

City Pacific Limited

Townsville Ocean Terminal Proposed Disaster Management Plan

Breakwater Cove Precinct

Revision 4

Monday, 30 June 2008

Report no: QL00704-DMP-R01



City Pacific Limited

Townsville Ocean Terminal Disaster Management Plan

Breakwater Cove Precinct

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1 Introduction

The *Queensland Disaster Management Act 2003* (DM Act) requires the establishment of Disaster Management Groups and preparation and implementation of Disaster Management Plans. Townsville City Council has formed a Local Disaster Management Group which has developed a Local Disaster Management Plan (LDMP) under Section 57 of the *DM Act* to manage potential risks to the community during disaster events. The LDMP identifies the potential threats to communities within the local government areas as summarised in Table 1 below (TTLDMG 2005).

Table 1: Potential threats to communities in the Townsville area*

Threat	Description
Flood	Townsville is situated on a floodplain and is subject to extreme weather events. The LDMP identifies high probability and medium risk of disruption to road and rail transport and property damage due to flooding.
Cyclone, severe storm and storm tide	Storm tides associated with cyclones cause widespread damage to coastal areas in Townsville. The LDMP assesses this threat as high probability and high risk.
Earthquake and landslide	There is low occurrence of these events in Townsville. Although the LDMP assesses this threat as low probability, the risk to life and property is high.
Fire	The threat of fire in urban areas is predominantly associated with major building fire and has a low probability of occurrence, but is classified by the LDMP as a high risk threat.
Aircraft accidents	Aircraft accidents may occur in the Townsville area where flight paths are over residential and industrial areas. The LDMP identifies a low probability of occurrence of these accidents but a high risk.
Shipping accidents	These may occur within harbour channels used by cargo, passenger and naval vessels as well as recreational vessels, ferries and barges. These threats are rated as low probability and medium risk.
Industrial accidents	These accidents include explosion or chemical spills and are identified as low probability and high risk.
Road and rail accidents	High volumes of traffic (including heavy vehicles) exist on major roads in the area. The risk of accidents is assessed as medium probability and high risk.
Disease	The LDMP identifies a high probability and high risk of disease outbreaks given the proximity of Townsville to southeast Asia.
Oil Spills	Significant oil spills within Townsville harbour and shipping lanes would lead to environmental impacts on foreshore communities. The LDMP classifies such threats as low probability and low risk.
Space Debris	The risk of debris falling to earth from man-made satellites and meteors is low and identified by the LDMP as low probability of occurrence.

Threat	Description
River Flooding	River flooding may be caused by breach of the Ross River Dam. The LDMP identifies this threat as a low probability. However the probability of occurrence is increased if heavy rain occurs during cyclone events and the threat represents a high risk to communities.

The following threat is not specifically addressed in the Townsville LDMP, but has been suggested via consultation with Emergency Services organisations in Townsville.

Tsunami	Tsunami have the potential to cause widespread damage to coastal areas. Probability and risk have yet to be rated by the LDMP.
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The Townsville Local Disaster Management Group has developed operational systems for receipt and distribution of disaster event warnings and for alert, standby and activation of the Group in the event of an impending threat. The system for response during a disaster and recovery of damaged infrastructure and property is also coordinated by the Group (TTLDMG 2005).

The Townsville LDMP defines a disaster as:

“a serious disruption in a community, caused by the impact of an event, that requires a significant co-ordination response by the State and other entities to help the community recover from the disruption.”

A serious disruption is defined as:

“a) Loss of human life, or illness or injury to humans; or b) Widespread or severe property loss or damage; or c) Widespread or severe damage to the environment.”

The Townsville LDMP states that a response to a disaster is to be controlled by the following lead agencies.

Threat	Lead Agency
Flood	Local Government
Cyclones & Storms	Local Government
Storm Tides	Local Government
Earthquake/Landslide	Local Government
Fire (Urban)	Qld Fire & Rescue Service
Fire (Rural)	Qld Fire & Rescue (Rural Fires)
Fire (National Parks)	Environmental Protection Agency
Major Aircraft Accident Civilian	Queensland Police Service
Major Aircraft Accident Military	RAAF
Major Aircraft Accident (Off Airport)	Queensland Police Service
Oil Spills Inside Port	Townsville Port Authority

Threat	Lead Agency
Oil Spills Outside Port	DOT Marine Division
Accidents/Hazardous	Queensland Police Service
Material/Nuclear*	Queensland Police Service
Major Road/Rail Accident	Queensland Police Service
Exotic Disease Animal	Department Primary Industries
Disease Epidemic	Queensland Health
River Flooding (Dam)	Local Government

In the event that a potential disaster threatens, these lead agencies will be the combat authority, the coordination of any disaster response will be by the Townsville LDMG.

A site-specific Hazard and Risk Assessment was undertaken as part of the Environmental Impact Statement for the Townsville Ocean Terminal (TOT) Project which assesses potential threats specific to the operation of the TOT site. Potential threats on residents of the Breakwater Cove Precinct are summarized in Table 2 below.

Table 2: Potential threats to residents of the Breakwater Cove Precinct*

Threat	Description
Strong winds caused by tropical cyclones or low pressure systems	The likelihood of injury, death or property damage is rated as possible and the risk level is considered to be High.
Flooding caused by storm surge or heavy rainfall	The likelihood of injury, death or property damage is rated as possible and the risk level is considered to be Low.
Extreme Storm Tide Event - to 100 year ARI	The likelihood of injury, death or property damage is rated as possible and the risk level is considered to be Low.
Extreme Storm Tide Event - greater than 100 year ARI	The likelihood of injury, death or property damage is rated as rare and the risk level is considered to be Moderate.
Extreme Waves - to 100 year ARI	The likelihood of injury, death or property damage is rated as possible and the risk level is considered to be Moderate.
Extreme Waves - greater than 100 year ARI	The likelihood of injury, death or property damage is rated as rare and the risk level is considered to be Moderate.
Fire/explosion from TOT facility	The likelihood of injury, death or property damage is rated as unlikely and the risk level is considered to be Moderate.
Fire/explosion from major hazard facilities within Port of Townsville	The likelihood of injury, death or property damage is rated as unlikely and the risk level is considered to be Moderate.

Threat	Description
Explosion at Loading/Unloading Berths from Ammonium Nitrate and Class 1 explosives.	The likelihood of injury, death or property damage is rated as rare and the risk level is considered to be Moderate.

***Source: TOT Hazard and Risk Assessment Report 2007.**

This Disaster Management Plan (DMP) has been developed to provide site-specific measures for disaster prevention, preparedness and response to ensure preservation of life and property in the event of a hazardous situation such as a fire, storm, flood, cyclone or other hazardous impact requiring evacuation within the Breakwater Cove Precinct.

1.1 Statement of Intent

This DMP is intended to be used as a guideline for the Breakwater Cove Body Corporate to develop effective plans for disaster prevention, preparedness and response and to describe the management arrangement and systems to assist in implementation of those plans.

2 Disaster Management Strategy

This DMP will be controlled by the Body Corporate for the Breakwater Cove Precinct. The Body Corporate will establish an Emergency Management Committee (EMC) to be responsible for informing residents in relation to disaster situations and providing timely advice on actions to be taken for appropriate management of potential risks.

The EMC will be constituted by the Body Corporate Chairman, the Body Corporate Manager, the Breakwater Cove Marina Manager and Breakwater Cover Security. The EMC will meet regularly to review, test and update the DMP as necessary. The EMC will nominate via a roster system a Disaster Coordinator who will be responsible for implementing the DMP in case of a disaster event or threat.

The EMC will seek the assistance of Emergency Services Queensland to train and assess the members of the EMC to an appropriate level of competency in Disaster Response.

The Standard Operating Procedure detailed in Appendix A outlines the triggers, responsibilities and actions of the EMC and its members in case of a disaster event or threat.

Communication with residents will be achieved by means of a central communication system connected to all buildings within the residential precinct. The communications system will be located at the security building which will serve as the communications centre during an emergency. This building is to be staffed by full-time security personnel who will monitor disaster situations that may affect the site. The EMC will appoint committee members as Disaster Coordinators to be notified by security personnel of potential disaster situations and who will be responsible for coordination of site residents under the instruction of relevant lead agencies during an evacuation, if required.

Prevention and preparedness measures are provided in this DMP to ensure that the impacts of a disaster situation are prevented or minimized and that residents are aware of appropriate response to a disaster situation. Response measures are also provided to ensure that residents respond effectively to a disaster situation that may require evacuation of the site.

The Body Corporate will record and post the following lead agency contacts in a prominent location within the site and will regularly update contact details to ensure that all details are current.

Lead Agency	Contact Number
Townsville State Emergency Service (SES)	13 25 00
Police, Fire and Ambulance (emergencies only)	000
Police (Non life threatening calls)	(07) 4759 9777
Ambulance (Non life threatening calls)	13 12 33

Lead Agency	Contact Number
Fire Service (Non life threatening calls)	(07) 4771 2111
Townsville Local Disaster Management Group (Disaster Coordination Centre)	(07) 4727 8960
Townsville City Council (TCC)	(07) 4727 9200
Townsville General Hospital	(07) 4796 1111

2.1 Communication System

A communication system shall be established to allow coverage across the site for evacuation control and coordination of residents during a disaster situation. A communication centre shall also be established within the security building for use by the EMC-appointed Disaster Coordinators and relevant lead agencies for coordination and communication purposes.

The EMC shall also appoint responsible persons with knowledge of communication systems to operate communication facilities and to be stationed at assembly and evacuation areas during a site evacuation.

Communication facilities within the site will include a public address system with connection to residential buildings to be located in the security building for dissemination of warnings and instructions to residents. Mobile radio communication facilities will also be provided to allow delivery of messages between the lead agencies and Disaster Coordinators.

Persons shall be appointed to coordinate messages within the security building during an emergency. This will include accepting and forwarding messages as required and maintaining records of messages accepted and dispatched.

2.2 Management Arrangements and Systems

The EMC will be responsible for disaster prevention and preparedness within the site. This will include establishing arrangements and systems for:

- Dissemination of awareness and educational information to site residents;
- Dissemination of warnings to site residents;
- Initiating and maintaining communications with lead agencies;
- Assisting lead agencies in site evacuation if required; and
- Review and update of the DMP.

The Townsville Local Disaster Management Group shall provide advice and instructions to the EMC regarding evacuation of the site in relation to natural disasters. Other Lead Agencies will be responsible for controlling a response to disasters involving evacuation of the site from other events.

2.2.1 Resident Awareness and Education

The Body Corporate will ensure that site residents are informed of the site characteristics and potential risks of disaster situations and of the need to observe warnings and public information messages issued by the EMC Disaster Coordinators

Awareness and educational material will be provided in print to direct site residents on prevention and preparedness measures and appropriate action to be taken to reduce risks during site evacuation. The Disaster Action Plans included in this DMP as well as any revisions/updates will be disseminated to site residents and posted in a prominent, easily accessible location within the site.

2.2.2 Warning Systems

A warning system shall be established to provide timely information to residents and to assist in bringing about an appropriate response to a disaster situation. Any warning issued to residents should be short, simple and precise providing information on the nature and extent of a potential disaster situation and should include actions to be taken to reduce loss of life, injury and property damage.

The Bureau of Meteorology will issue a 'cyclone watch' when a cyclone is likely to affect communities within 48 hours. A cyclone watch will be provided every three hours with information on the position, intensity and direction of the cyclone. The frequency of issue of a cyclone watch will be increased to hourly when the cyclone is near the coast.

A 'cyclone warning' will be issued by the Bureau of Meteorology when a cyclone is likely to affect communities within 24 hours. Cyclone warnings will provide information on potentially affected communities, the name of the cyclone as well as its position, intensity and direction. Potentially affected communities will be advised to take precautions.

The Bureau of Meteorology will issue 'flood warnings' as required indicating the severity of potential flooding such as minor, moderate or major flooding.

A 'severe thunderstorm warning' will be issued by the Bureau of Meteorology every three hours where a severe thunderstorm persists. 'Severe weather warnings' may be issued every 6 hours for threats not related to severe thunderstorms and not covered by cyclone or fire warnings where communities are likely to be affected within 6 to 24 hours.

The on-site security personnel will monitor weather advice from the Bureau of Meteorology (BoM) and advise the EMC Disaster Coordinators of potential disasters that may affect the site. After consultation with the Townsville LDMG, the Disaster Coordinators will issue warnings to site residents to provide early warning of a potential disaster and to provide guidance on the required response of residents within Breakwater Cove.

In the event that evacuation of the site is required, Disaster Coordinators will liaise with and operate under the instructions of the relevant lead agencies. Under advice

from the Townsville LDMG and/or the instruction of the relevant lead agency to evacuate, an audible and visual alarm and instructions for evacuation will be given by the Disaster Coordinators in accordance with the procedure outlined in the Disaster Action Plans.

2.2.3 Communication with Lead Agencies

Initial communication with the Townsville LDMG and/or the lead agencies will be made by Disaster Coordinators using the public switched telephone network. Lead agencies may advise on communication arrangements to be used during a coordinated response to a disaster situation within the site.

The Disaster Coordinators will initiate and maintain communication with the relevant lead agencies throughout an evacuation of the site. The security building will act as a central communications area within the site to allow for coordination by the relevant lead agencies.

2.2.4 Evacuation Arrangements

The primary evacuation route from the Breakwater Cove Precinct is the main road access to the site from Entertainment Drive. It is expected that adequate warning of flood, cyclone or severe storms can be given to site residents to allow pre-warned evacuation using this evacuation route. However, in the event that a hazard impact forces immediate evacuation or the evacuation route becomes impassable, provision is made for evacuation of residents by emergency evacuation craft from within the site to the mainland.

It is intended that the evacuation craft be both private craft within Breakwater Cove and commercial vessels commandeered for evacuation.

Emergency assembly areas and evacuation points at the end of each land finger have been designated within the site to provide safe refuge for residents and locations for access by emergency evacuation craft in the event that evacuation by road is not possible. A communications system to be located within the security building will be used to disseminate early warnings to residents and information on the requirements for evacuation.

2.2.5 Disaster Management Plan Review and Update

This DMP is a 'living document' that will require review, evaluation and update following evacuation drills and an annual audit to be conducted by the EMC. Annual audit will include review of all procedures to detect deficiencies in operational systems and effectiveness of response procedures that may be determined by site monitoring and evacuation drill exercises. This may require provision of additional educational materials to residents, improvements in prevention or mitigation procedures or improved response protocols.

- All responsible parties are to be advised of any changes in the DMP and updated Disaster Action Plans are to be disseminated to site residents. The current version of the DMP will be controlled by issue to all responsible

parties of a Document Register to ensure that superseded versions are discarded.

3 Disaster Action Plans

The Body Corporate will ensure that adequate site maintenance and management is undertaken to protect the safety of site occupants. This will include issue of Disaster Action Plans to site residents for prevention, preparedness and response to a disaster situation. The Prevention and Preparedness Plan and the Response Plan will be provided to all site residents and will be posted in a prominent location within the site.

In preparing for a disaster situation, the EMC will ensure that all residents are aware of the emergency evacuation processes for the site. In order to achieve this, evacuation drills will be undertaken to ensure successful egress of all site occupants and assembly in designated areas.

3.1 Prevention and Preparedness Plan

Disaster prevention and preparedness measures will be undertaken within the site to reduce the risk of injury, loss of life or damage to property in the event of a disaster situation.

The Body Corporate shall implement site management measures to ensure site preparedness and prevention of impacts in the event of a disaster situation. Site residents should also be made aware of their responsibilities under this plan.

3.1.1 Prevention Measures

- All site infrastructure shall be designed and constructed to withstand hydrostatic and hydrodynamic forces that may occur as a result of storms or cyclones.
- Communication links shall be established within the site security building which will act as a central communications area to ensure a coordinated response to emergency situations.
- Emergency assembly locations shall be provided within the site and residents informed of these locations.
- An emergency evacuation area at the end of each land finger shall be identified to provide safe refuge for residents during site evacuation.
- Adequate access from adjacent waterways shall be provided for emergency evacuation craft, if required during an evacuation.
- Jetties or boat landing areas shall be established and maintained by the Body Corporate at the ends of each land finger and on the Strand Breakwater to enable access by emergency evacuation craft.
- The Body Corporate shall arrange for site maintenance of common areas including trimming branches that overhang structures and ensuring that debris or unsecured items are not left within open space areas.
- The Body Corporate shall monitor site evacuation routes and overland flow paths to ensure they are clear of obstructions and undertake maintenance to remove any obstructions as required.

- The Body Corporate shall arrange for regular inspection and maintenance of all site emergency equipment and infrastructure.
- Residents shall ensure that a refuge point is constructed within each building in accordance with the Building Code for the FDA. This may include construction of a reinforced room (e.g. laundry) with no windows for safe refuge of residents during an emergency.
- Residents shall undertake maintenance measures within individual lots including checking roof and eaves to ensure sound condition; trimming overhanging tree branches and clearing away loose items that may blow about.

3.1.2 Preparedness Measures

- The Body Corporate shall appoint an emergency management committee (EMC) to be responsible for the implementation of the Disaster Management Plan (DMP).
- The EMC shall hold regular resident meeting to discuss disaster management strategies and to promote awareness of disaster prevention, preparedness and response measures outlined in this DMP.
- The EMC shall arrange to have conducted an evacuation “drill” on a 12 monthly basis to inform residents of evacuation protocols and to determine the efficiency and adequacy of disaster management measures.
- The EMC shall prepare a Site Evacuation Plan identifying evacuation routes and assembly/evacuation areas which is to be issued to site residents and posted in a prominent location within the site.
- The EMC shall notify all site residents of procedures to be followed in the event of an emergency including evacuation procedures for the site.
- The EMC shall nominate Disaster Coordinators who will be available within the site to issue early warnings and procedural information to residents and assist lead agencies in evacuation of the site if required.
- The EMC shall maintain a list of lead agencies contact details and post in a prominent location within the site.
- The EMC shall maintain a current list of all residents/owners and current contact details of persons to be notified in the event of an emergency.
- The EMC shall identify elderly, disabled or non-English speaking residents who may require assistance during an evacuation.
- The EMC shall undertake annual audit of the DMP and make appropriate amendments to site management measures and evacuation procedures as required.
- Regular newsletters shall be provided to all site occupants informing of any updates to the DMP and changes to evacuation procedures.
- The Body Corporate shall maintain an emergency incident log and a register of emergency equipment maintenance and inspection results.
- Residents should maintain Emergency Kits as advised by the Queensland Department of Emergency Services. Emergency kits should contain a portable radio, a torch, spare batteries, a first aid kit, non-perishable food, sturdy gloves, waterproof bags, candles, matches, essential medications and copies of important documents in sealable plastic bags.

3.2 Response Plan

In the event of extreme weather events, weather alert warnings will be issued by the Bureau of Meteorology. The on-site security personnel will be responsible for monitoring weather alert warnings on radio, television and in newspapers and will advise EMC-appointed Disaster Coordinators of potential disasters. The Disaster Coordinators will provide residents with early warning of a potential disaster. Early warnings will be issued via the communications system to provide sufficient warning time for residents to respond to a disaster situation.

The Disaster Coordinators will notify residents and lead agencies of the nature of a potential disaster situation and shall assist lead agencies in the event of a site evacuation. An audible and visual alarm will be activated to alert site occupants in the event that an evacuation is required. The Disaster Coordinators will assist in directing residents under the instruction of relevant lead agencies during an evacuation.

The following response procedure shall be followed during a disaster situation requiring evacuation of the site.

3.2.1 Decision to Evacuate

- The on-site security personnel shall monitor radio, television and newspaper services that provide warnings to notify communities of potential disasters.
- Security personnel shall notify Disaster Coordinators of any potential disaster that may affect the site.
- The Disaster Coordinators will notify residents and the Townsville LDMG of the nature of a potential disaster and shall assist lead agencies in the event that a potential disaster threatens the site.
- The Disaster Coordinators shall consult with the Townsville LDMG to assess the nature and extent of the potential disaster and determine whether evacuation of the site is required.

3.2.2 Issue of Warning

- In the event that evacuation is required, the Disaster Coordinators shall activate warning/alarms via the electronic communications system and initiate evacuation procedures under the instruction of the relevant lead agency.
- Advance warning shall be provided to elderly, disabled or non-English speaking residents who may require assistance during an evacuation.
- The Disaster Coordinators shall make contact with and maintain communication with relevant lead agencies following issue of instructions to evacuate.

3.2.3 Withdrawal from the Site

- Site residents shall be moved from disaster affected areas to safe refuge.

- Disaster Coordinators shall direct the orderly flow of residents from the site or to designated assembly and evacuation areas under the instruction of lead agencies.
- Disaster Coordinators shall conduct including conducting a head count against the current resident/owner list to ensure evacuation is complete.
- Disaster Coordinators shall advise lead agencies personnel upon arrival of the nature and extent of the disaster situation and advise on the status of the site evacuation.
- The Disaster Coordinators shall maintain an incident register to document the progress of the site evacuation.

3.2.4 Safe Return to the Site

The Townsville LDMG will issue instructions for a return to the site if it is safe to do so. No person shall be allowed to re-enter the site unless advised by lead agency personnel.

4 References

- 1 Emergency Management Australia. 2005. Australian Emergency Manual Series: Evacuation Planning, Manual Number 11.
- 2 Emergency Management Australia. 2004. Australian Emergency Manual Series: Emergency Planning, Manual Number 43.
- 3 Emergency Management Australia. 1998. Australian Emergency Manual Series: Communications (Second Edition), Manual Number 38.
- 4 Townsville and Thuringowa Local Disaster Management Group. 2005. Townsville/Thuringowa Local Disaster Management Plan June 2005.
- 5 Brisbane City Council Disaster Management Plan. 2005. Section II. Committees and Disaster Management Group Standard Operating Procedures.

Appendix A

Standard Operating Procedures

1 Standard Operating Procedures

This Standard Operating Procedure (SOP) outlines the disaster response actions to be coordinated by the Emergency Management Committee (EMC) under the Disaster Management Plan (DMP) in the case of a disaster event or threat that may result in significant consequences for people, property or other assets within the Breakwater Cove Precinct.

1.1 Immediate Actions

- The first member of the on-site Security Staff to become aware of a disaster event or threat shall immediately advise the EMC-appointed Disaster Coordinator.
- The Disaster Coordinator shall immediately ensure that each member of the EMC is made aware of the event or threat.
- The Disaster Coordinator shall provide advance warning of the nature and intensity of an event or threat to site residents.
- The Disaster Coordinator shall immediately establish communications with the Townsville LDMG and the relevant lead agencies.
- The Disaster Coordinator shall call in all EMC members appointed to operate communication systems and to coordinate site residents and shall establish the EMC Team.
- The Disaster Coordinator and the EMC Team shall relocate to the Security Office and establish communication systems including activation of logging, reporting and monitoring systems.
- The EMC Team shall assess the readiness and accessibility of evacuation routes identified in the DMP.
- The Disaster Coordinator shall advise the LDMG and/or lead agency on arrival at the site of site readiness and the status to respond to advice/information.
- The Disaster Coordinator and EMC Team shall coordinate a response including evacuation if required under the instruction of lead agencies.
- The Disaster Coordinator shall advise the EMC Team and site residents of a return to normal management arrangements on receiving instructions from lead agencies and the EMC Team shall be deactivated.

1.2 Individuals Actions

On-Site Security Staff

- Monitor media services for warnings of potential disasters or threats.
- Immediately advise the Disaster Coordinator of a potential threat.

Disaster Coordinator

- Immediately notify each member of the EMC in the event of a threat.
- Provide advance warning of a threat to site residents.
- Establish communications with the LDMG and lead agencies.
- Notify all responsible EMC members and establish the EMC Team.
- Establish a communications centre at the site Security Office.
- Advise lead agencies on site status and readiness.
- Standby to receive instructions from the relevant lead agencies.
- Coordinate a response/evacuation under instruction of lead agencies.
- Advise of a return to normal management arrangements on receiving instructions from lead agencies and deactivate the EMC Team.
- Report to lead agencies on deactivation of the EMC Team.

Emergency Management Committee Team Members

- Relocate to the Security Office and establish communication systems including activation of logging, reporting and monitoring systems.
- Assess the readiness and accessibility of evacuation route identified in the DMP.
- Report to the Disaster Coordinator when systems are operational and advise on status of evacuation route.
- Standby to receive instructions from the Disaster Coordinator on requirements for evacuation.
- Operate communication systems and assist in coordination of evacuation of site residents under instruction of the Disaster Coordinator.
- Support the Disaster Coordinator and lead agencies as required.
- Deactivate the EMC Team when advised by the Disaster Coordinator.

1.3 EMC Team

Activation

The Response Plan contained in the Disaster Management Plan is to be activated on advice of the Disaster Coordinator under the instruction of relevant lead agencies. Activation of the Response Plan requires establishment of an EMC Team.

Location

The Disaster Coordinator is to be appointed by the Emergency Management Committee and current contact details are to be provided to the on-site security staff. Once the EMC Team is established by the Disaster Coordinator, it is to be located within the Security Office which will operate as a communications centre during a disaster event.

Role and Responsibility

The EMC shall be responsible for review and update of the DMP and testing of systems capability through conducting regular evacuation drills. During a disaster event the EMC role shall be to coordinate a response to disaster under direction of the Disaster Coordinator and the lead agencies.

Meeting Agenda

The EMC shall conduct regular committee meetings to determine update and review of DMP procedures following evacuation drills and audits. The meeting agenda shall include:

- Briefing on potential disasters that may impact the site;
- Consideration of level of response required for each potential disaster;
- Identification of specialist services and required support;
- Determining priorities for disaster prevention;
- Determining resources for disaster preparedness and response;
- Reporting to the Body Corporate and support committees;
- Issue of prevention and preparedness advice to site residents; and
- Providing advice to lead agencies on site conditions and status.

Appendix B

Resident's Prevention and Preparedness Checklist

BREAKWATER COVE - DISASTER MANAGEMENT PLANNING

RESIDENTS DRAFT GUIDELINES

Disaster Prevention and Preparedness

Residents should:

<ul style="list-style-type: none"> ▪ Develop an emergency plan involving all persons in their home
<ul style="list-style-type: none"> ▪ Identify all possible exit routes from each room in the home or the building
<ul style="list-style-type: none"> ▪ Identify intended destination in case of emergency evacuation, note address and contact details
<ul style="list-style-type: none"> ▪ Install working smoke alarms in their home
<ul style="list-style-type: none"> ▪ Arrange adequate property insurance
<ul style="list-style-type: none"> ▪ Prepare and maintain Emergency Kits containing a portable radio, a torch, spare batteries, a first aid kit, non-perishable food, sturdy gloves, waterproof bags, candles, matches, essential medications and copies of important documents in sealable plastic bags

Residents must:

<ul style="list-style-type: none"> ▪ Participate in Evacuation Drills conducted by the Emergency Management Committee
<ul style="list-style-type: none"> ▪ Provide the Emergency Management Committee with details of occupants of their home and current contact details
<ul style="list-style-type: none"> ▪ Attend regular meetings and/or read newsletters on disaster management to remain updated on the latest requirements
<ul style="list-style-type: none"> ▪ Construct a refuge point within their home in accordance with the Building Code for the breakwater Cove Precinct. This may include construction of a reinforced room (e.g. laundry) with no windows for safe refuge of residents during an emergency
<ul style="list-style-type: none"> ▪ Undertake maintenance measures within their property including checking roof and eaves to ensure sound condition; trimming overhanging tree branches and clearing away loose items that may blow about

Disaster Response

Residents should be aware of:

<ul style="list-style-type: none"> ▪ The Breakwater Cove Site Evacuation Plan
<ul style="list-style-type: none"> ▪ The location of emergency assembly areas and evacuation areas within the Breakwater Cove site
<ul style="list-style-type: none"> ▪ The early warning and communication system operating at the Breakwater Cove site
<ul style="list-style-type: none"> ▪ The designated evacuation route from the Breakwater Cove site
<ul style="list-style-type: none"> ▪ Procedures to be followed in the event of an emergency including evacuation procedures

During an emergency situation, residents will be required to:

<ul style="list-style-type: none"> ▪ Observe early warnings provided by Disaster Coordinators to notify residents of potential disasters
<ul style="list-style-type: none"> ▪ Follow instructions given by Disaster Coordinators and Emergency Services Personnel on the requirement to evacuate the site
<ul style="list-style-type: none"> ▪ Switch off water, electricity, and gas within their homes prior to evacuation
<ul style="list-style-type: none"> ▪ On receiving instructions, move from their homes to emergency assembly or evacuation points
<ul style="list-style-type: none"> ▪ Advise, as soon as possible, the Disaster Coordinators of their destination and contact details if they intend to travel from Breakwater Cove Precinct and emergency assembly or evacuation points.
<ul style="list-style-type: none"> ▪ Do not re-enter the Breakwater Cove site unless advised by Emergency Services personnel