

Evacuation Sub Plan

Burdekin Local Disaster Management Group

Prepared By

Local Disaster Coordinator

Authorised By

Local Disaster Management Group

Date Prepared

August 2023

Document Control

Amendment Control

The Evacuation Sub Plan is a controlled document. The controller of the document is the Burdekin Shire Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

*Local Disaster Coordinator
Burdekin Shire Local Disaster Management Group
PO Box 974
AYR QLD 4807*

The LDC may approve minor amendments to this document. The LDC will ensure that any changes to the document's content will be submitted to the Burdekin Local Disaster Management Group (LDMG) for approval and be endorsed by the Burdekin Shire Council.

Amendment Register

All versions are archived, and this sub plan only references the last two versions.

Amendment		Plan Updated		
No / Ref	Issue Date	Inserted by	Summary of Changes	Date
8	August 2022	Eileen Devescovi	Yearly Review	August 2022
9	August 2023	Eileen Devescovi	Yearly Review conducted jointly by Eileen Devescovi and by an independent consultant – Catherine Jordan Consulting.	August 2023

Endorsement

This Evacuation Sub Plan has been developed for the Burdekin Shire Local Government Area (LGA) and subsequently approved by the Burdekin LDMG. This Plan is a Sub Plan of the *Burdekin Local Disaster Management Plan (LDMP)* and is to be read in conjunction.

The Plan is recommended for distribution by the LDMG and is considered live once approved by the LDMG.

Lyn McLaughlin

Mayor Lyn McLaughlin
Chair Burdekin LDMG

Eileen Devescovi

Eileen Devescovi
Burdekin Local Disaster Coordinator

The functions of the Local Government were advised in accordance with the *Disaster Management Act (DM Act) (s80)*. This sub plan was formally adopted by the Burdekin Shire Council at the Council meeting held on Tuesday 14 November 2023, through resolution.

Lyn McLaughlin

Mayor Lyn McLaughlin

Abbreviation List

Abbreviation	Full Title
BOM	Bureau of Meteorology
BSC	Burdekin Shire Council
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DE	Directed Evacuation
LBGA	Lower Burdekin Gymnastics Association
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGA	Local Government Area
MOU	Memorandum of Understanding
QAS	Queensland Ambulance Service
QDMC	Queensland Disaster Management Committee
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
RFS	Rural Fire Service
SES	State Emergency Service
VE	Voluntary Evacuation

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1. Overview

1.1 Purpose

This Evacuation Sub Plan aims to outline arrangements for the evacuation of at-risk persons within the Burdekin Shire Local Disaster Management Group (LDMG) area of responsibility in times of a declared disaster event.

The implementation of this plan will allow the LDMG to:

- make informed, timely decisions regarding evacuation,
- ensure an orderly release of warnings to the community,
- facilitate the safe and managed movement of at-risk persons to a safer location, and
- facilitate a structured return of evacuated persons to their homes.

1.2 Objectives

The objectives of this sub plan are to:

- Define roles and responsibilities for emergency services and supporting agencies;
- Provide effective liaison between all emergency services and supporting agencies;
- Provide arrangements for efficient coordination of local resources and any required external support;
- Prescribe arrangements for testing, evaluation and maintenance of this plan.

1.3 Scope

This sub plan applies to emergency/disaster events occurring within the Burdekin Shire Council area, which are within the capability and resources of the Local Government, Emergency Services and other supporting agencies with an evacuation function and/or responsibility.

1.4 Authority to Plan

The Burdekin LDMG has prepared this sub plan under the provisions of section 57 of the *Disaster Management Act 2003 (Qld)*. This sub plan will be managed in accordance with the administrative and governance processes outlined within the *Burdekin Local Disaster Management Plan* including approval, document control, distribution, review and renewal.

1.5 Plan Review and Testing Requirements

This sub plan is to be reviewed annually before the severe weather season or post event to include lessons learned. This sub plan is to be exercised to ensure the effectiveness and scalability of the plan and include involvement, communication, and collaboration with identified key local, district and state stakeholders.

2. Governance

2.1 Activation of Sub Plan

This plan will be activated by the LDC of the Burdekin LDMG, where the nature of a risk to the community will require the movement of at-risk persons to a safer location. This sub plan is supported by the:

- Burdekin Local Disaster Management Plan;
- Burdekin LDMG Airport Emergency Sub Plan;
- Burdekin LDMG Community Information & Warnings Sub Plan;
- Burdekin LDMG Transport Sub Plan;
- Burdekin LDMG Tsunami Sub Plan;
- Burdekin LDMG Multi-Purpose Hall Place of Refuge Manual.

The activation of these supporting plans should be considered concurrently with this plan.

Operational Checklists have been developed to inform decision-making and response activities in the event an evacuation is required. Refer to [Annexure A – Operational Checklists](#).

2.2 Evacuation Committee

The Burdekin LDMG may establish an Evacuation Committee if required by an event ([Annexure B – Evacuation Committee Terms of Reference](#)). The committee will consider all relevant information and data when considering risks to the community for a threat event. The Evacuation Committee will consist of the following persons or their nominated delegate:

Coordination Authority	Role	Responsibilities
Burdekin Local Disaster Management Group	Chairperson or Deputy	Approve media release
	Councillor	Monitor situation
	Local Disaster Coordinator or Deputy	<ul style="list-style-type: none"> • Overall coordination • Manage decision process for evacuations • Distribute evacuation procedures • Provide information including, plans and maps • Collect and issue information • Request authority from District Disaster Coordinator (DDC) to State for directed evacuation • Arrange transport for evacuees, as required.
	<ul style="list-style-type: none"> • Director of Infrastructure, Planning and Environmental Services • Manager Operations • Manager Technical Services 	<ul style="list-style-type: none"> • Provide accurate advice on the status of access/evacuation routes and the extent of any flooding/surge zones • Provision of personnel for traffic and crowd control

Coordination Authority	Role	Responsibilities
	<ul style="list-style-type: none"> • Manager Environmental and Health Services • Coordinator Environment and Health Projects • Coordinator Public Health and Environment 	<ul style="list-style-type: none"> • Contact evacuation centre managers when decision has been made to open an evacuation centre or place of refuge • Provide evacuation centre checklists and manage the requests regarding the establishment and running of such centres • Contact the Lower Burdekin Gymnastics Association (LBGA) and advise that the facility is required as a Place of Refuge as outlined in the agreement.
District Disaster Management Group	District Disaster Coordinator	<ul style="list-style-type: none"> • Approve and request from State, a declaration of a disaster situation, at the request of the LDMG • Approve directed evacuations • Issue media release on directed evacuation
Queensland Police Service	Officer in Charge	<ul style="list-style-type: none"> • Implementation of evacuation process • Provision of personnel for traffic and crowd control
Queensland Fire & Emergency Service	Area Director, or representative	Facilitate issuance of emergency alert bulletins
State Emergency Service	Local Controller	Assist with evacuation
Queensland Fire & Rescue Service	Officers in Charge	Assist with evacuations if required
Queensland Ambulance Service	Officers in Charge	Assist with evacuations if required
Burdekin Community Association	Chief Executive Officer	<ul style="list-style-type: none"> • Provide advice regarding the status of evacuation centres • Provide staff for evacuation centres in conjunction with Red Cross

2.3 Use of Sub Plan during Operations

While disaster management at the local level is clearly the responsibility of the local governments, the disaster management system in Queensland involves a whole of government management framework with responsibilities shared between the state government, local governments and the community. One of the very important roles for Local Government in disaster management processes is the evacuation of persons from a potentially unsafe location to a safer location and their eventual return home.

The Queensland Police Service (QPS) is the lead agency for managing directed evacuation. Strategies need to be in place for the most efficient means of evacuating not only isolated areas or suburbs, but potentially entire communities throughout the Burdekin Local Government Area.

2.4 Functional Responsibility

The LDC is to ensure all agencies and members of the LDMG are aware of these evacuation procedures.

3. Concept of Operations and Evacuation Strategy

3.1 Activation of the Local Disaster Management Group and Local Disaster Coordination Centre

It is likely that the Burdekin LDMG and/or the Burdekin Local Disaster Coordination Centre (LDCC) will have already been activated. Further details regarding activation are located within Sections 2.3 and 12.2 of the *Burdekin Local Disaster Management Plan* and the *LDCC Standard Operating Procedures (SOP)*.

Refer to [Annexure A1 – Operational Checklist – Activation of the LDMG](#).

3.2 Activation of the Evacuation Committee

The LDC or the Chair of the LDMG will direct the Chair of this Committee to activate when and if required. When time permits this will be endorsed via the core membership of the LDMG.

3.3 Stages of Evacuation

Stage	Description
Community Preparedness	Analysis risk and probabilities (likelihood/worst case scenario) of an event, ensure communities understand risk and evacuation zones (maps) and ensure approaches to evacuation are scalable and documented.
Decision to Evacuate	Decision makers analyse event intelligence and make an assessment on the necessity to evacuate persons exposed to a range of hazards.
Warning	Notification of event conditions and appropriate actions required are conveyed to the public.
Withdrawal	The movement of exposed persons from a dangerous or potentially dangerous area to a safer location.
Shelter	The provision of refuge and basic needs for evacuees in safer locations and evacuation facilities.
Return	The assessment of a disaster area and the planned, coordinated and managed safe and timely return of evacuees.

Figure 1 (shown below) illustrates the entire spectrum of the evacuation process and is based on the *Australian Institute for Disaster Resilience National Evacuation Planning Handbook*. It highlights the need for planning at every stage and when preparing the community. An evacuation is not considered to be complete until each stage has been implemented.

As part of the evacuation planning process, the Burdekin LDMG has utilised an “all hazards” approach to assess local risks through the conduct of various hazard studies and risk assessments, in addition to the application of learnings identified through a range of training activities, exercises and live operations. The Burdekin LDMG has used this information to develop plans and strategies to guide decision-making in evacuation events, with flexibility to adapt these to the specific circumstances of the event, as required.

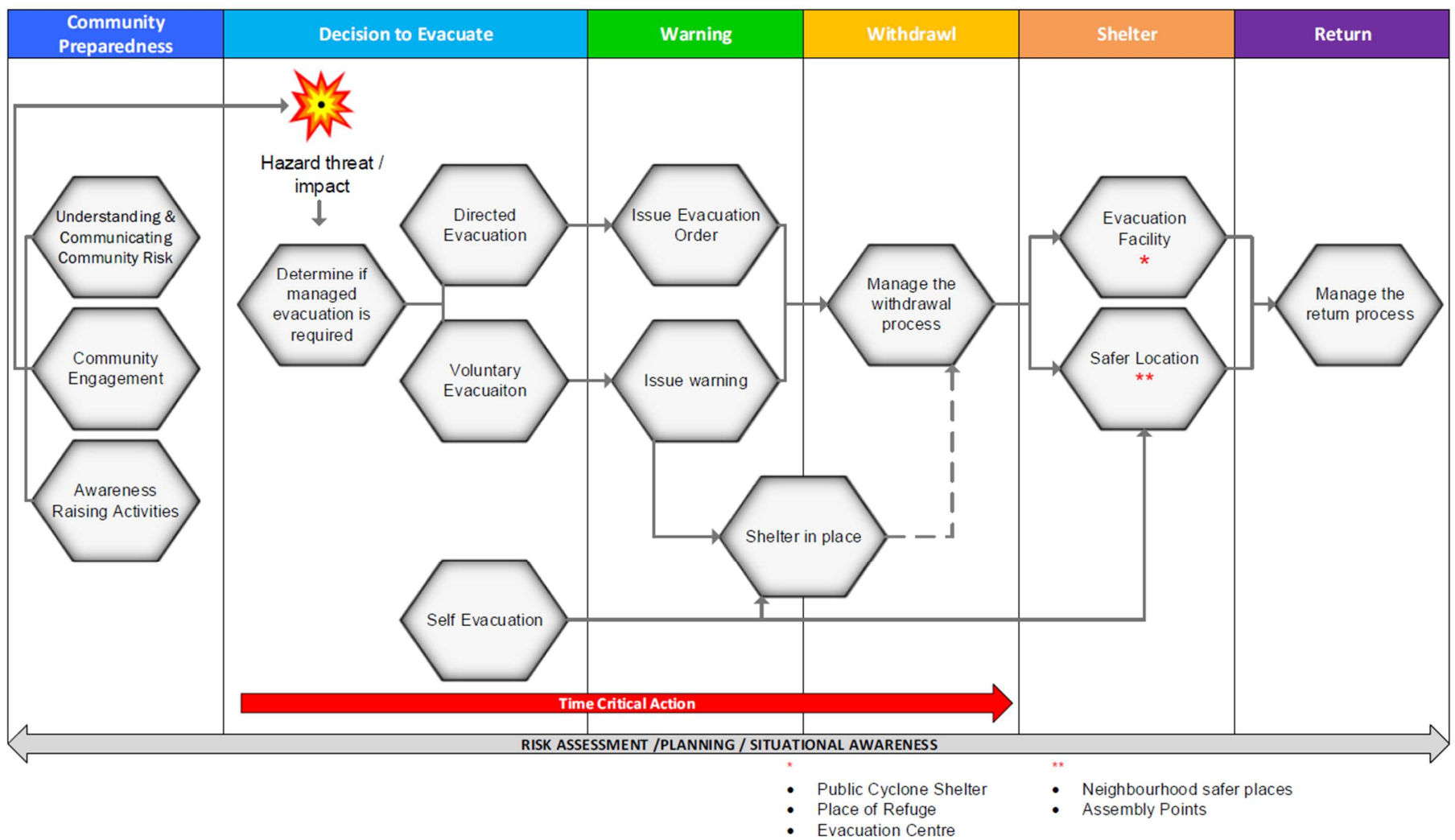


Figure 1. Queensland Evacuation Process - Queensland Fire and Emergency Services (2018). Evacuation: Responsibilities, Arrangements and Management - Manual.1.190

3.4 Burdekin LDMG Evacuation Strategy

The chart below depicts the evacuation type, and safer locations for our region for cyclones, flooding and chemical spills.

	Type of Evacuation & Safer Locations for Directed Evacuations								
	Alva Beach	Ayr	Brandon	Giru	Groper Creek	Home Hill	Jerona	Rita Island	Wunjunga
Cyclone Cat 1	<u>VE</u>				VE		<u>VE</u>		
Cyclone Cat 2	<u>VE</u>				<u>VE</u>		<u>VE</u>		
Cyclone Cat 3	<u>VE</u>			<u>VE</u>	<u>VE</u>		<u>VE</u>	<u>VE</u>	<u>VE</u>
Cyclone Cat 4	<u>DE</u> Ayr	<u>DE</u> Ayr	<u>DE</u> Ayr	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or Home Hill	<u>DE</u> Ayr	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr	<u>DE</u> Home Hill
Cyclone Cat 5	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or Home Hill North towards Townsville or South towards Mackay	<u>DE</u> Ayr or North towards Townsville or South towards Mackay	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or North towards Townsville	<u>DE</u> Ayr or North towards Townsville or South towards Mackay
Minor Flooding									
Moderate Flooding									
Major Flooding				<u>VE</u> Ayr or North towards Townsville	<u>VE</u> Ayr or Home Hill	<u>VE</u> Higher ground Home Hill or Ayr	<u>VE</u> Ayr or North towards Townsville	<u>VE</u> Ayr	
Chemical Spills	Shelter in place, all doors and windows closed								

VE = Voluntary Evacuation

DE = Directed Evacuation

4. Decision to Evacuate

4.1 Authority to Evacuate

Evacuations undertaken during small-scale incidents for the purposes of public safety would be conducted by Emergency Service responders in the execution of their normal duties and authorised in accordance with their relevant legislation. This sub plan is designed for the evacuation of persons at risk from large-scale disaster events in accordance with, and under the authority of, the *Disaster Management Act 2003*.

4.2 Evacuation Options

Evacuation may be:

- Immediate (i.e. with little to no notice and limited preparation time);
- Pre-warned (i.e. resulting from an event that provides advanced warning and preparation time); or,
- Post-impact (i.e. after an event has already occurred).

Residents will be requested to shelter-in-place during a cyclone or flood event and follow normal awareness procedures, unless they are subject to a specific disaster threat, such as a storm tide associated with a cyclone. It will not be possible for the LDMG to provide temporary accommodation for all the community. Self-evacuation may be required for those residents who are in the affected area.

There are three (3) types of evacuations, two (2) of which can be authorised:

Evacuation Type	Description	Required Authorisation
Self-Evacuation	Refers to 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.	Nil – self-initiated
Voluntary Evacuation (VE)	Refers to the encouragement of exposed (i.e. “at risk”) persons, who may be impacted by an impending hazard, to commence evacuation voluntarily.	The voluntary evacuation of “at risk” persons may be authorised and implemented by the LDC. The LDC will take reasonable steps to consult with and brief the DDC prior to the implementation of this decision.
Directed Evacuation (DE)	Refers to the directed (or mandatory) evacuation of exposed (“at risk”) persons by the DDC or Declared Disaster Officer under legislation to evacuate an exposed (disaster) area.	A directed evacuation requires the approval of the DDC upon recommendation by the LDC. This request would also be based on advice from the chair of Evacuation Committee. Upon receipt of a recommendation for directed evacuation from the LDC or following consultation between the DDC and the LDC, the DDC will seek the approval from the Minister of Police, & Corrective

Evacuation Type	Description	Required Authorisation
		<p>Services and Emergency Services for the declaration of a disaster situation in accordance with the provisions of the <i>Disaster Management Act 2003</i>.</p> <p>Upon approval of the declaration, a directed evacuation order may be issued by the DDC, and persons may be authorised to exercise declared disaster powers to enable the effective conduct of the withdrawal process.</p>

Source: Queensland Evacuation Process - Queensland Fire and Emergency Services (2018). Evacuation: Responsibilities, Arrangements and Management - Manual.1.190

4.3 Considerations for Decision to Evacuate

The decision to evacuate is the first stage of the operational evacuation process. During this stage, the LDMG, in collaboration with the Evacuation Committee (if activated), will analyse specific event information and intelligence and make an assessment on the necessity to evacuate persons at risk. The decision to activate will be based on consideration of the following:

- Advice from relevant authorities on severity, time of onset and impact areas.
- The applicability of predetermined vulnerable zones and modification of existing or development of additional maps as required.
- The population within the "at risk" area and the numbers of persons that may require evacuation.
- The time required to complete the evacuation and the lead time available. (i.e. Is evacuation achievable, safe and the most suitable option?)
- The best shelter and evacuation option. (What type of evacuation is necessary – voluntary or directed? Is shelter-in-place a safer alternative?)
- The capacity of proposed evacuation routes to support rapid egress by pedestrian and/or vehicular traffic given the specific event-related conditions.
- The suitability of proposed shelter and/or assembly points, including the ability to establish them quickly and sustain them for the duration of the event.
- Specific Transportation requirements (e.g. for vulnerable groups).
- Specific arrangements for facilities to support and accommodate special needs populations.
- Availability and access to the resources required to effectively manage the evacuation.

The final decision to conduct an evacuation will be based on a full and measured risk assessment of all available data, as well as consideration for the availability of alternative public protection measures. The following Annexures assist with this planning process:

- [Annexure A2 – Operational Checklist - Evacuation](#) (incl. General Planning, Preparation, Operational Deployment and Post-Deployment)
- [Annexure C – Simplified Evacuation Planning Process](#)
- [Annexure D – Additional Considerations for Decision-making and Planning.](#)

4.3.1 Vulnerable Population

In the planning stage and once a decision to evacuate has been made, LDMGs are encouraged to determine the best approach to engage and liaise with vulnerable people in their community and with service providers who support them. These service providers are in regular contact with their clients and

have pre-existing relationships with them and contact lists which will assist in communicating emergency messages and information.

Such service providers may include:

- Burdekin Community Association
- Bluecare Burdekin Community Care
- Flexi Queensland
- Everglow Community Care
- Selectability
- Australian Red Cross
- Aged care providers (Regis)
- Salvation Army
- St Vincent De Paul
- State agencies
- other local community centres.

Tourists will generally have minimal local knowledge and potentially no experience or knowledge of Queensland hazard events. Unlike permanent residents, visitors are unlikely to have friends or relatives in nearby safer locations with whom they can seek refuge. Many tourists may also not have access to a vehicle to enable self-evacuation.

The Burdekin, at certain times of the year, has a large population of back packer residents and will liaise with backpacker accommodation providers during the evacuation planning process.

4.4 Evacuation Timelines

Timeline Type	Description
Decision Time	(Includes assembly of Evacuation Committee) Time required to make an informed decision; mobilisation and deployment of resources.
Warning Time	Time required to advise community of evacuation.
Withdrawal Time	Time required for persons at risk to travel to a safer location.
Leave Time	Time required for people to secure home and prepare to leave.
Travel Time	Time to travel from evacuation zone to a safer location.
Time Past-a-Point	Time for all people and/or traffic being evacuated to pass a point on the evacuation route.
Shelter Time	Time for people to take shelter at a safer location.

4.4.1 Evacuation Route Capacity

To assist with determining the time it will take to conduct an evacuation, the Department of Energy and Public Works developed a formula effectively and safely for calculating the travel times for all road classes such as urban, rural and highway/motorway and considers road conditions based on current weather conditions.

It is important to consider:

- the types and intensity of the hazard. For example, what evacuation decision should be made, and what are the estimated timeframes for a cyclone, in which winds will reach 100kph.
- the evacuation route capacity, is based on the following principles outlined in *Mitigating the Adverse Impacts of Cyclones – Evacuation and Shelter Guideline*, Department of Energy and Public Works.

Route condition	Capacity (people per hour per lane)
Normal: Fine weather with normal traffic control	600 (assumes travel speed of 40kph)
Enhanced: Emergency response agencies intervene to increase route capacity. Traffic management strategies may include traffic-controlled intersections, contra flow, banning vehicles towing caravans and trailers	800 (assumes travel speed of 50kph)
Disrupted: Heavy rain with possible vehicle breakdowns, traffic accidents, landslips, minor flooding across roads, etc.	300 (assumes travel speed of 20kph)
Blocked: Route is closed by flood waters, the impact of fire or large-scale landslip, etc. An alternative route or means of transport may be required	100 (assumes travel speed of 5kph)

Source: Queensland Department of Emergency Services & Queensland Department of Public Works (2008). *Mitigating the adverse impacts of cyclones*

For evacuation timelines for each locality within the Burdekin Shire specific to the type of event, the Burdekin Shire Council will refer to the Burdekin Shire Storm Surge Study Volume 1 July 2003, Appendix A: *Detailed Cyclone Timing Assessments*.

5. Community Education and Awareness

Burdekin Shire LDMG undertakes an 'All Hazards' approach to community education in partnership with the Burdekin Shire Council to target the spread of emergency and disaster preparedness key messages to all community groups within the region.

Sustained public awareness programs conducted before an event are required to build community resilience and ensure community confidence in the Burdekin Shire LDMG's ability to manage disaster events. Such programs are also required to reinforce the level of responsibility and self-preparedness required by residents in the event of evacuation advice being issued.

In relation to evacuation, the primary message to be conveyed to the community is that individuals are encouraged to take responsibility for their own, their family and their pets/livestock safety. This includes having an emergency plan, an emergency kit, and an evacuation kit easily accessible and ready.

Current research indicates the preferred media for receiving information is through television, radio, brochures, interactive dashboards, internet, and social media.

Burdekin Shire LDMG employs many of these mediums to engage with its community in conjunction with the Burdekin Shire Council. They function as face-to-face community educators for disaster preparedness. The following table outlines the range of community education materials provided by the Burdekin Shire Council and methods of community engagement:

- Disaster Dashboard – <https://disaster.burdekin.qld.gov.au/>
- Burdekin Shire Council Website – www.burdekin.qld.gov.au
- Emergency Action Guide - <https://www.burdekin.qld.gov.au/downloads/file/1491/emergency-action-guide>
- Social Media – Council Facebook and Emergency Information Facebook pages.
- Community Electronic Message Boards

6. Warnings

When a decision is made to evacuate an exposed population from an unsafe or potentially unsafe location, it is imperative to communicate this decision via a warning message to the exposed population as early as possible to ensure a safe and effective evacuation. An evacuation warning is a message that informs and enables individuals and communities to take appropriate action in response to an impending threat/event.

The purpose of a warning in the context of an evacuation is threefold:

- to provide information to those likely to be impacted by the threat/event about the nature and timing of that impact;
- to provide specific advice about the evacuation, including whom it applies to and why; when people should evacuate; where and when they should go; and how to get there; and,
- to provide information about the potential consequences of not evacuating, and protective measures to take if not evacuating.

6.1 Warning Dissemination and Methods

Advice for the community will be forwarded from the Burdekin LDMG to media outlets by the LDCC Media Liaison Officer as per the *Burdekin LDMG Community Information and Warnings Sub Plan*.

To ensure broad distribution and communication of warning messages, various dissemination methods will be utilised to cover differing demographics, and geographic locations and compensate for the time of day. Warning messages should also be repeated regularly, at a frequency determined by the Burdekin Shire LDMG to ensure maximum coverage to the exposed population.

At Risk Population	Warning Method	Agency primarily responsible for dissemination of warning
General Population	Radio Media releases Social Networking systems, Area Warden program, Social Media, Emergency Dashboard, Internet, Telephone, Mobile, Electronic Message Boards	Council Media Officer LDMG via media contact lists, including website and social media. The Area Warden program will also be used for coastal and regional communities.
	Door knocking	Queensland Police Service, with assistance from State Emergency Service
	Emergency Alert System	SDCC LDMG to formally request through DDCC
	Public Notice Boards	Ayr –Woods Newsagency Home Hill – Home Hill News Giru – Giru SES/ Giru Shop and Newsagent
Hospitals, Nursing Homes, Aged Care	Radio Media releases Social Media, Emergency Dashboard, Internet, Telephone, Mobile	LDMG via contact lists.
School, Day care	Radio Media releases Social Media, Emergency Dashboard, Internet, Telephone, Mobile	LDMG via contact lists.

At Risk Population	Warning Method	Agency primarily responsible for dissemination of warning
Tourists	Radio Media Releases, Word of mouth, Internet, Social Media, Emergency Dashboard	Tourism operators Accommodation providers
Caravan Parks, Camping Grounds	Radio Media releases, Telephone managers of grounds, Social Media, Emergency Dashboard, Internet, Telephone, Mobile	LDMG via contact lists.
Non-English Speaking	Nominated central point of contact within community for interpretation and distribution to relevant ethnic groups.	LDMG via contact lists.
People with a disability	Methods appropriate to ensure audience understanding.	LDMG via contact lists

6.2 Standard Messages to the Community

The LDMG must provide people at risk with appropriate warnings regarding the threat, and advice on actions they must take to support their personal safety. These public messages will take time to prepare, deliver and implement. Early decision-making will assist in getting timely and relevant warnings and advice to people.

Standard Evacuation Order message templates have been developed by the LDMG and tested at the State Disaster Coordination Centre in Brisbane.

Refer to [Annexure E – Sequence of Warnings](#).

6.3 Warning – Community Notification

Any evacuation warning will be structured to provide timely and effective information. All directed evacuations must first be authorised by the DDC, via a request to State to declare a disaster situation, at the request of the LDMG.

The Chair of the LDMG will liaise with the Media Liaison Officer at the LDCC on the media release format to the community of the need to evacuate.

The media release for those residents who can self-evacuate will include:

- the dates and time of issue
- details of the pending threat
- timeframes - to include commencement and/or deadline for completion of evacuation
- those areas affected, detailing any road boundaries
- recommendation of minimum essential equipment and requirements
- procedures to follow for residential security and safety
- any advice on road closures that may be in force and evacuation routes preferred
- any other relevant information
- sign-off by the Chair of LDMG

The media release for those residents who require assistance to evacuate or do not have suitable or safe shelter will include:

- the dates and time of issue
- details of the pending threat
- timeframes - to include commencement and/or deadline for completion of evacuation
- those areas affected, detailing any road boundaries
- recommendation of minimum essential equipment and requirements
- procedures to follow for residential security and safety
- any advice on road closures that may be in force and preferred evacuation routes
- location of assembly area, if required
- location of designated Pre-Impact evacuation centres
- the LDCC telephone number for evacuation information and special transportation requests
- any other relevant information
- sign-off by the Chair of LDMG

Advice to the community will use the most appropriate method of communication to suit the pending threat. This could include one or all the following:

Standard Emergency Warning System (SEWS) broadcast via:

- broadcast through radio and television organisations
- broadcast through local radio 97.1 Sweet FM
- vehicles equipped with loud hailers
- use of megaphone, loud hailers, and P/A system from vehicles
- any other forms of communication available

Messages are to be repeated regularly as determined by the LDMG. Templates for media releases are available from the LDMG Administration Support Officers.

For additional information, refer to [Annexure A4 – Operational Checklist – Public Information & Warnings](#).

7. Withdrawal

Withdrawal is the physical evacuation process and involves removing people from a dangerous or potentially dangerous area to a safer place.

The LDMG is required to plan, resource, and support the withdrawal of people from dangerous areas. The progress of the withdrawal of people from dangerous areas to places of safety should be regularly reported to the LDMG via the LDCC and closely monitored to ensure the safety of evacuees and supporting agencies.

QPS are the lead agency for a directed evacuation. As per s75(1) and s77(1)(c) of the *Disaster Management Act 2003*, the DDC may authorise other agencies to assist as required.

From information collated by the LDMG, the LDC will liaise with QPS regarding:

- evacuation areas and priorities
- timeframes
- resources - transport and personnel
- access routes
- assembly areas/evacuation centres
- special Needs Groups or individuals

For the evacuation of larger numbers of people, temporary shelters may be provided at locations determined by the LDMG. Evacuations in special circumstances may also be undertaken to locations outside the Burdekin Shire.

7.1 Evacuation Routes and Evacuation Zones

Refer to [Annexure F – Evacuation Routes by Township](#).

Refer to [Annexure G – Evacuation Zone Maps](#).

7.2 Transport Arrangements

Evacuees will have been encouraged to make their own arrangements to withdraw before the threat impacts or event occurs. Typical options include own or a friend's car, taxi, and where available public transport. However, some individuals do not own vehicles, and others will need assistance in evacuating. Earlier analysis conducted of the exposed population should provide demographic data that can be used to provide a basis for calculating those within the community which will require transportation assistance.

The transportation of these persons from an unsafe or potential unsafe location will be coordinated via a multi-agency approach. With the primary agency already determining that an evacuation is necessary, and the lead agency managing the coordination of the evacuation itself, in conjunction with the Burdekin LDCC and other associated agencies, and Burdekin Shire LDMG members.

Refer to the *Burdekin LDMG Transport Sub Plan*.

7.2.1 Traffic Management Strategy

It is important to consider the potential number of evacuees utilising the routes, the route capacity, and the hazard immunity.

Refer to [Annexure A5 – Operational Checklist – Transport](#).

7.3 Security Strategy

History has shown that individuals are more likely to be willing to relocate (evacuate) from their homes/communities in response to an unsafe or potentially unsafe threat / event if they know that security measures to protect their neighbourhood from looting are in place.

Appropriate security arrangements should have been put in place by the LDCC. Security is normally tasked out to a contract security company with QPS providing support and roving patrols as necessary (some private facilities may already have contracted security arrangements).

The Security Strategy to protect evacuated areas includes, but is not limited to:

- patrols by QPS
- regular patrols by privately contracted security, if required
- the erection of barriers and manned road closures to restrict unauthorised entry to evacuated areas.

7.4 Situational Awareness

In advance of the withdrawal process being executed, clear lines of communication between the agency managing the withdrawal stage and the Burdekin LDCC need to agree upon based on the resources available and the circumstances of the threat/event (refer to the *Burdekin LDMG Communications Sub Plan*). This is vital to the success of the evacuation as it enables information about relevant withdrawal matters to be shared accurately and time efficiently.

Burdekin LDMG will provide regular reports (at a time and frequency that is deemed appropriate) on the evacuation status to the DDMG. These reports are to include but not limited to the following information:

- the progress of areas being evacuated,
- evacuation Centres being utilised,
- number of current evacuees,
- needs that have been addressed, and
- needs still requiring to be addressed (gap analysis).

8. Shelter

The shelter stage provides temporary accommodation for evacuees who cannot remain home due to a potential or direct threat impact. The shelter needs of individuals may vary over time; the types of shelter they seek, or that can be provided, may also vary. During the shelter stage, the identification of the most appropriate facility or safer location will be decided by the Burdekin Shire LDMG and conveyed within warning messages to the exposed population.

8.1 Shelter and Evacuation Options

Shelter and evacuation options for residents of the Burdekin region include:

Option	Description
1. Shelter-in-Place	If you live in a well-constructed home (built after 1982) located outside of the storm tide evacuation zone.
2. Evacuate to shelter in a safer place	(Preferred option)
	a) with friends or family, who: <ul style="list-style-type: none"> • are located outside the storm tide evacuation zone and in a well maintained structure/home, or • live in another community outside the cyclone warning area;
	b) commercial accommodation located outside the warning area;
	(Last resort)
	c) Public Shelter <ul style="list-style-type: none"> • Place of Refuge; or • Evacuation Centre (emergency is not a cyclone)

8.2 Facility Types

Council has arrangements to use a number of buildings throughout the Burdekin area within its disaster management processes and plans as pre- and/or post-impact centres.

Facility Type	Description
Pre-Impact Centres (Places of Refuge)	Although not purpose-built, Places of Refuge are facilities capable of providing protection for people from an impending disaster (usually a tropical cyclone), who have been evacuated from storm tide evacuation zones or wind vulnerable accommodation, and who have not been able to leave the cyclone warning zone or shelter with friends or family in modern houses (built since 1982) outside the evacuation zone. Pre-impact centres are designed to be in operation for a short period of time (up to 36 hours or when the cyclone threat has passed).

Facility Type	Description
Post-Impact Centres (Evacuation Centres)	Facilities where people may be temporarily housed before an event (other than cyclone) or after an event. Evacuation Centres are capable of providing accommodation for people that have been adversely affected by the disaster and are unable to reside in their normal place of residence following the event.

8.3 Place of Refuge – Burdekin Multi-Purpose Building

The primary purpose of the Burdekin Multi-Purpose Building is to provide shelter for people evacuated from storm tide evacuation zones or wind-vulnerable accommodation, who have not been able to leave the cyclone warning zone or shelter with family or friends outside the evacuation zone.

The Multi-Purpose Building is not intended to store property or personal property/bedding during a cyclone event. The expectation of the Burdekin LDMG is that the Multi-Purpose Building will be opened as a “Place of Refuge” in time for vulnerable people to evacuate or be evacuated to the shelter and remain in use as a shelter until the threat has passed.

The Chair of the LDMG has the power to open the Place of Refuge for any other purpose or cyclone category based on the needs of the community.

Operation of this facility will occur as per the *Burdekin LDMG Multi-Purpose Hall Place of Refuge Manual*.

Refer to [Annexure H – Place of Refuge Activation Sequence, Roles and Responsibilities](#).

8.4 Additional Evacuee Support and Accommodation

The provision of ongoing support and welfare is primarily through evacuation centres. A range of possible locations within the region is maintained and updated annually by the Burdekin LDMG in conjunction with the Burdekin Community Association.

An evacuation centre is similar to a welfare centre in many ways, and both of them may offer similar services, such as basic health care and sustenance. The primary difference is that an evacuation centre offers accommodation, while a Place of Refuge does not.

Evacuation centres will include the provision of basic needs for evacuees, such as:

- food and clean water,
- showering and toilet facilities,
- personal hygiene items, access to clothing and bedding,
- baby needs such as nappies and formula, and
- access to other support agencies.

8.5 Assembly Points

While not physical structures providing shelter, Assembly Points are places where people can gather to seek safety from a specific hazard. They usually apply to an open space where people can gain a measure of safety protection e.g. during bushfires. There are no pre-determined assembly points in the Burdekin Shire, and they will be nominated when and as circumstances require.

8.6 Pets and Animal Welfare

8.6.1 Pets and Animals

During an evacuation that may require the evacuation of a resident and their pet, the LDMG **may** consider this issue and develop a strategy for the welfare of the pets and animals of evacuees.

Pets when referenced within this sub plan refer to household domestic pets only. The LDMG will not be responsible for the evacuation of livestock. The primary responsibility for livestock will rest with the livestock owner. Some evacuees may require accommodation for their pets and consideration of the following is required:

- Pets and animals to be separately accommodated for hygiene and safety reasons.
- Assistance/companion animals for people with disabilities and how these animals can be accommodated with their owners.

Burdekin Shire Council's Animal Management officers will work with the Place of Refuge Managers to manage pets and animals that may be brought to evacuation centres.

8.6.2 Pets and Animal Welfare

Owners are responsible for making accommodation plans that include their animals while they are away from their primary residence.

Some people will refuse to evacuate if they are not permitted to bring and remain with their pets. Operations involving the assisted evacuation and accommodation of people from risk areas will also involve the evacuation and management of pets and companion animals.

Pet owners who evacuate with their pets will be asked to bring a pet pack with such items as health papers, at least 3 days' worth of food and water, medicines, and other pet-related equipment (e.g., collars, leashes, small or collapsible carriers, bowls, muzzles, etc.).

8.6.3 Animal Management Facility

The Burdekin Shire Council **may** establish an animal management facility to accommodate pets/animals that cannot be managed by evacuees.

Commercial dog kennels and catteries may be requested to assist with animal accommodation.

If evacuees are transported out of the area, they will be encouraged to leave their pets with friends/relatives or with the council animal management facility.

9. Return Phase

9.1 Decision to Return

The decision to return evacuees to their homes will be considered after the impacts of the disaster have lessened or stopped completely. The following will be considered when assessing whether to return evacuees:

- hazardous nature of the area;
- possibility of the hazard or threat returning;
- safety of structures including accommodation, utilities, and transport facilities;
- suitable management of public health issues and secondary threats (i.e. mosquito infestations);

- security within the affected areas;
- availability of suitable facilities including accommodation, utilities, and hygiene facilities; and,
- availability of services to support the community.

9.2 Return and Re-entry Strategy

The return of the community to their homes will be conducted in phases for ease of control. Public communication will be a key tool to advise the local community of what is happening. The *Burdekin LDMG Community Information and Warnings Sub Plan* provides more detailed information on how communication will be executed throughout the disaster, including the return from evacuation and the subsequent recovery phase.

Prior to evacuees returning, it will be necessary to:

- quickly evaluate and assess the immediate human needs (food, water, health/medical, and housing) and the operational status of vital community infrastructure (transportation, communications, and utility systems);
- restore essential services; and
- plan for and implement, the return of evacuees to their homes.

9.3 Return to the Impacted Area

Once the threat has passed, re-entry policy may be based upon different scenarios and outcomes such as:

- cyclone has passed, and there is little or no damages that affect the community;
- effects are isolated to a localised area with isolated significant damage; and
- significant damage to residents and infrastructure over a widespread area.

The decision of when to permit residents to return to the affected area will be made cooperatively between the DDC, Chair LDMG and in the case where evacuees are being accommodated outside the impacted area, the host DDC. The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- access - following a major cyclone, an aerial survey of the impacted areas should be conducted immediately to identify and prioritise the most seriously damaged areas of the region. This can determine the level of damage to major routes into the area and help to determine the time needed for debris clearance from those routes.
- essential emergency services – emergency services agencies that have been moved to a safe location before an evacuation need to return to their service areas.
- water Levels – floodwaters have receded from most of the area.
- public health - water and sewer services are operating.
- food and drinking water are available or made available in the impacted area.
- utilities - electricity, potable water, sewer services, telephone, and natural gas services are operating or when they are made available in the affected area.
- existing services can support the people already in the impacted area as well as an additional influx of people.

9.4 Phased Re-Entry

Once the decision to permit re-entry has been established, QPS/SES personnel will set up checkpoints and roadblocks as needed based upon the level of damage that has occurred. Re-entry can proceed in phases. This can limit primary access to essential personnel and help to manage the number of people entering the disaster area.

Phase 1 – Allows the re-entry of agencies and groups that play key roles in restoring normal operations in the impacted area following a disaster. QPS should restrict access during this phase to provide for area safety and security. Phase 1 agencies and groups may include, but are not limited to, the following:

- QPS,
- SES teams,
- facility/Industry emergency crews,
- debris clearing and removal crews,
- infrastructure and public utilities repair personnel,
- damage assessment teams, and
- other personnel at the direction of the LDCC.

Phase 2 – Allows for the limited re-entry of other critical groups, residents and business owners. The LDCC, in coordination with other emergency services will determine when it is safe to begin Phase 2 entry. These groups may include, but are not limited to, the following:

- disaster relief teams,
- emergency relief supplies,
- health agencies, and
- insurance agencies.

Phase 3 – Allows for the limited re-entry of only those residents who can prove they live, own, rent, lease, or otherwise need to be allowed into the restricted areas.

If the impacted areas cannot support the return of evacuated residents, temporary housing may need to be established in non-impacted areas near the disaster area. State and local authorities in accordance with the State Disaster Recovery Plan will make decisions on the location and operation of temporary housing facilities.

Residential and nursing homes are NOT to bring residents back to the community until all services have been restored to normal. This includes power, water, sewer, communications, and local suppliers of commodities used by the facilities.

9.5 Re-entry Checkpoints and Routes

Evacuees will return to the area following evacuation routes unless the route is unusable due to cyclone damage. Traffic control points may be used to verify that residents or workers need to re-enter an impacted area. They also serve as a roadblock to deny entry to those looking to sight-see or other undesirable intent. QPS, supported by SES, will be primarily responsible for establishing and staffing checkpoints for re-entry into their locality.

Residents returning to their properties will be required to provide proof of residency either by showing a driver's licence or power bill/rate notice with their name linked to the address.

9.6 Contingency Planning for Minor Cyclone or Storm

A major Category 3 or greater cyclone involving a large-scale evacuation with several hundred private vehicles moving inland, is the contingency upon which this re-entry plan is based. However, an appropriate response to a lesser storm must also be prepared.

Category 1 or 2 cyclones storm inundation areas are likely to be smaller and the resulting number of evacuees and persons seeking evacuation centres will be more manageable locally. Special provisions for mass relocation inland and regional traffic control may not be needed.

Related Documents

- Burdekin Local Disaster Management Plan
- Burdekin LDMG Airport Emergency Sub Plan
- Burdekin LDMG Communications Sub Plan
- Burdekin LDMG Community Information & Warnings Sub Plan
- Burdekin LDMG Transport Sub Plan
- Burdekin LDMG Tsunami Sub Plan
- Burdekin LDMG Multi-Purpose Hall Place of Refuge Manual
- Burdekin Local Disaster Coordination Centre (LDCC) Standard Operating Procedures
- Burdekin Shire Storm Surge Study Volume 1 July 2003, Appendix A: *Detailed Cyclone Timing Assessments*
- Burdekin Shire Emergency Action Guide
- Queensland Disaster Management Act 2003
- Standard for Disaster Management in Queensland
- Queensland State Disaster Management Plan - Queensland State Disaster Management Plan V1.2 Interim 2023
- Queensland Prevention Preparedness, Response and Recovery DM Guideline - Prevention Preparedness Response and Recovery Disaster Management Guideline
- Evacuation: Responsibilities, Arrangements and Management Manual.1.190 - Evacuation Responsibilities, Arrangements and Management
- Queensland Department of Emergency Services & Queensland Department of Public Works (2008). Mitigating the adverse impacts of cyclones

Annexures

Annexure A – Operational Checklists

Annexure B – Evacuation Committee Terms of Reference

Annexure C – Simplified Evacuation Planning Process

Annexure D – Additional Considerations for Decision-making & Planning

Annexure E – Sequence of Warnings

Annexure F – Evacuation Routes by Township

Annexure G – Evacuation Zone Maps

Annexure H – Place of Refuge Activation Sequence, Roles & Responsibilities

Annexure A – Operational Checklists

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Reference No.	Event
A1	Operational Checklist – Activation of the LDMG
A2	Operational Checklist – Evacuation (incl. General Planning, Preparation, Operational Deployment, Post-Deployment)
A3	Operational Checklist – Evacuation Centre Management
A4	Operational Checklist – Public Information and Warnings
A5	Operational Checklist – Transport

A1 – Operational Checklist – Activation of the LDMG

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Receive initial information regarding the event						<input type="checkbox"/> Initial: _____
Confirm the information from a different source, where appropriate						<input type="checkbox"/> Initial: _____
Notify the Chair of the Local Disaster Management Group						<input type="checkbox"/> Initial: _____
Activate the Local Disaster Management Group (Executive members only)						<input type="checkbox"/> Initial: _____
Activate the Local Disaster Management Group (Full Group)						<input type="checkbox"/> Initial: _____
Activate the Local Disaster Coordination Centre						<input type="checkbox"/> Initial: _____

A2 – Operational Checklist – Evacuation – General Planning Considerations

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Determine area(s) vulnerable to specific hazard events						<input type="checkbox"/> Initial: _____
Determine population of identified risk area(s)						<input type="checkbox"/> Initial: _____
Identify warning mechanisms						<input type="checkbox"/> Initial: _____
Determine evacuation routes						<input type="checkbox"/> Initial: _____
Determine traffic control requirements for evacuation routes						<input type="checkbox"/> Initial: _____
Determine if there are special population concerns (schools, hospitals, nursing homes, etc.)						<input type="checkbox"/> Initial: _____
Determine trigger point for activation of evacuation teams						<input type="checkbox"/> Initial: _____

A2 – Operational Checklist – Evacuation – Preparation

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Establish boundaries of possible area(s) to be evacuated and primary evacuation routes						<input type="checkbox"/> Initial: _____
Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.						<input type="checkbox"/> Initial: _____
Pre-warn special population establishments of the possibility of an impending evacuation						<input type="checkbox"/> Initial: _____
Coordinate with special facilities regarding precautionary evacuation						<input type="checkbox"/> Initial: _____
Commence and maintain a map of the entire evacuation area						<input type="checkbox"/> Initial: _____
Have copies of evacuation map(s) made for use by evacuation teams						<input type="checkbox"/> Initial: _____
Determine evacuation routes for risk area(s) and check the status of these routes						<input type="checkbox"/> Initial: _____
Estimate public transportation requirements and determine pickup points						<input type="checkbox"/> Initial: _____
Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed						<input type="checkbox"/> Initial: _____
Develop traffic control plans and stage traffic control devices at required locations						<input type="checkbox"/> Initial: _____

A2 – Operational Checklist – Evacuation – Operational Deployment

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Advise DDC that evacuation recommendation will be issued						<input type="checkbox"/> Initial: _____
Make the decision to recommend to the DDC that a directed evacuation is required						<input type="checkbox"/> Initial: _____
Receive notice of directed evacuation from DDC						<input type="checkbox"/> Initial: _____
Provide evacuation teams with written instructions to be handed to members of the community						<input type="checkbox"/> Initial: _____
If transportation is likely to be required for evacuees or their possessions, request assistance from the DDC.						<input type="checkbox"/> Initial: _____
Provide transportation assistance to those who require it.						<input type="checkbox"/> Initial: _____
Determine if requirements exist for additional external support						<input type="checkbox"/> Initial: _____
Identify and activate all appropriate Evacuation Centres						<input type="checkbox"/> Initial: _____
Identify Evacuation Centres with the capacity to cater for animals						<input type="checkbox"/> Initial: _____
Commence and maintain a record of numbers of evacuees at nominated evacuation centres						<input type="checkbox"/> Initial: _____
Assign a liaison person to all evacuation centres, with communications ability to contact the LDCC						<input type="checkbox"/> Initial: _____
Ensure the Media Liaison Officer has been kept fully informed, and is proactively disseminating information on the evacuation and evacuation centres through the media						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Disseminate evacuation recommendation to the public through available warning systems, clearly identifying areas to be evacuated						<input type="checkbox"/> Initial: _____
Disseminate evacuation recommendation to special facilities. Provide assistance in evacuating, if needed.						<input type="checkbox"/> Initial: _____
Activate and brief door-to-door evacuation notification teams						<input type="checkbox"/> Initial: _____
Provide regular Situation Reports on evacuation to DDC.						<input type="checkbox"/> Initial: _____
Provide security in, or control access to, evacuated areas						<input type="checkbox"/> Initial: _____
Develop a system for re-entry						<input type="checkbox"/> Initial: _____
Determine when it is safe for residents to return, and if some areas need to remain restricted						<input type="checkbox"/> Initial: _____
If evacuated areas have been damaged, conduct damage assessments						<input type="checkbox"/> Initial: _____
If evacuated areas have been damaged, eliminate significant health and safety hazards						<input type="checkbox"/> Initial: _____
If roads in evacuated areas have been damaged or blocked by debris, clear and re-open roads						<input type="checkbox"/> Initial: _____
Determine requirements for traffic control for return of evacuees						<input type="checkbox"/> Initial: _____
Maintain access controls for areas that cannot be safely re-occupied						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Determine requirements for, and coordinate provision of, transportation for return of evacuees (in conjunction with Transport Sub-Plan)						<input type="checkbox"/> Initial: _____
Advise neighbouring jurisdictions and DDC that return of evacuees will begin						<input type="checkbox"/> Initial: _____
Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes						<input type="checkbox"/> Initial: _____
Provide traffic control for return of evacuees						<input type="checkbox"/> Initial: _____
Coordinate temporary housing for evacuees unable to return to their residences						<input type="checkbox"/> Initial: _____
Coordinate with special facilities regarding return of evacuees to those facilities						<input type="checkbox"/> Initial: _____
If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> • Documenting damage and making expedient repairs • Caution in reactivating utilities/damaged appliances • Cleanup and removal or disposal of debris • Recovery programs 						<input type="checkbox"/> Initial: _____
Terminate Evacuation Centre operations						<input type="checkbox"/> Initial: _____

A2 – Operational Checklist – Evacuation – Post-Deployment

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Submit final evacuation information for the Situation Report to the DDC						<input type="checkbox"/> Initial: _____
Contribute to the operational debrief						<input type="checkbox"/> Initial: _____

A3 – Operational Checklist – Evacuation Centre Management

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Identify centres appropriate for the event						<input type="checkbox"/> Initial: _____
Provide centre management personnel						<input type="checkbox"/> Initial: _____
Provide support personnel for administration, kitchens, cleaning, security, first aid						<input type="checkbox"/> Initial: _____
Provide refuse collection equipment and service						<input type="checkbox"/> Initial: _____
Provide public information process for evacuees						<input type="checkbox"/> Initial: _____
Provide basic entertainment facilities for evacuees						<input type="checkbox"/> Initial: _____
In conjunction with LDCC, develop operational reporting timetable						<input type="checkbox"/> Initial: _____
Provide communications facility to the LDCC or the appropriate coordinating agency						<input type="checkbox"/> Initial: _____
Provide evacuee registration process						<input type="checkbox"/> Initial: _____

A4 – Operational Checklist – Public Information and Warnings

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Appoint Media Liaison Officer or Public Information Officer						<input type="checkbox"/> Initial: _____
Develop an information dissemination plan						<input type="checkbox"/> Initial: _____
Identify the representative of the LDMG to be the 'public face' of the LDMG's response to the event.						<input type="checkbox"/> Initial: _____
Develop (in conjunction with relevant member agencies of the LDMG) pre-formatted public information fact sheets regarding various major impact events, and recommended actions						<input type="checkbox"/> Initial: _____
Develop pre-formatted media briefing sheets						<input type="checkbox"/> Initial: _____
Develop and foster relationships with media organisations						<input type="checkbox"/> Initial: _____
Determine media release and briefing timetables						<input type="checkbox"/> Initial: _____
Establish liaison with local radio and other media outlets for community alerts and warnings						<input type="checkbox"/> Initial: _____
Develop draft media releases and briefings						<input type="checkbox"/> Initial: _____
Monitor news coverage for accuracy, currency, completeness and report discrepancies to the LDMG						<input type="checkbox"/> Initial: _____
Maintain a record of all media releases, contacts and activities						<input type="checkbox"/> Initial: _____
Ensure that warnings are being received by the community						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Where necessary, have warnings repeated via live radio or television appearances						<input type="checkbox"/> Initial: _____
Check with special needs facilities that they have received warnings as appropriate						<input type="checkbox"/> Initial: _____
Ensure maintenance of media contact details						<input type="checkbox"/> Initial: _____
Encourage 24-hour local transmission with staff of broadcast radio stations						<input type="checkbox"/> Initial: _____
Develop warning templates in conjunction with the Media Liaison Officer, for utilisation in the Public Information area						<input type="checkbox"/> Initial: _____
Check content of warnings from external agencies for accuracy, and advise the originator of the warning of any inaccuracies						<input type="checkbox"/> Initial: _____

A5 – Operational Checklist – Transport

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Prepare and maintain a database of transport resources, including road, air and marine						<input type="checkbox"/> Initial: _____
Prepare and maintain a database of fuel suppliers and retail outlets						<input type="checkbox"/> Initial: _____
Ensure that the LDMG and the DDC are aware of the current situation in relation to fuel availability						<input type="checkbox"/> Initial: _____
Identify routes suitable for mass evacuation, and determine maximum traffic capacities						<input type="checkbox"/> Initial: _____
Completion of the Road Infrastructure and Traffic Systems Checklist (below)						<input type="checkbox"/> Initial: _____
Coordinate the provision of transport resources as required for mass evacuation (land based)						<input type="checkbox"/> Initial: _____
Coordinate the provision of transport resources as required for mass evacuation (marine or air from off-shore islands)						<input type="checkbox"/> Initial: _____

Road infrastructure and traffic systems checklist

Actions	Responsible Agency/Officer	
Roadblocks and diversions <ul style="list-style-type: none"> - Closure of inbound roads - Closure of access to evacuated areas or roads 	Burdekin Shire Council SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____
Signage <ul style="list-style-type: none"> - use of standard signage to clearly mark evacuation routes - use of “continue to safer location” signs to indicate that the signage will cease, and that the evacuee is outside the exposed area 	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____
Contra flow (applicable only if safety mechanisms to contra flow operation exist) <ul style="list-style-type: none"> - reversal of traffic flow on designated roads to increase movement away from exposed areas 	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____
Managed intersections <ul style="list-style-type: none"> - increase of traffic flow away from exposed areas - rapid egress of emergency vehicles and transport providers back into at-risk areas 	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____

Annexure B – Evacuation Committee Terms of Reference

1. Purpose

- The Evacuation Committee...

2. Roles and Responsibilities

-

3. Chairperson

-

4. Secretariat

-

5. Membership

-

6. Communication

-

7. Meetings

- Frequency (usual business)
- Frequency (disaster activations)

8. Agenda

-

9. Proxies

-

10. Quorum

-

11. Training and Exercises

-

Annexure C – Simplified Evacuation Planning Process

Simplified Evacuation Planning Process	
<i>Note: Some steps may be undertaken concurrently</i>	
Step 1 Identify the Impact of the Threat	<ul style="list-style-type: none"> Identify the Hazard. Define the Hazard Area (map the threat). Analyse the community affected – e.g., define the number of people affected and their demographic information. Define <i>Special Needs</i> within the affected community. Consider - Pets, Tourists, Stranded Travellers, Backpackers, Aged care facilities, Homeless. Determine the <i>Evacuation Need</i> (how many, by when, for how long, etc.).
Step 2 Identify resources available for evacuation	<ul style="list-style-type: none"> Determine what facilities are best suited as shelters in this event. Confirm availability of resources to support Evacuation and Evacuation Centre Management. Identify resources required by evacuees and develop workarounds or request assistance through the LDCC or DDC.
Step 3 Define Evacuation Zones and Routes	<ul style="list-style-type: none"> Map evacuation zones and evacuation routes. Estimate the number of people that will require evacuation. Determine any special needs. Consider: <ul style="list-style-type: none"> safety and capacity of evacuation routes. time required to conduct the evacuation. resources required to support withdrawal.
Step 4 Develop Evacuation Plan	<ul style="list-style-type: none"> Using SMEAC format, distribute to all agencies and DDC. <p>Situation – a short description of the situation and the evacuation need.</p> <p>Mission – a simple statement of intent (time-based, e.g. must include when the mission is to be achieved by).</p> <p>Execution – a description of how the evacuation is to occur and the tasks for each agency/organisation contributing to the evacuation effort (time-based).</p> <p>Administration & Logistics – details of administrative support and resources required (time-based).</p> <p>Command, Control, Communications – the authority framework for the evacuation and the reporting arrangements for all supporting agencies.</p>
Step 5 Develop and distribute warnings and public information	<ul style="list-style-type: none"> Develop Warnings (see Sub Plan – Community Information & Warnings). Develop Public Messages and dissemination strategies. Public messages must: <ul style="list-style-type: none"> defines the threat and the consequences, and specifies the actions required by those affected. disseminate the warnings.

<p><u>Step 6</u> Mobilise resources</p>	<ul style="list-style-type: none"> • Resources required to support: <ul style="list-style-type: none"> - withdrawal (transport, signage, traffic control, etc.) - open and establish Evacuation Centres as required - mobilise supporting agencies - address basic human needs of evacuees
<p><u>Step 7</u> Monitor and update plans</p>	<ul style="list-style-type: none"> • Monitor withdrawal and shelter stages to ensure the safety and well-being of evacuees and supporting agencies. Update plans as required as the situation changes. • Consider security measures for vacated homes and properties post event. • Provide regular sitreps to evacuees and supporting agencies.
<p><u>Step 8</u> Plan for Return</p>	<ul style="list-style-type: none"> • Consult all relevant agencies to determine when it is safe and appropriate for evacuees to return. • Consult with evacuees to determine return priorities. • Determine return timeframes and limitations on return (e.g. return for clean up only) • Develop and deliver return advice to evacuees and agencies

Annexure D – Additional Considerations for Decision-making and Planning

The decision to evacuate may also be made by residents who feel threatened and may choose to evacuate themselves without advice from emergency services or the LDMG.

The decision to evacuate people and the provision of resources to support evacuees is the responsibility of the LDMG.

In many cases, people will choose to evacuate to friends and family, but it may be necessary to provide evacuation support for some people with nowhere safe to go. Decision makers will need to monitor and consider community's needs when making decisions about evacuation and provision of evacuation support.

Decision makers should remain conscious of the time required to gather necessary resources and implement evacuation arrangements. Early consideration of the evacuation requirement in disaster operations will help ensure people are evacuated safely and cared for adequately.

Identify the Potential Risks

- time available until the threat impacts/event occurs
- potential harm (both physical and psychological) to people sheltering-in-place, and potential harm to people evacuating
- potential harm to emergency services personnel undertaking the evacuation
- potential cost of social and economic impacts of evacuation (e.g., interruption to social networks, loss of unprotected homes and businesses, loss of income, looting of unsecured property)
- potential for impact sooner than anticipated, and/or more severely than anticipated
- number of people
 - likely to be unaware of the threat,
 - unlikely to respond to warnings, and
 - without the capacity to respond to the threat or warnings (e.g., lone parents with babies and small children, pregnant women)
- potential limitations on the movement of people or sheltering solutions due to social distancing.

Identification of Key Stakeholders

- has the XO for the Townsville DDC been consulted?
- have all the relative key stakeholders been consulted, including (but not limited to); the Lead Agency for the threat/event, LDMG, Department of Transport and Main Roads (DTMR), Queensland Police Service (QPS), Queensland Fire and Emergency Services (QFES) / Rural Fire Service (RFS) / State Emergency Services (SES), Queensland Ambulance Service (QAS), RSPCA Qld, and Australian Red Cross?

Evacuation

- is the number of persons requiring evacuation and the type of evacuation necessary?
 - voluntary
 - directed
- is the time required to complete the evacuation and the lead time available?
- is the evacuation achievable, safe and the most suitable option?
- what is the critical point for the decision to evacuate and the point at which the evacuation is to be completed?
- the availability of appropriate resources to effectively manage the evacuation.
 - if the required resources available are insufficient, how can more be obtained?

Analysis of the exposed population

Analysis of the population exposed to each hazard can determine any special considerations or actions which may be required to accommodate the demographics of the community.

In conducting this analysis, the following categories or factors may be deemed as requiring special consideration:

- critical facilities e.g., hospitals
- aged care facilities (e.g., community service organisations, retirement villages, nursing homes)
- schools and childcare centres
- non-English speaking persons
- persons with a disability or special needs
- existing public transportation systems
- socio-economic capacity of suburbs or areas
- caravan parks
- persons from specific groups such as homeless persons, housebound persons
- previous isolated communities
- temporary/transient populations and tourists
- pet ownership
- communities who are still recovering from a disaster
- the specific transportation requirements for all residents including people with special needs and pets
- the capacity of proposed evacuation routes to support rapid egress by pedestrian and/or vehicular traffic given the specific event-related conditions?
- the suitability of proposed safer locations and/or assembly points, including the ability to establish them quickly and sustain them for the duration of the event?
- the most suitable safer location for the impending threat, for example, shelter-in-place or evacuation centre.
- the implications on commercial operations and community criticism of unnecessary evacuation versus primary responsibility and duty of care for the safety of exposed population?

Type of Event

- what areas of the shire may be affected?
- what is the estimated duration of the event?
- what is the current and expected climatic conditions?
- what time of day is the event unfolding?

Availability and Credibility of Information

- accurate data to be obtained from relevant agency, e.g., BOM (cyclones, storm surge, floods), Sunwater (flooding from dams), Council (flood ALERT systems, inspection of road access, status of possible evacuation centres), emergency authorities (fires, plane crash, port accident, etc.);
- identify the number of people that may be affected
- current resources available - Council, SES, emergency authorities, people, vehicles, buildings, infrastructure
- is there a potential for risk to people during an evacuation?

Available Lead Time

- is there enough time to warn and evacuate the public before the impact of the hazard or has the hazard already impacted?
- for cyclones, how long before 100km/h winds reach the coastline?
- is voluntary or directed evacuation required? Is sheltering in place a safer alternative?
- is DDC approval for directed evacuations required?

Ability to effectively warn affected people

- is infrastructure, emergency workers, resources, and procedures in place to issue warnings?
- has planning been conducted for special needs populations and facilities?

Safety of Emergency Workers

- is the area or situation too dangerous for emergency workers to perform their duties and warn or assist those at risk?

Temporary Accommodation

- is temporary accommodation required?
- are evacuation centres available?
- which evacuation centres are appropriate for the event?
- timeframe to establish evacuation centres.
- is an assembly area required?

Transport Considerations

- is suitable transport available for the number of people who will need to be evacuated?
- is additional transport required? For how many?
- how long before additional transport will be available?
- is there adequate fuel for the transport resources?

Annexure E – Sequence of Warnings

Index

Reference No.	Event
E1	Cyclone/Storm Tide
E2	Flood (Rainfall generated)

E1 - Sequence of Warnings - Cyclone/Storm Tide

Warnings for cyclone and storm tide events will be issued to the LDMG by BOM through their Tropical Cyclone Warning Service in Brisbane. Information is available to the public on the Bureau's website, app, and Twitter feed. Current tropical cyclone information is also available by telephone on 1300 659 210.

Time before 100 km/h Wind Gusts on Coast	Warning	Comments
24 HOURS	Preliminary Storm Tide Warning/Cyclone	<ul style="list-style-type: none"> Consider issuing a voluntary evacuation order
18 HOURS	Preliminary Storm Tide Warning/Cyclone	<ul style="list-style-type: none"> Consider issuing a Voluntary Evacuation order Consider the possibility of issuing a directed evacuation order
12 HOURS	Storm Tide Warning/Cyclone	<ul style="list-style-type: none"> First estimate of the storm tide height
9 HOURS	Storm Tide Warning/Cyclone	
6 HOURS	Storm Tide Warning/Cyclone	
3 HOURS	Storm Tide Warning/Cyclone	<ul style="list-style-type: none"> Evacuation completion deadline
100km/h winds reach coastline	100 km/h winds reach coastline	<ul style="list-style-type: none"> Could be at any time and is dependent upon size and speed of cyclone
ZERO HOURS	Storm Tide Warning/Cyclone	
PLUS 3 HOURS	Storm Tide Warning	<ul style="list-style-type: none"> Landfall of cyclone centre, depending on size and speed of cyclone
PLUS 3 to 6 HOURS	Storm Tide Warning	
PLUS 6 HOURS	Final Storm Tide Warning	

E2 - Sequence of Warnings - Flood (rainfall generated)

Time to Predicted Flooding (River Breakout)	Warning Type	Comments
48 HOURS ++	Initial Preliminary Flood Warning from BoM (and/or Council) for LDMG	<ul style="list-style-type: none"> • Initiate warning to community immediately flooding is predicted. • Advise of voluntary/directed evacuations (if required). • Flood warnings, including advice on predicted peak flood flow. • LDMG advises QFES (continual updates).
48 HOURS +	Flood Warning for LDMG	<ul style="list-style-type: none"> • Update - current flow, predicted peak flow and time. • Public flood advice continues.
48 HOURS	Flood warning for LDMG	<ul style="list-style-type: none"> • Update - current flow, predicted peak flow and time. • Public flood advice continues.
24 HOURS	Flood warning for LDMG	<ul style="list-style-type: none"> • Initiate warning to community immediately flooding is predicted. • Flood warnings of predicted peak flood flow. • LDMG advises QFES (continual updates). • Update - current flow, predicted peak flow and time. • Public flood advice continues.
12 HOURS	Flood Warning for LDMG	<ul style="list-style-type: none"> • Voluntary/directed evacuations should be nearing completion (if required) • LDMG advises QFES (continual updates). • Update - current flow, predicted peak flow and time. • Public flood advice continues
ZERO HOURS	Flood warning for LDMG	<ul style="list-style-type: none"> • Floods commence to break out • Update - current flow, predicted time that flood will remain at peak. • Public flood advice continues. • Evacuation completion deadline
PLUS 6 HOURS	Flood warning for LDMG	<ul style="list-style-type: none"> • Update - current flow, predicted fall rate of flood. • Public flood advice continues.
PLUS 12 HOURS ++	Final flood warning for LDMG	<ul style="list-style-type: none"> • Update - current flow, predicted fall rate of flood. • Public flood advice continues.

Annexure F – Evacuation Routes by Township

Township	Evacuation Route
Giru	This township is located close to the Bruce Highway and has two good access routes: <ul style="list-style-type: none"> • Shirbourne Road for those evacuating south to Ayr and • Woodstock-Giru Road for those evacuating north to Townsville.
Jerona	This township has only one evacuation route – Jerona Road to Bruce Highway. This road is subject to flash flooding by the Barratta Creek system and heavy rain in the catchment area will see quick rises across Jerona Road at the causeway and access denied. Flooding of the causeway can be prolonged lasting several days. It is important to consider the early voluntary evacuation of Jerona residents and especially those residents “at risk” if there was a risk of cyclone and storm surge.
Brandon	Low risk – On the Bruce Highway and residents have the option to go north to Townsville or south to Ayr.
Ayr	Low risk – On the Bruce Highway and residents have the option to go north to Townsville or south to Bowen/Mackay.
Alva Beach	This township has only one evacuation route – Alva Beach Road to Ayr. This road can be cut off at several locations along Beach Road in heavy localised rain events. Water usually rises quickly but also disperses quickly. When instructing an evacuation, consideration of localised flooding should be undertaken to ensure the safety of residents. Alva Beach has an established caravan park and consideration of tourists should be included in any evacuation planning. It would be important to consider the early voluntary evacuation of Alva Beach residents and visitors and especially those “at risk” if there was a threat of cyclone or storm surge.
Home Hill	Major flooding occurring in the Burdekin River of over 12 meters will cause inundation into the lower end of Home Hill. Early evacuation of residents and businesses in the main street should be considered if forecast flooding is higher than 12 meters. Residents should review the Home Hill Flood maps and make their own informed decision when considering to stay or evacuate.
Rita Island	This township has only one main evacuation route – Rita Island Road and has one access bridge – the Anabranche Bridge. Rita Island Road (Ayr side of the Anabranche Bridge) leads to Ayr and a secondary road veers off along Kilrie Road to higher ground heading up to Rossiter’s Hill. This may be the preferred option if there has been widespread rainfall and slow river rises prior to minor flooding or greater being forecast in the Burdekin River. Residents of Rita Island may experience isolation as early as “minor” flood heights and it is important to consider the early voluntary evacuation of Rita Island residents and especially those “at risk” if there was a threat of minor or greater flooding, cyclone, or storm surge. Residents will be advised to evacuate (if required) before flooding of the Rita Island Bridge on Rita Island Road. It is recommended to avoid the low point on Rita Island Road at the Plantation Creek crossing near Ayr.

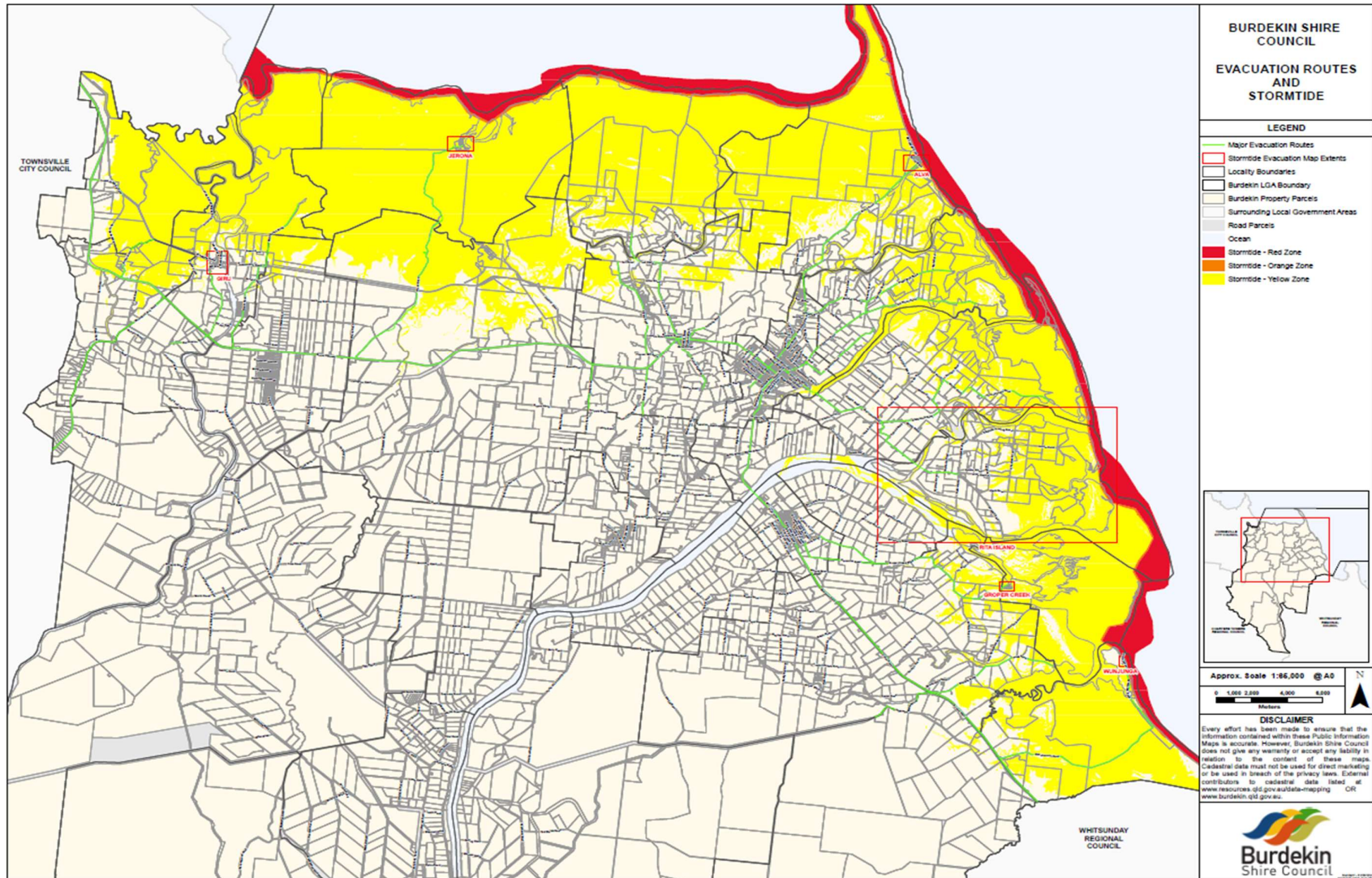
Township	Evacuation Route
Groper Creek	This township has only one evacuation route – Groper Creek Road to Home Hill. This road can be cut off at several locations in heavy localised rain events, where water usually rises quickly but also disperses quickly. Groper Creek is most at threat for major flooding of the Burdekin River, cyclones, and storm surge. Groper Creek has an established caravan park and consideration of tourists should be included in any evacuation planning. It would be important to consider the early voluntary evacuation of Groper Creek residents and visitors and especially those “at risk” if there was a threat of major flooding, cyclone, or storm surge.
Wunjunga	This township has only one evacuation route – Wunjunga Road to the Bruce Highway where residents can go north to Home Hill or south to Bowen/Mackay. Wunjunga residents are most at risk for cyclone and storm surge. Wunjunga has a well-known camping/caravan park – Funny Dunny and consideration of tourists should be included in any evacuation planning. It would be important to consider the early voluntary evacuation of Wunjunga residents and visitors and especially those “at risk” if there was a threat of cyclone, or storm surge.

Annexure G – Evacuation Zone Maps

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Reference No.	Event
G1	Burdekin LGA Storm Tide Evacuation Zones with Evacuation Routes
G2	Burdekin Storm Tide Evacuation Zones – Alva
G3	Burdekin Storm Tide Evacuation Zones – Giru
G4	Burdekin Storm Tide Evacuation Zones – Groper Creek
G5	Burdekin Storm Tide Evacuation Zones – Jerona
G6	Burdekin Storm Tide Evacuation Zones – Rita Island
G7	Burdekin Storm Tide Evacuation Zones – Wunjunga
G8	Tsunami Inundation Maps (Burdekin Region and Ayr/Brandon Inset)
G9	Flood Evacuation Routes and Flooding 1%AEP (Q100)

G1 – Burdekin LGA Storm Tide Evacuation Zones with Evacuation Routes



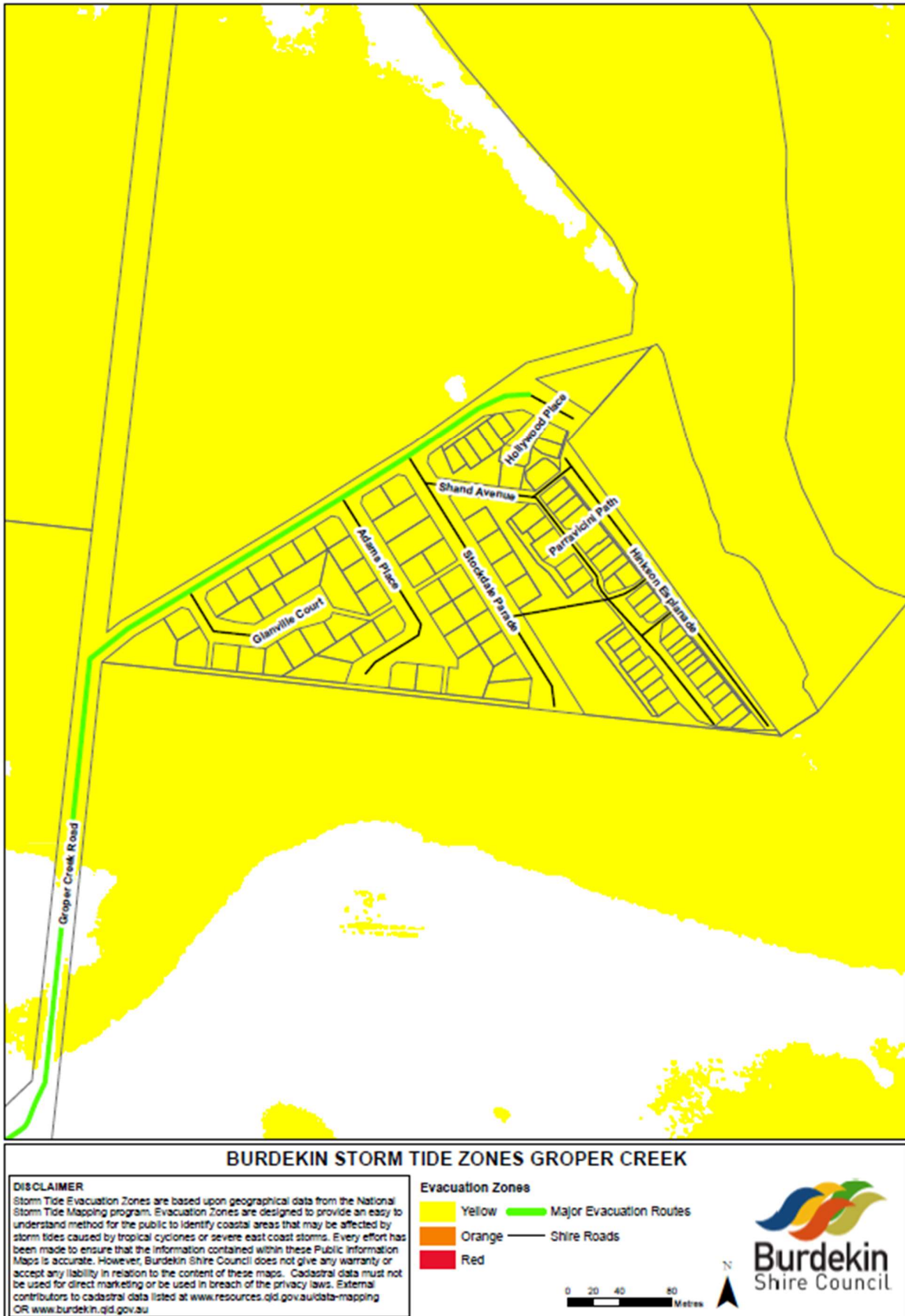
G2 – Burdekin Storm Tide Evacuation Zones – Alva



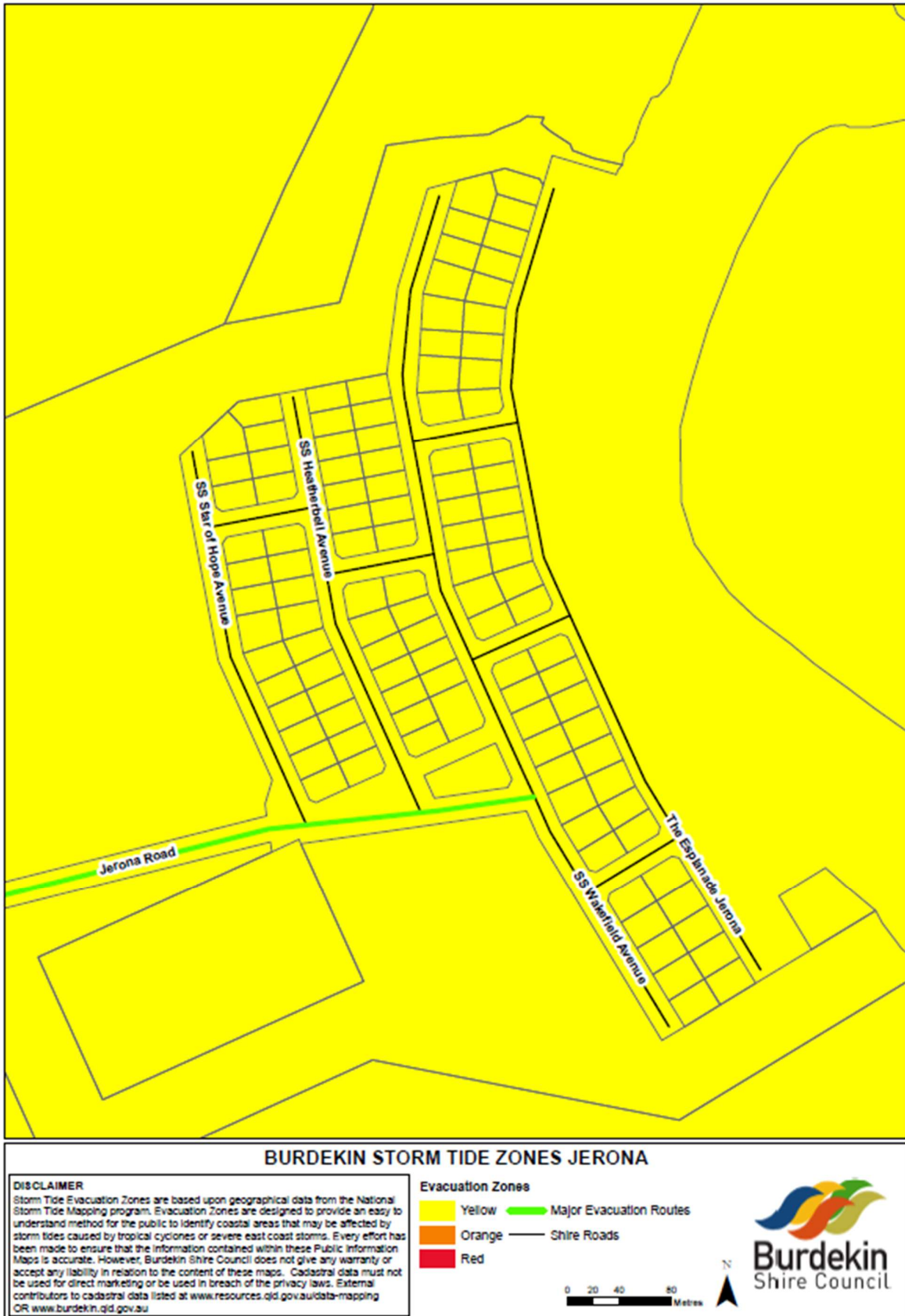
G3 – Burdekin Storm Tide Evacuation Zones – Giru



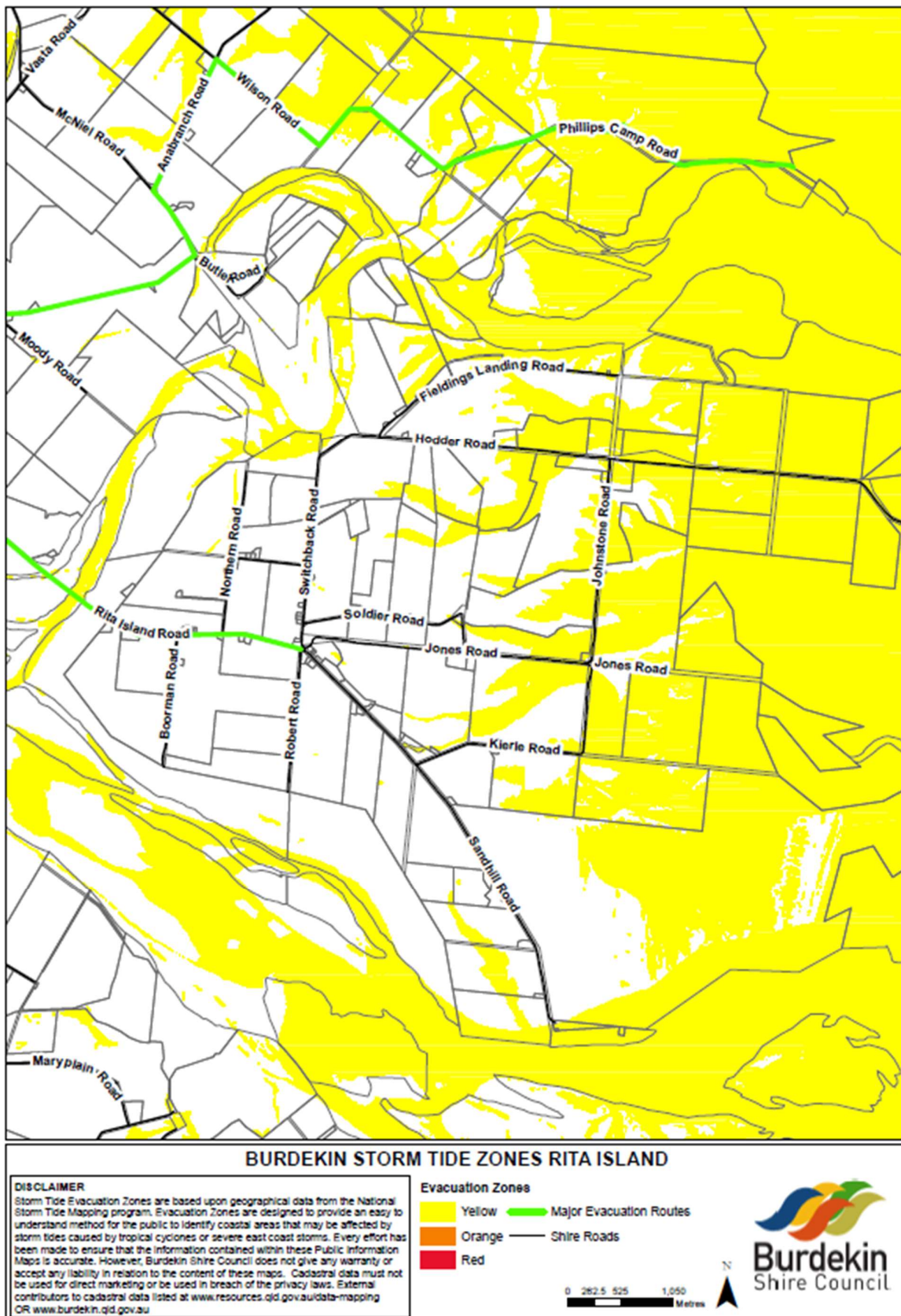
G4 – Burdekin Storm Tide Evacuation Zones – Groper Creek



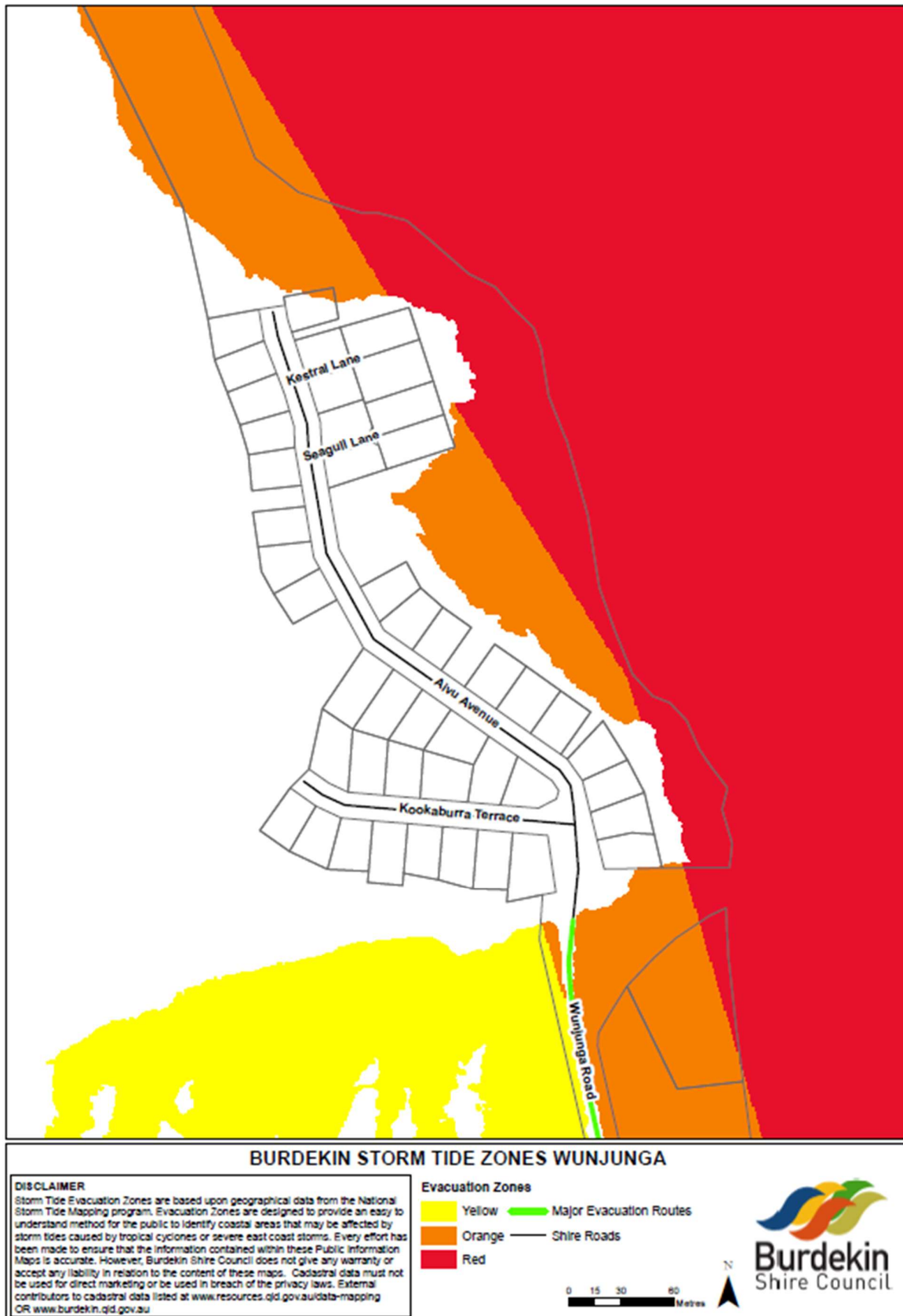
G5 – Burdekin Storm Tide Evacuation Zones – Jerona



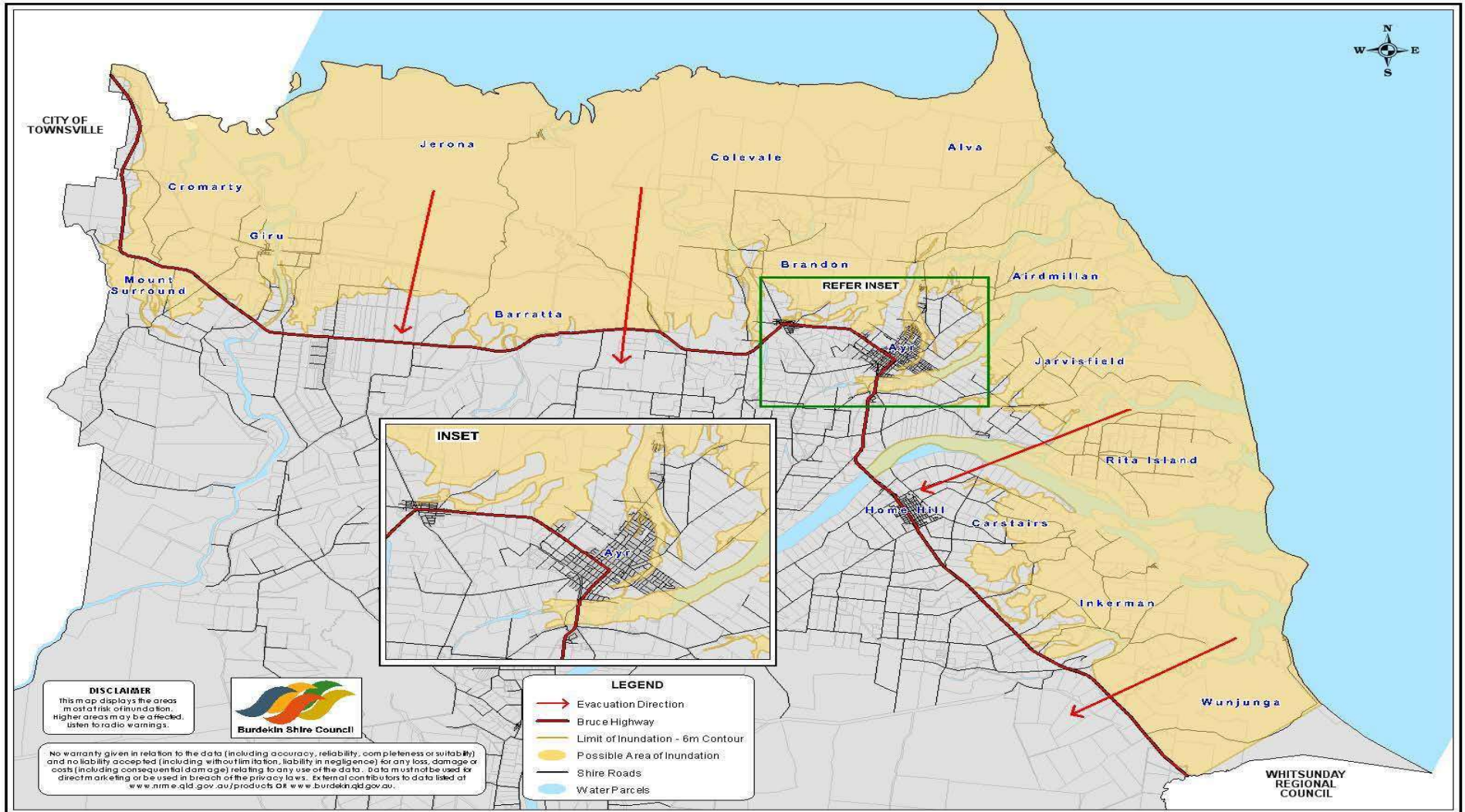
G6 – Burdekin Storm Tide Evacuation Zones – Rita Island

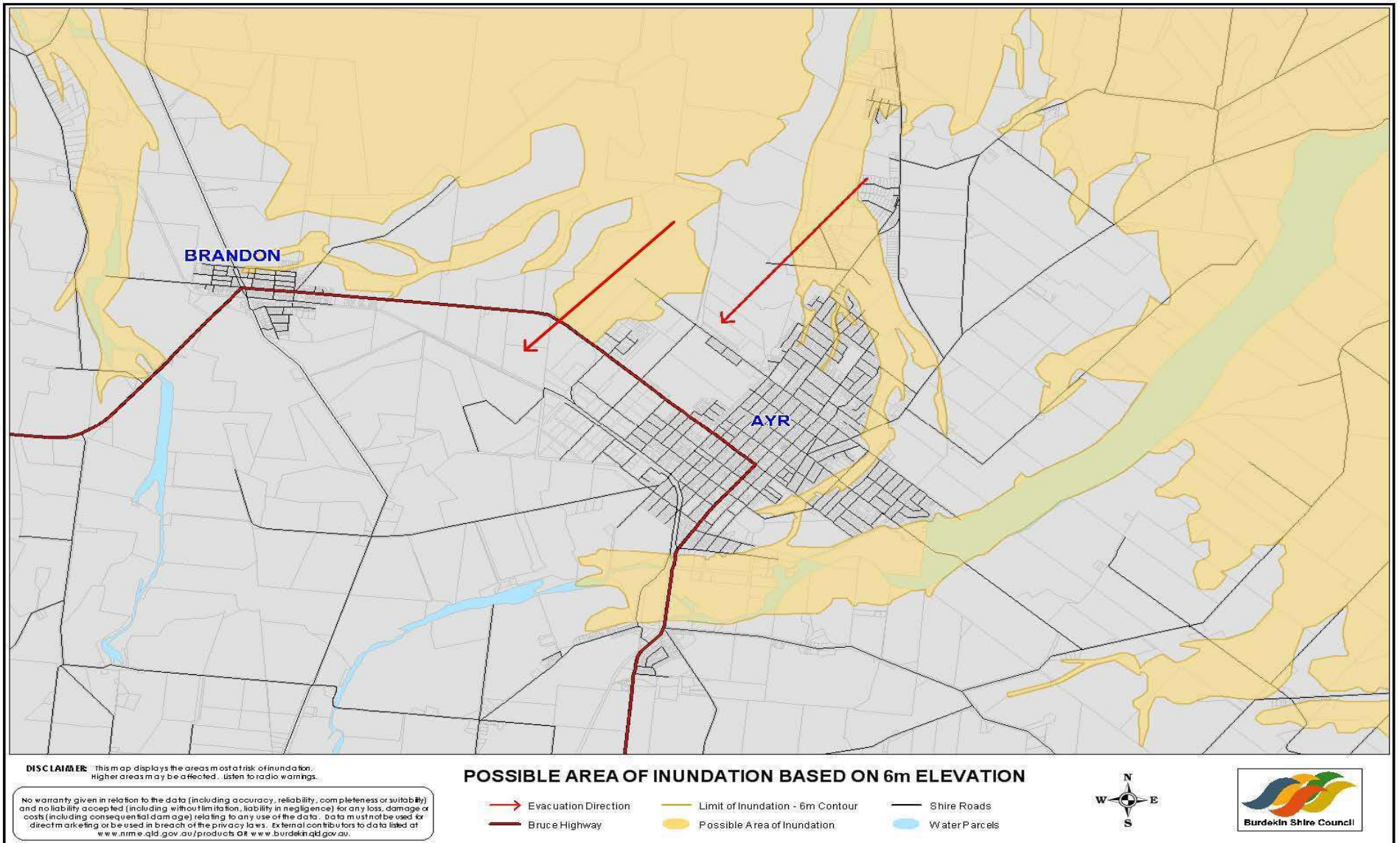


G7 – Burdekin Storm Tide Evacuation Zones – Wunjunga

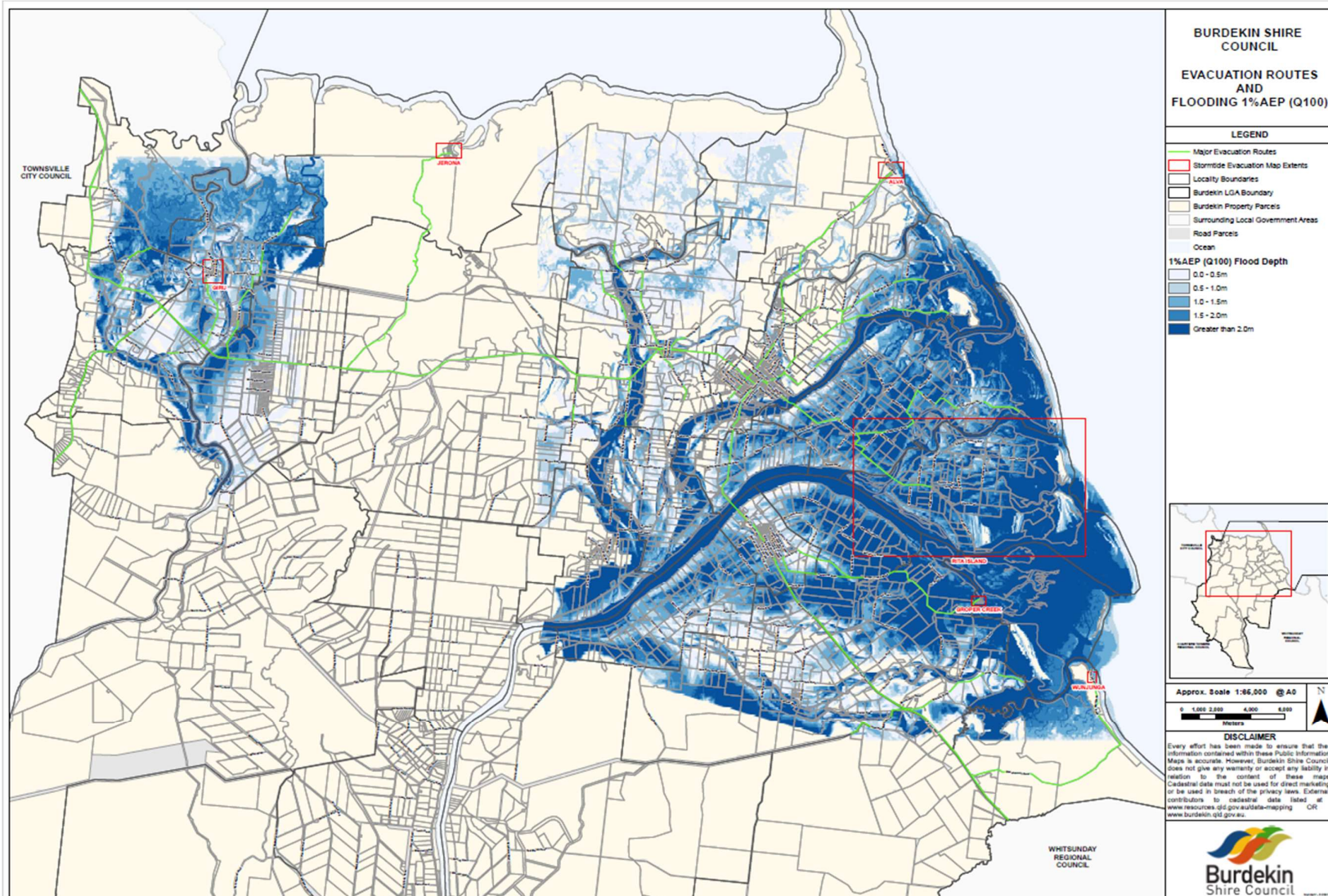


G8 – Tsunami Inundation Maps (Burdekin Region and Ayr/Brandon Inset)





G9 – Flood Evacuation Routes and Flooding 1%AEP (Q100)



Annexure H – Place of Refuge Activation Sequence, Roles & Responsibilities

Activation Sequence

These timings are based on the 'Sequence of Storm Tide Warnings'. These timings are recommended to be a guide only, as other events and conditions may occur and affect the planning process.

Timings	Action	Comments
12 HOURS +	<ul style="list-style-type: none"> LDMG to activate the opening of the Place of Refuge. Advice to the DDC advising activation of the Place of Refuge. Advice to applicable agencies as per the Place of Refuge Manual. 	<ul style="list-style-type: none"> Activate Evacuation Plan and prepare the Place of Refuge in accordance with the manual. Contact appropriate staff Set up of Place of Refuge in preparation for activation
12 HOURS	<ul style="list-style-type: none"> Activation of the Place of Refuge Manual 	<ul style="list-style-type: none"> Contact key personnel Deployment of all Place of Refuge personnel Arrange for vehicles to be removed within the immediate vicinity Preliminary evaluation of resources and transportation availability
9 HOURS	<ul style="list-style-type: none"> Advice from LDC Key support agency personnel to Place of Refuge 	<ul style="list-style-type: none"> Earliest advice of evacuation authority. Establish centre set-up, check communications, facilities etc.
6 HOURS	<ul style="list-style-type: none"> Control of evacuees. 	<ul style="list-style-type: none"> Anticipated arrival of displaced persons after media announcements made
ZERO HOUR	<ul style="list-style-type: none"> Close all outer doors. Lockdown of facility 	<ul style="list-style-type: none"> Evacuation should have been completed
ZERO + 3 HOURS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Landfall of cyclone
ZERO + 6-12 HOURS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Cyclone and storm tide impact
ZERO + 12 HOURS	<ul style="list-style-type: none"> Information on severity of damage to be received and initial outcome for displaced persons. 	<ul style="list-style-type: none"> Threat passed
ZERO + 24 HOURS	<ul style="list-style-type: none"> Removal of all displaced persons to their normal residence or re-located to a place of refuge. Remove resources and clean centres 	
ZERO + 36 HOURS	<ul style="list-style-type: none"> Return control of centre to lessee 	

Roles & Responsibilities

Lead Agency	Support Agencies	Responsibilities
Welfare Coordinator	Council/BCA/Red Cross	<ul style="list-style-type: none"> • Ensure availability of building for use as a place of refuge and notify SES and LDC when centre is available for use. • Activate MOU with Red Cross • Establishment of centres, including stationery and necessary equipment • Coordination of centres • Coordination of support agencies • Communications • Situation reports • Registration • Enquiries • Basic catering
	Councils - Environmental Health Officers	<ul style="list-style-type: none"> • Provision of toilets, including health and hygiene needs • Drinking water and re-supply • Provision of waste disposal • Maintain food hygiene standards • Clean up of centres
	Salvation Army	<ul style="list-style-type: none"> • Basic catering
	Medical Coordinator	<ul style="list-style-type: none"> • Contact St John Ambulance Service for provision of non-life-threatening medical conditions. • Contact 000 or Ayr Hospital for Life-Threatening conditions.
	St Vincent de Paul, Salvation Army	<ul style="list-style-type: none"> • Provision of clothing
	Queensland Police Service	<ul style="list-style-type: none"> • Security
Any additional organisation or agency as required.		