Collected → Collated & Logged → Evaluated

Interpreted → Actioned → Stored

Cherbourg
LDMG & LDCC Operations Manual

Version 1.0

Dated: March 2020

The Manual has been developed to provide guidance to the Cherbourg Aboriginal Shire Council and the Cherbourg Local Disaster Management Group on the activation of the LDMG and the establishment and management of the LDCC during operations.

There are a number of Check Lists and Procedures included in the manual which will assist Cherbourg Aboriginal Shire Council staff in carrying out these operational functions.

Cherbourg Aboriginal Shire Council

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6.1. Information Management

Authority to Plan

This manual for the operations of the Local Disaster Management Group and the Local Disaster Coordination Centre 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 operations in the Local Disaster Coordination Centre.

These Standard Operating Procedures are 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 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

Version	Issue Date	Author	Reason for Change
1.0	February, 2013		Original Document
2.0	March, 2020	Warren Bridson Consulting	Redeveloped to contemporary procedures for LDMG and LDCC activation and operations

Distribution

This manual for the operations of the Local Disaster Management Group and the Local Disaster Coordination Centre are not publicly available, and are 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 outline how the Cherbourg Local Disaster Management Group (LDMG) will activate and function in operations and how the Local Disaster Coordination Centre (LDCC) shall function.

While this document will provide operational concepts and guidelines for the Cherbourg LDMG, the level of activation of the LDMG and the LDCC will be different for various hazards and the threats posed by the hazards. *These procedures have been written to allow the operations to be scaled up or down as required and for the LDMG to adapt to the situation as dictated by the event/s.*

Not all disaster events will require the activation of the LDCC. Many low-key events and occasions when the Cherbourg Aboriginal Shire Council is not the lead agency, such as Bushfires, may not require the LDCC. The management of these events can be accomplished using existing internal communications and event management strategies.

1.2. Aim

The aim of the Manual is to assist and guide the LDMG during operations so that the operations can be conducted with efficiency and effectiveness. The manual can be used for events that require coordination by the Local Disaster Management Group in response to events that require the activation of the LDCC.

1.3. Objectives of the Document

1. Provide a guide on how to conduct effective communications, reporting and information management within the LDCC.

2. Provide staff in the LDCC with a reference manual for roles, tasks and management of the LDCC.

3. Detail the procedures used in reporting across all levels of the Queensland Disaster Management System.

1.4. Functional Responsibility for the LDCC

The Cherbourg Aboriginal Shire Council has the responsibility for the provision and operation of the LDCC. The Local Disaster Coordinator is responsible for the management of an LDCC to provide overall coordination of disaster operations when the disaster event requires this level of operational management

2. FUNCTIONS OF THE LDCC

2.1. Overview

Cherbourg does not have the resources to operate a complex disaster coordination centre or system. Initial disaster coordination must be based on the use of existing facilities and resources available within the community at the time of the event.

The Cherbourg Local Disaster Coordination Centre will be established in the council office and staffed by Council officers. Agency Liaison Officers may also work out of the LDCC.

This centre will manage the operation and gather information that can be provided to the community and used for reporting to other levels in the disaster management system.

2.2. Key Activities of the LDCC

2.2.1. Ensure resources are distributed according to requirements

The LDCC coordinates local resources and identifies where extra resources are needed and passes information and requests to the District Disaster Coordination Centre.

2.2.2. Manage information collection and dissemination

The LDCC will receive information from various sources. Such as:

- Members of the community asking for assistance

- Government departments through situation reports, meetings or informal communications.

- Official sources of information

- Other levels of the Queensland Disaster Management System. (District Disaster Management Group, State Disaster Coordination Centre, Queensland Disaster Management Committee).

2.2.3. Develop longer term strategies for the management of the event

In addition to dealing with the situation at hand, the LDCC is to plan ahead. In order to achieve this, the decision makers must have an appreciation of the entire event and any other factors that may affect the situation in the future. This enables long term strategies to be developed.

2.2.4. Integrate and coordinate the agencies involved

The LDCC provides the framework and system for all organisations to work with a common goal and approach.

BUT:

It _DOES NOT_ control the response to the event; and
It _DOES NOT_ decide how the various response agencies will complete allocated tasks.

2.2.5 Develop and maintain records of the event

The LDCC, as the collection point for information (both incoming and outgoing), is in a position to record all of the information and decisions made in relation to the event.

3. LOCATION OF LDCC

3.1. Overview

There are 2 locations identified for the LDCC. Primary and Second Alternative. Both need to have the facilities required to conduct operations.

3.2. Primary Location of LDCC

Cherbourg Aboriginal Shire Council
Administration Centre
Barambah Avenue
Cherbourg

3.3. Second Alternative Location of LDCC

Cherbourg Sporting Complex
Collins Road
Cherbourg

3.4. Requirements

Basic requirements for a LDCC:

- Operations Room
- Areas for briefings
- Rest Rooms
- Kitchen

3.5. Document Protection

All documentation, plans and papers produced within the LDCC or held within the LDCC are to be adequately protected from loss or theft.

Once the LDCC is stood down, the files are to be archived under the direction of the Local Disaster Coordinator, for a period in accordance with Council policy. The Local Disaster Coordinator and Support Officer are to take into account that these are potentially "discoverable" documents.

3.6. Administration and Equipment

Stationery and equipment requirements for the LDCC will be provided by Council. Additional supplies will be drawn from existing Council stocks or procured as required.

3.7. Extended Operations

Duty rosters and catering arrangements will be implemented in the event of protracted operations.

3.8. Fatigue Management

The Support Officer is responsible for maintaining records of all LDCC staff on duty ensuring that staff sign on and off before and after shifts and also log out at the end of shift. The Support Officer will monitor fatigue management for Council staff and report any breaches of Council's policy to the Local Disaster Coordinator.

3.9. Emergency Power to LDCC

The primary location (Council offices) is connected to emergency backup generators ensuring uninterrupted power in the case of mains electricity failures.

The alternative location at the Sporting Complex does not have emergency backup generator power. The Local Disaster Coordinator will arrange with the Ergon Liaison Officer to ensure continuity of power supply with the provision of a generator to power the Sporting Complex if used as the alternative LDCC location.

3.10. Possible Layout of the LDCC
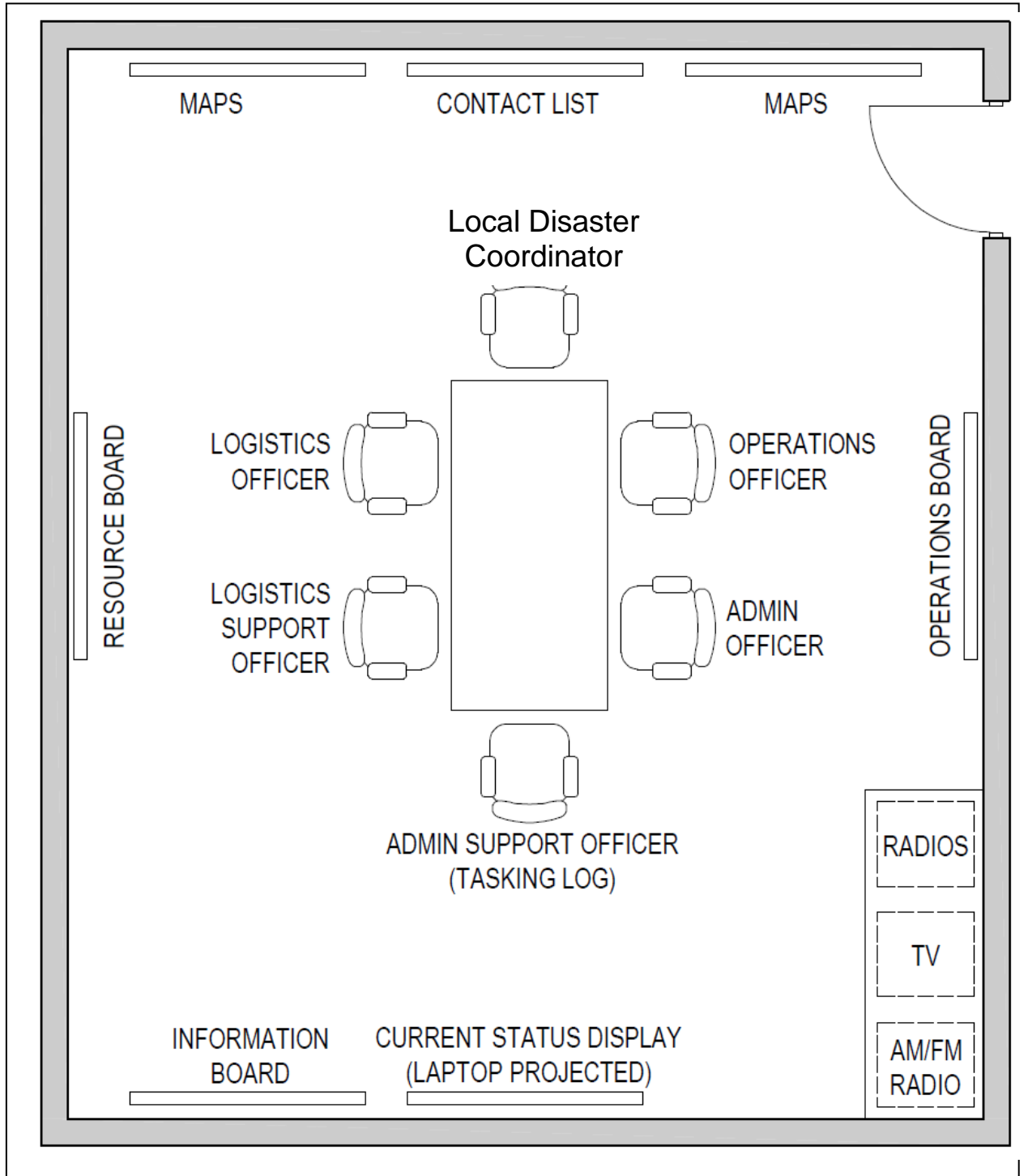
4. ACTIVATION OF THE LDCC

4.1. Scale of Response to Events

The level of activation for the LDCC will depend entirely upon the complexity, nature and extent of a disaster event. Events which cause or are likely to cause, only a minor impact may only require the response of one or two agency and can be coordinated by persons communicating from their workplaces. **This may not require the activation of the LDCC.**

However, as the effects of an event escalate, a greater number of response resources will be required, which in turn increases the requirement for more effective management and coordination. The processes outlined in these procedures will be activated allowing the situation to be monitored and managed.

The activation of the LDCC needs to be scalable as shown in the diagram below:

4.2. Timely Activation

The Local Disaster Coordinator has responsibility for activating the Local Disaster Coordination Centre and determining the stage of activation required.

4.3 Triggers for Activation

Activation will normally occur:

- As a response to a worsening situation; or
- Because of circumstances where no warning is possible; or
- At the request of the responsible lead agency/control authority; or
- At the direction or request of the District Disaster Coordinator; or
- At the discretion of the LDMG Chairperson upon becoming aware of a threat or potential threat to the community.

4.4. Levels of Activation

Activation of either the LDMG or the LDCC can be one of four levels:

Alert	Watching and talking to people
Lean Forward	Preparing for disaster operations
Stand Up	Undertaking disaster operations
Stand Down	Returning to business as usual and supporting recovery

Emergency Operations Should be Scalable
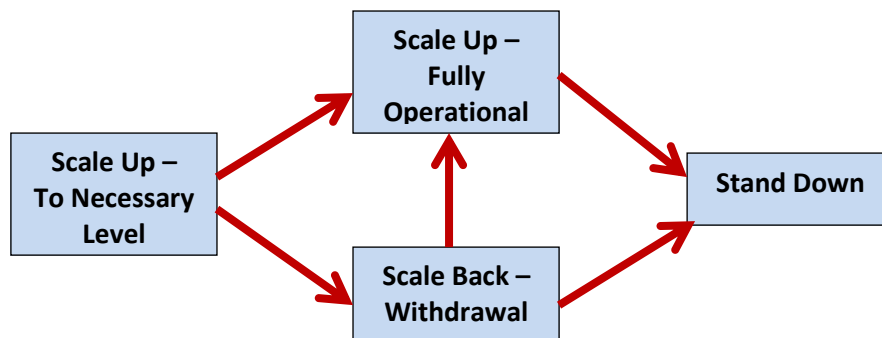
4.5. Stages of Activation of the LDCC

	Triggers	Possible Actions	Communications
Alert	• Awareness of a hazard that has the potential to affect the local government area .	• Local Disaster Coordinator will maintain a watching brief and monitor situation for all events • Ensure the LDCC is in a basic state of readiness • Establish contact with the Executive Officer District Disaster Management Group (XO); • Inform nominated LDCC staff, LDMG members and Chairperson of the implementation of the "Alert" Stage.	• Chair and LDC on mobile • LDCC staff, LDMG members and Chairperson will receive emails stating LDCC@ Alert Stage". The email will contain non-sensitive information about the event.
Lean Forward	▪ There is a likelihood that threat may affect local government area ▪ Threat is quantified but may not yet be imminent ▪ The Chairperson LDMG will, in consultation with the LDC, make the decision to activate to the "Lean Forward" Stage	▪ Inform LDMG members of "Lean Forward" Stage ▪ Ensure the LDCC is set up for operations ▪ Maintain minimum staffing level within the LDCC ▪ Establish communications with lead agency to ensure appropriate information flow ▪ Advise all relevant agencies of activation of LDCC ▪ Notify nominated liaison officers of "Lean Forward" stage ▪ Consult with the Chairperson LDMG, and Emergency Management Coordinator QFES regarding future action and activation of the LDCC ▪ LDC conduct analysis of predictions ▪ Confirm level & potential of threat ▪ Check all contact details ▪ Commence cost capturing ▪ Council staff prepare for operations ▪ Determine trigger point to stand up ▪ Establish regular communications with warning agency ▪ LDC advises DDC of lean forward & establishes regular contact ▪ Public information & warning initiated	▪ Chair, LDC and LDMG members on mobile and monitoring email ▪ Reporting to DDC and SDCC commences

	Triggers	Possible Actions	Communications
Stand Up	▪ Threat is imminent ▪ Community will be or has been impacted ▪ Need for coordination in LDCC ▪ Requests for support received by the LDCC ▪ The response requires coordination	▪ LDCC activated – operation name communicated to DDMG ▪ Develop State Update ▪ Rosters for LDCC planned & implemented ▪ Commence SITREPs to DDMG ▪ Distribute contact details ▪ DDMG advised of potential requests for support ▪ Release public advice of activation of LDCC	▪ LDCC contact through established land lines and generic email addresses ▪ Chair, LDC and LDMG members on established land lines and/or mobiles, monitoring emails
Stand Down	▪ No requirement for coordinated response ▪ Community has returned to normal function ▪ Recovery taking place	▪ Final checks for outstanding requests ▪ Implement plan to transition to recovery ▪ Debrief of staff in LDCC ▪ Consolidate financial records ▪ Hand over to Local Recovery Chairperson for reporting ▪ Final situation report sent to DDMG	▪ LDMG members not involved in recovery operations resume standard business and after hours contact arrangements

4.6. Hours of Operation in the LDCC

The hours of operation of the LDCC are at the discretion of the LDC based on advice from the LDMG members.

Arrangements may need to be made for staff support when operating outside of normal working hours including catering support and possible provision of sleeping/ablution facilities.

4.7. Post Event Debrief and Evaluation

At the end of response operations (on response Stand Down), an immediate post event debrief should be conducted followed up some time later with a formal post event review and assessment. As a guide, immediate post event debriefs should be conducted before the LDCC is fully closed. This immediate debrief is to capture the major lessons while they are fresh in people's minds.

The more formal post event review and assessment process should be conducted some days or weeks later. All LDMG members and representatives from organisations that contribute to disaster response should be included in the post event review and assessment process.

Post event debriefs and reviews/assessment should follow an agreed format and structure. Cherbourg has adopted a framework for post event debrief which seeks to examine operational activity against three key questions as follows:

- *What we said we would do.*
- *What we actually did.*
- *What we can to improve.*

This framework can be used to examine each step in the process of response operations.

4.8. Debrief Framework

A possible framework is:

- Activation of the LDMG and LDCC.
- LDMG Operational Planning.
- Staffing and operation of the LDCC.
- Communications including Public Information and Warnings
- Resource management.
- Transition to Recovery and standing down of the LDMG/LDCC.

The post response review and assessment process will help identify improvements that can be made to this and other Manuals. Post Event debriefs and Reviews should be documented and a copy provided District Disaster Coordinator.

5. ROLES IN THE LDCC

5.1. Scalability of LDCC Staffing

Different disaster events will require different levels of staff to support the nature and complexity of the operation. Therefore, the Local Disaster Coordinator may decide to initially start with reduced staffing within the LDCC, only increasing staff when required.

This may result in certain appointments filling two or more key roles. The tasks listed under each appointment within these procedures serve as a guide to those appointments and what key tasks will be required within the LDCC.

5.2. Situation Assessments

The initial assessment of the disaster event is essential in determining the need and composition of the LDCC team. An accurate assessment of the overall situation is to be conducted as soon as possible.

5.3. Inititial Set Up of the LDCC

The intial setup of the Local Disaster Coordiantion Centre wil be the responsibility of the Local Disaster Coordinator.

To support the initial phase of the operation and to commence coordination from the LDCC, the following roles are established.

- **Local Disaster Coordinator or Delegate**
- **Support Officer/s (CASC Staff)**
- **Loggers (CASC Staff)**

5.4. Operations Staff

Once an operation has commenced, additional roles and responsibilities to support the management of the event will be established.

The suggested positions in the LDCC are:

- **Local Disaster Coordinator (LDC)**
- **Logistic Officer**
- **Finance Officer**
- **Support Officers**
- **Agency Liaison Officers**
- **Communications/Media Officer**

5.5. Local Disaster Coordinator

This is the person who managers the operation and is the one who controls the initial start-up of the operation and defines who will perform each role.

5.6. Support Officers

The Support Officer will assist with the general functioning of the LDCC.

The Support Officer is responsible for:

- Preparation of a LDCC Duty Roster
- Provide appropriate resources to enable the LDCC to function
- Furniture and Equipment (photocopier, phones etc.)
- Maps and other reference material
- Stationery
- Meals and refreshments
- Ensure a Register of Financial Expenditure and Equipment Resources expended during operations is maintained
- Provide cleaning for the LDCC

5.7. Logging Officer

Loggers can take phone calls and log details into the Operations Log (See Annexure H Forms and Boards).

A paper based system is provided if unable to utilise electronic logs – See Annexure H – Forms and Boards.

5.8. Communications/Media Officer

A representative from the Council's Communications team can be assigned this role. Media Reports can be implemented and utilised for Situation Reporting and State Reports.

This position also performs the role of communicating information and warnings to the community.

5.9. Agency Liaison Officers

Agency liaison officers are the conduit to their own agency. LDCC liaison officer's tasks may include:

- Accepting or redirecting 'jobs' tasked by the LDC
- Coordinating own agency activities and monitoring tasks going out of and into the LDCC
- Maintaining a liaison function with other agencies in the LDCC
- Using the LDCC information management system
- Situation reporting

6. INFORMATION MANAGEMENT

6.1. Overview

For the Queensland Disaster Management system to function effectively, reporting lines must be strictly adhered to.

The demand for information increases substantially during times of activation, and this can be driven by political or media demands. Whilst the Local Disaster Management Group accepts these demands and will facilitate requests for information it must not allow the reporting system to be circumvented.

The Local Group should not report directly to the State group and all requests for information must go through the District Group.

Individual agencies have two reporting obligations:

1. Each agency must report all activities to the Chair and Local Disaster Coordinator of the group. Reporting must surmise the activities of the agency. This can be provided by two methods

    a. Oral presentation at LDMG Meeting

    b. Member Status Report

2. Each supporting agency has a responsibility to keep their command structure informed of their actions and activities. The structure and nature of this reporting is by individual arrangement.

The Local Disaster Coordinator is responsible to ensure that all members of the LDMG receive situation reports and up to date information via briefs or via the State Update.

The flow of information during operations may initially commence with phone calls, texts, emails, word documents and attachments such as spreadsheets, photos, maps, etc.

6.2. Information Management

Information within the LDCC will be managed using the normal processes and software used by council in day to day business.

Information into the LDCC will be in one of two formats and will be managed accordingly:
- Electronic Product such as emails, electronic documents developed and received from there
- Hard Copy Product such as facsimiles, phone logs, records of conversations and operations logs

The management of all emails and attached documents is to be achieved using Council's normal Microsoft Outlook system.

Once the LDCC is activated, a dedicated file directory on the Cherbourg Network will be created by the LDCC staff. All electronic documents are to be stored in this directory.

6.3. Communications

During disaster operations, the LDCC will ensure the Cherbourg LDMG maintains effective commi8nicatrions with all relevant stakeholders. Our communication will follow the up, down, sideways s model:

- Communicate up to the disaster district
- Communicate downwards to the Cherbourg community
- Communicate sideways to members of the LDMG and other agencies

Communications in the LDCC will use existing telephones, facsimile, computer, IT And internet services nor all available to Cherbourg Aboriginal Shire Council.

6.4. Dedicated Disaster Email Account

When the LDCCC is activated a dedicated email account will be activated. This account is not routinely monitored when the LDCC is not activated. All email communications relating to the event are to use this email account. The disaster email address is:

disaster@cherbourg.qld.gov.au

6.5. Internal Information

Regardless of the type of information management system used in the LDCC all information must be:

- Collected
- Recorded
- Evaluated
- Actioned
- Recorded
- Disseminated
- Stored

This system must allow for quick access and processing of information as well as a simplistic method of determining what tasks have been completed and those which remain outstanding.

6.6. Forms and Display Boards

Information management in the LDCC may be either electronic using existing council systems or manual (paper based).

Display boards provide a quick source of situational awareness to the decision making group. **(See Annexure H Boards and Displays)**

The running log maintained by the logging officer should be electronic and projected to a large screen.

With the introduction of mobile phones there are multiple points of entry for information into the LDCC. Officers are to ensure that an accurate record is kept of information received. Seemingly unimportant information may be of great value to the intelligence section.

Boards and displays that may be used include:

- Operations Display Board
- Situation Maps
- Resource Allocation Board
- Agencies within the LDCC may use their own display boards for their use.

6.7. Paper Based Information Flow
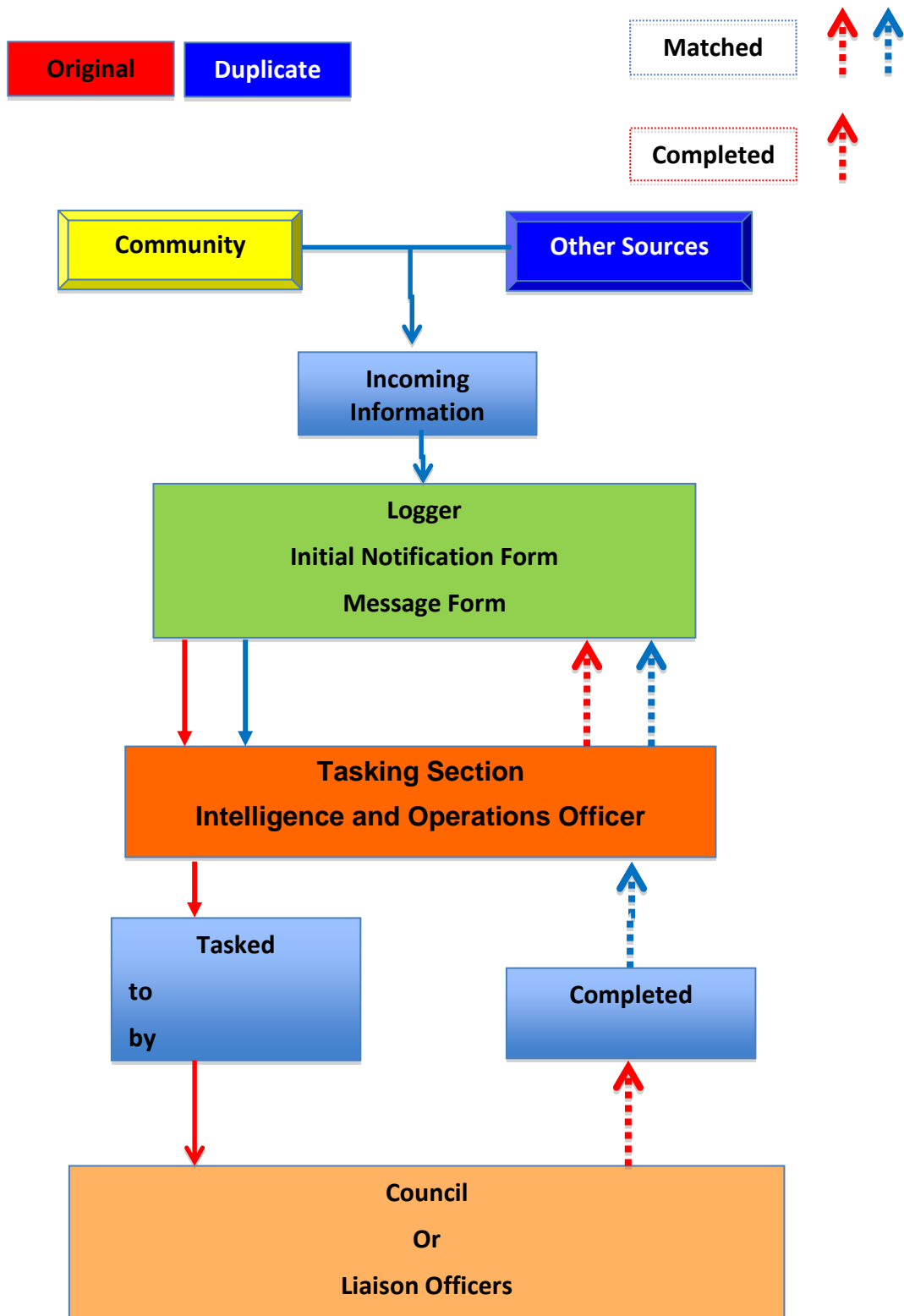
6.8. SMEAC Briefing

The Local Disaster Coordinator should use the briefing format identified by the acronym SMEAC when briefing personnel under their control or direction.

The SMEAC acronym stands for:

Situation

Mission

Execution

Administration and Logistics

Command, Control and Communications

SITUATION: Describes what is happening:

- What is the overall situation (what has happened, background)
- What is at risk
- What is the physical environment
- What dangers and/or problems exist

MISSION: Describes what needs to be achieved:

- What is the mission (what you need to do about it)
- What are the objective

EXECUTION: Describes how things are to be done:

- What are the actions required (how are you going to do it)
- How will they be executed

ADMINISTRATION/LOGISTICS Describes how it will be supported:

- What logistical support (personnel, equipment, supplies, facilities etc.) will be required. (what do you need to do it)
- What is the timing for the various logistics
- What resources are immediately available
- What resources will become available and when
- What are the resources overall

COMMAND/CONTROL/COMMUNICATION (confirmation): Describes how it will be coordinated:

- Who is in overall control of the incident/event (who else is involved; who is the boss etc.)
- What is the reporting chain of command
- What are the channels of communication
- Confirmation of tasks with actioned members

ANNEXURE A: ACTIVATION OPERATIONAL CHECKLIST

Stages of Operation: **ALERT**	☐ Activate the LDCC generic email address
	☐ Provide Activation Advice to all LDMG members and advisors, the Disaster District Coordinator and the community.
	☐ Monitor Warnings and anticipate the timeframe and potential scale of any likely threat to Cherbourg.
	☐ Review arrangements for Centre in anticipation of having to open and staff the Centre. Check available staffing.
	☐ Agency Liaison Officers placed on standby
	☐ Centre personnel placed on standby
	☐ The Chairperson and the LDC consult regarding future action
	☐ District Disaster Coordinator (DDC) advised of the situation
Stage of Operation: **LEAN FORWARD**	☐ Provide Activation Advice to all LDMG members and advisors, the Disaster District Coordinator and the community.
	☐ LDCC activated to appropriate level with appropriate staffing levels.
	☐ On opening of the LDCC, advise all LDMG/Advisors, the DDC and other key stakeholders of the hours of operation, email and phone numbers for the LDCC
	☐ Prepare all LDCC information management processes including:
	☐ Set the electronic file management system
	☐ Prepare Operational Logs and Display Boards.
	☐ Prepare rosters for LDCC staff.
	☐ Determine catering requirements in LDCC.
	☐ Establish initial communications with the Disaster District Coordination Centre.
	☐ LDMG conducting concurrent Event Operational Planning

Stage of Operation: **STAND UP**	☐ Provide Activation Advice to all LDMG members and advisors, the Disaster District Coordinator and the community. ☐ Prepare initial Situation Report and establish reporting requirements (LDCC Situation Report to District) ☐ Communications established with the District Disaster Coordination Centre ☐ Communications established with the Agency Liaison Officers ☐ Liaison Officers from the various Agencies attend the LDCC as required ☐ Records both electronic and hard copy are maintained throughout operation. ☐ The LDCC remains operational until all requests for assistance have been met. May scale back on staffing or reporting if appropriate.
Stage of Operation **STAND DOWN**	☐ Provide advice to all LDMG members and advisors, the Disaster District Coordinator and the community. ☐ All electronic and hard copy records have been collated and secured. ☐ Forward the Final Situation Report. ☐ LDCC Closed
Post Operation **DEBRIEF**	☐ An immediate debrief (hot washup) of the LDCC operation has been conducted. ☐ A date/time/location for a full operational debrief of the LDCC staff has been established.

ANNEXURE B: EQUIPMENT IN LDCC CHECKLIST

Equipment	Description and Purpose	Responsible Officer	Location
Auxiliary Power Supply, Lighting & Extension Cables	Generators and emergency lighting	Logistics Officer	
Cooking facilities	Cooking utensils, Garbage bags, Refrigerator, Hot water jugs, mugs, cups	Support Officer	
Clocks	For recording of correct times	Support Officer	
Display Boards	for maps and charts	Logistics Officer	
Food Supplies	For staff working in LDCC on shifts	Support Officer	
Maps	Of area of operations	Logistics Officer	
Mobile Phones	For Council staff	Support Officer	
Office Equipment	tables, chairs, bins	Support Officer	
Photocopier/Printer	For use in LDCC	Support Officer	
Laptop Computers	For use in LDCC	Logistics Team Leader	
Projector & Screen	Information display within LDCC	Logistics Officer	
Two Way Radios	For emergency Channel and Council channel	Council Officer	
Telephone Headsets	For all telephones provided within LDCC	Chief Executive Officer	
Sleeping Arrangements	Beds, blankets, pillows	Logistics Officer	
Stationery	Pens, Whiteboard markers Writing pads, rulers, pencils, paper clips, staplers, Butchers paper, In/Out Trays (12), photocopy paper	Support Officer	
TV/Transistor radios	At least two with ample spare batteries	Council Officer	
Whiteboards	For status boards	Logistics Officer	

ANNEXURE C: OPERATIONAL CHECKLISTS

Storm/Severe Weather/Cyclone

To be used as a guide to the principle actions to be taken from receipt of a severe weather warning to the submission of claims for DRFA or SDRA after an event. This checklist is only a guide and may be modified to suit the circumstances. Early planning and consideration is required to ensure evacuations and other key tasks can be conducted effectively and safely.

Completed	Action	Remarks
☐	• Severe Weather/Storm Warnings received	• From BOM
☐	• Assess level of likely impact and timeframes.	• LDC/LDMG
☐	• Determine Level of Activation Required	• Activate sufficient resources to coordinate expected event.
☐	• Warn Community and provide Public Information on Situation including messages regarding public safety before impact.	• Facebook, Telephone, word of mouth, Emergency Alert if critical.
☐	• Ensure response agencies (QFES, QAS, QPS and SES) are warned and ready to respond. • Pre-position resources if likely to be needed and road to Murgon likely to be cut (Fuel, Food, Tarps, Sandbags, etc.)	• Activate LDCC if coordination is required. • LDMG / Council
☐	**AFTER STORM:** • Conduct rapid impact and damage assessment • Coordinate disaster response operations as necessary – evacuations, roof tarping, removal of debris, etc. • Provision of Public Information to Community (public health, public safety, response and clean up arrangements)	• Commence soon as safe • LDC/LDMG • LDC/LDMG
☐	• Implement Clean up/Infrastructure repair as required • Provide resources to assist residents to clean up. • Arrange building inspections/electrical inspections of stormwater effected properties. • Provide human/social support to those affected. • Provide financial assistance to those eligible through DRFA /SDRA (as applicable)	• Council/LDMG • Council/SES/Community groups • Request assistance from DDC as required • Counselling services arranged through DDC
☐	• Post Event Review and Assessment	• LDC as per LDCC Operations Manual Activation and Coordination
☐	• Collate expenses and submit claims for cost recovery through NDRRA (as applicable)	• Council and LDMG member agencies

Bushfire

To be used as a guide to the principle actions to be for bushfire. This checklist is only a guide and may be modified to suit the circumstances. Early planning and consideration is required to ensure evacuations and other key tasks can be conducted effectively and safely.

Completed	Action	Remarks
☐	• Severe fire weather warning received • Bushfire Warnings received	• From Bureau of Meteorology & • QFES/Parks & Wildlife
☐	• Assess level of likely impact and timeframes	• LDC
☐	• Determine Level of Activation Required	• Activate sufficient resources to coordinate expected event.
☐	• Warn Community and provide Public Information on Situation including messages regarding public safety before impact.	• Facebook, Telephone, word of mouth, Emergency Alert if critical.
☐	• Ensure response agencies (QFES, QAS, QPS and SES) are warned and ready to respond. • Pre-position resources (Fuel, Food, Tarps, Sandbags, etc.)	• Activate LDCC if coordination is required. • LDMG / Council
☐	• Consider evacuation requirements for people with respiratory issues	• LDMG / Council
☐	• Coordinate provision of resources to fire response as required	• LDMG / Council
☐	• Conduct after impact actions as appropriate similar to Severe Storm, etc.	• See Severe Storm Checklist and modify to suit situation
☐	• Post Event Review and Assessment	• LDC as per LDCC Operations Manual Activation and Coordination
☐	• Collate expenses and submit claims for cost recovery through DRFA (as applicable)	• Council and LDMG member agencies

Flooding

To be used as a guide to the principle actions to be taken from receipt of a flood warning to submission of claims for DRFA after an event. This checklist is only a guide and may be modified to suit the circumstances. It is presented using the expected flood levels and impacts as defined in the AECOM Flood Study for Cherbourg.

Completed	Action		Remarks
☐		• Flood Warnings received	• From BOM
☐		• Assess level of likely flooding and timeframes.	• Use Flood Maps provided in AECOM Flood Study
☐		• Determine Level of Activation Required	• Activate sufficient resources to coordinate expected event.
☐		• Warn Community and provide Public Information on Situation including messages regarding public health and public safety.	• Facebook, Telephone, word of mouth, Emergency Alert if critical.
☐	0-3 m	Take preventative action to minimise damage to Creek Pump Station	• Council
☐	3m to 7m	*Creek Pump Station Floods.* Advise community. • Request water conservation by community. • Prepare Road Closure signs for deployment if needed • Conduct any evacuations out of Cherbourg by Road that are necessary before reaching moderate flood (7m) • Ensure any critical stores and equipment and staff needed are deployed to Cherbourg before reaching moderate flood (7m) • Warn community of potential for closure of Cherbourg/Murgon Road at 7m. • Implement public health Manual.	• Facebook, word of mouth, Community Notice Board • Council staff • LDMG/LDCC • Council/LDMG agencies • LDMG/Council
☐	7m	*Culvert North of Wesslings Road overtops* • Position Road Closure signs as required • Consider evacuations of people from houses north of Barambah Creek in order to complete evacuation before main bridge overtops. • Warn Community and provide public information on road closures. • Commence planning for potential evacuations of homes and Council yard and provide warnings to those affected	• Council • LDMG • LDMG/Council • LDMG
☐	9.5m	*Main Bridge overtops* • Position Road Closure signs as required. • Advise community	• Council
☐	10 m	*Culverts immediately north and southeast of town of main bridge overtop.* • Advise Community	• LDMG/Council

Completed	Action		Remarks
☐	**10.5 m**	***Road Culvert east of town towards treatment plant overtops*** • Advise Community	• LDMG / Council
☐	**11m**	***Wastewater Lagoons flood*** • Advise community	• LDMG/Council
☐	**11.5 m**	***Sewerage Pump Station #4 Floods*** • Council action to minimise sewerage issues. • Provide public information on public health as required.	• Council • Council /LDMG
☐	**12 m**	***Council garages flood*** • Evacuation of vehicles complete.	• Council
☐	**13 m**	***Football fields and related structures flood. Homes north of Barambah Creek and on Carter St begin to flood*** • Evacuation of homes MUST be complete.	• LDMG and Council
☐	**13.5**	• Evacuation of Council vehicle buildings, joinery, store, construction office, Gazier and old prefab underway. (note four hours notice required).	• Council
☐	**14.0**	***Council vehicle buildings and Joinery begin to flood*** • Evacuation council vehicle buildings and joinery complete.	• Council
☐	**14.5**	***Store, Construction Office, Gazier and old prefab flood*** • Evacuation council vehicle buildings and joinery complete.	• Council
☐	**15 m**	***Wastewater Tanks, Dairies, recycling plant and shed Flood*** • Provide public information to community	• Council
☐	**>15**	***Additional flooding possible*** • Action as required for public safety.	See AECOM Flood Study Report
☐	**After Flood** • Conduct rapid impact assessment • Implement Clean up/Infrastructure repair as required • Provide resources to assist residents to clean up. • Arrange building inspections/electrical inspections of flood effected properties. • Provide public health information to community throughout clean up • Provide human/social support to those affected. • Provide financial assistance to those affected through NDRRA (as applicable)		• Council/LDMG • Commence as soon as possible • Council/SES/Community groups • Request assistance from DDC as required. • Council/LDMG • Counselling services arranged through DDC. • Council / LDMG through DDMG.
☐	• Post Event Review and Assessment		• LDC as per LDCC Operations Manual
☐	• Collate expenses and submit claims for cost recovery through DRFA (as applicable)		• Council and LDMG member agencies

Dam Failure

This operational checklist is provided as a guide to the principle actions that must be taken upon receipt of a warning of possible dam failure from Sunwater.

Completed	Action	Remarks
☐	• Receive Warning from SUNWATER.	• CEO to receive
☐	• Assess Threat	• See Operations Manual – Dam Failure for decision flowchart.
☐	• If Evacuation required immediately implement Emergency Alert. • Task QPS and Council staff to physically warn those at greatest risk if safe to do so.	• As detailed in Evacuation Operations Manual.
☐	• Activate LDCC and LDMG	• To STAND UP • Advise DDC
☐	• Establish communications between evacuees in vicinity of school and LDCC • Establish a process to account for people particularly those in lower areas of Cherbourg.	• Send a Council officer there with a phone/radio to help coordinate support.
☐	• Provide public information on the threat to the community evacuated to the vicinity of the school.	• Council
☐	• Provide community support to the people evacuated to the vicinity of the school.	• LDMG/Council
☐	• Monitor situation and respond as appropriate.	• LDMG/Council

ANNEXURE D: DUTY STATEMENTS

Local Disaster Coordinator

Duty Card	**Local Disaster Coordinator**
Reports to:	LDMG Chair
Functional Area	Command (White Tabard)
RESPONSIBILITIES	

1. The LDC is responsible for the overall coordination of the disaster response at a local level. This includes the coordination of disaster operations in the LDCC and reporting regularly to the local group about disaster operations.

2. The LDC is to ensure that any strategic decisions of the local group about disaster operations are implemented through the LDCC.

3. The LDC is responsible for the supply of resources and staff for the effective operation of the LDCC.

IMMEDIATE ACTIONS WHEN LDCC ACTIVATED

- Commence a personal log to document decisions and conversations
- Deliver LDCC initial brief
- Review initial SITREP for approval and release by the Chair to the DDC

DURING DISASTER

- Forward planning and oversee the operation of the LDCC
- Liaising with the District Disaster Coordinator (DDC)
- Liaising with agency heads and community leaders
- In consultation with the Chair, determine trigger points for the issue of public warnings and evacuation
- Maintain an overview of the entire event through the intelligence supplied
- Review SITREPs with the Chair and send to the DDC once approval for release by the Chair
- Deliver LDCC State Update brief

POST DISASER

- Oversee post-disaster actions on behalf of the LDMG Chair when required
- Ensure all information is recorded and filed correctly
- Oversee the claiming of expenditure following the event.
- Contribute to the post-disaster debrief and review
- Oversee the development of the post-disaster report.

Coordination Centre Manager/Operations Officer

Duty Card	Coordination Centre Manager/Operations Office (DPC)
Reports to:	Local Disaster Coordinator
Functional Area	Command (white tabard)

RESPONSIBILITIES

1. Responsible for the overall management within the LDCC in consultation with the LDC. Including operations, logistic support, agency liaison, LDCC staff and administrative support.
2. In a large event that requires a dedicated manager within the LDCC the LDCC Coordination Centre Manager assumes overall responsibility for management within the LDCC and alternative locations

IMMEDIATE ACTIONS WHEN LDCC ACTIVATED

- Commence a personal log to document decisions and conversations
- Supervise the establishment of the LDCC
- Organise the staffing of the LDCC
- Start LDCC sign in register and ensure staff sign in
- Distribute duty cards to all staff on arrival
- Check generator and communications equipment
- Attend the LDMG initial brief
- Review and deliver initial SITREP to LDC for approval and release by the Chair to the DDC

DURING DISASTER

- Oversee the operation of the LDCC
- Oversee status boards and operation logs ensuring they are up to date
- Review and deliver SITREPs to the LDC and LDMG for approval and release by the Chair
- Manage the collation of all documentation for follow-up investigation, compensation, insurance and litigation purposes
- Ensure team rotations occur and back-ups are arranged for the LDCC and other support staff
- Supervise the recording of all actions, decisions and events.
- Ensure an effective handover is achieved for shift changes

POST-DISASTER

- Ensure all information is recorded and filed correctly
- Conduct post-disaster debrief and review

Logging Officer

Duty Card	Logging Officer
Reports to:	Local Disaster Coordinator
Functional Area	Operations (Red tabard)
RESPONSIBILITIES	
1. The Loggers are responsible for ensuring all incoming correspondence and calls to the LDCC are logged either in a manual log or electronic log.	
IMMEDIATE ACTIONS	
Assist in the set-up and preparation of the LDCC	
DURING DISASTER	
• Ensure all incoming telephone messages are recorded in the event log • Ensure all ingoing and outgoing messages are recorded in the event log • Ensure all incoming emails are recorded in the event log • Ensure outstanding items in the event log are reported to the Local Disaster Coordinator as required.	
POST-DISASTER	
• Assist with the collection and filing of all documentation from all groups • Participate in post-disaster debrief and review	

Administration Officer

Duty Card	Administration Officer	
Reports to:	Local Disaster Coordinator	
Functional Area	Administration (green tabard)	
RESPONSIBILITIES		
1. Responsible for the overall effective operation of the administrative roles within the LDCC		
IMMEDIATE ACTIONS		
• Assist to set up LDCC if required		
DURING DISASTER		
• Maintain administrative support for the centre including staff rosters, well-being and safety • Ensure all information is recorded into appropriate areas • Provide assistance to external agencies as required		
POST-DISASTER		
• Participate in post-disaster debrief and review		

Finance Officer

DUTY CARD	Finance Officer
Reports to:	Local Disaster Coordinator
Functional Area:	Administration (green tabard)

RESPONSIBILITIES
Responsible for the financial recording of the event 1. Responsible for the capture of all expenditure within the LDCC 2. Ensure the Logistics Officer is providing complete details of expenditure 3. Ensure Council resources used in the Coordination centre are being recorded with emphasis on cost capture for all activities that are beyond normal Council functions.

IMMEDIATE ACTIONS
Report to the Local Disaster Coordinator for instructions

DURING DISASTER
Provide finance support as required

POST-DISASTER
• Assist in DFRA applications • Participate in post-disaster debrief and review

Intelligence Officer

Duty Card	Intelligence Officer
Reports to:	Local Disaster Coordinator
Functional Group	Intelligence (grey tabard)

RESPONSIBILITIES

1. The Intelligence officer supports the LDC and LDCC with an accurate, timely, clear and concise picture of the situation.
2. Supports current and future operations within the LDCC.
3. Collect information from the Operations

IMMEDIATE ACTIONS

- Commence a personal log to document decisions and conversations
- Attend the LDCC initial brief.
- Assist in ensuring information on status boards (where implemented) is accurate, up to date and easily read;

DURING DISASTER

- Collection of information from responding agencies
- Screen and access information received and provide advice on the required actions
- Predict how weather changes may affect operations;
- Peruse recorded information for relevant information to assist in forward planning;
- Ensure that the Local Disaster Coordinator is immediately informed of significant or contentious issues that may attract media attention
- Prepare SitReps
- Prepare Damage Assessment information

POST-DISASTER

- Collect and file documentation from all groups
- Participate in post-disaster review

Logistics Officer

DUTY CARD	Logistics Officer
Reports to:	Local Disaster Coordinator
Functional Area:	Logistics (Blue tabard)
RESPONSIBILITIES	

1. Responsible for the overall management of resources for the event
2. Responsible for the overall management of resources for the coordination centre

IMMEDIATE ACTIONS

- Assist in the set-up and preparation of the LDCC
- Organise supplies

DURING DISASTER

- Purchase equipment and suppliers required for operations
- Ensure records of all financial transactions are kept.
- Arrange catering and resupply of consumables for staff and visitors to the LDCC

POST-DISASTER

- Assist with the collection and filing of all documentation from all groups
- Participate in post-disaster debrief and review

Communications/Media Officer – (Community Information)

DUTY CARD	Communications/Media Officer
Reports to:	Local Disaster Coordinator
Functional Group	Media (Dark Blue tabard)

RESPONSIBILITIES

1. Responsible for all media releases and coverage for the event
2. Development of public information for release using various systems to the community

IMMEDIATE ACTIONS

- Commence a personal log to document decisions and conversations
- Attend the LDCC initial brief
- Issue of media release advising of activation of LDCC and public telephone numbers for the community members to seek assistance
- Assist in developing an initial media strategy for communicating with media throughout the disaster

DURING DISASTER

- Provide update to social media sites
- Preparation and dissemination of all community and media information
- Preparation and release of accurate and regular information and warnings in regards to LDMG response and recovery operations;
- Dealing with all media enquiries in regards to LDMG response and recovery operations;
- Ensure that Local Disaster Coordinator is kept informed in relation to media issues;
- Regularly update the Local Disaster Coordinator and Chairperson in regards to media enquiries and associated issues;
- Monitor all media coverage of the event and immediately advise the Local Disaster Coordinator of any contentious issues;
- Arrange for opportunities to promote positive issues relevant to operations

POST-DISASTER

- Participate in post- disaster review

ANNEXURE E: GUIDE TO WRITING SITREPS

Aim

Aim of the Sitrep is to provide the District and State Coordination Centres with an accurate and timely overview of the situation since the last Sitrep.

Sitreps should not repeat information in previous Sitreps – they are a report on the current situation.

Objectives

- To ensure that the DDMG and the SDCC understand the objectives and strategies implemented to effectively manage the emergency situation;

- To provide accurate information and data to effectively brief senior executives and ministers;

- To provide word pictures to supplement the following reports:

- Daily Queensland Emergency Management Report,

- SDMG Briefs, and

- Ministerial briefings;

- To accurately capture information for senior executives to be able to prioritise state and national assistance; and

- Provide accurate timelines of events and accurate information for the after action reporting process.

Format

The Sitrep is broken up into three main sections. The first two sections, Situation Overview and Reports are aimed at providing a word picture of events that occurred during the day and proposed future operations.

The third section of the Sitrep is aimed at providing the facts and statistics which are important for ministerial and media briefings as well as for strategic planning considerations.

Sitrep Header

Provide information of who the Sitrep is from and who is to receive it, cc any coordination centres or personnel that would benefit from the information.

Situation Overview

- **Weather:** Outline local weather observations different to the forecast from the Bureau of Meteorology (BOM). Eg: River height calculations from Local Government engineers. Do not repeat BOM information.

- **Damage Assessment Overview**: An overview or snapshot of the damage that has occurred and/or is likely to occur in the reporting area.

- **Media Issues**: An overview on any media related issues. Or issues that may be liable for media comment.

- **Summary of past 24 hrs**: Include the following recommended info;
    - What is the current situation,
    - What activities are you currently undertaking in response to the current situation,
    - What key issues/problems/resolutions have arisen since last report was sent,
    - Has the size/scale of the operation changed, and
    - If Local Governments have no issues indicate that in this section.
- **Projected operations**: Include the following recommended info:
    - What are the projected activities over the next 24-48 hrs,
    - What tasks are planned to be undertaken in the next 24-48 hrs, and
    - Anticipated resource requirements such as food resupply, extra personnel etc.

Facts & Statistics

The aim of this section is to provide data for planning purposes and effective courses of action if required. This section is also critical in providing accurate statistics for senior executives and ministerial and media briefings.

Accuracy is critical in preventing confusion at the strategic level. _If the data provided is an estimate articulate that in the SitRep._

- **Response**: Personnel data, this information is critical for ministerial and media reporting. Ensure local SES and SES deployed figures are reported separately. NB: Deployed SES figures should consist of SES members that have been called in from outside the affected area to assist with operations.

Also detail resources (tarps, sandbags, SES volunteers) available and any logistical problems that have been encountered to date.

Social

- **Population**: Cover any reports of deceased, injured or missing persons. Ensure these numbers are as accurate as possible. Clearly identify if numbers provided in this section are estimations. Example; It is estimated that 15 people are missing.
- **Evacuations:** Advise of the activated evacuation centres and their locations, numbers registered and numbers that are expected to stay overnight in the centres.
- **Community Recovery Centres**: Provide information on the location of centres, hours of operation and the number of members from the community utilising the centres.
- **Health**: Provide information on current and projected impacts on public health, this may include the impact to patients in hospitals or old age care facilities. Include any impacts on the communities' mental health.

Infrastructure

- **Transport**: Cover information on the impact to transport infrastructure. Only major roads to and from townships are required and indicate how these closures will impact the community. (Include when they will be expected to close or reopen).
- **Structures:** As for population sections, accuracy of reporting of these figures is important, as close scrutiny is applied at the senior executive and ministerial level as well as when reported in the media. If figures are estimates clearly indicate that in the Sitrep. The type of building

and the nature of the flooding (internal or external) and the levels reached should be indicated. If information is known, be as specific as possible, for example:

- o Internal flooding of 1 house in Jones street, two story house with .5m through bottom story of house.

- o Internal flooding of low set house on Smith Street, .5m through house.

- o 4 rural properties in ....area with external flooding to grazing areas, no threat to houses at this stage.

- **Services:** This section of the SitRep is aimed at providing information on critical infrastructure and services. It is important to indicate the time and nature of loss or interruption, as well as an estimated time of repair. Indicate in this section if state assets are required to support the repair to services.

Economic

- **Industry**: Indicate by sector (small business etc.) the impact to industry. This is important for future assignment of assets for economic recovery.

Environment

- **Environmental Impact:** Provide information on any environmental impact.

Local Arrangements

- **Updates to Distract/ Local Contacts:** Update contact details of key staff.

ANNEXURE F: SITUATION REPORT

The example template is the minimum standard for the information that is to be provided.

Situation Report

Cherbourg Local Disaster Coordination Centre

Event:		
Daily SitRep No:	**Date:**	**Timings: (***as advised from DDCC***)**
Distribution:		
• Gympie District Disaster Coordination Centre • All LDMG members • All LDMG Advisors • Cherbourg LDCC • (others)		
From:		
Cherbourg Local Disaster Coordination Centre Phone: Facsimile: Email:		

COORDINATION CENTRE ACTIVATION STATUS

Alert / Lean Forward / Stand up / Stand Down

1. Weather (Local observations)

SITUATION OVERVIEW

2. Damage Assessment Overview (Include brief summary of effects)

3. Media Issues (Include brief details of any media related issues)

4. Summary of Past 24 Hours By LDMG (Include brief details of operations, visits, etc.)

5. Projected Operations For Next 24/48 Hours

(Major problems next 24/48 hours. Anticipated resource requirements, including food re-supply)

SOCIAL

6. Population

Estimated number of injured:	

7. Evacuations - general

Evacuation Centres Activated (include location and commencement date)	
Number registered at Centres (include progressive total, and current registries')	
Number staying in Centres (include progressive total and current number of persons previous night)	
Issues (include comments relating to public safety, support services and resources where applicable)	

8. Medical and other evacuation information

Number of persons evacuated for medical reasons (e.g. from nursing home or hospital to another location – include details of place of origin and place evacuated to)	
Number of persons evacuated to another town or city (include details of place of origin and place evacuated to)	

9. Community Recovery Centres

Locations:	
Opening hours:	
Numbers utilising centre:	
Issues:	

10. Health

Public health:	
Mental health:	

INFRASTRUCTURE

11. Transport (If roads, airstrips etc. closed, include estimated time of re-opening)

Aviation:	
Road:	
Other:	

12. Structures affected (Note: cumulative figures will, in most cases peak, and numbers will begin to fall. When this occurs, the peak number should remain as the cumulative total)

daily / cumulative

Residences – water impact:	Number with water in yard	**/**
	Number with water under house but not affecting living areas	**/**
	Number with water in living areas	**/**
Residences – all type of damage, including water impact: *Note: These figures will include figures of residences impacted by water in previous table.*	Number with minor damage – habitable	**/**
	Number with damage rendering house uninhabitable	**/**
	Number destroyed	**/**
	Number with roof damage requiring tarpaulin/s	**/**
Business premises – water impact from flood/storm surge:	Number with water in premises – no significant effect to business activity	**/**
	Number with water in premises – causing cessation of business activity	**/**
Business premises - all type of damage, including water impact: *Note: These figures will include figures of residences impacted by water in previous table.*	Number with minor damage – no significant effect to business activity	**/**
	Number with damage causing cessation of business activity	**/**
	Number destroyed	**/**
	Number with roof damage requiring tarpaulin/s	**/**

Council Building:	
Government Offices:	
Schools:	
Hospitals:	
Dams:	

13. Services

Communications: (If communications out, include estimated time of re-connection)		
Telephone network:		
Mobile telephone network:		
Radio (2-way):		
Internet network:		
Broadcast radio / TV:		
Power:		
Mains power:	Number of customers without power	**daily / cumulative /**
	What is being done to progress reconnection, including estimation of timeframes	
Auxiliary power:	Number of customers on auxiliary power	
Public Transport: (e.g. services operating normally, diversions in place, services suspended)		
Bus		
Rail		
Other		
Water:		
Impacted?	Yes □ No □	
Still operational?	Yes □ No □	
If yes, to what capacity?		
If no, what is being done?		
Sewerage:		
Impacted?	Yes □ No □	
Still operational?	Yes □ No □	
If yes, to what capacity?		
If no, what is being done?		
Gas:		

Impacted?	Yes ☐ No ☐
Still operational?	Yes ☐ No ☐
If yes, to what capacity?	
If no, what is being done?	

ECONOMIC

14. INDUSTRY

Sector:	
Financial	

ENVIRONMENT

15. Environmental Impact (including foreshore erosion from storm surge)

LOCAL ARRANGEMENTS

16. Updates to District/Local Contacts

Changes to contacts:	

Author:	Date:	Time:	Sign off:	Date:	Time:
Signature			Signature		

ANNEXURE G: STATE UPDATE

STATE UPDATE CHERBOURG LDMG		
Event:		
State wide Update No:	**Time period covered:**	**Date:**
«SitRepNumber»	«ReportTime» - «ReportTimeEnd»	«ReportDate» - «ReportDateEnd»
Distribution:		
DDMG: SDCC:		
From:		
LDMG		
Phone:	**Email**:	

1.   Situation to date

A broad overview of the Local status. One paragraph only (four sentences).

2.   Key Activities - last 24/48 hours

Three or four points informing of actions taken in last 24/48 hours

3.   Key Activities - next 24 hours to 30 Days

Key activities or scheduled/planned actions. Focus should include transition or recovery aspects.

4.   Key Issue(s) Requiring State Support

These are issues requiring State level intervention or support. All issues raised will be reviewed in detail for consideration at State level disaster management groups and committees.

NOTE:
- State Updates should be brief and not a narrative (read in <3-5 mins).
- It is acceptable for a State Update to state – "no change since last State Update".
- A map and graphics can be part of a State Update

STATE UPDATE AUTHORISATION

Prepared by:		**Signed:**	**Date/ Time:**
Approved by:		**Signed:**	**Date/ Time:**

ANNEXURE H: FORMS AND BOARDS

Templates of Forms can be accessed and printed for use in the LDCC as required. The most common Forms and Boards are:

- Situation Report Template (Annexure E)
- State Update Template (Annexure F)
- Message Form
- Operations Log
- Resources Allocation Board
- Operational Contacts Status Board
- Staff Registration Board
- Request for Assistance Form
- Request for SDCC Resupply

Message Form

Cherbourg Local Disaster Coordination Centre

Operation:_____

Date: ___/___/___　　　　Time: _____hrs　　　　Operations Log No. _____

URGENT　/　ROUTINE

FROM:

　　NAME:_____

　　ADDRESS:_____

　　　　　　_____

PHONE:_____ FAX NO:_____

MESSAGE / REQUEST: (If email message, ATTACH copy to rear of this form)

_____
_____
_____
_____
_____
_____

　　　　　NAME of Recipient　　　　　　　　　　Signature of Recipient

ACTION　　　　　　　　　　**URGENT　/　ROUTINE**

QPS　　　　QAS　　　　QFES　　　　SES　　　　MEDIA

ERGON　　　HOSPITAL　　BLUECARE　　COUNCIL　　EHO　　LDC

OTHER AGENCY (Specify) _____

　　　　　NAME of Tasking Officer　　　　　Signature of Tasking Officer

ACTION TAKEN:

_____
_____
_____
_____

DATE COMPLETED: ___/___/___　　　TIME COMPLETED _____hrs

　　　　NAME of Liaison Officer　　　　　Signature of Liaison Officer

OPERATIONS LOG

Cherbourg Local Disaster Coordination Centre

OPERATION: _____   **DATE:** _____/_____/_____

No.	Time In	Source	Information or Request	Agency Tasked	Action Taken	Time Completed

RESOURCE ALLOCATION

Cherbourg Local Disaster Coordination Centre

OPERATION: _____

Date	Resources Supplied	Origin of Resources	Destination of Resources	Person Responsible	Returned

Operational Contacts Status Board

Details are recorded of contact numbers for
Coordination Centre and all agencies involved, along with any other numbers which may be required.

*OPERATION:*_____

Agency	Name / Position	Telephone	Fax

STAFF REGISTRATION FORM

CHERBOURG LOCAL DISASTER COORDINATION CENTRE

OPERATION: **DATE:**   /   /

Name Print	Organisation Print	Time In	Time Out	Signature

REQUEST FOR ASSISTANCE

<u>Cherbourg Local Disaster Coordination Centre</u>

TO: **DISASTER DISTRICT COORDINATOR**

FROM:

OPERATION _____   **REQUEST NUMBER:**_____

SUBJECT	
OWN RESOURCES ☐ FULLY UTILISED ☐ NOT APPROPRIATE ☐ OTHER:_____	
PURPOSE/NATURE OF REQUEST	
DELIVERY Where to?_____ By when?_____ Transport type_____	
CONTACT Name_____ Organisation _____ Address _____ Telephone _____	
PRIORITY ☐ URGENT ☐ 12 Hours ☐ 24 Hours ☐ 72 Hours ☐ NON URGENT	
CARGO Size: _____ Weight: _____	

AUTHORISING OFFICER _____
                        Signature
 	
(Mayor/CEO/LDC/Delegate)   _____
                        Name	

DATE: _____/_____/_____ **TIME** _____:_____**hrs**	

REQUEST FOR SDCC RESUPPLY
Cherbourg Local Disaster Coordination Centre

OPERATION:_____

FROM (NAME)**:** .... **POSITION:**....................................

TELEPHONE:..… **FAX:**..

LDMG NAME:...................................… **DATE:**...

REQUEST NO:..................... (To be numbered consecutively)

TO: DISTRICT DISASTER COORDINATOR

DISASTER DISTRICT: _____

FAX. No:(07) _____   **TELEPHONE No:(07)** _____

Food and basic goods re-supply is requested for (Location)
....
....……………………….....

Last date normal supplies received.......................................……...….......................

Period of isolation...….….........................

Expected period of isolation...….…..................

Reason for isolation...…….............
(eg. All roads cut, Bridge out)

Have all local food supply outlets and hospitals been contacted? ………………....……YES/NO

Are mail services to area being maintained?.........................………..……........YES/NO

If NO (detail)...………......

TOTAL WEIGHT OF SUPPLIES REQUESTED ……..KGS

If approved, date supplies required...….…...

CERTIFICATION
I hear by certify that a SDCC re-supply operation is necessary to maintain the physical and/or psychological welfare of the community and/or properties.

_____
   Chair LDMG / Local Disaster Coordinator

LOCAL GOVERNMENT - REQUEST FOR SDMG RESUPPLY
PAGE 2

- **LIST ALL RETAIL OUTLETS AND REQUIREMENTS**
- **WEIGHTS TO BE IN KILOGRAMS (KG)**

NAME OF BUSINESS	FRUIT AND VEGETABLES	DRY GOODS	FROZEN/ CHILLER	DAIRY PRODUCTS

NOTE: Frozen / chilled food only to be carried if absolutely necessary, if approved by XO SDMG and if properly packed by the Wholesaler to ensure preservation for entire journey until retailer or community take delivery. Weight of frozen/chilled food is to include weight of ice and packaging.

Detailed order lists have been obtained from ALL retail outlets requesting supplies, and same are available for your viewing at your request.
_____

DDC USE ONLY
DISASTER DISTRICT COORDINATION CENTRE

ACTION TAKEN
(A) REQUEST TO EXECUTIVE OFFICER - SDMG.......................YES/NO

(B) QUOTES FOR AIR/ROAD TRANSPORT...............................YES/NO

    (1)...……………………………

    (2)...……………………………

    (3)...……………………………

(C) REPLY TO LDMG .... YES/NO

(D) APPROVAL No....................................ORDER No...............................

ABOVE ACTION CERTIFIED BY ....
                                (DISTRICT DISASTER COORDINATOR)

ACCOUNTS FOR RECOUPMENT COSTS FURNISHED.................YES / NO