



# Cherbourg Damage Assessment Operations Manual

**Version 1.0**  
**Dated:** March 2020

**This Manual has been developed to provide guidance to the Cherbourg Aboriginal Shire Council and the Cherbourg Local Disaster Management Group on conducting damage assessments following a hazard impact on the Cherbourg Community.**

**This manual details what elements are to be assessed for damage and how to conduct those assessments. The damage assessments may be in partnership with QFES.**



**Cherbourg Aboriginal Shire Council**

22 Barambah Avenue  
Cherbourg, Queensland,  
Australia 4605  
[www.cherbourg.qld.gov.au](http://www.cherbourg.qld.gov.au)

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## Authority to Plan

This Damage Assessment Operations Manual has been prepared by the Cherbourg Local Disaster Management Group under the provisions of Section 57(1) of the Disaster Management Act 2003.

## Approval

The preparation of this manual has been undertaken in accordance with the Disaster Management Act 2003, to provide for the coordination of damage assessment procedures carried out by the Cherbourg Aboriginal Shire Council and other agencies on behalf of the Cherbourg Local Disaster Management Group.

This Damage Assessment Operations Manual is endorsed for distribution by the Local Disaster Management Group.

**Cr. Arnold Murray**  
**Chair**  
**Local Disaster Management Group**

**Date:** .....

## Amendments and Review

This manual will be reviewed as required by *Section 59 of the Disaster Management Act 2003*, with relevant amendments made and distributed.

Approved amendments to the Damage Assessment Operations Manual will be circulated as per the distribution and contacts lists, which are maintained by the Cherbourg Aboriginal Shire Council on behalf of the LDMG.

## Document Control

### Amendment Control and Version Register

The controller of the document is the Cherbourg Local Disaster Coordinator (LDC). Any proposed amendments to this manual should be forwarded in writing to:

*Cherbourg Local Disaster Coordinator, Cherbourg Aboriginal Shire Council, 22 Barambah Avenue, Cherbourg Qld 4605*

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the Local Disaster Management Group.

### Amendment Register

Amendment		Manual Updated	
Version	Issue Date	Author	Reason for Change
1.0	February, 2013		Original Document
2.0	March, 2020	Warren Bridson Consulting	Redeveloped to contemporary damage assessment procedures suitable for Cherbourg LDMG

## Distribution

This manual is not publicly available, and is not for distribution and/or release to persons or agencies other than those identified in the Cherbourg Local Disaster Management Plan.

# 1. Governance

## 1.1. Purpose

This manual provides the LDMG with the procedures to carry out an initial damage assessment and then a more detailed assessment of the effects of a disaster event. The manual will assist the LDMG in planning, formatting, and conducting damage assessments to gather information on the magnitude of the event and the extent of its impact on the Cherbourg community infrastructure and council infrastructure.

## 1.2. Scope of Manual

This manual provides for the conduct of damage assessments so that the LDMG can formulate a response to the needs of the community. A more detailed assessment will provide details on the extent of damage sustained and what actions are required for repair, reinstatement and restoration of services. Damage assessments are not needs assessments for community recovery. Needs assessments are not within the scope of this manual.

## 1.3. Functional responsibility

The Local Disaster Coordinator (LDC) will be responsible for and will provide direction and control for any damage assessment activities being undertaken.

The LDC will be responsible for ensuring that any individuals or teams are provided with damage assessment worksheets (**Provided in this manual**) and ensure that general damage assessment information is provided to the LDMG by the most convenient and rapid means available.

## 1.4. Activation of the Damage Assessment Process

The Local Disaster Coordinator shall request the activation of the Damage Assessment Operation Manual by contacting the QFES member in the LDMG regarding the deployment of QFES and Council teams.

## 1.5. Context and Assumptions

The timely and accurate assessment of the impact on the community, together with damage to public or private property, with associated implications for business continuity and continuity of government, will be of vital concern following a disaster event, and will have great bearing upon response and recovery operations.

The critical infrastructure that may be damaged has been identified in the Cherbourg Local Disaster Management Plan.

## 1.6. Relevant Issues

Important information regarding the magnitude and distribution of damage across the community will be initially gathered from community members advising the Council. This will contribute to the overall situational awareness and inform the scope of investigations for the damage assessment.

## **2. Support Agencies**

### **2.1. Identify Agencies to be Included in Assessment Teams**

A number of agencies may play a role in the damage assessment. It is important that a complete picture of the situation is available, so multiple sources of information are required.

Each individual member agency of the LDMG shall provide advice in relation to its own assets that may be damaged.

The QFES has specially trained personnel who can carry out effective damage assessments with portable handheld devices.

### **2.2. QFES Damage Assessments**

Primarily the QFES damage assessment personnel using portable handheld devices will undertake the damage assessment.

If the QFES damage assessment teams operate separately from Council and under their own control mechanisms, they will duly report back to the LDMG with the results of their assessments.

### **2.3. Partnership with Council**

If discussed and agreed, QFES may partner with the Council and carry out damage assessments as a team effort. Council can provide vehicles and drivers with QFES providing personnel and portable devices to record the assessment findings and transmitting those findings back to the QFES operations centre and the LDCC.

## 3. Management of Process

### 3.1. Activation of response

The damage assessment procedure will be overseen by the Local Disaster Coordinator. The responsibilities under this role include:

- Compilation and management of staff rostered to the damage assessment process
- Contacting and liaising with QFES to ensure the accurate management of information
- Having Council staff and QFES officers work together to complete damage assessments.

### 3.2. Coordination of Damage Assessment Staff

The LDC will contact QFES and advise QFES of the scope and requirements of the damage assessment. QFES will be responsible for managing their own damage assessment process.

### 3.3. Resources and Equipment

Equipment required for coordinating and conducting the damage assessment will be utilised from council's existing pool of resources where necessary and supplied by staff (e.g. stationery, council vehicles, technological equipment, etc.). QFES will be responsible for their vehicles and equipment.

### 3.4. Damage Assessment Procedure

Council staff members conducting damage assessments will be required to document the type, extent and location of damage sustained to council and other infrastructure. **Refer to the forms in this manual.**

The LDCC will coordinate the efforts of QFES and council staff members to ensure there is collaboration with these assessments to avoid duplication of effort.

### 3.5. Data Collection and Mapping

All Council damage assessment staff and QFES officers will supply their data and findings to the LDC for collation. The information collected will be used to create Damage Assessment Reports that will be continually updated with more extensive and current intelligence as it becomes available. Upon direction from the Chair of the LDMG, this information will be supplied to other government agencies and community services.

### 3.6. Damage Costs

During the damage assessments, estimates of infrastructure damage costs should be gathered to provide a guide for the LDC to provide damage costs information to the LDMG and other parties.

A more detailed damage assessment may be carried out at a later time to provide repair, restoration and other costs for DRFA purposes.

## 4. Conduct of Assessments

### 4.1. Overview

The initial damage assessment is a quick overview of the damage so that a decision can be made on the nature and level of the response and what assistance is required to be provided to the community.

The assessment of obvious and visible damage to council's infrastructure will enable information to be provided to the LDMG regarding the status of those assets.

The initial assessment should be completed within the first twelve (12) hours of a disaster event. Coverage of the affected area is important, although accuracy is not paramount at this stage.

If more detailed information is required on any aspect of the damage, then a further detailed assessment will be undertaken in days following the disaster event.

### 4.2. Assessment

The following information is required to be provided by the assessment teams.

#### 4.2.1. Area affected by the event

- Location and size;

#### 4.2.2. Numbers of persons affected by the event

- Deceased;
- Injured
- Homeless (as result of the event);
- Requiring evacuation

#### 4.2.3. Damage to homes and public buildings

- Approximate the number of private dwellings and public buildings (schools, churches, hospitals) damaged or destroyed
- Identify any damaged or destroyed buildings which were listed as evacuation centres

#### 4.2.4. Damage to infrastructure and critical facilities

- Condition of water and sewage treatment facilities and of the distribution network
- Determine whether water mains are broken.
- Are leaks in the sewage system contaminating the water supply?
- Impact of water loss on key facilities and on individual users.
- How quickly can the operator be expected to restore services?
- Identify and evaluate possible alternative water sources

#### 4.2.5. Damage to commercial and government premises

- Approximate the number of commercial and government buildings damaged or destroyed

### 4.3. Assessment Process

The assessment process will gather the information mentioned above and record the finding in the Damage Assessment Form supplied in this manual. Copies of this form should be printed and supplied to team members for them to complete the information.



# Annexure 1: Check Lists

## Preparation for Damage Assessments - Check List

TASK	COMMENCED	RESPONSIBILITY	COMPLETED	CHECKED
Determine the area affected by the impact of the event	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Identify agencies to be included in a damage assessment team	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Develop a damage assessment reporting format and information management system	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Identify and provide transport, communications and information recording equipment for damage assessment teams	Time Commenced:	Responsible Organisation <b>Council</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Develop a locality system for the deployment of damage assessment teams, to ensure maximum coverage without duplication of effort	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>

## Deployment for Damage Assessments - Check List

TASK	COMMENCED	RESPONSIBILITY	COMPLETED	CHECKED
Determine the number of fatalities	Time Commenced:	Responsible Organisation <b>QAS/QPS</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of seriously injured casualties	Time Commenced:	Responsible Organisation <b>QAS/QPS</b> Responsible Officer <b>LDMG</b>	Time Completed:	<input type="checkbox"/>
Determine the number of persons evacuated	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of persons requiring evacuation	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine if medical facilities are still operational, and the number of usable beds	Time Commenced:	Responsible Organisation <b>Queensland Health</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the number of food outlets still able to function	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>Environmental Health Officer</b>	Time Completed:	<input type="checkbox"/>
Determine the status of water treatment and supply	Time Commenced:	Responsible Organisation <b>Council</b> Responsible Officer <b>Works Supervisor</b>	Time Completed:	<input type="checkbox"/>
Determine the status of sewage systems	Time Commenced:	Responsible Organisation <b>Council</b> Responsible Officer <b>Works Supervisor</b>	Time Completed:	<input type="checkbox"/>
Determine the number of houses damaged or destroyed	Time Commenced:	Responsible Organisation <b>LDMG &amp; QFES</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of public buildings damaged or destroyed	Time Commenced:	Responsible Organisation <b>LDMG &amp; QFES</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of commercial premises damaged or destroyed	Time Commenced:	Responsible Officer <b>LDMG &amp; QFES</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Identify any damaged or destroyed buildings which were listed as <b>evacuation</b> centres	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>

### Post Damage Assessment - Check List

TASK	COMMENCED	RESPONSIBILITY	COMPLETED	CHECKED
Determine the effects of the power distribution system	Time Commenced:	Responsible Organisation <b>Ergon Energy</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the effects on the communications networks	Time Commenced:	Responsible Organisation <b>Telstra/Optus</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the effects on the fuel distribution capacity	Time Commenced:	Responsible Organisation <b>DDMG/DHPW</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the effects on road transport	Time Commenced:	Responsible Organisation <b>Department Main Roads</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the effects on the local response capacity	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Utilise the damage assessment information to forecast resource requirements	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Include details of the damage assessment and forecast resource requirements in Situation Reports to the DCC	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>

## **Annexure 2: Damage Assessment Form**

### **Completing the Damage Assessment Form**

The following information is required in the damage assessment form template for a complete damage assessment:

#### **Area affected by the event**

- Location and size

#### **Numbers affected by the event**

- Deceased;
- Injured – Determine or estimate the number of major injuries;
- Homeless (as result of the event);
- Evacuated (where to);
- Requiring evacuation;

#### **Emergency medical, health, nutritional, water, and sanitation situation**

- Level of services available –
  - Determine if the medical facilities are still functioning and the total number of usable beds; and
  - Determine the number of food outlets still able to function

#### **Damage to infrastructure and critical facilities**

- Condition of water and sewage treatment facilities and of the distribution network;
- Determine whether water mains are broken. Are leaks in the sewage system contaminating the water supply?
- Impact of water loss on key facilities and on individual users. How quickly can the operator be expected to restore services?

#### **Damage to homes and public buildings**

- Approximate the number of homes and public buildings (schools, churches, hospitals, local government buildings) damaged or destroyed; and
- Identify any damaged or destroyed buildings which were listed as evacuation centres

#### **Damage to commercial premises**

- Approximate the number of commercial buildings damaged or destroyed

## DAMAGE ASSESSMENT FORM

### Damage Assessment Procedures to be used by Damage Assessment Team

<b>Impacted Area</b>								
Locality: _____				Assessment Team Leader: _____				
				Team Members: _____				
				Date of Assessment: _____				
<b>Event Type</b> (Indicate)	Cyclone	Flood	Severe Storm	Bush Fire	Earthquake	Hazardous Materials	Other	
<b>Casualties</b> (number)	Deceased: _____			Injured: Require First Aid: _____ Require Hospitalisation: _____		Sick: _____	Comments:	
<b>Population</b> <b>Affected (number)</b>	Evacuated:			Homeless: _____	Community members suffering hardship: _____	Special Needs: _____	Community Self Help Yes/No	Comments:
	Requiring Evacuation: _____							
<b>Emergency</b> <b>Medical / Health</b>	Medical facilities functioning:			Hospital Beds Available: _____		Outside Assistance Required:  Yes/No		Comments:
	Hospitals Open: _____							
	Hospitals Closed: _____							

Infrastructure Damage											
	Open		Closed		Urgent Repair Required		Date to Open	Comments			
Roads											
	Treatment Plants Operative or Inoperative		Pumping Stations Operative or Inoperative		Main Breaks		Number of Households Affected		Number of Commercial Properties Affected		Comments
Water Supply											
Sewage Treatment and Disposal											
Electricity Supply	Yes/No		Number of premises affected			Comments:					
Fuel Supply	Bulk Supply:	Yes/No	Service Stations Open:	Yes/No	Council Fuel	Yes/No	Comments:				
Food Supply	Supermarkets Open:	Yes/No	Bakeries Open:	Yes/No	Fresh Milk Supply:	Yes/No	Comments:				
Waste Disposal	Contractors:	Yes/No	Council:	Yes/No	Transfer Stations:	Yes/No	Comments:				

Damage to Buildings (numbers)	Category 1	Category 2	Category 3	Category 4	Comments
	(see category guide below)				
Private Dwellings					
Council Buildings					
Industrial Buildings					
Schools					
Day Care Centres					
Religious Buildings					
Shops					
Hospitals					
Medical Centres					
Aged Persons Centre					

Damage Category 1	Damage Category 2	Damage Category 3	Damage Category 4
<ul style="list-style-type: none"> <li>• Broken windows, doors &amp; roofing.</li> <li>• Cut off from electricity</li> <li>• Can be repaired</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 30% roof damage</li> <li>• Partial fire/wind damage</li> <li>• Water damage</li> <li>• No services</li> <li>• Can be repaired</li> </ul>	<ul style="list-style-type: none"> <li>• Over to 30% roof damage</li> <li>• Severe fire/wind damage</li> <li>• Water damage</li> <li>• No services</li> <li>• Can be repaired</li> </ul>	<ul style="list-style-type: none"> <li>• House destroyed</li> <li>• Needs reconstruction</li> <li>• Cannot be repaired</li> </ul>

