Evacuation Strategy & Action Plan

A sub-plan of the Local Disaster Management Plan

Barcoo
SHIRE COUNCIL

SP-3

OCTOBER 2020

Barcoo Shire Council

Doc ID: 59723

Heart of the channel country
www.barcoo.qld.gov.au

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Acknowledgements

Portions of this document are wholly or partially derived from the following sources:

- Evacuation: Responsibilities, Arrangements and Management Manual
- Australian Institute for Disaster Resilience, Handbook 4, Evacuation Planning, 2017
- New Zealand Mass Evacuation Planning Guideline

The acknowledgement recognises the source and use of material from the above references throughout this plan.

Document control

The *Barcoo Shire Evacuation Strategy and Action Plan* is a controlled document. The Local Disaster Coordinator (LDC) holds the master copy of this document.

Amendments

Any suggested or proposed amendments are to be forwarded in writing to:

Local Disaster Coordinator
Barcoo Shire Council
P.O. Box 14
Jundah, QLD 4736
Email: shire@barcoo.qld.gov.au

The LDC may approve inconsequential amendments to this document, however will ensure that any significant changes must be submitted to the Local Disaster Management Group for approval and be endorsed by Barcoo Shire Council.

A copy of each amendment will be forwarded to Local Disaster Management Group members. On receipt, the amendment is to be inserted into the plan and version control records updated.

Version control

Version	Date	Comments
2.0	January 2019	
2.1	September 2019	Reviewed and updated
3.0	October 2020	Annual Review

Distribution

Copies of the Plan will be distributed to members of the Barcoo Shire Local Disaster Management Group and other entities as determined.
A distribution list is shown at Appendix 1.

Contact list

A contact list is shown at Appendix 2. This list is subject to restriction.

Endorsement

The Barcoo Shire *Local Evacuation Strategy and Action Plan* provides a guide for the effective management of evacuation of people within the Barcoo Shire local government area either prior to or following a disaster event as defined in the Disaster Management Act 2003 (the Act).

It is endorsed by the Barcoo Shire Local Disaster Management Group (LDMG) and approved for distribution.

…………………………………………..
(Signature)
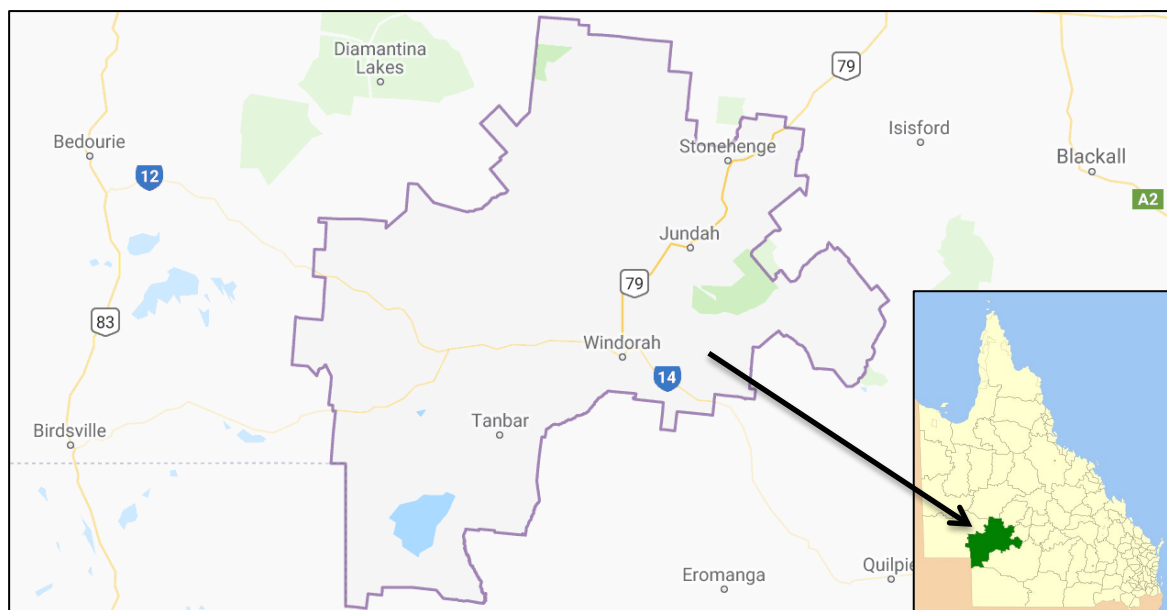Mayor Sally O'Neil
Chairperson
Barcoo Local Disaster Management Group

Date:28 October 2020

Table of Contents

Part 1 - Introduction

Area covered

Covering 61,901 square kilometres, Barcoo Shire is one of the larger shires in Queensland. Situated in the far south-west of the State, it borders the Longreach Regional and Winton Councils to its north, Diamantina Council to its west, Quilpie and Bulloo Shire Councils to the east and south respectively. A portion of the South Australian meets the south-western corner of the Shire.

There are three towns in the Shire, Stonehenge, Jundah and Windorah. Stonehenge and Jundah are sited on the banks of the Thomson River and Windorah is near Cooper's Creek. The estimated resident population of Barcoo Shire as of 30 June 2018 was 272.[1]

Situated in the Channel Country, Barcoo Shire is prone to regular flooding. However, the towns and properties where people live are mostly immune from flood inundation, but the road network is very vulnerable to long periods of flooding and closures – which presents a problem for the resupply of essential goods, including food, sanitary products and fuel. Floods in excess of 7 metres will create a disruption to the town of Jundah.

The main industries in the shire are agriculture (sheep and cattle grazing), resources industries (oil and gas production and transportation) and tourism. All of these industries require heavy machinery (road trains and buses) to transport livestock, hydrocarbons and people. There is also an increasing number of self-drive tourism that needs to be managed for their safety.

Fire is a reality in the landscape, and the risk increases after good seasonal rains. This risk is generally managed responsibly and by property owners with their own equipment or with the assistance of local brigades.

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[1] ABS report, 2018

Authority to plan

This strategy and action plan have been prepared under the authority of the Barcoo Shire LDMG as a subordinate document to the Local Disaster Management Plan (LDMP) and in accordance with section 30 of the Act.

Aim of strategy

The aim of this strategy and action plan is to detail the arrangements for the effective and timely evacuation of persons from 'at risk' situations to a safer place.

Objectives

- To identify and map local risks, 'at risk' areas and the 'exposed' population
- To develop and implement risk-focused community awareness programs
- To develop a communications strategy to disseminate timely and effective public information and warnings to the community
- To detail specific arrangements for withdrawal, shelter and safe return of people to their homes

Interface with other plans

This plan should not be read in isolation to the LDMP. They form part of the Shire's disaster management arrangements and interface with other disaster management arrangements at local, district and State level.

Review and renewal

Section 30 of the Act provides that the LDMG has the following functions in relation to disaster management and disaster operations in their area:

- *To ensure that* disaster management *and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State, and*
- *To develop effective* disaster management*, and regularly review and assess the disaster management.*

Section 59 also provides that:
1) *A local government may review, or renew, its local disaster management plan when the local government considers it appropriate.*
2) *However, the local government must review the effectiveness of the plan at least once a year.*

As a consequence, this plan, a subordinate document of the local disaster management plan will be subject to review, following:

- Any significant activations of the plan that identify exposures or liabilities requiring resolution
- Emergence of new hazards or significant changes in the nature of existing hazards and the resultant development of new risks or potential risks
- Identification of significant changes in the context of the community
- Significant progress on programmed mitigation strategies
- Emergence of lessons identified from activation, exercises or training activities

Timings of review

This strategy and action plan is to be reviewed annually.

- April-July - Review conducted
- September - Draft plan formally presented to LDMG for approval
- October - Approved amendments (or new plans, if appropriate) are disseminated to all stakeholders

Subject to the above criteria, the all plans and procedures may be reviewed at any other time should it become apparent that urgent amendments are required to effect the operational effectiveness of LDMG activities.

Availability of plan for inspection

Section 60 of the Act, provides that a local government must ensure a copy of its local disaster management plan is available for inspection, free of charge, by members of the public —

- At the local government's head office; and
- On the local government's website (www.barcoo.qld.gov.au) and
- At other places the chief executive officer considers appropriate.

The local government must, on payment of the appropriate fee, give a person a copy of the Plan. In this section— *appropriate fee* means the fee, decided by the chief executive officer of the local government that is no more than the reasonable cost of providing the copy.

Use of terms

For ease of use the term *'Local Evacuation Strategy and Action Plan'* will be referred to in this document as the 'plan'.

Part 1 – Evacuation strategy

What is evacuation?

Evacuation is a risk management strategy that may be used to mitigate the effects of a disaster or emergency situation on a community or part of a community. It is a five stage process commencing with 1) making a decision to evacuate, 2) Disseminating warning messages to the affected community, 3) the timely and coordinated withdrawal of people from a dangerous situation, 4) sheltering evacuees in a safer location and finally, 5) the return of people (when safe to do so). Evacuation becomes necessary when the benefits of leaving significantly outweigh the risk of 'sheltering-in-place'. For an evacuation to be effective it must be appropriately planned, executed and managed.

The following diagrammatically illustrates the evacuation process and is based on the Australian Institute for *Disaster Resilience (AIDR) National Evacuation Planning Handbook* and has been adopted by all State and Territory governments.

Evacuation process
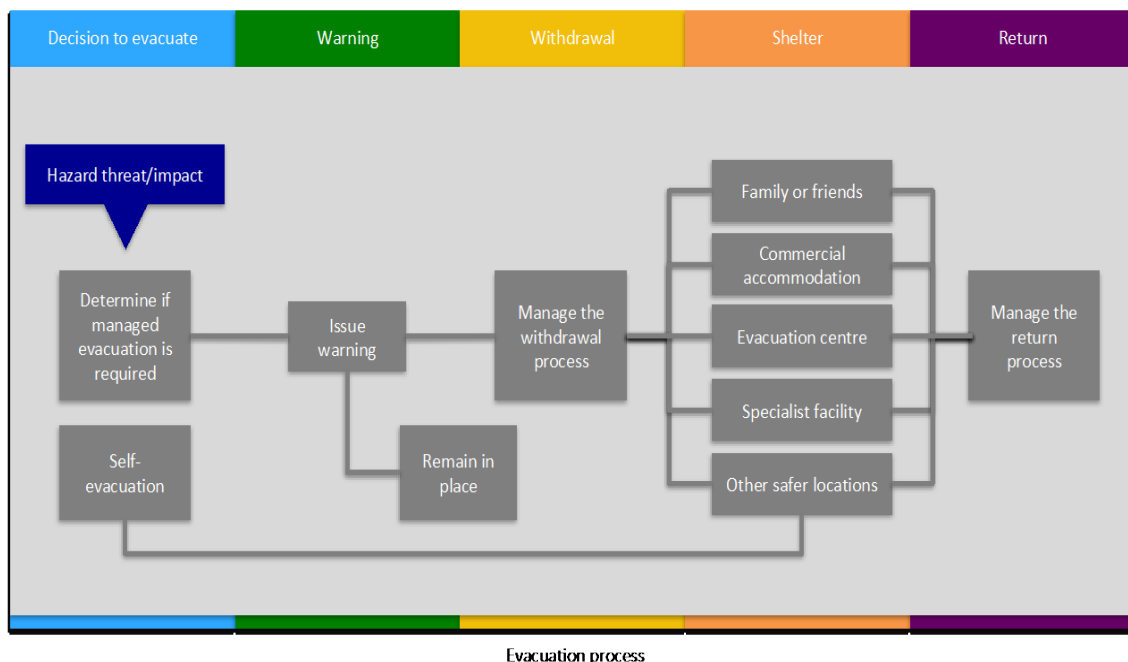
Queensland Legislation

Introduction

The Disaster Management Act 2003 (the Act) specifies that Council is primarily responsible for managing disasters in its local government area. As a consequence, Barcoo Shire Council Local Disaster Management Group (LDMG), is best placed to plan for and conduct evacuation prior to the onset of an event or following the impact of an event through their local knowledge, experience, community understanding and existing community relationships. However, it must be emphasized that neither the LDMG nor local government has the legislative authority to order or direct an evacuation.

This is the responsibility of the Longreach District Disaster Coordinator (DDC) and can only be authorised under the Disaster Management Act 2003.

Disaster Management Act 2003

Declaration of a 'disaster situation'

Section 64 of the Act prescribes that a DDC for that disaster district may with ministerial approval declare a disaster situation for the district, or a part of it, if satisfied—

a) A disaster has happened, is happening or is likely to happen, in the disaster district and
b) It is necessary, or reasonably likely to be necessary, for the district disaster coordinator to exercise declared disaster powers to prevent or minimise any of the following—
   i   Loss of human life
   ii   Illness or injury to humans
   iii   Property loss or damage
   iv   Damage to the environment.

Before declaring the disaster situation, the district disaster coordinator must take reasonable steps to consult with—

a) The district group for the disaster district, and
b) Each local government whose area is in, or partly in, the declared area for the disaster situation.

Section 77 of the Act provides a range of general powers available to a DDC in a declared disaster situation including, but not limited to, evacuation of persons or animals from the declared area or a part of the area.

For further detailed information on the exercise of declared disaster powers under the Act, refer to Part 4 - Provisions for declarations of disaster situation.

Other legislation

Declaration of 'emergency situations'

Mandatory evacuations undertaken during localised incidents for the purposes of public safety would be undertaken by emergency service responders in the execution of their normal duties and authorised in accordance with their relevant legislation. These include:

Queensland Police Service (QPS) – A declaration of an 'Emergency Situation' under the provisions of the Public Safety Preservation Act 1986 (Commissioned Officer of Police)

Queensland Fire and Emergency Service (QFES) – In relation to specific powers under the provisions of the Fire and Rescue Service Act 1990 (Authorised Officers)

In these circumstances, Barcoo Shire Council/LDMG could be asked to assist by providing a small scale Evacuation Centre solution.

Evacuation strategy

This strategy is based on the development and execution of an *Action Plan* for any event where the evacuation of people from a dangerous situation to a safer place is the most effective & practical option available to authorities. The *Action Plan* provides an extensive list of key considerations for authorities to ensure that every possible contingency has been addressed in the lead up to, during and after an evacuation. **The evacuation Action Plan is shown at Appendix 3.**

Stages of evacuation

There are five recognised stages to the evacuation process. The diagram (below) illustrates the five stages of the evacuation process and also includes 'community preparedness' as a fundamental element and prequel to the effectiveness of the five stages.

Community preparedness

Community preparedness provides a significant level of situational awareness for the community in understanding the risks that they are exposed to and what the process will be if and when they are required to take a specific course of action (i.e. evacuation). This phase is critical to ensuring an effective and timely evacuation process is achieved and forms a significant component of Council's annual public awareness program.

Preparedness activities

Activities should be targeted to the needs of each community and may include:
- Community education and awareness programs
  - The dissemination of regular disaster management information through newsletters, Council service centres and rates notices
  - The use of digital media platforms such as Council website, social media
  - Community surveys on the level of understanding of individuals
  - Community pre-season awareness programs
  - Availability of local disaster management plans via Council website and local libraries.
- Public meetings and presentations to community groups

Stage 1 – Decision to evacuate

Evacuation of a community is a complex task normally undertaken in highly stressful circumstances with little time to develop arrangements to achieve the process in a timely and efficient manner that allows for a safe and coordinated approach to keeping the community safe.

The decision phase is determined by the period when intelligence from the field and other sources, such as official warnings, are considered (e.g. Bureau of Meteorology, QFES) and a choice is made whether to order an evacuation or advise people to 'shelter-in-place'.

The decision must be given careful consideration. With insufficient information it is possible that the person making the decision could be faced with the dilemma of whether to evacuate or not. If the decision is made too early and the hazard recedes, the evacuated community will have been exposed to unnecessary risk, inconvenience and cost. If the decision is made too late, the affected community will be forced to either evacuate under high-risk conditions or to remain in place and accept the full effects of the hazard impact.

While the nature of the hazard impact will be a primary consideration in the decision making process, an effective evacuation plan supported by an effective community education program will enhance that process.

Decision-making considerations:
- What is the nature of the threat?
- Who is responsible for making the decision?
- Is evacuation necessary?
- What is the legislation governing evacuation?
- Who authorises evacuation?
- Will there be a risk to the evacuees during movement?
- What is the expected impact area and number of affected people?
- Is there time available to organise and carry out the evacuation?
- What evacuation routes are required?
- Are there risks to emergency responders?
- How much time exists for decision-making?
- Is there a current, practiced evacuation plan?
- What is the accuracy/currency of information?
- Are there any special needs buildings or people?
- How is the public to be informed of the need to evacuate?
- What is the state of readiness or preparedness in the community?

Evacuation planning group

The LDMG will be responsible for evacuation within the Barcoo Shire. They may deem it necessary to appoint a specific working group to undertake planning for the evacuation of people, however this will be decided just prior to the event or immediately after the impact of the event and will be determined by the circumstances that arise at the time.

Assistance from the District Disaster Management Group (DDMG) to effectively conduct evacuation to a safer location or evacuation facility may be identified during evacuation planning. It is recommended that continuous communication with all relevant stakeholders and support agencies occurs to increase consistency, ensure resource continuity, enhance community partnerships and minimise the potential for confusion and time delays during an event requiring evacuation[2].

Stage 2 – Warning

The warning message is where the community is notified of the event (either impending or occurred) and advised of the appropriate actions that they should take. Warnings can be undertaken by a range of mechanisms from door knocking, through media outlets (e.g. radio, television), social media and/or SMS messaging. The warning enables individuals & communities to respond appropriately to a threat in order to reduce the risk of death, injury, property loss and damage. The effectiveness of the evacuation will largely depend on the quality of the warning process.

It should be noted that each hazard produces different risks to the community and as such the warning message will contain different actions that need to be taken (E.g. A chemical spill warning may invoke a 'shelter-in-place' action but flood warning which may invoke an evacuation action).

Warning message considerations

Should be	- Clear (simple language), unambiguous and provide an action element - Timely and structured - Issued by a credible authority (e.g. QPS, QFES) and provide a confirmation contact point
Should contain	- Name of issuing authority - Date & time of issue - An accurate description of threat (what has happened or likely to happen) - Details of the area affected by the hazard or threatened to be affected - Action advice to those receiving the warning - What, if anything, is being done to control the hazard - Time next warning will be issued - Information relating to 'special needs' individuals or groups
'Special needs'	- Mentally & physically handicapped - Aged care facilities - Hospitals/medical centres - Elderly in the community - Non-English speaking - Tourists - Itinerants (including long-haul transport companies) - Education facilities (i.e. schools, kindergartens)
Avoid	- Jargon - Abbreviations - Ambiguity

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[2] Evacuation: Responsibilities, Arrangements and Management Manual

<u>Provision of advanced warning to special needs facilities</u>
Refer to Appendix 4 for further details

Stage 3 – Withdrawal

The withdrawal phase relates to the movement of people away from the area of immediate danger. Issues of particular concern during this phase are the evacuation routes, safety of evacuees, and access to and security of the evacuation zone. The key to a successful withdrawal process is dissemination of the warning message in a timely manner so that evacuees are not rushed during this phase.

<u>Withdrawal considerations</u>
- Regardless whether the evacuation is recommended or directed, the decision and follow on action must be timely. Sufficient warning time must be given to allow the movement of people given the weather conditions, access and egress route conditions as well as distances from the danger area to a safer location.
- It is essential for all agencies involved in the 'withdrawal' process to have a clear understanding of their roles & responsibilities.
- The agency that has the authority to order an evacuation may not necessarily carry out the physical evacuation. As a consequence, it is essential that during the pre-event planning phase, all participating agencies are fully aware and conditioned to their roles as well as understanding the roles of others.
- Lead time will affect the prioritising and allocation of resources
- The degree of urgency or time constraints within which the evacuation must be completed must be factored into the plan if possible
- Limited resources may necessitate greater reliance upon **voluntary** or **self-evacuation** and use of personal transport
- If assembly points are used, prior to moving evacuees to evacuation centres or alternative accommodation, it will be necessary to provide basic welfare facilities whilst evacuees are being processed
- Where practicable, consideration should be given to securing evacuated areas for safety reasons as well as the possibility of illegal activity in relation to unattended properties.

<u>Traffic management strategy</u>
Although not a critical issue in the Barcoo Shire due to the small numbers and available resources, the Risk Assessment process should identify those road and bridge networks that will be susceptible to the hazard. This will have a great bearing on the timing of the decision as well as the warning message and withdrawal process.

<u>Local transport operators</u>
Refer to Appendix 5 for further details

Stage 4 – Shelter

The shelter phase primarily relates to the reception, registration, provision of temporary accommodation and basic needs to evacuees in a safer location. As the length of the evacuation increases, the support requirements will also increase.

Shelter considerations:
- Who is responsible for the establishment and management of evacuation centres[3]?
- Will it be staffed 24 hours?
- When will the request to provide shelter be made?
- What are the capacities of selected facilities?
- Adequate parking?
- Are they ventilated and free from elements?
- Are they available for extended periods?
- Does the public know where the venue is?
- Pet/companion animals
- Toilets, showers, kitchen?
- Power, water?
- Access and facilities for the disabled?
- Communications?
- Sleeping?
- Basic services (e.g. welfare support)

Shelter-in-place

On some occasions it may be assessed that people would be safer to stay and shelter in place rather than evacuate. Shelter in place should be considered as an alternative where the risk associated with evacuation is seen as greater than that of sheltering in place.

Evacuation centre locations

Where an evacuation centre has been established, authorities must take all reasonable steps to ensure evacuees are properly received and supported via welfare agencies and/or Council and community groups

The following list details the facilities that are available for use as evacuation centres and Information Hubs within the Shire.

Windorah
- Community Centre
- State School
- Rodeo Grounds
- Visitor Information Centre – as the centre for collection and dissemination of information

> Further information can be found in the Evacuation Centre Standard Operating Procedures.

Jundah
- State School
- Information Centre

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[3] In some local government areas, a Memorandum of Understanding has been signed between Council and Australian Red Cross for the establishment and management of Evacuation Centres, however this is not a uniform agreement State-wide.

- Hall
- Primary Health Care Centre
- Racecourse
- Golf club

Stonehenge
- Rodeo Ground
- State School
- Community Centre
- Hall

It should be noted that although this stage is described as 'shelter', the above facilities are not shelters, as they do not provide a safe refuge from severe weather influences. An Evacuation Centre may be used as a temporary facility for people to gather for a short period of time to provide basic accommodation and necessities until it is safe for them to return to their own homes. Evacuation centres will only be opened in response to a community need.

For further information on Evacuation Centres including locations and contact details refer to the *Evacuation Centre Management Standard Operating Procedures.*

Registration of evacuees
The effective management of information in relation to evacuations is important from a community awareness perspective. Relatives and friends of evacuees will endeavour to make contact to ensure their safety. To aid in this, the national *Register.Find.Unite* service will be implemented at all Evacuation Centres and to register all those members of the community within the individual evacuation centres. In circumstances, where implementation of this service is impracticable, a register of people within a facility should be maintained.

Registration is the responsibility of Queensland Police Service with support from Australian Red Cross. However, in isolated locations such as Barcoo Shire, where such resources are of a minimum, Council may have to assist in this process until external resources are available.

Personal support services
Support
- Personal Support - diffusing
- Child Care Facilities
- Recreational Facilities

Information and advice
- Relief Measures
- Availability of Grants
- Insurance

Pets/companion animals
Whilst it is the responsibility for pet owners to make arrangements for their animals during a disaster, it is reasonable to assume that some evacuees will arrive at Centres with their pets.
In this instance, arrangements should be considered to house manageable animals/pets close to evacuation centre facilities that are accessible to owners.

Stock

Each town has a stock holding facility at the rodeo grounds or racecourse complex for domestic animals such as horses and cattle that are in town or depastured on the town commons and reserves. Jundah has a designated animal pound.

Evacuation centre security

Consideration should be given to ensuring that all evacuation centres are a safe place for evacuees during their time at the centres. In many cases, evacuation centres can be a highly stressful place due to the circumstances of the event and centre management should be aware of any issues as they arise.

Stage 5 – Return

The return phase covers the period from issuing an 'all-clear' message informing evacuees that it is safe to go home and their arrival back into the evacuated area.

This phase may potentially be drawn out, as groups of evacuees may have to return in stages, as the area is declared safe. The timely return of evacuees is crucial as the sooner they return home the sooner they will find themselves actively engaged in the recovery process; and this increases long-term psychological recovery.

Return strategy

The decision for the return of evacuees to their properties and the development of a return strategy will be undertaken by the Evacuation Planning Group (if appointed) or in their absence, the LDMG. This group should be made up of necessary organisation/agency representatives to ensure that all services essential to that community are functioning adequately. The following list is indicative to most communities.

- Local Disaster Management Group members
- District Disaster Coordinator
- Queensland Police Service
- District/Regional government agencies
- Ergon Energy
- Telstra
- Barcoo Shire Council
- QFES
- Other entities as required (e.g. Bureau of Meteorology)

Damage/safety assessments

Authorities will need to ensure an appropriate assessment has been carried out to confirm the area is safe and it is possible to return, and to identify any special conditions that may need to be applied. If there are insufficient resources available to undertake this, a request to the DDMG will provide the required assistance.

**Factors to consider include:**
- The hazard itself (or any consequential hazards)
- The conditions to which evacuees would be returning such as access to food, water, sanitation and health care
- A consideration of the physical and emotional wellbeing of evacuees
- Economic factors relating to short and long term viability of the of the evacuated area
- Available support services for those returning

- The continuing need for public information, particularly with regard to essential services
- Whether or not the area is a protected forensic area or a restricted access area

Part 2 – Activation arrangements

Notification and activation flow chart:
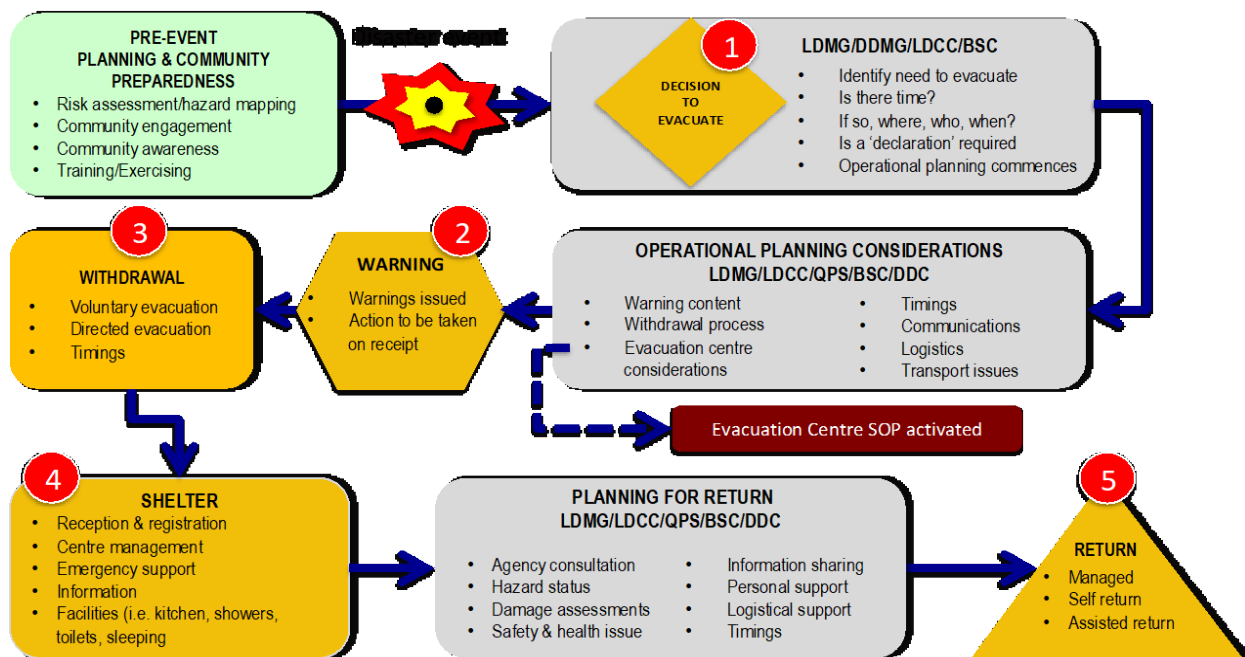
Making the decision to evacuate

Evacuation of people from a particular area causes financial, physical, psychological and social disruption. However, with this in mind, an evacuation is necessary when a hazard, be it natural or human-caused, threatens and puts at risk the safety of those within the area, or following the impact of a hazard which has subsequently rendered the area uninhabitable. Evacuation becomes necessary when the benefits of leaving significantly outweigh the risk of 'sheltering-in-place'.

Sometimes, it is a relatively easy decision to make as it becomes obvious that evacuation is the only way of protecting a community or part of a community. In other instances, the decision is less obvious, but if delayed could cause substantial problems.

The decision to evacuate should be based on a risk assessment and intelligence from the field. The following questions should be considered when deciding whether to evacuate or not.
- Is evacuation the only option available?
- If not, what are the other alternatives?
- Is it possible to evacuate?
- Has a risk assessment been undertaken to support the decision to evacuate?
- Will it be a phased evacuation?

- Have any special arrangements for vulnerable people or people with disabilities been considered?
- Is there a need for a voluntary or directed evacuation?

Activation of plan

The activation of this sub-plan is vested in the Chairperson of the LDMG. The decision to activate this plan will be made where a threat to a community requires the coordinated movement of 'at risk' people from a place of danger to a safer location. Where time permits, the decision should be made in collaboration with all members of the LDMG.

Authority to evacuate[4]

There are three types of evacuation under the Act, each with specific triggers and characteristics that either require or do not require authorisation. These are:

Self–Evacuation	
Authority	Description
No authority necessary	This is the self-initiated movement of people to safer places prior to, or in the absence of, official advice or warnings to evacuate. Some people may choose to leave early even in the absence of a hazard but based on a forecast.
	Safer places may include sheltering in their own home, or with family or friends who may live in a safer building or location. Self-evacuees manage their own withdrawal, including transportation arrangements. People are encouraged to evacuate early if they intend to evacuate.
	It is recommended that self-evacuation be recognised in the planning process, particularly in the shelter and return stage. Depending on whether the disaster event is rapid or slow onset, self-evacuation may be encouraged as the first option for residents. It is advisable that this message is included in community preparedness education, awareness and engagement such as early media releases and public information.
Voluntary evacuation	
No authority necessary	An individual can choose to self-evacuate prior to an announcement of either a LDMG coordinated voluntary evacuation or District Disaster Coordinator (DDC) directed evacuation. Exposed persons who may be impacted by an impending hazard are encouraged to commence evacuation voluntarily.
	Voluntary evacuation of exposed persons may also be coordinated and implemented by the LDMG in close consultation with the DDC. It is recommended that evacuation sub-plans consider documenting the management strategies and operational arrangements for a voluntary evacuation.

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[4] Information primarily sourced from Evacuation: Responsibilities, Arrangements and Management Manual

Directed evacuation	
Authority	**Description**
Declaration of a disaster situation under s. 64 of the Act.	A directed evacuation under the Act requires the declaration of a disaster situation. A DDC may declare a disaster situation if satisfied that the requirements of Section 64 of the Act have been met. The declaration of a disaster situation requires the approval of the Minister for Fire and Emergency Services and must be made in accordance with Section 65 of the Act. During a disaster situation, the DDC and Declared Disaster Officers are provided with additional powers under Sections 77-78 of the Act. These powers may be required to give effect to a directed evacuation. *A Local Disaster Coordinator (LDC), as part of the LDMG, will make a recommendation to a DDC that a directed evacuation is required, based on their situational awareness in preparation for a disaster or imminent disaster.* *The Chairperson of the LDMG, the LDMG, LDC or local government has no legislative power to affect a directed evacuation; the responsibility for authorising a directed evacuation always remains with the DDC.*

Refusal to evacuate

Although it is an offence for people to disobey a lawful direction to evacuate, there is discretion to remove a person refusing to leave or to take punitive action for failure to comply with the direction.

Factors that may be taken into account when dealing whether to forcibly remove a person failing to comply with a direction to evacuate include:

a) The available resources that may need to be diverted from responding to the event in order to enforce the evacuation
b) The safety of personnel

Refer to Queensland Police Service for further information.

Risk Assessments

For further information, refer to Part 3 – Local hazards and risk exposure

Resource availability

The availability and capacity of resources will influence the authority's decision whether or not to evacuate. These may include:
- Personnel and equipment requirements
- Traffic and transport logistics including safeness of routes to get evacuees out, and emergency services and support agencies in and out
- Suitability of welfare and accommodation options

- Communication systems and channels for public information and within and across participating agencies.

Part 3 – Local hazards and risk exposure
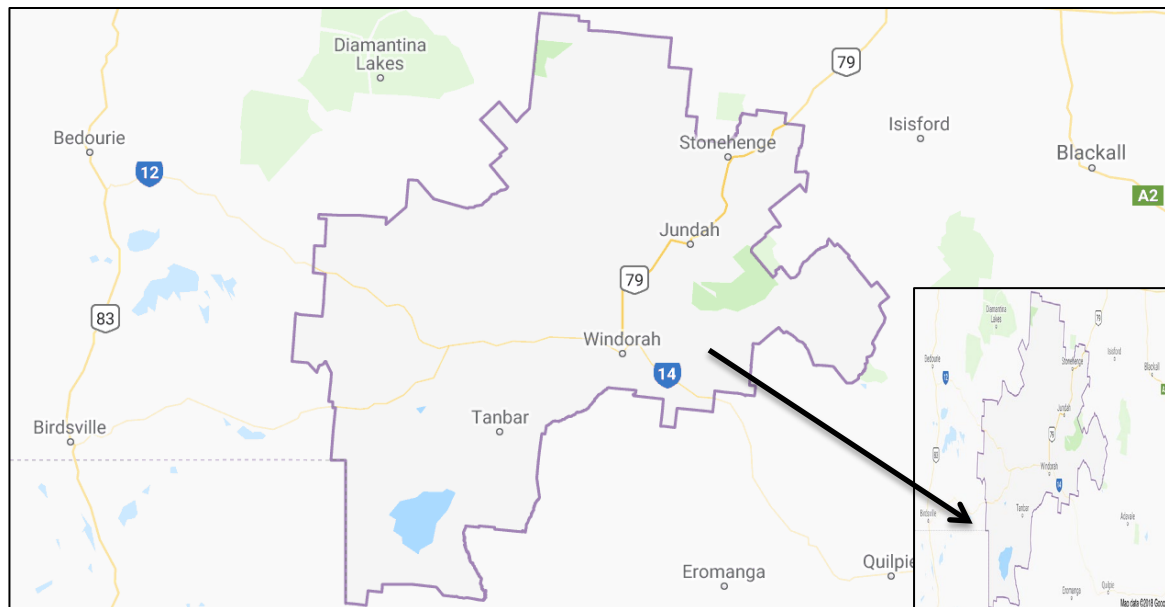
Shire description

Covering 61,901 square kilometres, an area nearly the size of Tasmania, Barcoo Shire is one of the larger shires in Queensland. It borders the Longreach Regional and Diamantina, Winton, Quilpie and Bulloo Shire Councils through to the South Australian Border.

There are three towns in the Shire, Stonehenge, Jundah and Windorah. Stonehenge and Jundah are on the banks of the Thomson River and Windorah is near Cooper's Creek.

Barcoo Shire is located entirely within the Lake Eyre Basin drainage system taking in large parts of the Thomson and Barcoo Rivers and their tributaries as well as tributaries of the Diamantina River. The Lake Eyre Basin is a globally unique drainage system that covers 1/6 of the Australian landmass, but drains entirely inland to one of the world's most arid and inhospitable places – Lake Eyre.

The Barcoo Shire has a rich diversity of landscapes that vary from desert spinifex and sand hills to the vast flood plains of the Channel Country, the rolling open downs and the Mulga forests of the higher areas.

Situated in the Channel Country, Barcoo Shire is prone to regular flooding. Unlike most parts of Australia, flooding is a natural and essential part of the ecology of the landscape and an important part of the cycle of agriculture.

The towns and properties where people live are mostly immune from flood inundation, but the road network is very vulnerable to long periods of flooding and closures – which presents a

problem for the resupply of essential goods, including food, sanitary products and fuel. Floods in excess of 7 metres will create a disruption to Jundah

The main industries in the shire are agriculture (sheep and cattle grazing), resources industries (oil and gas production and transportation) and tourism. All of these industries require heavy machinery (road trains and buses) to transport livestock, hydrocarbons and people. There is also an increasing number of self-drive tourism that needs to be managed for their safety.

Fire is a reality in the landscape, and the risk increases after good seasonal rains. This risk is generally managed responsibly and by property owners with their own equipment or with the assistance of local brigades. There are many natural fire breaks across the landscape, and it would only be after exceptional seasonal conditions, that there would be a risk to persons or private and public infrastructure, or a request for public assistance on privately managed lands would be received or necessary.

Local hazards

Naturally occurring	
Hazard	Description
Flood	Most of the Shire has a long history of flood events with potential to cause anything from mild disruption to serious damage to property, environment and economy.
Drought	Drought is a prolonged, abnormally dry period when the amount of available water is insufficient to meet our normal use. A drought can last for many years and have a substantial impact ecosystems and agriculture and harm to the local economy.
Rural fires	This hazard is a regular occurrence during the dry season. These could affect built infrastructure and grazing areas in the Shire.
Severe weather	The Shire is subject to seasonal severe weather events such as damaging storms as well as high velocity windstorms. Both of these hazards can cause considerable damage to community infrastructure.
Heatwave	Queensland Health defines heatwave as "three (3) days or more of high maximum and minimum temperatures that are unusual for that location". Heatwave may result in increased deaths and illness in vulnerable groups such as persons >65 years, pregnancy, babies and young children and those with chronic illness. In severe cases, it may impact infrastructure.

Human-caused	
Hazard	Description
Transport incidents (motor vehicle)	Motor vehicle incidents have occurred in the Shire. These have included incidents with other vehicles, animals and property assets and have resulted in the loss of lives.
Major Oil or Gas Facility Spill, Fire or Explosion	There are a number of oil and gas facilities located in the Barcoo Shire area. These include the Carpentaria Gas Pipeline between Ballera and Mt Isa and the Bridgeport Inland Oil Refinery west of Windorah. Both of these hydrocarbon processing and transportation infrastructure assets hold significant quantities of crude oil and natural gas.
Transport incidents (heavy vehicle)	Heavy vehicle incidents have included hazmat incidents and have resulted in the loss of lives. There are particular concerns regarding the potential for these incidents in the residential areas near the highways or involving tourist coaches.
Transport incidents (air)	Regular scheduled domestic flights, charter and private aircraft use the Windorah airport. The Stonehenge and Jundah airports are used for private charter and RFDS and are all weather strips.
Vector outbreaks	Diseases of animals affecting production, safety for consumption or livestock. There have been historical events of animal disease outbreaks affecting both domestic and wild animals.
Water supply contamination	All domestic water services in the three towns are subject to potential contamination by natural, incidental or malicious events.
Pandemics	A pandemic occurs when a strain of a virus appears that causes readily transmissible human illness for which most of the population lacks immunity. Influenza pandemics, typically the most common, occur with little warning and hit wide geographic areas in multiple waves, lasting two to three months at a time. Most at risk are the elderly, children under 5 years, the indigenous community and people with existing lung conditions.

Risk assessment

The decision to recommend an evacuation will reflect a consideration of the relative risk associated with the decision. In making the decision whether or not to evacuate authorities should consider the safety of the affected community, emergency responders and representatives of any supporting agencies.

The following schematic details key factors that should be considered when undertaking a risk assessment:

Hazard		**Best course of action**	
• Nature of threat • Characteristics of hazard • Areas threatened • Speed of onset • Time of impact	• Likelihood of impact • Likely consequences • Vulnerable populations • Safety & wellbeing • Capacity, capability issues • Timings	• Evacuate or shelter in place • Voluntary or directed? • Declaration • Available facilities • Logistics & support	• Make the decision • Disseminate the warnings • Conduct the withdrawal • Manage the shelter(s) • Plan and coordinate a safe return
	Assess risk		**Planning**

A more detailed list is shown at Appendix 4

Recording decisions

Authorities should ensure that all factors influencing the decision whether to evacuate or not should be recorded in the event the information is required for after-action reporting or any inquiries.

Exposed population

In the Barcoo Shire region, the population exposed to each hazard previously identified with potential to impact the communities, is made up of the following:

- Residents in towns of Jundah, Windorah and Stonehenge
- Rural Residents (i.e. agriculture, mining, oil and gas installations etc.)
- Semi-permanent and intermittent camps (i.e. agriculture, mining, oil and gas installations, civil construction, scientific research etc.)
- Transient populations (i.e. tourists and workforce, caravan parks, hotels and accommodation outlets, national parks, reserves and unallocated state land, rural properties, locations along Thomson River, Barcoo River, Cooper's Creek, popular camping and recreational locations etc.)
- Special need groups including
  - People reliant on mechanical life-support systems
  - People from non-English speaking backgrounds
  - People with special health support needs
  - Aged population
  - People restricted to in-home care
  - People with disabilities, chronic disease and medical dependency
  - Varying cultural and language backgrounds and needs

o   Transient people reliant on medical assistance or specific medications

Caravan parks, camping grounds

- Jundah Galaxy Opal Tourist Park
- Stonehenge Caravan Park
- Windorah Caravan Park
- Cooper's Creek Recreational Reserve
- Thomson River (Jundah Town Common and Reserves)
- Thomson River (Stonehenge Town Common)

Part 5 – Public awareness and information strategy

Awareness programs

The Australian Institute for Disaster Resilience defines 'awareness' as "the attaining of initial knowledge of the existence of an actual or potential emergency situation or incident…."[5].

Section 30 of the Act details the functions of the LDMG and includes:

(b)   …Ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.

Barcoo Shire recognises the importance of creating an aware community by undertaking the following:

- The dissemination of regular disaster management information as part of the Barcoo Shire Newsletter to residents
- The use of digital media platforms such as broadcast radio, text messaging (SMS & MMS), community email lists and social media announcements
- Signage of known risks (where appropriate) to ensure greater community awareness and safety
- Specific disaster management news, information, tools or resources through council service centres, rates notices and other community resources
- Community surveys and feedback forms
- Community pre-season awareness programs
- Public availability of Barcoo Shire Local Disaster Management Plan via Council website and local libraries.

Council is committed to an ongoing campaign to encourage the public to "Get Ready" by:
- Preparing information sheets for public distribution on hazards
- Notifying residents of preparedness for extreme hazards via various media tools

Preparing procedures and guidelines for the public on communication methods to be adopted before, during and post disasters

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[5] Australian Institute for Disaster resilience, Knowledge Hub

Public information

The development of a public information strategy for a specific disaster or emergency situation, including determination of the most appropriate methods is a critical component of any evacuation.

Authorities may consider the following message content when an evacuation is recommended or directed:
- What is known/not known about the event
- Information about the action being taken to combat the hazard
- What the community is being asked to do
- Any recommendation or direction to evacuate
- The expected duration of the evacuation as far as can be predicted
- What evacuees should take with them (e.g. important documents, identification, medication)
- What they should not bring (e.g. pets or livestock to mainstream evacuation centres)
- Advice on how to secure premises and personal effects as they leave (ideally leaving gates to properties unlocked to allow access for emergency services if needed
- The recommended evacuation routes(s)
- Advice on how to obtain updates
  Details of the nominated evacuation centres including details of whether the centre can accommodate pets'
- Available assistance to transport and health services;
- Information about any registration systems that have been activated such as the Red Cross *Register.Find.Reunite;*
- Information on any systems for flagging evacuated properties; and
- A reminder that those that choose to remain behind cannot be expected to be rescued if the situation worsens, or be provided with assistance to protect property and livestock.

Public warning sources

During times of a disaster event one of the most critical components is disseminating information to the public in a timely and effective manner. The following table details responsibilities for dissemination of information and warnings.

Organisation/agency	Description
Barcoo Shire Council	• The issuing of warnings and public information as well as community education/awareness programs should form part of the local disaster management arrangements. These arrangements and strategies should be scrutinized following events or exercises to ensure continuous improvements[6]. • Dissemination of warnings, alerts and information through web site, telecommunications systems (e.g. telephone, SMS), social media platforms, public information outlets.
Local Disaster Coordination Centre (LDCC)	• When operational, ensure all stakeholders are in receipt of warnings and alerts • Continuation of electronic platforms as above

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[6] Reproduced in part from the Queensland Planning Guidelines, Part 5 - Response

District Disaster Coordination Centre (DDCC)	• Ensuring that warnings and alerts have been received by local governments, LDMG's and LDCC's from SDCC
State Disaster Coordination Centre (SDCC)	• Issue of warnings and alerts to key stakeholders by various methods (e.g. Emergency Alert) • Each entity is responsible for further disseminating these warnings and alerts through their own networks
Bureau of Meteorology	• Fire Weather Warnings • Flood Warnings
QFES	• Weather Operational Update • Regional Operations Command Bushfire
Single agencies	• The agency identified as being primarily responsible for a specific hazard needs to include provision for communicating with the public in its planning; although this agency may not be responsible for issuing any alerts and warnings. This is primarily done through local governments
Media	• Dissemination of warnings and alerts through all available channels and systems

Shelter in place warnings

If shelter in place is recommended or directed, authorities may consider additional message content that could include:

• Advice to maximise personal safety
• Guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated with some level of confidence
• Any specific protective actions in relation to the hazard (e.g. levees, sandbagging)
• Information regarding supply/re-supply of food, water, fuel or other essential services
• How to assess the suitability of shelter based on location or type, which can be a building or open space
• Consideration of mental (psychological) and physical health and fitness to remain in situ

Local warning dissemination

The Chair of the LDMG, or delegate, is the official source of public and media information and is the chief media spokesperson.

Coordination of information

During an event, the release of public information on aspects such as road closures, traffic routes, advice on evacuation procedures and centres will be coordinated through the LDCC. Such information and warnings will be provided to the community via a number of communications sources including:

• Landline and Mobile telephone including SMS messaging
• UHF Repeater network
• Electronic media (Council's website and email distribution list)
• Social media (Twitter and Facebook)
• Broadcast media (Radio) such as ABC 540AM

- Television
- Media websites/Facebook
- Email
- Door knocking
- Public Announcement systems (PA's)

Other alerts or warnings such as those delivered through the use of SEWS (Standard Emergency Warning System) or the national Emergency Alert (EA) telephone and SMS messaging system will be used to support and reinforce the warning messages provided through broadcast media.

Ongoing information will also be disseminated through council offices and libraries, evacuation centres as well as other community meeting places.

Part 5 – Operational review and evaluation

Introduction

The review of operational activities undertaken during a disaster is a key component of developing greater capacity and the improvement of council's disaster management arrangements.

At the completion of any evacuation process a review process should be undertaken.

After-action reviews (also known as Operational Debriefs) are conducted to:
- Assess operational performance undertaken prior to and during the evacuation including decisions made, actions taken and processes used
- Document the issues/actions that worked well and identify a course of action to ensure that they are captured and updated in relevant plans for use during subsequent events
- Assess capability and consider where additional planning, training and/or exercises may enhance capability

Types of debriefs

'Hot' debrief

A discussion undertaken immediately after the operation (evacuation) has ended; giving authorities the opportunity to share learnings while the experience is still very fresh in their minds.

'Post-event' debrief

At the conclusion of all operations (usually within a couple of weeks) a formal review and evaluation process should be undertaken of the entire operation. The most effective way of undertaking this overall review is through a series of debriefs of participating organisations upon or immediately following *Stand Down*. Such debriefs should be conducted as close to the conclusion of operations as possible.

Usually debriefs are conducted from the bottom up meaning that subordinate entities debrief first and their findings are included in debrief of the next higher group. On this basis, evacuation-related debriefs should, where possible, be conducted in the following priority order:
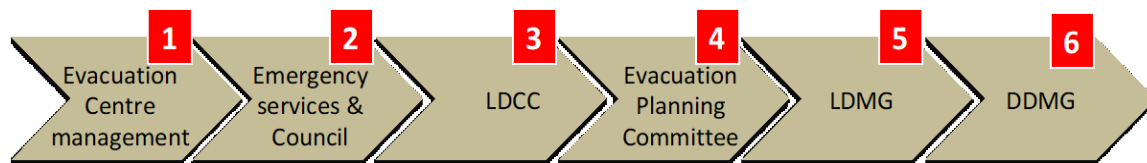
It should be noted that in some instances, there would be no need to follow the above diagram to the letter (e.g. There may well be no Evacuation Planning Committee). Steps 1-3 may well be run concurrently with lessons identified being brought to the LDMG.

Following the completion of all debriefs, an 'After-Action Report' (AAR) report is compiled to provide a record of the lessons identified following an event and importantly recommendations for improving the recovery process for future events.

After-activation Report (AAR)

An After Action Report (AAR) is a retrospective analysis on critical actions previously undertaken. Its purpose is to evaluate performance, identify and document effectiveness and efficiencies, analyses critical procedure & policies and recommend improvements.

Executive summary
> The report should include an executive summary at the beginning of the document briefly outlining the event and the subsequent debriefing process followed by a summary of recommendations.

Section 1: Context
- Description of the local government area/region – including population bases, industry, transportation hubs
- Anything that would allow the reader to understand the 'context' of the event including photos, maps etc.

Section 2: The event
- The history of the event – date, time, location(s), conditions
- Severity & scale of impact
- Evacuation objectives
- Conduct of operations
- Information management including media management
- Intel and planning processes
- Logistics
- Administration
- Political issues

Section 3: Event management
- Leadership/command structure
- Event management analysis
- Anything else that would enable the reader to understand the event management process.
- Governance framework
- Community impact assessments
- Evacuation plans including tasks undertaken, outcomes, participating agencies etc.
- Review and evaluation (Including debrief frameworks, strategies etc.)
- Resolutions, responsible agencies, timeframes

Conclusion

There is no universally accepted debriefing process being used. Currently, operational debriefings focus on 'what happened' when perhaps they should be an interim step to identifying the lessons identified, learned and implemented.

Traditional problem diagnoses are frequently symptomatic and corrective measures are often ineffective or inadequate. There is a tendency to focus on resources and human error issues but very little on organisational, programmatic and cultural issues. Often, agencies need to "dig a little deeper" than the sharp end of their response they are comfortable dealing with.

Converting lessons "identified" in debriefings and reports to lessons "learned and implemented" is the key issue and should always be the desired outcome of any operational performance audit.

Appendices

Appendix 1 – Distribution list

Organisation	Copy
Local Disaster Coordinator, Barcoo Shire LDMG	Master copy
Chairperson, Barcoo Shire LDMG	1
Barcoo Shire LDMG core membership	5
District Disaster Coordinator, Longreach	1
Longreach Emergency Management Coordinator Queensland Fire and Emergency Services	1

Appendix 2 – Contact list

Refer to Barcoo LDMG Emergency Contact list.

Organisation	Position	Name	Contact details			
			Work	Mobile	A/hrs.	Email
BSC	Mayor / LDMG Chair					
BSC	CEO / LDC					
BSC	Deputy Mayor, Deputy LDMG Chair and Recovery Coordinator					
BSC	SES Local Controller					
BSC	Director Corporate Services					
BSC	Director of Works					
QPS	Officer in Charge Jundah					

For comprehensive list of Core and Advisory Group Members see:

Barcoo Shire Local Disaster Management Group Contact List. (*See below note)

***Note: This document is not for distribution to the general public.**

Appendix 3 – Action plan

ACTION PLAN			
EVENT NAME:			
DATE PREPARED:		TIME PREPARED:	
PREPARED BY: (Print name)			
POSITION/RANK:			
A brief description of the situation related to the current event that may cause a recommendation to evacuate the affected community – this section can be expanded if required.			

SUMMARY OF KEY TASKS			
ISSUES	**LIKELIHOOD** (LOW/MEDIUM/HIGH)	**CONSEQUENCES** (LOW/MEDIUM/HIGH)	**MITIGATION STRATEGY**

ACTION PLAN (CONT.)
Brief description of the evacuation mission.
(1)
(2)
(3)
(4)
(5)

Coordinating agency:	
Incident controller:	(Name)
Designation:	(Rank/position)
Contact details:	
Email: (If appropriate)	
SUPPORT AGENCIES *(Expand if required)*	
Agency:	(Officer)
Contact details:	
Email: (If appropriate)	
Agency:	(Officer)
Contact details:	
Email: (If appropriate)	
Agency:	(Officer)
Contact details:	
Email: (If appropriate)	
Agency:	(Officer)
Contact details:	
Email: (If appropriate)	

ACTION PLAN (CONT.)

MAJOR FACILITIES & KEY STAFFING

LOCAL DISASTER COORDINATION CENTRE (LDCC):	(Location)
Manager:	(Name)
Contact details:	
Email:	
LOCAL DISASTER COORDINATOR (LDC):	(Name)
Contact details:	
Email:	
FORWARD COMMAND (If applicable):	(Location)
Officer(s):	(Name)
Contact details:	
PRIMARY EVACUATION CENTRE:	(Location)
Manager:	(Name)
Contact details:	
Email (If applicable)	
SECONDARY EVACUATION CENTRE:	(Location)
Manager:	(Name)
Contact details:	
Email (If applicable)	
INFORMATION HUB:	(Name & Location)
Manager:	(Name)
Contact details:	
Email (If applicable)	
OTHER FACILITY:	
Manager:	
Email (If applicable)	

ACTION PLAN (CONT.)

STAGE 1 – DECISION TO EVACUATE

		AGENCY	PRIMARY ROLE	MEMBER	CONTACT DETAILS
LEAD AGENCY		Queensland Police Service	Operational coordination		
SUPPORT AGENCIES		(Name)			
		(Name)			
		(Name)			
		(Name)			
		(Name)			
		(Name)			

CONSIDERATIONS

(1) Does the person making the decision to evacuate have legislative authority	Yes	No

If YES, PROVIDE DETAILS	(Name)	(Position)	
If NO, WHAT ACTION IS TO BE TAKEN?			

(2) Are there time pressures?	Yes	No
(3) Validity of information source	Yes	No
(4) Evacuation capability	Yes	No
(5) Evacuation risks	Yes	No
(6) Safety of vulnerable individuals	Yes	No
(7) Sufficient personnel resources	Yes	No
(8) Community prepared	Yes	No

(9) Communications plan	Yes	No
(10) Sufficient shelter provisions	Yes	No
(11) Safety of responders/emergency services	Yes	No
(12) Are Evacuation Centres prepared?	Yes	No
(13) Other considerations (Specify)	Yes	No

ACTION PLAN (CONT.)

TRIGGER POINTS

Are there trigger points for the evacuation to be recommended or commenced?		Yes	No
Trigger point:	Activity:		

EVACUATION ALTERNATIVES

	Yes	No
Shelter in place	Yes	No
Other location	Yes	No
Other location	Yes	No

WARNING MESSAGE TO CONTAIN THE FOLLOWING INFORMATION

	Yes	No
Issuing authority	Yes	No
Area to be evacuated	Yes	No
Predicted time of evacuation	Yes	No
Predicted severity of impact	Yes	No
What actions to be taken on receipt of warning message	Yes	No
Where to get further information	Yes	No
Instructions for vulnerable or other 'at risk' individuals or groups	Yes	No
Ancillary information about pets, medications, important documents, identification	Yes	No
Limitations (e.g. oversize items, livestock)	Yes	No
Security of evacuated areas (if appropriate)	Yes	No
Recommended personal items (e.g. toiletries, clothing, baby needs) (if appropriate)	Yes	No
Recommended transport routes/transport options	Yes	No
Advice on household utilities (i.e. gas, electricity, air conditioning units)	Yes	No
Advice to inform relatives, friends of evacuee intentions/destinations	Yes	No
Other (Specify)	Yes	No
Other (Specify)	Yes	No
Other (Specify)	Yes	No

ACTION PLAN (CONT.)

METHODS AVAILABLE TO FACILITATE WARNING

ABC Radio	Yes	No
Telephone	Yes	No
Short Message Service (SMS)	Yes	No
Emergency alert	Yes	No
Standard Emergency Warning Signal (SEWS)	Yes	No
Door knocks	Yes	No
Verbal messages	Yes	No
Public meetings	Yes	No
Public address system	Yes	No
Email	Yes	No
Website	Yes	No
Social media	Yes	No
Other (Specify)	Yes	No

KEY ELEMENTS OF AN EVACUATION STRATEGY TO CONSIDER

Does a plan already exist for all or part of the affected area?	Yes	No
Has sectoring of the affected area been considered for a phased evacuation?	Yes	No
Movement considerations for vulnerable or other 'at risk' individuals or groups	Yes	No
Evacuation Centres open and able to receive evacuees	Yes	No
Registration processes in place	Yes	No
Transport available to assist	Yes	No
Multi-agency communications arrangements/plan in place?	Yes	No
Is security of evacuated properties required	Yes	No
Actions on people refusing/declining to evacuate	Yes	No

ACTION PLAN (CONT.)

OUTLINE OF EVACUATION STRATEGY

Does a plan already exist?

Evacuation sectors

Vulnerable and other 'at risk' people

Consider assembly areas (If required)

Evacuation centre locations

Registration of evacuees

Transport support options (If applicable)

Communications plan

ACTION PLAN (CONT.)

OUTLINE OF EVACUATION STRATEGY (CONT.)

Security

| |
| |

Actions on people refusing/declining to evacuate (i.e. register names & property locations)

| |
| |

Other considerations

| |
| |

ACTION PLAN (CONT.)

CONSIDERATIONS FOR EVACUATION CENTRES		
Is it a safe location?	Yes	No
Does it have effective shelter from the elements?	Yes	No
Toilets	Yes	No
Showers	Yes	No
Is there an Evacuation Centre management team?	Yes	No
Provision for people with disabilities (e.g. wheelchair access)	Yes	No
Is it ventilated?	Yes	No
Does it have heating?	Yes	No
Sleeping area	Yes	No
Private areas	Yes	No
Kitchen facilities	Yes	No
Car parking	Yes	No
Registration facilities	Yes	No
Information area/notice boards	Yes	No
Counselling area	Yes	No
Welfare area	Yes	No
Child minding area	Yes	No
Entertainment	Yes	No
Cleaning/rubbish removal services	Yes	No
Security	Yes	No
Other (Specify)	Yes	No

ACTION PLAN (CONT.)		
HAVE THE FOLLOWING ACTIONS BEEN TAKEN		
Are reception and registration processes in place?	Yes	No
Are there welfare agencies on site?	Yes	No
Other resources in place to commence registration of evacuees (prior to arrival of Australian Red Cross)	Yes	No
RECOMMENDED APPENDICES		
Evacuation Centre Standard Operating Procedures	Yes	No
Evacuation Centre contact list	Yes	No
Record of warning messaging (date, time, method)	Yes	No
Risk assessment	Yes	No
Maps, floor plans etc.	Yes	No
List of vulnerable persons or persons with disability	Yes	No
CONSIDERATIONS FOR RETURN		
Is the affected area declared safe?	Yes	No
Availability of support services	Yes	No
Key utilities available (i.e. electricity, water)	Yes	No
Evacuees psychological and physical health and wellbeing	Yes	No
Transport for people with 'special needs'	Yes	No
Local Recovery Coordinator/Local Recovery Group included in Return Planning process	Yes	No
Other (Specify)	Yes	No
INFORMING OTHER STAKEHOLDERS OF THE DECISION TO RETURN		
District Disaster Coordinator		
Community Group representatives		
District recovery agencies (through DDC)		
Electricity provider		
Other (Specify)		
Other (Specify)		
Other (Specify)		

ACTION PLAN (CONT.)

AUTHORISATION OF RETURN PROCESS

Name	Position/rank	Organisation	Time	Date

ADMINISTRATION AND LOGISTICS

MANAGEMENT	
COMMUNICATIONS	
SAFETY	
RECORDS MANAGEMENT	
TRANSPORT	
EQUIPMENT	

ACTION PLAN (CONT.)	
MEDICAL	
CATERING	
OTHER (SPECIFY)	
OTHER (SPECIFY)	
OTHER (SPECIFY)	

Appendix 3 – Risk assessment considerations

1. The nature and probability of the threat presented by the hazard
2. Any risk management strategies that may be in place (e.g. community and/or asset preparedness)
3. The potential consequences of an evacuation when compared with taking shelter in place (e.g. building characteristics, community and individual vulnerability)
4. Engagement with other relevant key stakeholders including those who may be required to assist with the evacuation, or who may have responsibility for groups within the community (e.g. aged care facilities, schools, hospitals)
5. The wellbeing and safety of vulnerable individuals or groups within the community that may require special consideration (e.g. unaccompanied children, schools, aged care facilities, hospitals, and tourists or visitors to the district)
6. The potential consequences of making a decision to evacuate too early or too late
7. Determination of appropriate trigger points for action, including time constraints
8. The direct and indirect risk to evacuees, and emergency service and support agency staff in undertaking the evacuation
9. The potential or likely loss of infrastructure that may affect the communities capacity to remain in place (e.g. essential services, roads and bridges);
10. Whether a full or partial evacuation is required, and whether it should be phased or prioritised
11. Any other relevant information such as weather conditions/forecast and historical data.

Appendix 4 – Contact details for specific facilities

Category	Facility	Telephone
Education	Jundah State School	07 4658 6121
	Windorah State School	07 4656 3128
	Stonehenge State School	07 4658 5916
Health	Jundah Primary Health Centre	07 4658 6500
	Windorah Primary Health Centre	07 4656 6100
Visitor Information Centres	Jundah	07 4658 6930
	Windorah	07 4656 3063
	Stonehenge	07 4658 5857
Council	Jundah	07 4658 6900
	Windorah	N/A
	Stonehenge	N/A
Local business	Jundah Hotel	07 4658 6166
	Jundah Roadhouse	07 4658 6115
	Windorah Outback Store	07 4656 3145
	Windorah - Western Star Hotel	07 4656 3166
	Windorah Service Station	07 4656 3143
	Stonehenge Hotel	07 4658 5944

Appendix 5 – Local transport providers

It is important to consider how people are to be evacuated. The degree of time constraints and urgency need to be considered. A decision should be made as to how the evacuation is to occur. For example, own transport, bus, on foot, etc. Local transport providers are as follows:

Category	Provider	Telephone
Bus	Barcoo Shire Council	07 4658 6900
	Longreach Multi-Purpose Group	07 4658 1149
	Outback Aussie Tours	1300 787 890
	Kinnon & Co	07 4658 1776
Aeroplane/Helicopter Operators		
	Cloncurry Helicopters Carpentaria Helicopters	07 4656 3162
	Air Central West Pty Ltd	07 4658 9187
	Longreach Aircraft Maintenance	07 4658 2211
	Queensland Helicopters	07 4658 3209
	Angel Flight Australia	1300 726 567 07 3620 8300