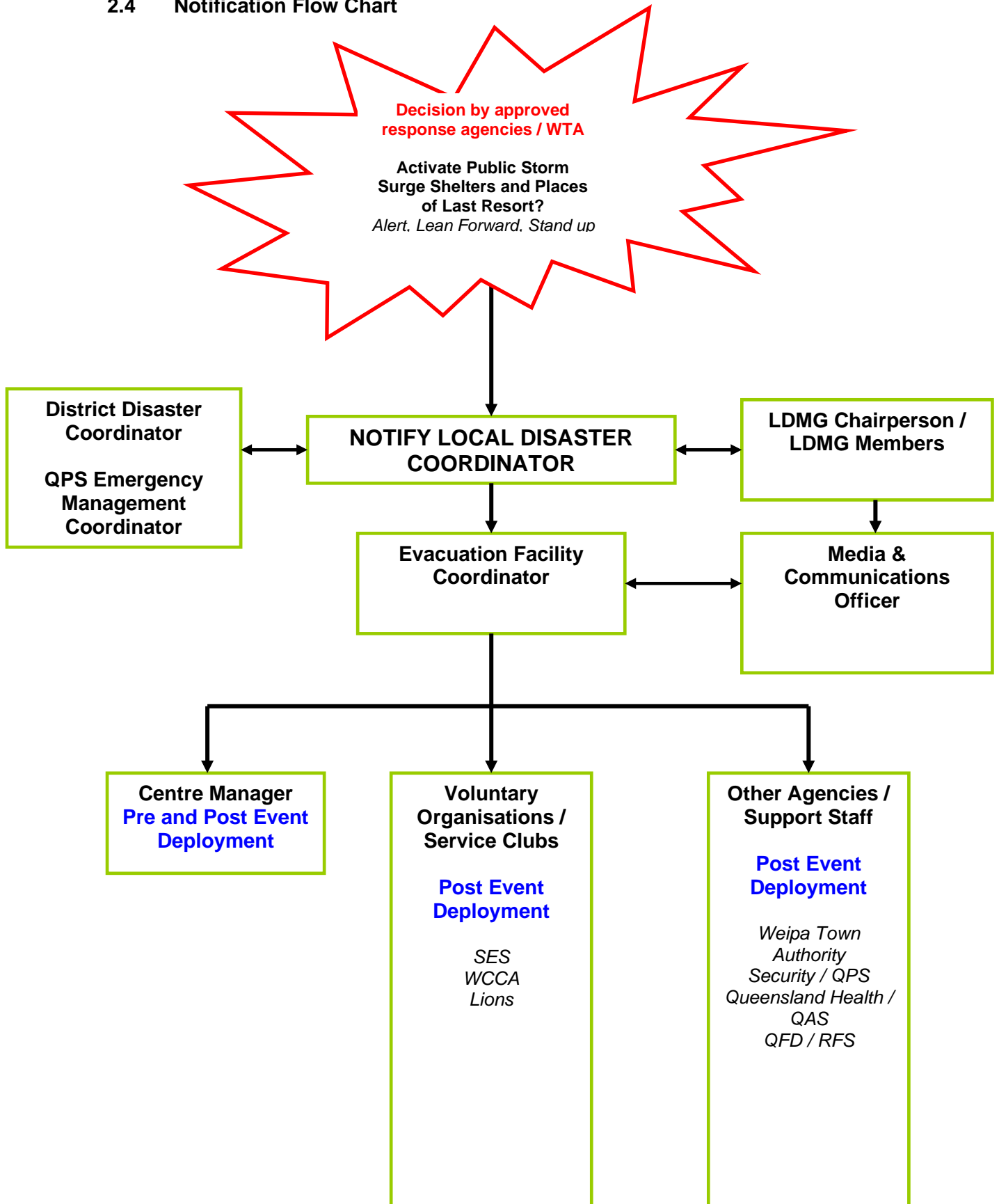
- ◇ Storm Surge Shelters and Places of Refuge are activated and fully operational.

### 2.3.4 Stand Down

STAND DOWN is the 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.

- ◇ Stand down of Storm Surge Shelters and Places of Refuge and return to normal operations.
- ◇ Debriefing phase.
- ◇ Plan review.

## 2.4 Notification Flow Chart



## **SECTION 3: STAFFING AND OPERATION OF STORM SURGE/ STORM SURGE SHELTERS AND**

### **PLACES OF REFUGE**

#### **3.1 Staff for Storm Surge Shelters and Places of Refuge**

There are several factors to consider when selecting staff. This plan specifically details the procedures about the selection of staff for the **pre-deployment of centres only**. These staff will be expected to set up the Centre and manage the Centre during the event.

Some possible target groups include:

- School teaching staff familiar with the workings of the property
- Previous evacuees with management/leadership expertise
- Service Clubs with members who live in the immediate area
- Specific members of the community who live near the centre

Initially staffing for the centre will be by way of direct approach to selected personnel to ensure we have a minimum of 4 available volunteers per centre Storm Surge and places of refuge to cover for the initial period of 24 to 36 hours.

**Refer Appendix D for shelter staff contact details.**

#### **3.2 Setting up the Storm Surge Shelters and Places of Refuge**

The Storm Surge Shelters and Places of Refuge must be set up at the LEAN FORWARD stage of activation, prior to STAND UP. The Centre's Set Up Checklist at Appendix B must be completed.

#### **3.3 Equipment**

##### **3.3.1 Centre Management Kit**

The kit contains the basic equipment (e.g. registration forms, stationery, etc.) required to enable the Centre to begin functioning and to receive evacuees. A list of the contents can be found at Appendix C. The kit may also contain additional equipment to ensure the effective functioning of a Storm Surge Shelters and Places of Refuge e.g. signage, air horn, tabards, whiteboard, etc.

##### **3.3.2 Equipment available at Storm Surge Shelters and Places of Refuge**

The majority of Centres will have some equipment available that can be utilised to assist with the effective running of the Centre. Common items may include tables, chairs, urns, cups whilst some premises may have whiteboards, telephones, computers and other items that can be made available. An assessment will need to be made by the Centre Manager as to what can be utilised, what is out of bounds and what additional resources may be required at the LEAN FORWARD phase of activation. Refer to Appendix A for specific centre equipment details.

### **3.3.3 Equipment from WTA Stores / DDMG**

Additional equipment may be available from WTA Stores on request. This equipment will be deployed based on the information available at activation. This equipment should be requested via the Local Disaster Coordination Centre. Where equipment requested cannot be sourced, a request to the Innisfail District Disaster Management Group (DDMG) will be made.

### **3.4 Floor Plans / Layout**

Floor plans detailing an effective flow for the Storm Surge Shelter and Places of Refuge in the WTA region are included in the specific shelter operational procedures and are also displayed on page 31 of this document. The decision on layout of a Public Storm Surge Shelter and Place of Refuge remains with the Centre Manager at all times but the floor plans may serve as a useful guide. Evacuation Plans for each premises are also available and must be obtained and provided to evacuees who attend the building. Floor and evacuation plans will be provided at LEAN FORWARD. Refer to Annexure A.

Key considerations when setting up the Centre should include ensuring an appropriate flow and navigability for people with special needs, ensuring fire escapes remain unobstructed, secure access and egress to maintain control of numbers, restricting out of bounds areas (e.g. pokies, bar, etc.), health and safety issues, signage, workspace for each agency / function provided, etc.

A walkthrough should be conducted prior to opening by the management team to ensure a safe and healthy environment.

### **3.5 Opening the Public Storm Surge Shelter and Places of Refuge**

Under no circumstances is a Centre Manager to announce the opening or closing of a Public Storm Surge Shelter or Place of Refuge to any member of the public or media. The Chairperson of the LDMG is responsible for officially advising the media via a release that Evacuation Facilities are open and for ensuring the location and safe routes are disseminated to the exposed population.

### **3.6 Management of Storm Surge Shelters and Places of Refuge**

The management of Storm Surge Shelters and Places of Refuge will be co-ordinated by the Centre Manager with oversight by the Evacuation Facility Coordinator.

Additionally, it is recognised that community evacuation facilities may emerge ad-hoc as part of the response efforts. These makeshift facilities are not official Storm Surge Shelters and Places of Refuge and will be managed by local residents / community groups in response to an identified local need. WTA will support these Centres as required as far as practicable but WTA makes no endorsement of suitability of these ad-hoc facilities and reserves the right to move the evacuees on to a more suitable facility should it be deemed necessary.

#### **3.6.1 Centre Manager**

The Evacuation Facility Coordinator will nominate one person per shift as the Centre Manager for each centre activated. The person holding this post will have been identified by Weipa Town Authority.

The post holder is responsible for the successful, overall management of the Centre and has overall responsibility for the care and welfare of evacuees. A position description detailing responsibilities can be found at Section 5.

The Centre Manager will be supported by an assistant, who can also assist other agencies working in the Centre.

#### **3.6.2 Centre Management**

It is important to note that if there are representatives from other agencies (for example WCC, QPS, Queensland Ambulance Service etc.) operating in Storm Surge Shelters and Places of Refuge that they work cooperatively and this is to be achieved by agencies reporting directly to the Centre Manager.

### **3.6.3 Centre Management Briefings**

Whilst each agency will carry out its own roles and responsibilities, it is important that proper coordination between the agencies takes place. The Centre Manager is responsible for ensuring coordination and this will be achieved through holding regular briefings with each approved response agency to enhance situational awareness and enhance multi-agency cooperation.

### **3.6.4 Staffing Issues**

Where possible 4 staff will be deployed to the Centre (2 staff active on separate shifts) initially and this will be supplemented by staff drawn from other approved response agencies if applicable.

Personnel shortages are likely and it is recommended that staff prepare an overnight bag when attending a Storm Surge Shelter or Place of Refuge in case they are unable to return home for whatever reason. Recommended overnight list includes:

- ◇ Sleeping equipment - mat, doona, and pillow.
- ◇ Change of clothing
- ◇ Toiletries, towels and medication
- ◇ Special dietary requirements
- ◇ Book / magazine for quiet times.

It is important for all agencies to monitor the welfare of their own staff to identify any stress and anxiety and to prevent burn out. Some roles will be busier than others at different times and staff should be moved around to suit the requirements. Periods of rest and the provision of food and refreshments must be considered at an early stage. Consideration should also be given as to whether any tasks can be completed by engaging evacuees to assist staff.

The personal safety and support of staff members and their families must take priority. Regular contact is encouraged, especially when staff are spending long hours working in Storm Surge Shelters and Places of Refuge.

All agencies are responsible for accurately maintaining records relating to staff deployed to Storm Surge Shelters and Places of Refuge. Each agency is responsible for organising shift changes of its own personnel to ensure continuous operation of the Centre whilst required.

Shift changes are a matter for each individual agency but it is recommended that shifts are 12 hours as follows to reduce the staffing commitment:

- ◇ 07:00hrs to 19:30hrs
- ◇ 19:00hrs to 07:30hrs

Night shift rostering can be challenging. A minimum of two staff are required for night shifts, preferably one female and one male for safety reasons.

### **3.6.5 Shift Logs & Handover**

The Centre Management Team must keep an ongoing log at all times - a shift log is available in the Storm Surge Shelter and Places of Refuge kits. Summary of log contents:

- ◇ Major decisions on the management or staffing of the Centres
- ◇ Issues to be flagged for the next shift

- ◇ Times and details of any critical incidents, decisions, personnel or facility issues
- ◇ Times and details of any requests to management for resources or assistance
- ◇ Statistics on Centre operations
- ◇ Key contact details of visitors or organisations

At the end of each shift, logs should be updated and included in briefing materials for incoming teams. A basic notebook can be used. Aim to keep it in a central location to encourage teams to contribute to the shift log but be careful of confidentiality.

Each agency should ensure that it keeps a written record of decisions made and actions taken in respect of its work in the Centre. It is the responsibility of all involved with an incident to record their actions, decisions and communications, no matter how small or large their contribution.

### **3.7 Administration**

If necessary, the Centre Manager may set up an administration support officer within the centre to support the work of the Centre. This person will, subject to levels of work and after liaison with the Centre Manager, be able to provide assistance to other agencies.

#### **3.7.1 Finance & Costs**

Any demands for finance for purchase of items for use in the centre should be approved by the Evacuation Facility Coordinator.

It is essential that a detailed log is kept of all expenditure incurred at the Storm Surge Shelters and Places of Refuge. This should be supported by receipts, tax invoices etc. A financial statement may be required for submission to the government in accordance with the rules of the NDRRA Scheme.

### **3.8 Functions of Storm Surge Shelters and Places of Refuge**

#### **3.8.1 Registration & Departure of Evacuees**

The registration of evacuees in Storm Surge Shelters and Places of Refuge is critically important for the overall management of the facility.

All evacuees should be registered on arrival and deregistered on departure to ensure an accurate record is maintained of those in the building for fire safety purposes. Evacuees may be asked to wear an identity badge / wristband once registered to assist staff to easily identify anybody within the Storm Surge Shelters and Places of Refuge that has not been registered.

Methods of registration will vary, depending on the volume of evacuees / staff and may include the dissemination of a telephone number (1300 993 191) to call or the [Safe and Well](#) website details for registration, a signing in / out system or the completion and submission of NRIS registration forms by the evacuee or a staff member at a suitable location.

The preferable method of registration at all types of Storm Surge Shelters and Places of Refuge is to use the National Registration and Inquiry System (NRIS) forms in conjunction with the Evacuee Intake Forms. The Evacuee Intake Form is designed to help staff identify and deal with special needs e.g. foreign language speakers, disabilities, medication, dietary requirements, etc. It is vital that registration forms and other records are adequately secured to prevent data breaches.

The Centre Manager will facilitate a registration process and deploy staff as appropriate. QPS may be requested to collect the NRIS forms from each Centre on a regular basis and upload the data to the NRIS database. Note: It is important to remember that QPS will be given the original NRIS forms and limited photocopying facilities may be available. This increases the need for the Evacuee Intake Form to be utilised to ensure accurate records of those in the building are maintained.



### **3.8.2 Feeding / Refreshments**

**Meals and refreshments will not be provided in Storm Surge Shelters and Places of Refuge.** Only limited supplies may be available to evacuees which may include bottled or tap water and basic tea and coffee facilities (if available). All evacuees must ensure they provide their own food and water requirements to last up to 24 hours.

### **3.8.3 Information Point**

The provision of timely and accurate information will assist in the alleviation of stress and contribute to the wellbeing of evacuees. An Information Point should be an early consideration in a Storm Surge Shelter or Place of Refuge. An Information Point may be a whiteboard / noticeboard regularly updated or it may be a desk that is fully staffed to deal with evacuees' queries and concerns.

The Centre Manager should arrange for announcements to be made at regular intervals to ensure that evacuees are kept up to date. Please bear in mind that it is better to announce that there has been no change in the situation, than not provide any information at all.

Copies of bulletins should also be displayed in the information area and other methods of distributing information should be fully utilised e.g. loudhailer, one-on-one contact. Bear in mind, that people may have hearing difficulties, poor vision, language difficulties, etc. Efforts should be made to ensure all evacuees understand the messages and are kept fully up to date with the situation.

### **3.8.4 Medical Support**

Whilst it is not the function of a Storm Surge Shelter or Place of Refuge to provide full medical facilities, it can be anticipated that some evacuees may require minor medical treatment or assistance with obtaining medication etc. Various options exist for providing medical support at Centres:

- ◇ Queensland Ambulance Service
- ◇ WTA personnel that are trained first aiders.
- ◇ Request to DDMG to provide public health / medical professionals.
- ◇ Local Doctors / Nurses / Community Resources

It is suggested that the Centre Manager should have basic first aid training to be able to deal with minor medical issues but this is not a firm requirement for this role.

Medical emergencies should be reported immediately to 000. Although every effort will be made to ensure medical assistance is available at all Storm Surge Shelters and Places of Refuge there may be occasions when personnel are not available to attend. 000 calls will not be responded to during cyclonic winds.

Basic First Aid kits will be available at all Storm Surge Shelters and Places of Refuge. Staff should be briefed on the need to be aware of the possibility of delayed shock, unreported injuries or medical needs amongst the evacuees.

### **3.8.5 Personal Support**

It can be anticipated that evacuees attending Storm Surge Shelters and Places of Refuge will be distressed. Whilst all agencies need to be alert to the needs of evacuees, the Centre Manager will have overall responsibility for the care and welfare of evacuees.

Every effort will be made to cater for special requirements and considerations of evacuees within the constraints of the situation. Ethnic tensions may be evident, anti-social behaviour may be an issue and

vulnerable persons e.g. babies and young children, elderly, disabled, foreign language speakers, religious dietary requirements, etc. should be provided a greater level of support.

The Centre Manager in consultation with the Evacuation Facility Coordinator shall endeavour to cater for special requirements and considerations of evacuees within the constraints of the situation.

### **3.8.6 Pets**

Pets will not be permitted in the Storm Surge Storm Surge Shelter or Places of Refuge. **Pets remain the responsibility of their owners at all times during disaster events.** Public education programmes advise pet owners to consider their animals' needs and to make their own arrangements during disaster events e.g. family and friends, boarding kennels, etc.

Storm Surge

### **3.8.7 Security**

Consideration must be given to ensuring that appropriate security measures are implemented at the Storm Surge Shelter / Place of Refuge e.g. controlled access / egress whilst ensuing emergency fire exits remain clear, enforcement of no alcohol policy, security of car parking areas, etc.

The LDMG will attempt to engage security providers to supply security at each centre. QPS may also provide a physical Police presence during times of activation. Any unacceptable behaviour in a centre is to be reported to security or Police immediately.

Where Security Contractors and Queensland Police Service are unavailable, the Centre Manager should ensure the building is as secure as possible.

### **3.8.8 Sleeping Facilities / Arrangements**

Due to the short term nature of a Storm Surge Shelters and Places of Refuge, they will not provide for sleeping arrangements.

## **3.9 Closing the Public Storm Surge Shelters and Places of Refuge**

The LDMG will decide when it is safe for the community to return to their properties and will advise of any special conditions that need to be imposed e.g. traffic routes, etc. This will be communicated to the Centre Manager who will in turn pass the message onto evacuees.

The Chairperson of the LDMG will announce to the media that Storm Surge Shelters and Places of Refuge are closing.

All agencies should leave the Storm Surge Shelters and Places of Refuge in a tidy condition, returning all equipment to its correct area and ensuring any resources are fully accounted for. Any damage must be reported to the Centre Manager who will ensure that the Post-Event Condition Report (Appendix B) has been completed.

## **Post-Event Deployment**

### **SECTION 4: ACTIVATION OF EVACUATION CENTRES**

#### **4.1 Decision for Activation of Evacuation Facilities**

The decision for the activation of Evacuation Centres in response to a disaster event is the responsibility of the Weipa Local Disaster Management Group (LDMG) under the *Disaster Management Act 2003*.

Evacuation Centres may be established either at an existing Storm Surge Shelter / Place of Refuge or at a predetermined location as decided by the LDMG. Refer to listing in Appendix A for details on specific centres.

#### **4.2 Criteria for Activating Evacuation Centres**

Evacuation Centres may be activated for any number of reasons. The following decision criteria should be employed (if yes is answered to any of the following then an Evacuation Centre should be activated:

- Has there been a request from the Emergency Services to open an Evacuation Centre?
- Has the LDMG recommended voluntary evacuation of an area at risk?
- Has the Far North DDC declared a disaster situation to enforce directed evacuation of an area at risk in the WTA region?
- Is there a perceived need relative to an impending hazard impact where the LDMG recognises that the public may choose to voluntarily evacuate e.g. severe Storm Surges?
- Have there been mass evacuations from other neighbouring regions (ie., Napranum, Mapoon, Aurukun)?
- Have there been significant numbers displaced from their homes due to damage or flooding or other occurrence?

#### **4.3 Staffing of Evacuation Centres**

Evacuation Centres **will** be managed by LDMG members, local emergency services, volunteers and WTA Staff.

#### **4.4 Functions of an Evacuation Centre**

##### **4.4.1 Reception, Registration & Departure (Meet & Greet, Registration & Departure)**

The registration of evacuees in Evacuation Centres is critically important for the overall management of the facility.

All evacuees should be registered on arrival and deregistered on departure to ensure an accurate record is maintained of those in the building for fire safety purposes. Evacuees may be asked to wear an identity badge / wristband once registered to assist staff to easily identify anybody within the Evacuation Centre that has not been registered.

Evacuees may be registered by staff using the laptop computers and registration spread sheets which have been developed. Alternatively shelters may use the National Registration and Inquiry System (NRIS) forms in conjunction with the Evacuee Intake (see Appendix B and C). When registered, evacuee details will be updated into an active computer database filing and retrieval system designed to provide relatives and close friends with basic details of the whereabouts and safety of people they know who may be visiting, living or working in an emergency affected area. The Evacuee Intake Form is designed to help staff identify and deal with special needs e.g. foreign language speakers, disabilities, medication, dietary requirements, etc. It is vital that registration forms and other records are adequately secured to prevent data breaches.

NRIS registration to be carried out by shelter volunteers and QPS may be requested to collect the NRIS forms from each Evacuation Centre on a regular basis. Note: It is important to remember that QPS will

be given the original NRIS forms and limited photocopying facilities may be available. This increases the need for the Evacuee Intake Form to be utilised to ensure accurate records of those in the building are maintained.

#### **4.4.2 Feeding / Refreshments**

All food prepared on site must comply with the Food Standards Code of Australia and those preparing meals should be trained in food hygiene safety.

Only potable water should be used in kitchen facilities. Where the water supply may be disconnected, potable water must be transported, stored and handled in such a manner as to avoid contamination.

Food and refreshments will normally only be provided after the centre has been opened for more than 6-8 hours and subject to operational requirements. The requirement for refreshments for both evacuees and staff could extend from hot drinks and biscuits to soup to full meals. Special dietary arrangements may have to be made and should be considered at an early stage. Qld Health will supply a qualified dietician or suitably qualified authority to verify dietary requirements prior to any arrangements being made.

Refer any requests for the provision of food and refreshments to the Evacuation Facility Coordinator who will make the appropriate arrangements.

#### **4.4.3 Information Point**

The provision of timely and accurate information will assist in the alleviation of stress and contribute to the wellbeing of evacuees. An Information Point should be an early consideration in an Evacuation Centre. An Information Point may be a whiteboard / noticeboard regularly updated or it may be a desk that is fully staffed to deal with evacuees' queries and concerns.

Announcements are to be made at regular intervals to ensure that evacuees are kept up to date. Please bear in mind that it is better to announce that there has been no change in the situation, than not provide any information at all.

Copies of bulletins should also be displayed in the information area and other methods of distributing information should be fully utilised e.g. loudhailer, one-on-one contact. Bear in mind, that people may have hearing difficulties, poor vision, language difficulties, etc. Efforts should be made to ensure all evacuees understand the messages and are kept fully up to date with the situation.

#### **4.4.4 Medical Support**

Whilst it is not the function of an Evacuation Centre to provide full medical facilities, it can be anticipated that some evacuees may require minor medical treatment or assistance with obtaining medication etc. Various options exist for providing medical support at Evacuation Centres:

- ◇ QLD Ambulance Service
- ◇ WTA personnel that are trained first aiders.
- ◇ Request to DDMG to provide public health / medical professionals.
- ◇ Local Doctors / Nurses / Community Resources

Medical emergencies should be reported immediately to 000. Although every effort will be made to ensure medical assistance is available at all Evacuation Centres there may be occasions when personnel are not available to attend. 000 calls will not be responded to during cyclonic winds.

Basic First Aid kits may be available at all Evacuation Centre facilities. Staff should be briefed on the need to be aware of the possibility of delayed shock, unreported injuries or medical needs amongst the evacuees.

Refer any requests for the provision of medical support / services to the Evacuation Facility Coordinator who will make the appropriate arrangements.

#### **4.4.5 Personal Support**

It can be anticipated that evacuees attending an Evacuation Centre will be distressed. Whilst all agencies need to be alert to the needs of evacuees, the Evacuation Centre Management will have overall responsibility for the care and welfare of evacuees.

Every effort should be made to cater for special requirements and considerations of evacuees within the constraints of the situation. Ethnic tensions may be evident, anti-social behaviour may be an issue and vulnerable persons e.g. babies and young children, elderly, disabled, foreign language speakers, religious dietary requirements, etc. should be provided a greater level of support. Where appropriate this should be one-on-one support e.g. for blind / deaf people with no carer, etc. The Centre Manager shall endeavour to cater for special requirements and considerations of evacuees within the constraints of the situation.

It is recommended that all staff that anticipate working within an Evacuation Centre environment undertake Personal Support / Psychological First Aid Training in order to be able to provide comfort and support to evacuees as required.

#### **4.4.6 Chaplaincy Support**

Evacuation Centre Managers must establish at an early stage whether any of the evacuees are foreign nationals or are from ethnic or religious minorities. Their language, cultural and religious needs should be handled in a sensitive manner.

Refer any requests for the provision of chaplaincy support to the Evacuation Facility Coordinator who will make the appropriate arrangements.

#### **4.4.7 Pets**

Managing pets in Evacuation Centres presents many challenges. **Pets remain the responsibility of their owners at all times during disaster events.** Public education programmes advise pet owners to consider their animals' needs and to make their own arrangements during disaster events e.g. family and friends, boarding kennels, etc.

If an owner cannot make their own arrangements, the centre manager may be able to locate facilities close by where their animals can shelter whilst their owners are accommodated at the Centre. This may include:

- ◇ Accommodation at facilities deemed appropriate e.g. Council pound, boarding kennels, animal shelters, veterinary facilities, showgrounds, etc.

All pets will need to be registered and tagged at the point of registration by the Centre management team or WTA Local Laws Officers. Separate areas will need to be established where appropriate.

Assistance animals will be accepted regardless of whether they are a pet friendly facility or not.

#### **4.4.8 Security**

Consideration must be given to ensuring that appropriate security measures are implemented at the Evacuation Centre e.g. controlled access / egress whilst ensuring emergency fire exits remain clear, enforcement of no alcohol policy, security of car parking areas, etc.

The LDMG will attempt to engage security providers to supply security at each centre. QPS may also provide a physical Police presence during times of activation. Any unacceptable behaviour in a centre is to be reported to security or Police immediately.

Where Security Contractors and Queensland Police Service are unavailable, Centre Management should ensure the building is as secure as possible.

#### **4.4.9 Children / Crèche**

Particular attention needs to be paid to the welfare and safety of children. Overall responsibility rests with the Centre Manager and children of whatever age must be registered.

Children within an Evacuation Centre remain the responsibility of their accompanying parents / guardians at all times whilst in any area of the Centre and must be supervised at all times. It should be noted that volunteers have not necessarily obtained a 'Working with Children' blue card check as this is not deemed an essential requirement.

The Centre Management may be able to identify a location to set up a children's facility or provide a television / video.

#### **4.4.10 Sleeping Facilities / Arrangements**

Evacuation Centres should be avoided for overnight accommodation wherever possible. The majority of people will make their own arrangements to stay with family or friends and should be encouraged / assisted to do so. If evacuees' properties are insured, their own house insurance may provide for the reimbursement of the cost of alternative accommodation if their property is damaged as a result of the incident.

More suitable temporary accommodation, such as hotels, motels, B&B's should be sought wherever practicable. The Accommodation Request Form (Appendix B) should be completed for all Evacuees that require overnight accommodation. Assistance can be provided through Visitor Information Centres and the Department of Communities (Housing & Homelessness Team) via the LDCC.

If hotel accommodation cannot be made available due to the situation or the numbers involved then a risk assessment should be carried out to determine who is the most at risk i.e. elderly, vulnerable, etc. The evacuees considered most at risk should be relocated into alternative accommodation in the order or priority determined by that risk assessment.

Where it is not possible to find alternative accommodation for evacuees or the situation prevents their relocation, evacuees will need to reside at the Evacuation Centre. This option should only be considered when all other options have been exhausted. Suitable beds and bedding will need to be sourced through the WTA Disaster Coordination Centre.

The total floor area available for sleeping should be determined using a tape measure or stepping out the length x width (1 stride = approx. 1m). 30% should be deducted for walkways (1m at the base of each bed) then divide the figure by 5 square metres per person. This will determine the number of people that can be accommodated in the sleeping area.

The minimum recommended personal space for sleeping is 5 square metres which includes mattress, personal belongings and a comfortable separation distance of 0.75m for mats, cots and beds. This can be extended where circumstances allow.

When identifying the sleeping area, the following points should be considered:

- ◇ Keep routes to fire exits clear.
- ◇ Allow access for people with mobility issues and young children in prams.
- ◇ Locate in close proximity to toilets and showers where possible.
- ◇ Keep separate from likely noise sources e.g. children's areas, main entrance, etc.
- ◇ Ensure the lighting can be adjusted.

Whilst it is desirable to have segregated sleeping areas, the reality is that most Evacuation Centres are large single room halls. Consideration should be given to dividing sleeping areas using screens, tarps on ropes or even tables and chairs. Signage may also be necessary e.g. numbered rows.

When there is limited space the sleeping arrangements may have to be packed up each morning to allow for other activities such as dining and entertainment during the day. Although this is not the preferred option, it may be necessary.

Limited resources e.g. mattresses may be available at some Evacuation Centre facilities. Additional resources should be requested via the Local Disaster Coordination Centre if required. Consider special needs e.g. cots for small babies, raised stretchers for elderly, double mattresses for families with small children.

The minimum requirements are one pillow and pillowcase, two sheets, one blanket and one bath towel.

#### **4.5 Closing the Evacuation Centre**

The LDMG will decide when it is safe for the community to return to their properties and will advise of any special conditions that need to be imposed e.g. traffic routes, etc. This will be communicated to the Evacuation Centre Manager via the Evacuation Facility Coordinator who will in turn pass the message onto staff and evacuees.

The Chairperson of the LDMG will announce to the media that Evacuation Centres are closing.

All agencies should leave the Evacuation Centre in a tidy condition, returning all equipment to its correct area and ensuring any resources are fully accounted for. Any damage must be reported to the Evacuation Centre Manager who will ensure that the Post-Event Condition Report (Appendix B) has been completed.

## SECTION 5: ROLES & RESPONSIBILITIES

A number of key roles and agencies have been identified to ensure the efficient running of Storm Surge Shelters and Places of Refuge.

<b>Position</b>	<b>Evacuation Facility Coordinator</b>
<b>Purpose:</b>	<p>To coordinate the establishment and effective operation of the various Public Storm Surge Shelters, Places of Refuge and Evacuation Centres and ongoing management of the running of those centres following instruction from the Local Disaster Coordinator and the LDMG.</p> <p>The Coordinator will also have the ability to approve the purchase/costs in relation to the provision of further resources within their delegated financial delegation as provided by the WTA.</p>
<b>Reports To:</b>	Local Disaster Coordination (LDC)
<b>Responsibilities:</b>	<p><i>Activation:</i></p> <ul style="list-style-type: none"> <li>◇ Determine centres to be activated and staffing levels required in consultation with the Local Disaster Coordinator and the LDMG.</li> <li>◇ Locate access details and keys for Evacuation Facilities identified for activation.</li> <li>◇ Identify staff to attend each centre from list contained in Appendix A.</li> <li>◇ Contact staff as per list and arrange for them to attend their designated Evacuation Facility.</li> <li>◇ Ensure contact details held for Centre Managers for each facility for ongoing contact.</li> </ul> <p><i>Ongoing:</i></p> <ul style="list-style-type: none"> <li>◇ Ongoing contact with Centre Managers to ensure facilities are functioning in terms of Evacuation Facility Management sub plan.</li> <li>◇ Liaise between Centre Managers and Local Disaster Coordinator to provide and obtain regular SITREPS.</li> <li>◇ Liaise with the LDCC to request essential provisions / resources e.g. clothing, refuse collection, etc.</li> <li>◇ Assist Centre Managers with media statements in liaison with the LDCC.</li> <li>◇ Consideration of other information for evacuees to be displayed at the Information Point.</li> <li>◇ Liaise with Centre Manager and with the LDCC to determine a staffing plan for the next 24hrs.</li> <li>◇ Assist Centre Managers with any complaints ensuring the details are recorded in case of any further follow up after the Centre has closed.</li> <li>◇ Approve expenditure in accordance with approved financial delegation.</li> </ul> <p><i>Closing:</i></p> <ul style="list-style-type: none"> <li>◇ Collect all documentation from Centre Manager and ensure paperwork is collated and secured e.g. registration forms, shift logs, etc.</li> <li>◇ Obtain Centre Manager's confirmation that facility has returned to its normal operational use and all resources have been checked and re-packed.</li> <li>◇ Advise LDCC facility has closed and of any relevant issues e.g. damage to premises / need to organise cleaning and waste removal, etc.</li> <li>◇ Arrange for the return handover of the building to the Site Owner / Facility Manager. Ensure building is secure prior to departure.</li> <li>◇ Participate in debrief processes.</li> </ul>



<b>Position</b>	<b>Centre Manager (Pre-Event Deployment Only)</b>
<b>Purpose:</b>	To effectively manage Storm Surge Shelters and Places of Refuge in accordance with the Weipa LDMG Evacuation Centre Management Sub Plan and takes all reasonable steps to provide a safe, supportive and caring environment to address the basic needs of evacuees.
<b>Reports To:</b>	Evacuation Facility Coordinator
<b>Responsibilities:</b>	<p><i>Activation:</i></p> <ul style="list-style-type: none"> <li>◇ Be familiar with the latest situation report, including forecast weather conditions if appropriate, road closures, etc.</li> <li>◇ Liaise with the Evacuation Facility Coordinator regarding the number, transport, arrival time, special needs and condition of expected evacuees.</li> <li>◇ Determine services likely to be required and resources available.</li> </ul> <p><i>On Arrival:</i></p> <ul style="list-style-type: none"> <li>◇ Introduce yourself to all support agencies on site.</li> <li>◇ Begin a shift log and maintain it with a log of events, key decisions and financial expenditure.</li> <li>◇ Ensure communication link with Evacuation Facility Coordinator is established.</li> <li>◇ Ensure the facility is suitable by completing a walkthrough and completing the Evacuation Facility Checklist in Appendix B.</li> <li>◇ Identify the evacuation procedure for the centre.</li> <li>◇ Identify areas for specific functions / services and display signage. Consider set up considerations.</li> <li>◇ Select suitable location for Centre Manager's desk and ensure it is staffed continuously whilst operational.</li> <li>◇ Unpack the Public Storm Surge Shelter / Evacuation Centre kits and any other resources available.</li> <li>◇ Ensure the Hi-Vis vest and ID badge are worn to ensure other support agencies can easily identify you.</li> <li>◇ Once the centre is set up and ready to receive evacuees, advise the Evacuation Facility Coordinator so that it can be officially announced to the media that the Centre is open.</li> </ul> <p><i>Ongoing:</i></p> <ul style="list-style-type: none"> <li>◇ Ensure evacuees are kept regularly updated with regards to information on the incident and services available in the Centre.</li> <li>◇ If other agencies are present in the centre, ensure regular briefings (minimum every 2 hours) are undertaken to assist with completion of SITREPS.</li> <li>◇ Liaise with the Evacuation Facility Coordinator regularly to provide and obtain regular SITREPS.</li> <li>◇ Liaise with the Evacuation Facility Coordinator to request essential provisions / resources e.g. clothing, refuse collection, etc.</li> <li>◇ Refer any requests for formal media statements to the Evacuation Facility Coordinator.</li> <li>◇ Ensure relevant information for evacuees to be displayed at the Information Point.</li> <li>◇ Assess staffing requirements and liaise with Evacuation Facility Coordinator and other agencies (if present) to determine a staffing plan for the next 24hrs.</li> <li>◇ Establish schedule for daily activities as required.</li> <li>◇ Deal with any complaints ensuring the details are recorded in case of any further follow up after the Centre has closed.</li> <li>◇ Supervise shift changes and ensure all incoming / outgoing staff are briefed / debriefed as appropriate.</li> </ul>

*Closing:*

- ◇ Ensure all documentation is collated and secured e.g. registration forms, shift logs, etc.
- ◇ Ensure the building is returned to its normal operational use and all resources have been checked and re-packed.
- ◇ Ensure Evacuation Facility Coordinator is aware the Centre has closed and of any relevant issues e.g. damage to premises / need to organise cleaning and waste removal, etc.
- ◇ Ensure building is secure prior to departure.
- ◇ Participate in debrief processes.

**The following training is suggested for this role:**

- Queensland Disaster Management Arrangements provided by QPS.
- Evacuation Centre Management provided by QPS
- Basic First Aid Certificate provided by accredited training organisation.

<b>Position</b>	<b>Centre Manager Support Officer</b>
<b>Position Summary:</b>	To provide administrative support to the Centre Manager and other agencies operating within the Public Storm Surge Shelter / Place of Refuge.  This role will usually be undertaken by a volunteer under the WTA or, if necessary, as appointed by the Centre Manager.
<b>Reports To:</b>	Centre Manager
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>◇ Ensure all agencies are aware of the administrative procedures to be used within the Public Storm Surge Shelter / Evacuation Centre e.g. NRIS forms, sign in / out logs, shift logs, etc.</li> <li>◇ Accurately maintain the shift log on behalf of the Centre Manager.</li> <li>◇ Assist the Centre Manager with the development of staff rosters in liaison with support services and the Evacuation Facility Coordinator.</li> <li>◇ Prepare the SITREP as required by the Centre Manager and forward to the Evacuation Facility Coordinator / LDCC once approved.</li> <li>◇ Provide general administrative support to other agencies e.g. ensure they have the correct forms, stationery, etc.</li> <li>◇ Ensure documentation is regularly collected, collated and stored appropriately and securely.</li> <li>◇ Collate and maintain key contacts.</li> <li>◇ Perform other tasks as directed by the Centre Manager.</li> </ul>

<p><b>The following training is suggested for this role:</b></p> <ul style="list-style-type: none"> <li>○ Queensland Disaster Management Arrangements provided by QPS</li> <li>○ Evacuation Centre Management provided by QPS</li> </ul>
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<b>Position</b>	<b>Centre Manager (Post-Event Deployment Only)</b>
<b>Purpose:</b>	To effectively manage Evacuation Centres in accordance with the Weipa LDMG Evacuation Centre Management Sub Plan and takes all reasonable steps to provide a safe, supportive and caring environment to address the basic needs of evacuees.
<b>Reports To:</b>	Evacuation Facility Coordinator
<b>Responsibilities:</b>	<p><i>Activation:</i></p> <ul style="list-style-type: none"> <li>◇ Be familiar with the latest situation report, including forecast weather conditions if appropriate, road closures, etc.</li> <li>◇ Liaise with the Evacuation Facility Coordinator regarding the number, transport, arrival time, special needs and condition of expected evacuees.</li> <li>◇ Determine services likely to be required and resources available.</li> </ul> <p><i>On Arrival:</i></p> <ul style="list-style-type: none"> <li>◇ Introduce yourself to all support agencies on site.</li> <li>◇ Begin a shift log and maintain it with a log of events, key decisions and financial expenditure.</li> <li>◇ Ensure communication link with Evacuation Facility Coordinator is established.</li> <li>◇ Ensure the facility is suitable by completing a walkthrough and completing the Evacuation Facility Checklist in Appendix B.</li> <li>◇ Identify the evacuation procedure for the centre.</li> <li>◇ Identify areas for specific functions / services and display signage. Consider set up considerations.</li> <li>◇ Select suitable location for Centre Manager's desk and ensure it is staffed continuously whilst operational.</li> <li>◇ Unpack any other resources available.</li> <li>◇ Ensure ID badge is worn to ensure other support agencies can easily identify you.</li> <li>◇ Once the centre is set up and ready to receive evacuees, advise the LDCC so the Chairperson of the LDMG can officially announced to the media that the Centre is open.</li> </ul> <p><i>Ongoing:</i></p> <ul style="list-style-type: none"> <li>◇ Ensure evacuees are kept regularly updated with regards to information on the incident and services available in the Centre.</li> <li>◇ If other agencies are present in the centre, ensure regular briefings (minimum every 2 hours) are undertaken to assist with completion of SITREPS.</li> <li>◇ Liaise with the Evacuation Facility Coordinator regularly to provide and obtain regular SITREPS.</li> <li>◇ Liaise with the Evacuation Facility Coordinator to request essential provisions / resources e.g. clothing, refuse collection, etc.</li> <li>◇ Refer any requests for formal media statements to the Evacuation Facility Coordinator.</li> <li>◇ Ensure relevant information for evacuees to be displayed at the Information Point.</li> <li>◇ Assess staffing requirements and liaise with Evacuation Facility Coordinator and other agencies (if present) to determine a staffing plan for the next 24hrs.</li> <li>◇ Establish schedule for daily activities as required.</li> <li>◇ Deal with any complaints ensuring the details are recorded in case of any further follow up after the Centre has closed.</li> <li>◇ Supervise shift changes and ensure all incoming / outgoing staff are briefed / debriefed as appropriate.</li> </ul> <p><i>Closing:</i></p>

	<ul style="list-style-type: none"><li>◇ Ensure all documentation is collated and secured e.g. registration forms, shift logs, etc.</li><li>◇ Ensure the building is returned to its normal operational use and all resources have been checked and re-packed.</li><li>◇ Ensure Evacuation Facility Coordinator is aware the Centre has closed and of any relevant issues e.g. damage to premises / need to organise cleaning and waste removal, etc.</li><li>◇ Ensure building is secure prior to departure.</li><li>◇ Participate in debrief processes.</li></ul>
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**The following training is suggested for this role:**

- Queensland Disaster Management Arrangements provided by QPS.
- Evacuation Centre Management provided by QPS.
- Basic First Aid Certificate provided by accredited training organisation.

## **SECTION 6: REPORTING, COMMUNICATIONS & MEDIA**

### **6.1 Reporting Protocols – Situation Reports (SITREPS)**

#### **6.1.1 Centre Manager - Reporting Requirements**

The Centre Manager of each operational facility is required to keep the WTA Local Disaster Coordination Centre regularly updated in relation to the following:

- ◇ Numbers present at the Centre
- ◇ Current Situation
- ◇ Projected Issues
- ◇ Resource Requirements

A SITREP template has been developed at Appendix B. The template will need to be completed in liaison with other agencies working in the Centre and in accordance with the timings / directions provided by the Local Disaster Coordination Centre.

#### **6.1.2 LDCC - Reporting Requirements**

To facilitate the reporting process, the WTA Local Disaster Coordination Centre will appoint an Evacuation Facility Coordinator to:

- ◇ Act as a conduit of information between the Centre Manager at each operational facility and the LDCC.
- ◇ Assist with the acquisition of resources
- ◇ Facilitate access to the Media Officer to assist with media interviews, etc.
- ◇ Problem solving
- ◇ Obtaining regular situation reports

### **6.2 Communications**

To ensure communication to the Local Disaster Coordination Centre the Centre Manager should ensure the availability of access to a landline or mobile phone, facsimile or hand-held WTA radio on deployment.

If possible, the Centre Manager should supply their own laptop computer to assist with reporting and communication requirements but if this is not possible, the Evacuation Facility Coordinator will endeavour to source an appropriate computer through the IT department of the WTA.

#### **6.2.1 Telephones / Fax Lines**

A number of the larger Centres that have been identified have telephone and / or fax facilities. More limited facilities exist in the smaller centres. The relevant numbers should be circulated to the appropriate contacts once the Centre is moved to STAND UP.

Every effort should be made to assist evacuees towards a departure, making telephone calls on their behalf if it is feasible to do so.

If a Centre is required for a substantial period of time then Telstra may be able to assist with additional telephone lines and / or the provision of payphones.

### **6.2.2 Mobile Phones**

Staff that volunteer to be Centre Managers should have supplied their mobile telephone numbers. Where communications facilities are limited, it may be necessary to utilise personal mobile telephone numbers to aid communication. If the mobile phone is a personal one, the individual staff member should liaise with the Evacuation Facility Coordinator regarding reimbursement of costs if required.

### **6.2.3 Radio Communications**

Wherever possible a UHF radio will be provided for the Centre Manager to coordinate with the Weipa Local Disaster Coordination Centre.

The State Emergency Service (SES) (if available) may also be deployed to provide radio communications between different agencies working within the Centre and other locations.

### **6.2.4 Broadcast Radio**

Evacuees will require communication mechanisms to stay informed of current situations with the event; this may be achieved via television and radio broadcast. As a minimum requirement, a battery powered radio will be available at Centres to keep evacuees and staff informed of events.

## **6.3 Media**

It can be anticipated that representatives of the media will visit Centres. It is a matter for individual evacuees to decide whether to speak to the media.

Centre Managers should liaise with media representatives if they visit an evacuation facility to ensure that they are mindful of the evacuees privacy.

For the smooth operation of the Public Storm Surge Shelter / Place of Refuge / Evacuation Centre and the privacy of evacuees in general, no media representatives will be allowed access / to photograph the evacuee areas of a Centre at any time. There are various strategies that can be employed for dealing with the media:

- ◇ Provision of a room / area elsewhere in the building being used or as close to the Public Storm Surge Shelter / Place of Refuge / Evacuation Centre as possible and ensure the media are given all information that it is possible to give.
- ◇ Organisation of interviews / meetings with staff in the Centre.
- ◇ Evacuees can also be made aware of any media presence, should individual evacuees wish to go and speak with them.

## Appendix A: Evacuation Facility Location & Capacity Details

### Public Storm Surge Shelters

Facility Name	Location	Capacity	Staff Contacts	Floorplan Reference
Weipa Storm Surge Shelter	1 Hibberd Drive, Weipa QLD	800	Refer Appendix D	1

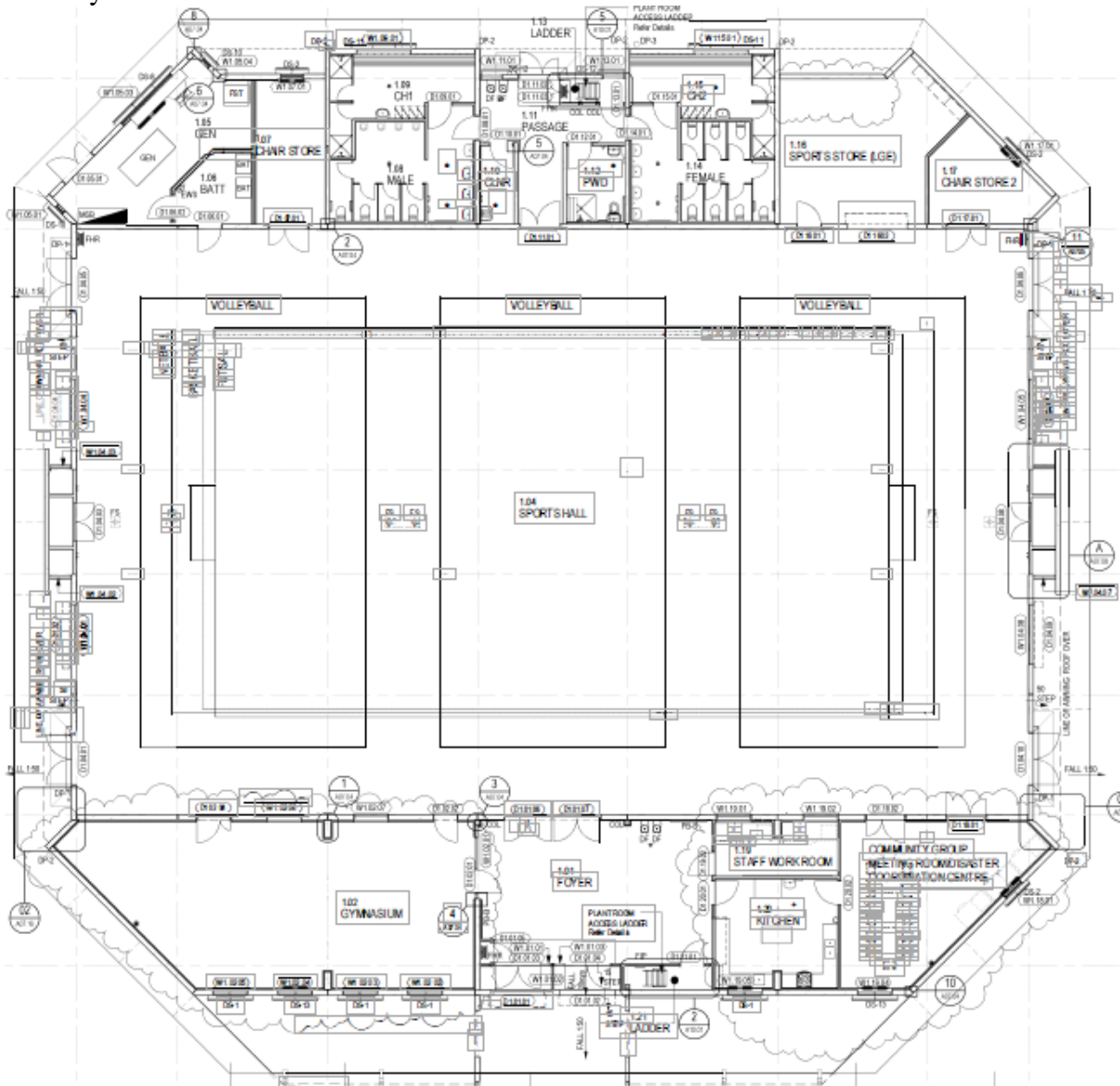
### Places of Refuge

Facility Name	Location	Capacity	Staff Contacts	Floorplan Reference
Unspecified				



# Weipa Storm Surge Shelter

## Site Layout



**Refer to Storm Surge Shelter Resource Planning  
Operational Plan for Operations Checklist**

## Appendix B: Standard Forms for use in Evacuation Facilities

### Document Reference List

<b>Document No.</b>	<b>Document Name</b>	<b>Page</b>
1	Evacuation Facility Checklist	33
2	Operations Log	34
3	Staff / Agency Sign On / Off Register	35
4	NRIS Evacuee Registration Form	36
5	NRIS Evacuee Intake Form	37
6	NRIS Inquiry Form	38
7	NRIS Inquiry Cancellation Form	39
8	Evacuation Facility Visitor Attendance Log	40
9	Evacuation Facility SITREP Form	41
10	Post Event Condition Report	42

## Document 1

### Evacuation Facility - Checklist

Prior to opening the facility, an initial walkthrough of the facility should be undertaken by the Centre Manager. The purpose of the inspection is to identify any potential hazards.

	<b>Checklist</b>	<b>Task Complete (Yes/No)</b>	<b>Signature</b>
<b>1</b>	Evacuation Facility Coordinator identifies a suitable location for the Evacuation Facility, contacts key holder to confirm availability of building and essential services.		
<b>2</b>	Centre Manager collects Evacuation Kits / Resources from a point as advised by the Evacuation Facility Coordinator and proceeds to Centre.		
<b>3</b>	On arrival, Centre Manager introduces self to other staff as appropriate and determines the following: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Kitchens</li> <li>• Signage</li> <li>• Evacuation kit</li> <li>• Telephone and fax</li> <li>• Resources that can be utilised</li> <li>• Areas out of bounds (e.g. Computer rooms, poker machines, bars &amp; offices)</li> <li>• Fire / emergency evacuation procedure</li> <li>• Suitable helicopter landing zone and</li> <li>• Car Parking</li> </ul>		
<b>4</b>	Centre Manager briefs other staff and any medical personnel and establish the Centre by <ul style="list-style-type: none"> <li>• Removing unnecessary property, e.g. Personal items that belong to the normal occupants.</li> <li>• Marking the entrance</li> <li>• Inducting evacuees</li> <li>• Establishing a reception and registration point</li> <li>• Marking access to toilets</li> <li>• Making the area more user-friendly e.g. by providing chairs and tables, appropriate areas and activities for children if possible.</li> <li>• Prepare tea, coffee, refreshments</li> <li>• Establish an Information Point</li> <li>• Establish an area to provide warm clothing and blankets (if necessary).</li> </ul>		
<b>5</b>	Centre Manager to liaise with the Weipa Local Disaster Coordination Centre about: <ul style="list-style-type: none"> <li>• Announcing the opening the Centre</li> <li>• Form of communications to be used &amp; confirm phone &amp; fax numbers.</li> <li>• Frequency of SITREP's (e.g. Opening, 2 hourly, closing.)</li> <li>• Resource requirements</li> </ul>		

Document 2

DATE

SHEET NO

**Operations Log**

Serial	Time	From	To	Incident or Occurrence	Action Taken

<b>SIGNED</b>	<b>PRINT NAME</b>
---------------	-------------------

**Personnel Sign On / Off Register**

<b>Personnel Sign On/Off</b>		Incident..... Location ..... Date.....			
For each day, please use a new page!					
PRINT NAME	ROLE:	TIME ON + SIGNATURE	CURRENT CONTACT DETAILS	SIGN NAME + TIME OFF	Total Hours /Breaks
First	Role	Time On:	Mobile Phone	Time off	Break Taken :
Last :		Signature	Email	signature	Total Hours:
First	Role	Time On:	Mobile Phone	Time off	Break Taken :
Last :		Signature	Email	signature	Total Hours:
First	Role	Time On:	Mobile Phone	Time off	Break Taken :
Last :		Signature	Email	signature	Total Hours:
First	Role	Time On:	Mobile Phone	Time off	Break Taken :
Last :		Signature	Email	signature	Total Hours:
First	Role	Time On:	Mobile Phone	Time off	Break Taken :
Last :		Signature	Email	signature	Total Hours:
First	Role	Time On:	Mobile Phone	Time off	Break Taken :
Last :		Signature	Email	signature	Total Hours:

**NRIS Registration Form**

PLEASE PRINT IN BLOCK LETTERS USING BLACK OR BLUE PEN

<b>NRIS Registration Form</b>				<b>*Disaster Code</b>			
<b>*Place of Registration</b>			<b>*Date</b> DD/MM/YYYY		<b>Time</b> 24 Hours		
<b>*Family Name/s</b> <small>(If all same surname, do not repeat.)</small>	<b>*Given Name/s</b>	<b>Date of Birth / Age</b>	<b>*Gender</b> M / F	<b>*Hosp</b> Y / N	<b>Nationality</b>		
<b>*Home Address</b>							
<b>*Town / Suburb</b>			<b>*State</b>		<b>Postcode</b>		
Country (if overseas)							
<small>include both landline &amp; mobile if able to.</small>							
<b>*Home phone &amp;/or</b>		( 0 )					
<b>Mobile phone</b>		0 4					
<small>For international numbers (mobile or landline), refer to notes area below. Include international dialling codes.</small>							
<b>Email Address</b>							
<b>Destination</b>		<input type="checkbox"/> Place of Registration		<input type="checkbox"/> Home Address		<input type="checkbox"/> Unknown <input type="checkbox"/> Other (fill out below)	
<b>*Destination Address</b>							
<b>*Town / Suburb</b>			<b>*State</b>		<b>Postcode</b>		
Country (if overseas)							
<small>include both landline &amp; mobile if able to.</small>							
<b>*Destination Phone &amp;/or Mobile phone</b>		( 0 )					
<input type="checkbox"/> Same as above		0 4					
<small>For international numbers (mobile or landline), refer to notes area below. Include international dialling codes.</small>							
<b>Privacy:</b> This information will be used by Police and Emergency Services to manage the emergency, account for evacuated people and ensure next of kin can be notified in cases of serious injury. With your permission, information will also be made available to people who inquire about you.							
<b>*Permission to release information to people making inquiries</b>		<input type="checkbox"/> Yes <input type="checkbox"/> Register only (police/emergency services only)		<input type="checkbox"/> No		<b>*Signature</b> <small>(if person registering. Permission indicated? (See far right))</small>	
<b>Notes:</b>							
Registration Recorded by (print name)				Recorder's Initials			
Distribution to State or National Inquiry Centre				Computer Entered? (initials)			
<input type="checkbox"/> Fax		<input type="checkbox"/> Email		<input type="checkbox"/> Other		Date / / Time 24 hrs	

**Evacuee Intake Form**

**RESIDENT INTAKE FORM**

*(To be completed with the NRIS registration form)*

Family name/s (of family representative)		Given Name/s (to link with the NRIS form)	
NRIS Registered? <input type="checkbox"/>		Welcome pack? <input type="checkbox"/>	Date: <input type="text"/> Time: <input type="text"/>
Place of intake		Interviewer name: <input type="text"/>	

Special needs	Detailed explanation (circle or explain)	Actions to be taken
1. Do you need assistance with understanding or answering these questions?	Does the person need assistance with: <ul style="list-style-type: none"> <li>• communicating</li> <li>• reading/Seeing/Hearing</li> <li>• language other than English <i>(please state)</i></li> </ul>	Translator? Verbal explanations? Tour of facility?
2. Do you take medications or have a health concern that needs attention?	Does the person need: <ul style="list-style-type: none"> <li>• medication</li> <li>• mobility equipment</li> <li>• electricity</li> </ul>	First Aid Team? Adjust sleeping area? Alternative accommodation?
3. Do you have any severe environmental, food, or medication allergies?	Does the individual need access to specific <ul style="list-style-type: none"> <li>• preventative (asthma puffers etc.)</li> <li>• responsive medications (EpiPen etc.)</li> <li>• dietary requirements</li> </ul>	Advise the First Aid Team? Advise the Catering Team?
4. Do you usually need a caregiver, personal assistant or service animal?	Does the person need assistance with: <ul style="list-style-type: none"> <li>• personal needs</li> <li>• physical needs</li> <li>• medical needs.</li> <li>• childcare needs</li> </ul>	Advise Personal Support Team? Alternative accommodation? Child support Team?
5. Do you have personal or material support needs?	Does the person seem: <ul style="list-style-type: none"> <li>• agitated/disorientated or overwhelmed</li> </ul> Access to: <ul style="list-style-type: none"> <li>• Clothing or toiletries</li> </ul>	Material Aid Team? Personal Support Team?

PLEASE PRINT CLEARLY IN BLOCK LETTERS USING BLACK OR BLUE PEN

**Brief statement of how the person/family was affected in the emergency** *(e.g. level of damage to residence, access to residence, impact to family members)*

---

**Family recovery plans (immediate or long term)** *(“This emergency shelter provides short term assistance to give you and your family a chance to recover. Have you thought about what you will do after this time e.g. transport, housing arrangements?”)*

---

**Existing client of a service agency** *e.g. disability services, residential aged care (ability to continue accessing this service?)*

---

Referrals made to other agencies for further support	Reason <i>(confirm the person/family would like the referral to be made)</i>	Completed <i>(please initial)</i>
Psychosocial support <i>(Grief support, counselling?)</i>		
Animal welfare <i>(Details of the animals?)</i>		
Financial support <i>(Emergency relief support?)</i>		
Temporary housing <i>(Insurance coverage, length of time required?)</i>		
Material aid <i>(clothing, household goods?)</i>		
Other <i>(please specify e.g. cultural, spiritual, insurance)</i>		

DEPARTURE	Date/time: <input type="text"/>	Transport: <input type="text"/>	ID returned <input type="checkbox"/>
Departure address <i>(if different to the NRIS address)</i>			
Scrutineer: All sections actioned? <input type="checkbox"/> Signed and dated: <input type="text"/>			



**NRIS Inquiry Form**

<b>NRIS Inquiry Form</b>		<b>*Disaster Code</b>	
<b>Person making an inquiry</b>		<b>*Date</b> DD/MM/YYYY	<b>Time</b> 24 Hours
<b>*Family Name</b>		<b>*Given Names</b>	
<small>Include both landline &amp; mobile if applicable.</small>			
<b>*Home phone &amp;/or</b>	( 0 )		
<b>Mobile phone</b>	0 4		
<small>For international numbers (mobile or landline), enter in notes area below. Include international dialling codes.</small>			
<b>Email Address</b>			
<b>Person being sought</b>			
<b>*Family Name</b> <small>(If all same surname, do not repeat.)</small>	<b>*Given Name/s</b>	<b>Date of Birth / Age</b>	<b>*Gender</b> M / F
<b>Home Address</b>			
<b>Town / Suburb</b>		<b>State</b>	<b>Postcode</b>
<small>Country (if overseas)</small>			
<small>Include both landline &amp; mobile if applicable.</small>			
<b>*Home phone &amp;/or</b>	( 0 )		
<b>Mobile phone</b>	0 4		
<small>For international numbers (mobile or landline), enter in notes area below. Include international dialling codes.</small>			
<b>Email Address</b>			
<b>Relationship to person(s) being sought</b>			
<b>*Level of concern</b> <input type="checkbox"/> Slightly Concerned <input type="checkbox"/> Concerned <input type="checkbox"/> Extremely Concerned			
<b>*Time since last contact</b> <input type="checkbox"/> < 1 hour <input type="checkbox"/> 1 day <input type="checkbox"/> < 1 week <input type="checkbox"/> < 1 month <input type="checkbox"/> < 1 year <input type="checkbox"/> > 1 year			
<b>Privacy:</b> This information will be used by Police and Emergency Services to manage the emergency, account for evacuated people and ensure next of kin can be notified in cases of serious injury.			
<b>*Permission to release information</b>	<input type="checkbox"/> Inquiry only (police/emergency services only)	<b>*Signature</b> <small>of person registering. Permission indicated? (See far right)</small>	
<b>Notes:</b> (Include place last seen as well as any other notes)			
Registration Recorded by (print name)		Recorder's Initials	
Distribution to State or National Inquiry Centre		Computer Entered? (initials)	
<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Other	Date / / Time 24hrs

PLEASE PRINT IN BLOCK LETTERS USING BLACK OR BLUE PEN

**NRIS Inquiry Cancellation Form**

<b>NRIS Inquiry Cancellation Form</b>		<b>*Disaster Code</b>			
<b>Person cancelling an inquiry</b>			<b>*Date</b> DD/MM/YYYY	<b>Time</b> 24 Hours	
<b>*Family Name</b>		<b>*Given Names</b>			
Include both landline & mobile if able to.					
<b>*Home phone &amp;/or</b>		( 0 )			
<b>Mobile phone</b>		0	4		
For international numbers (mobile or landline), refer to notes area below. Include international dialling codes.					
<b>Email Address</b>					
<b>Person being sought</b>					
<b>*Family Name</b> <small>(If same as above, do not repeat.)</small>		<b>*Given Name/s</b>		<b>Date of Birth / Age</b>	<b>*Gender M / F</b>
<b>Home Address</b>					
<b>Town / Suburb</b>			<b>State</b>	<b>Postcode</b>	
<b>Country (if overseas)</b>					
Include both landline & mobile if able to.					
<b>*Home phone &amp;/or</b>		( 0 )			
<b>Mobile phone</b>		0	4		
For international numbers (mobile or landline), refer to notes area below. Include international dialling codes.					
<b>Email Address</b>					
<b>Privacy:</b> This information will be used by Police and Emergency Services to manage the emergency, account for evacuated people and ensure next of kin can be notified in cases of serious injury.					
<b>*Permission to release information</b>		<input type="checkbox"/> Inquiry only (police/emergency services only)		<b>*Signature</b> <small>(If person registering. Permission indicated? (See far right)</small>	
<b>Notes:</b> (Include reason as to why cancellation as well as any other notes)					
<b>Registration Recorded by (print name)</b>			<b>Recorder's Initials</b>		
<b>Distribution to State or National Inquiry Centre</b>			<b>Computer Entered? (Initials)</b>		
<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Other	<b>Date</b>	/ /	<b>Time</b> 24 hrs

PLEASE PRINT IN BLOCK LETTERS USING BLACK OR BLUE PEN

**\*Mandatory Fields**

**Document 8**

***Evacuation Facility Visitors Attendance Record***

To be completed for anyone attending the centre who is not a registered evacuee or member of an approved response agency (for example media representatives, visiting family members etc.)

<b>Date IN</b>	<b>Time IN</b>	<b>Full Name (Please Print)</b>	<b>Organisation</b>	<b>Contact No.</b>	<b>Signature (IN)</b>	<b>Date OUT</b>	<b>Time OUT (24 hr)</b>	<b>Signature (OUT)</b>

***Evacuation Facility SITREP (Situation Report)***

To be provided to the Disaster Coordination Centre either by fax, email or verbally by phone depending on available communications.

Recommend twice daily at 10:00hrs and 18:00hrs unless otherwise advised.

<i>Activation Level</i>	<i>ALERT / LEAN FORWARD / STAND UP / STAND DOWN</i>
Date and Time:	
Nature of Event:	
Centre Name & Address:	
Evacuation Centre Manager:	
Phone No: Mobile: Fax No: Radio Frequency:	
Number of Staff / Volunteers in Attendance:	
Number of Evacuees:	
Services being Provided:	
Problems Identified:	
Special Needs e.g. <i>Disabled persons, babies, elderly, foreign language, etc.</i>	
Overall Mood:	
Animals Present:	
Anticipated Resource Requirements e.g. <i>bedding, staff / skills, communications, etc.</i>	
Next Management Team Briefing due at:	
Next Shift Change due at:	
Further Comments:	

**Post Event Condition Report**

To be forwarded to Local Disaster Coordinator on completion

<b>Disaster / Emergency Event</b>		<b>Centre Manager's Name</b>	
<b>Evacuation Facility Location</b>		<b>Centre Manager's Phone No.</b>	

**Deactivation Phase Checklist**

<b>Checklist</b>	<b>Description</b>	<b>Task Completed Yes/No</b>	<b>Initial</b>
Have all evacuees left the centre?			
Cleaning of centre – as required			
Disposal of rubbish			
Damage sustained (please advise in description column)			
Missing items (please list in description column)			
Complete checklist for Evacuation Facility Kit ( <b>to be undertaken by Centre Manager</b> )			
Centre furniture returned to rightful area			
All signage relevant to disaster taken down.			
Original SITREP and Staff Attendance Sheet forms. ( <b>forward to Local Disaster Coordinator</b> )			
Collate all receipts for expenses incurred for reimbursement by Council. ( <b>forward to Local Disaster Coordinator</b> )			
Any Outstanding Issues			
Stock take – food supplies. Refer to Evacuee Food list.			
Ensure building is secured and key is returned to Local Disaster Coordinator.			

I \_\_\_\_\_ acting as Centre Manager for the \_\_\_\_\_ Evacuation Facility, advise that Deactivation Stage Checklist has been completed and the \_\_\_\_\_ Evacuation Facility has been cleaned and returned to original condition.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C - Evacuation Facility Equipment Lists

### Evacuation Facility Resource Kit

DESCRIPTION OF ITEM	QUANTITY	CHECKED OUT	CHECKED IN
<b>STATIONERY (in zip lock bag)</b>			
Blue Pens	6		
Black Pens	6		
Red Pens	6		
Black White Board Marker	2		
Red White Board Marker	2		
Black Permanent Marker	2		
Red Permanent Marker	2		
Blue Tack (pack)	1		
Sticky Tape Roll	1		
Cloth Tape	1		
Stapler	1		
Staples (pack)	1		
Scissors	1		
Paper Clips (pack)	1		
Whiteboard Eraser	1		
<b>FORMS (in expandable folder)</b>			
NRIS Cheat Sheet / Fax Number	1		
NRIS Registration Forms	400		
NRIS Inquiry Form	50		
NRIS Inquiry Cancellation Form	50		
Sign On / Off Forms	10		
Visitor Log	10		
Shift Log	20		
Bound Shift Log Book	1		
Evacuation Welcome Leaflets	100		
<b>PUBLICATIONS (in cardboard box)</b>			
Coping With a Major Personal Crisis	50		
Cleaning Up After an Emergency	40		
Kids After the Emergency	20		

**WTA Centre Kit (TBC)**

DESCRIPTION OF ITEM	QUANTITY	CHECKED OUT	CHECKED IN
<b>KEY DOCUMENTS &amp; STANDARD FORMS</b>			
Evacuation Kit Bag	1		
USB Stick - useful documents	1		
LDMG Contact List	1		
Evacuation Facility Management Sub Plan	1		
Evacuation Centre Set Up Checklist	1		
SITREP Template Forms	20		
ATGIS Map	1		
Storm Surge Tracking Map	1		
Deactivation Checklist	1		
Information Sheets 200 English, Italian etc.	300		
ID Tags / Wristbands	TBC		
Pet / Animal Registration & Tagging	TBC		
Signs & Plan of Centre	1		
<b>SIGNAGE &amp; IDENTIFICATION</b>			
Laminated Information Signs	25		
Centre Manager Hi-Vis Tabard	1		
<b>MISCELLANEOUS</b>			
First Aid Kit	1		
Portable Radio	1		
Batteries (Size D)	6		
Torch	1		
Barricade Tape	1		
Whiteboard	1		
<b>SANITATION &amp; HYGIENE</b>			
Heavy Duty Gloves	1		
Garbage Bags	20		
Disposable Gloves	100		
Insect Repellent	1		
Disinfectant	1		
Washing Up Liquid	1		
Alcohol Gel	1		
Sanitary Products	1		
Nappies	20		
Toilet Paper	5		
<b>ENTERTAINMENT RESOURCES</b>			
Playing Cards	2		
Colouring Book	5		
Felt Tips / Crayons	5		
Dominoes	2		

### **WTA Depot Stores / District Disaster Management Group**

Any required items will be sourced by the Weipa Local Disaster Coordination Centre on request by the Centre Manager. Requests are to be made according to needs and priorities and items will be sourced from Weipa stores, local suppliers or escalated to the District Disaster Management Group. The list below is some suggested / likely resources:

<b>DESCRIPTION OF ITEM</b>	<b>QUANTITY</b>	<b>CHECKED OUT</b>	<b>CHECKED IN</b>
Toiletry Packs / Personal Hygiene Kits	TBC		
Blankets / Sheets / Pillow Cases	TBC		
Towels	TBC		
Foil Blankets	TBC		
Generators	TBC		
Screens	TBC		
Foldaway Beds / Inflatable Mattresses	TBC		
Projector	TBC		
Projector Screen	TBC		
Water Carriers	TBC		
Plastic Cups	TBC		
Barrier Posts	TBC		
Tarpaulins	TBC		
Sleeping Bags	TBC		
Laptops	TBC		
Extension leads	TBC		



**NOT FOR PUBLIC DISSEMINATION**

**Appendix D - Storm Surge Shelter Staffing Contacts**

Weipa Storm Surge Shelter

Name	Mobile	Email