Disaster Preparedness and Community Recovery

A Guide for Community Centres





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Introduction

Like the rest of Queensland, Logan is not immune to the threat of natural disasters such as floods, bushfires, heatwaves and severe weather. These hazards may result in road closures, infrastructure failures and other potential impacts, which may affect individuals and the community in a number of different ways.

Impacts such as these may result in damage to your centre, clients unable to access or leave, and potential closure of your centre for a period of time.

While significant disaster or large scale emergency events will involve government and non-government agencies, the active participation of local communities before, during and after such events will ensure the best outcomes for individuals, organisations and the community as a whole. Building resilience across all areas of our community can reduce the impact of any disaster or emergency on the local area, its residents, organisations and visitors.

The purpose of this guide

Logan City Council (Council) has developed this Disaster Preparedness and Community Recovery - A Guide for Community Centres to support and assist local community centres, and their organisations, within the City of Logan to plan for, respond to and recover from the potential impacts of disasters and emergencies in the local area.

This guide is relevant to community centres across the City of Logan, including facilities that are leased from, or independent to, Council.

This guide provides information to support the development of a Business Continuity Plan (BCP) that considers not only the impacts to your organisation and centre, but also to your clients, and how to support your clients during potential disaster events. The purpose of developing a BCP is to ensure the continuation of your business during, and following, any critical incident that should result in disruption to your normal operational capability.

This guide also assists centres to support their clients and local community through the recovery phase after a disaster, be that formally or informally.

How to use this guide

This guide is intended for local community centres to assist with identifying if they could be at risk from, or vulnerable to, hazards within the City of Logan and ways to manage and respond to these.

This guide not only assists with planning to protect your organisation (Part A), but also allows you to plan how you can protect your clients who could be impacted in a variety of ways, and support them through the recovery phase (Part B).

This Guide provides background and context to support and enable <u>business continuity planning</u>. It links to Council's <u>Business Continuity Plan Template</u>, and the Community Service Industry Alliance's (CSIA's) <u>Disaster</u> <u>Management and Recovery Toolkit</u>.

As well as this, Appendix 1 is an easy checklist that can be used to start your planning, and can be used to assess how prepared your organisation and facility is, and where your gaps may be. You can then assign a responsible person for those actions.

The Business Continuity Plan Template and checklist covers the following elements incorporating the <u>Prevention</u>, <u>Preparedness</u>, <u>Response and Recovery (PPRR)</u> framework and is an example of a documented business continuity plan; whilst the Toolkit provides information, resources and ideas about how your organisation can work proactively to achieve business continuity, and be ready to assist people and households at the worst times.

· Prevention – Risk Management planning

 Incorporates the Prevention element that identifies and manages the likelihood and/or effects of risk associated with an incident.



- Preparedness Business Impact Analysis
 - Incorporates the Preparedness element that identifies and prioritises the key activities of a business that may be adversely affected by any disruptions.

· Response – Incident Response planning

 Incorporates the Response element and outlines immediate actions taken to respond to an incident in terms of containment, control and minimising impacts.

Recovery – Recovery planning

• Incorporates the Recovery element that outlines actions taken to recover from an incident in order to minimise disruption and recovery times.

The CSIA Disaster Management and Recovery Toolkit supports user-driven planning to assist smaller communitybased organisations to unlock the knowledge and processes they may already have and applies this to disaster management and business continuity.

If you require further support with continuity planning you may choose to contact a business continuity consultant.

Part A – Looking after your organisation



Why do you need to plan?

Disasters and emergencies happen and in the last few years Queensland has experienced torrential rain, severe storms, flooding and bushfires. This has resulted in road closures, infrastructure failures and damage to public and private properties. Challenges such as these affect us all and everyone has a different way of dealing with such challenges.

Local emergency services must prioritise their response based on the needs of the wider community. Higher priority cases will always be responded to in the first instance, especially if those emergencies are life threatening.

Building resilience by understanding what could happen and how to react can reduce the impact of any emergency on your centre and clients.

Know your Responsibilities

Building disaster resilience is an ongoing process and the responsibility of all Queenslanders. Resilience in community-based organisations is critical to minimise the impact of disasters on the local community.

By ensuring you understand your exposure to disaster risks and by having prepared continuity plans, your centre has a better chance to reduce adverse impacts, recover more effectively from disasters, and continue to provide services to the affected community.

Residents will naturally be anxious in the face of an emergency and may look to you for assistance. As the operator of a community centre or organisation, taking all practical steps to keep clients who are utilising your centre safe in a disaster is your responsibility. Even if you're only providing a space for other organisations, your emergency plan needs to include their safety.

The active participation of local communities, organisations, groups and individuals before, during and after an event will ensure the best outcomes for the community as a whole.

Know our Local Disaster Management Arrangements

Individuals, businesses and other community-based organisations play their part in the disaster management structure by having a responsibility to be aware of their risks, mitigate where possible and prepare themselves and their organisations for potential impacts so that they can recover more effectively and return to normal operation as soon as possible. For community centres this includes ensuring that your clients are safe and informed if they are on-site, but also includes being able to provide support during the recovery phase after a disaster. The *Disaster Management Act 2003* (the Act) forms the legislative basis for the Queensland Disaster Management Arrangements (QDMA), which are based upon partnership arrangements between local and state governments. The QDMA operate on three distinct levels: Local Government; Disaster District; and State Government. As outlined in the QDMA, "each level of the disaster management arrangements must not only work collaboratively but in unison to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management."



Under the Act, Council has a documented Local Disaster <u>Management Plan (LDMP)</u> for the City of Logan. The LDMP ensures that appropriate strategies are developed and initiated to minimise the potential adverse effects of a disaster on the Logan community. It provides an outline for prevention, preparedness, response and recovery arrangements for the Logan community and provides direction and authority for the Local Disaster Management Group (LDMG) to coordinate capability in disaster management and disaster operations. The LDMP is available on Council's website.

The LDMG consists of different representatives of Council, emergency services, government and non-government agencies who, in accordance with the Act, are appointed by position and are deemed to have the necessary expertise, experience and necessary authority and delegations within their organisations to perform the role effectively. Other departments or agency representatives attend as required for scheduled meetings or operational events.

Council, emergency services, other local organisations and agencies are available to provide advice and support in the development of your Business Continuity Plan. The Business Continuity Plan is one way you can play your part in ensuring that the impacts of disasters are managed as well as possible to enable effective recovery.

For the purposes of this Guide it should be noted that at the Australian Government level and in some jurisdictions, the term 'emergency' is used interchangeably with 'disaster'. The term 'crisis' may also be used in some contexts.

e on how to prepare for an emergency.

veryone can take to minimise the threat these events pose to a Disaster Management In Logan (PDF 209 KB) brochure,



- > During a Disaster
 - > Logan Early Warning

UISASTEI Management Plan

- > Logan Flood Recovery 2017
- > Preparing for an Emergency
- Recovering From a Disaster

- > State Emergency Service
- (SES)
- > Types of Disasters
- > Grants
- - > Health > Logan: City of Choice

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Disaster Manager nt Plan

During a Disaster During a disaster, it is important to access up to

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Council's plan that provides direction for the Local Disaster Management Group to respond to disasters and emerge.

responding to and recovering from natural disasters is everyone's responsibility.

date and accurate information.

The Top Ten Tips to Prepare your Business Ahead of a Disaster

- 1. Identify possible risks to your business.
- 2. Develop a business continuity plan.
- Check that your insurance is adequate. 3.
- 4. Have a list of emergency phone numbers.
- Prepare an emergency kit. 5.
- 6. Develop an evacuation plan.
- Ensure enough stock is on hand.
- Establish like-for-like help arrangements with 8. other local businesses.
- Check your building and ensure it is in sound 9. condition.
- 10. Ensure your critical documentation is secure and backed up.

Identifying, prioritising and describing hazards

Before a plan is created, it is important to identify the hazards and risks that could affect your centre, and how your clients may be affected by these. In order to build resilience, individuals and organisations should prepare for hazards most relevant to the area.

Council's LDMP provides a detailed disaster risk assessment for Logan City and information on potential hazards and threats. A hazard is defined as a source of potential harm, or a situation with a potential to cause loss e.g. a severe weather or fire. The LDMP also includes prevention and preparedness strategies, the degree of risk rating and an outline of the primary agencies responsible and support agencies for each hazard.

While there are many events which can be considered emergencies (e.g. car crashes, building fires, major injuries or medical emergencies), when developing a Business Continuity Plan, emphasis should be placed on those emergencies or disaster events which could threaten the wellbeing or sustainability of your organisation. Some hazards are obvious and may occur more frequently than others, such as bushfires and floods. Other hazards are less obvious but may have devastating impacts on your business, such as break down of key equipment, burglary or Information Technology corruption.

It is important to:

- · identify and prioritise hazards
- describe when, where and how these priority hazards might impact your organisation and clients
- describe the consequences to your organisations and clients from these hazards
- identify what is currently being done to manage the identified priority hazards
- identify what your organisation can do to manage the consequence of disaster or emergency events, including supporting your clients

The primary hazards/threats in Logan City have been identified as:

- Severe Weather Events
 - Severe Storm
 - · East Coast Lows
- Flooding
- Bushfire
- Heatwave
- · Other secondary threats as outlined in the LDMP.

You can record your identified hazards and risks in the Risk Management Plan on page 7 of the Business Continuity Plan Template.

Make a Plan

Business Continuity Planning helps organisations prepare for disruptions by identifying and managing the possible risks and threats you may face. Logan City Council has developed an easy to use Business Continuity Plan template that captures all of the information required to ensure the continuation of your organisation during, and following, a disaster or critical incident. It includes guidance on how to identify and manage risk, conduct a business impact analysis, document an incident response plan, and consider recovery post an event.

Record your Business Impact Analysis on page 9 of the Business Continuity Plan Template.

Refer to the CSIA Disaster Management and Recovery Toolkit for ways you can conduct your planning.

Planning is not just about how your organisation will survive but also includes how you may respond to potential threats, as well as considering the impacts to your staff, volunteers and clients. It is important to consider how you will manage them during an event, and after, if your organisation or centre has been impacted. Thinking ahead means you will be able to respond quickly and effectively during an emergency. Planning for recovery is just as important as planning your initial response and can help get your business back up and running faster.

Record your Recovery Plan on page 19 of the Business Continuity Plan Template.

The Business Continuity Plan template, along with preparation checklists are available on Council's website. The checklists can be used during the planning process to put strategies in place to help cope during a disaster and prepare your business for bushfire and flooding.

Download and complete these checklists to assist in preparing your Business Continuity Plan.

Council, emergency services and other local organisations and agencies are available to provide advice and support in the development of your Business Continuity Plan.

Council also has another resource, <u>Community Emergency</u> <u>Planning Toolkit and Guide</u>, available that could also assist your organisation or local community to prepare and plan for a potential disaster.



Responding to potential threats

During your planning phase, you will identify the threats and hazards most likely to have an impact on your business and visitors. It is important to plan how you will respond to these hazards if they occur.

Document these plans in the Incident Response Plan section on page 13 of the Business Continuity Plan Template.

Some important considerations could include:

- where to go, and how to evacuate the property if required
- how you would support your clients and staff for a minimum of three days if infrastructure, supplies or the property are significantly damaged
- how to communicate with your visitors, current, expected and future
- · how to manage bookings and potential cancellations



- how you may be able to mitigate damage to property and resources during the event
- what impact assessments you may need to complete for insurance and identifying ongoing recovery needs
- staffing management
- where you can access further assistance during or after an event, if required.





Communicating to your clients, staff and volunteers

Before a disaster

Effective communications with your clients, staff and volunteers, before a disaster event occurs, is vital for ensuring they are prepared for what could occur.

Considerations should include:

- how you will notify current clients in your centre of an event that is likely going to occur (e.g. severe storms or potential flooding event that occur with prior warning)
- how you will notify current clients of an event that is occurring with short notice (e.g. severe storm)
- what communications should occur to clients expecting to arrive and what may need to be considered (access, safety, cancellations, business as usual)
- methods of communication (such as emails, website, social media, direct phone calls, text messages)
- how you will communicate with your staff and volunteers, including those at the centre, and those who are due to attend.

During a disaster

During a disaster your clients, staff and volunteers should be kept informed of what is occurring, and what the likely issues are going to be.

Considerations should include:

- where you will access up-to-date information (e.g. Council's Disaster Dashboard)
- what messaging should be provided to current and future clients, depending on what is occurring
- how you will provide your clients, staff and volunteers with accurate information
- · utilisation of existing infrastructure e.g. PA system
- if mobile, internet or power was to stop working, outline potential alternative communication methods.

Don't forget to include a communication plan and key contacts list in your Business Continuity Plan

After a disaster

After a disaster has occurred it is important to communicate with your clients about the state and availability of your centre to operate. There may be a perception that because the area has been impacted, that your centre has been too, even if you're still operating as normal. Alternatively, your centre may have been impacted, but your clients may rely heavily on your services (e.g. food hampers) and may need assistance finding alternate support centres.



Consider:

- how you'll communicate with clients to let them know you are open for business, or have been impacted
- what processes or provisions are in place if you need to cancel bookings, or your clients want to cancel
- how you will convey to staff and volunteers what your requirements for their attendance or non-attendance may be

It is vital to document these communication plans in your Business Continuity Plan so that they can be enacted during a disaster by anyone on your staff.

INFORMATION FOR NON-ENGLISH SPEAKING VISITORS

Your emergency plans need to include communication methods for clients who don't speak English or have trouble understanding it. This could include people who have hearing or vision impairments.

Council's website and the Disaster Dashboard are available in a range of languages. Just use the 'Select Language' arrow located at the top or bottom of the webpage.



Where to get more information

Before a Disaster

Logan City Council's Website

Council's website has a range of resources and information to assist organisations and individuals to get prepared.

The disaster preparedness resources provided by Council are free of charge and available to download at <u>logan.qld.gov.au/disaster</u>. Hard copies of the resources, including the accessibility resources, such as a braille publication of the 8 Tips to help prepare your home and family ahead of natural disasters flyer and audio CD, are available by contacting Council's Disaster Management Program by email at

disastermanagement@logan.qld.gov.au or by phoning 07 3412 3412.

Logan Early Warning

As part of Council's ongoing commitment to assist members of the community to plan, prepare and respond to disasters, Council has teamed up with the Early Warning Network to provide residents and businesses of the City of Logan with free early warning alerts for potentially severe weather and bushfires.

The 24/7, 365 days per year Logan Early Warning service allows residents and businesses to plan, prepare for and respond to severe weather events before it happens. This service allows the community to become familiar with potential hazards and risks that may affect our city and encourages residents and business owners to take early action to minimise any potential damage that may occur during severe weather.

Once you sign up to the service you will receive alerts for potentially dangerous weather, bushfires and flood notifications within the City of Logan. There may also be a need to provide custom messages from Council related to disaster and emergency situations.

The smartphone app is available for iOS devices in the <u>Apple App Store</u> and Android devices through the <u>Google</u> <u>Play Store</u>. Search 'Logan Early Warning' to download.

The end of this section has links to further planning resources and useful contacts for before, during and after a disaster.

During a Disaster

In the event of a disaster, it is important to access up to date and accurate information to allow you to take action and quickly respond to protect your staff, volunteers and clients.

Record what you and your staff need to do during a disaster in the Incident Response Plan on page 13 of the Business Continuity Plan Template.



Disaster Dashboard

Council's Disaster Dashboard (<u>disaster.logan.qld.gov.au</u>) provides a wide range of information to keep you and your clients informed during emergency situations, including:

- Weather Warnings
- Local Road Hazards
- Fire Incidents
- Power Outages
- Social media feeds
- · Camera feeds (road traffic and flood watch).

The Disaster Dashboard can also be translated into a number of languages for those whose first language is not English. Just use the 'Select Language' arrow located at the top or bottom of the webpage.

It is important to stay informed when an emergency warning is issued by the Bureau of Meteorology or other agency. Council ensures the community has access to these warnings through the Disaster Dashboard and encourages everyone to make last minute preparations to prepare for the potential impacts of severe weather, such as securing loose items, vehicles and other equipment that could get damaged.

Logan Early Warning

By subscribing to the Logan Early Warning App, as described earlier in this guide, you will receive alerts for potentially dangerous weather, bushfires and flood notifications within the City of Logan.

Other

In addition to this, during a disaster you should:

- Listen to your radio (River 94.9FM, 101FM, ABC radio 612AM) and/or television for the latest information and warnings.
- Listen for the Standard Emergency Warning System (SEWS) - a wailing siren used that may be broadcast on radio or television for various emergency events of major significance, such as cyclones, flooding and severe storms.
- Monitor your mobile phone. Location-based Emergency Alerts may be pushed to your phone if the situation requires it e.g. evacuation warnings.
- Monitor the <u>Bureau of Meteorology</u> for weather warnings.
- Act quickly on any advice given to ensure your staff, visitors and business are safe.

After a Disaster

After a disaster, information about recovery processes can be found on the Disaster Dashboard or on Council's website.

Further sections of this guide provides detailed information about supporting your community through recovery, and how your centre can help.



Planning for recovery of your organisation is just as important as planning for response. By having a clear plan for recovery, and continuing your business as able after impact, you are more likely to be able to return to business as usual faster and with less impact on your centre.

Recovery considerations should include:

- developing strategies to recover your business activities in the quickest possible time
- identifying resources required to recover your operations
- listing the person/s who have responsibility for each task and the expected completion date
- identifying and documenting cash requirements, insurance etc.
- identifying and documenting Recovery Time Objectives
- identifying where you can access additional support.

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Further Resources for Planning

Disaster Management and Recovery – A toolkit supporting and encouraging the role of communitybased organisations. csialtd.com.au

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Disaster Recovery Toolkit - CPA cpaaustralia.com.au/professional-resources/businessmanagement/business-recovery/disaster-recoverytoolkit

QCOSS - Community Door communitydoor.org.au/planning-and-evaluation/ business-continuity

Business Queensland business.qld.gov.au/running-business/protectingbusiness/risk-management/continuity-planning

Logan City Council

logan.qld.gov.au/community-support/disasters-andemergencies/preparing-for-an-emergency/prepare-your**business**

Preparing your staff/volunteers

As well as preparing your business it's vital to ensure that your staff are as prepared as they can be so they can assist their community.

Considerations can include:

- Psychological First Aid Training
- Disaster specific training (Red Cross can offer Preparedness Basics, Recovery Basics, Supporting the Supporter, or Communicating in Recovery. Contact your local Red Cross by accessing <u>redcross.org.au</u>)
- Exercises and workshops relating to your disaster plans or business continuity plans
- · General discussions as a team

Check List

Have you?

Downloaded the Business Continuity Plan Template.

Accessed Council's website and other tools to assist in planning.

Identified hazards that may impact you and your business.

Completed the Risk Management Plan.

Completed the Business Impact Analysis.

Completed an Incident Response Plan.

Documented your Recovery Plan.

Shared important information with your staff and clients.





Useful contacts and information

Before, during and immediately after an event

Contact	Emergency	Contact details		
Police, Fire and	For life threatening	<u>Triple Zero (000)</u>		
Ambulance	emergencies	There are also two secondary emergency call service numbers – 112 and 106. 112 is available from mobile phones and 106 connects to the text-based <u>National Relay Service</u> for people who have a hearing or speech impairment.		
State Emergency	Severe storms and flood	132 500		
<u>Service</u>	assistance	<u>132500.qld.gov.au</u>		
Logan City Council	24 hour customer service	3412 3412		
		logan.qld.gov.au		
		Disaster Preparedness: logan.qld.gov.au/disaster		
		Disaster Dashboard: disaster.logan.qld.gov.au/		
		facebook.com/logancitycouncil		
Police Link	For non-life threatening	131 444		
	emergencies or incidents	police.qld.gov.au		
		facebook.com/queenslandpolice		
Crime Stoppers	To report crime	1800 333 000		
Queensland Health	A confidential phone service that provides health advice to Queenslanders	13 HEALTH (13 43 25 84)		
Energex	For loss of power supply or	13 62 62		
	electricity problems	13 19 62		
	In an emergency, such as fallen powerlines or electric shocks	energex.com.au		
Bureau of	Forecasts, weather	1300 659 219		
Meteorology	observations and warnings	bom.gov.au		
Traffic information	Road hazards within Logan City	State-controlled roads in Logan City or 13 19 40 qldtraffic.qld.gov.au/		
		Logan City Council-controlled roads or 3412 5436 disaster.logan.qld.gov.au/road-hazards		
Rural Fire Service	Fire mapping	ruralfire.qld.gov.au/map		
		To report all fires call 000 (Triple Zero)		
Logan City	Animal emergencies or for	3412 5397		
Council Animal Management Centre	lost animals	logan.qld.gov.au/animalmanagementcentre		
Radio Stations	For information during a	River 94.9FM		
	disaster	101FM		
		ABC radio 612AM		

Ensure you have a list of Key Contacts as part of your Incident Response Plan on page 16 of the Business Continuity Plan Template.

Part B – Supporting your Community in Recovery



Why Community Centres?

Community-based organisations, and the centres they operate from, are well-placed to provide essential services to their communities during recovery after a disaster. Community centres and organisations have established relationships with their vulnerable members of their community, and have a strong understanding of the needs of their community.

Local Recovery Arrangements

Disaster Recovery is the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration.

As part of the Local Disaster Management Group (LDMG), Logan City Council has an appointed Local Recovery Coordinator (LRC) who is activated to coordinate the recovery efforts during and after a disaster event. The LRC also chairs the Logan City Local Recovery Group, which is made up of four subgroups – economic, environment, human-social and infrastructure.

Logan City Council also has also published the Logan City Local Disaster Management Recovery Plan, available at logan.qld.gov.au/disasters

Community members are often the first responders during a disaster and take actions to save and protect themselves, their families, their communities and their property. In the majority of disasters, disaster-affected communities and local governments commence recovery processes whilst response operations are being conducted. It is important to recognise that individuals, groups, functions and communities are likely to be at varying stages of recovery and the recovery arrangements must be flexible and dynamic to meet the recovery demands accordingly.

Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. Community-led recovery:

- centres on the community and encourages those affected by an event to actively participate in their own recovery
- · seeks to address the needs of all affected communities
- allows individuals, families, businesses and communities to manage their own recovery, with the support of government and the community and private sectors
- considers the values, culture and priorities of all affected communities
- uses and develops community knowledge, leadership and resilience
- recognises that communities may choose different paths to recovery and that communities recover at different paces

- ensures the specific and changing needs of affected communities are met with flexible and adaptable policies, plans and services
- builds strong partnerships between communities and those involved in the recovery process

As recovery is a complex and potentially protracted process, to assist with overall and effective coordination, aspects of recovery are conceptually grouped into four inter-related functions applicable in an all hazards environment including:

- Human-Social
- Economic
- Environmental
- Infrastructure

Community Centres are ideally placed to assist with the human-social needs of the impacted communities, as this may be an extension of what centres usually provide to their community.

It is important to note that recovery processes often naturally occur after any event where there is an impact on the community, even if formal recovery arrangements are not activated by state or local governments.

There are two ways a Community Centre may support recovery after a disaster event – formally, as a Recovery Hub, or informally as an extension of their natural service provision.



Recovery Hubs

A Recovery Hub is a pop-up space, managed by the Department of Communities, Disability Services and Seniors (DCDSS) in conjunction with the LDMG, that supports the relief and early recovery process of disaster affected individuals, households and communities by:

- Providing direct provision of government and nongovernment information and services in one easy to access location
- Accelerating the administration of government processes and services
- Engaging recovery workers who understand the context of the disaster and the effects on individuals, households and communities

A Recovery Hub can be mobile (set up in a particular location for a limited time, e.g. one or two days) or static (located in one or more areas for the full period of relief and early recovery). The type of hub and location/s will be determined by DCDSS.

Not all disasters will warrant the establishment of a Recovery Hub and the decision to establish one is dependent on:

- · size and scale of the impact
- · population density and demographics
- range of human-social consequences and types and numbers of services required
- capacity for the community or local system to provide for itself
- the need for extraordinary government or nongovernment recovery services and financial assistance

Dependant on the location of the impact from the disaster event, your centre may be identified as a location for a Recovery Hub (or even an Evacuation Centre in some circumstances) which will likely impact your business as usual operations. It is important to check your lease for any clauses that may reference this, and consider the potential impacts this could have on your organisation, centre and clients and how you'll manage the disruption.

8.3 Disaster Management

If the Lessor implements its emergency and disaster management responsibilities in accordance with the Disaster Management Act 2003 (Old) and Logan City Council Disaster Management Policy (as amended from time to time):

- (a) the Lessor may without prior notice, direct the Lessee that the Premises are under the control, or at the disposal of, the Lessor until further notice (Lessor Control Period); and (b) the Lessee acknowledges and accepts that:
 - the Lessee acknowledges and accepts that: (i) during the Lessor Control Period, the Lessee will be unable to access and/or utilise the Premises; and
 - (iii) the Lessor is not liable to reimburse the Lessee for any inconvenience, Loss or damage howsoever arising which is suffered by the Lessee as a consequence of the entry during the Lessor Control Period under this clause 8.3.

Example of a clause in a lease relating to Disaster Management arrangements

Informal Recovery Support

Formal Recovery Hubs may not always be activated after a disaster event, in fact formal recovery processes may not be activated at all, though members of the community may still require some recovery support after events such as severe storms or small-scale impacts.

Even if Recovery Hubs are established by DCDSS in other parts of the city, your regular clients, or other members of the community, may reach out to your centre or organisation for support during this time. Even if you're not established as a formal Hub there are ways that you can have significant positive impacts to your community in assisting with recovery.

Personal support

Personal support can include the provision of care and comfort, information, referral, interpersonal help and other measures to help individuals recover from the disaster.

This can be in the form of clothing and personal items, e.g. toiletries, pharmaceuticals, clothing etc., interpreter services/cultural liaison staff, child care, or a friendly ear and a cup of tea.

Organisations who may be able to provide further assistance:

- Australian Red Cross
- St Vincent de Paul
- Salvation Army
- Lifeline (Uniting Care Community)
- GIVIT



Provision of information

By providing access to practical recovery information, including information on services available to individuals and communities affected by a disaster, members of the community can often help themselves. This can be delivered in person or by sharing information provided by agencies on your social media platforms, websites, in newsletters or by other communication methods.

Information is often available on Council's Disaster Dashboard (<u>disaster.logan.qld.gov.au</u>) or on the Community Recovery website (<u>qld.gov.au/communityrecovery</u>)

Organisations who can provide further information:

- Department of Communities, Disability Services and Seniors
- Council
- Australian Red Cross
- Lifeline (Uniting Care Community)

Referral to accommodation support

If someone has had to leave their home as a result of a natural disaster, help is available. This help may be required immediately, weeks or even months later. Wherever possible, assistance will be provided to find alternative housing in the private market before other options are explored. Help may be offered to people who would normally not be eligible for some social housing products or services.

For urgent housing assistance, call:

• 13 QGOV (13 74 68)

Other organisations who may be able to provide further assistance:

- · Australian Red Cross (evacuation centres, if established)
- Adventist Development Relief Agency
- · Department of Housing and Public Works
- Department of Communities, Disability Services and Seniors

Referral to counselling services

Counselling services help mitigate the possible effects of the disaster on individuals and the community and reduce the potential for development of post-traumatic stress disorders.

Counselling services include the provision of immediate counselling for individuals affected by the disaster who have been overwhelmed by their experience and who are unable to commence the process of recovery. There are many organisations who are able to provide counselling services.

Organisations that can provide further assistance:

- Lifeline (Uniting Care Community)
- The Salvation Army

- Australian Red Cross
- Queensland Health
- · Local General Practitioners
- Local psychologists

Pathways to specialist services

Specialist services assist those suffering emotional and other more serious effects of the disaster. They can include:

- Crisis Counselling and Support. These specialist services are designed for all community members suffering emotional reactions to the effects of disaster. Members of a Crisis Counselling Team may be deployed at Community Recovery Hubs or provided through a telephone counselling service.
- Psychological counselling.
- · Psychological counselling.

Organisations that can provide further assistance:

- Lifeline (Uniting Care Community)
- The Salvation Army
- Australian Red Cross
- · Queensland Health
- Local General Practitioners
- · Local psychologists

Community development

Community development includes processes to ensure community engagement in the recovery process through consultation. Communication throughout the recovery process gives communities the opportunity to drive the recovery process and the staging of community events including events of a memorial/commemorative nature.

Organisations who can provide further assistance:

- Council
- · Australian Red Cross
- Department of Communities, Disability Services and Seniors

Providing basic training such as Psychological First Aid, basic recovery principles or similar you can help prepare your staff or volunteers to better assist your community in times of disaster.



Disaster and recovery funding

The Disaster Recovery Funding Arrangements (DRFA)¹ is the Australian Government program intended to assist the recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster or terrorism event. These arrangements provide a cost sharing formula between the Queensland and Australian Governments on a range of pre-agreed relief and recovery measures. Further information on DRFA is available on the Queensland Reconstruction Authority website, <u>gldreconstruction.org.au/funding</u>.

The State Disaster Relief Arrangements (SDRA) is an all hazards relief program that is 100% State funded and covers natural and non-natural disasters. The purpose of the SDRA is to address personal hardship and community response needs for disaster events where the DFRA is not activated.

Federal Disaster Recovery Payments and/or Disaster Recovery Allowance arrangements may be activated when a major disaster has had such a significant impact on individuals and families that assistance over and above the measures available under DRFA is needed. These are administered by the Department of Human Services. Refer to the <u>DisasterAssist.gov.au</u> website for payment information.

DRFA, SDRA and FDRP are only available once activated by State or Federal governments. It is unlikely that this funding would be available for small or low-impact events.

Agencies and Organisations, and their roles in Recovery

Department of Communities, Disability Services and Seniors (DCDSS)

The Department of Communities, Disability Services and Seniors, South East Region is responsible for the coordinated process of supporting human and social recovery activities in the Logan Disaster District. They do this by:

- Administering and distributing disaster relief assistance funding under the DRFA (previously NDRRA) or SDRA schemes (if activated) through;
 - Immediate Hardship Assistance payments
 - Immediate Hardship Assistance Essential Services Grants
 - · Essential Household Contents Grants
 - Structural Assistance Grants
 - Essential Services Safety Reconnection Scheme
- Providing information, advice, referral, counselling and personal support through arrangements with partner agencies.

 Coordinating development of community recovery communication strategy messages (strategic and operational) to support the broader disaster recovery and disaster management public communication strategy.

gld.gov.au/communityrecovery

Phone: 1800 173 349

Department of Housing and Public Works (DHPW)

If someone has had to leave their home as a result of a natural disaster, help is available. This support may be required immediately, or some weeks or even months later. Wherever possible, assistance will be available to find alternative housing themselves in the private market before other options are explored. Assistance may be offered to people who would normally not be eligible for some social housing products or services.

<u>qld.gov.au/housing/emergency-temporary-accommodation/</u> <u>housing-help-after-disaster</u>

For urgent housing assistance, call:

13 QGOV (13 74 68)

Australian Red Cross

Australian Red Cross is committed to assisting communities to build capacity and strength in preparing for, responding to, and recovering from a disaster. They do this by.

- Providing preparedness and recovery education and training to staff, volunteers and community members.
- Providing a wide range of coordinated personal support activities underpinned by the provision of Psychological First Aid (including Outreach, Recovery Hubs and community events) focused on enhancing the capacities of people living in disaster affected communities.
- Provision of additional intensive personal support (including Psychological First Aid and case coordination) as required.
- Utilising the National Register.Find.Reunite. Service information to support recovery activities.
- Provision of community support services e.g. events, community managed recovery spaces, men's groups, women's groups, meetings, group Psychological First Aid training and information sessions.
- Referral of affected people to specialised support services.
- Provision of recovery information including Red Cross
 Material to affected community members
- Provision of specialised personal support to Aboriginal, Torres Strait and South Sea Islander Communities, and people from Culturally and Linguistically diverse backgrounds.

redcross.org.au/get-help/emergencies

Phone: 1800 733 111

¹Note that DRFA was previously the Natural Disaster Relief and Recovery Arrangements (NDRRA), NDRRA is applicable to events occurring prior to 1 November 2018. DRFA commences from 1 November 2018

GIVIT

GIVIT is a not-for-profit organisation that connects donated goods to people in need, in a private and safe way.

GIVIT supports all agencies, services and charities in Australia who work directly with impoverished, marginalised and vulnerable people by obtaining the items they require through the website, at no cost. GIVIT works closely with the Local Recovery Group and other recovery organisations during times of disaster.

givit.org.au

Access Community Services

Provide support to culturally and linguistically diverse people during times of need. Their services include provision of settlement, employment, training, youth support services, housing and social enterprise opportunities for migrants, refugees and Australian born clients.

accesscommunity.org.au

Phone: 07 3412 8222

Adventist Development Relief Agency (ADRA)

ADRA is dedicated to providing a support role to State and Territory Emergency Management agencies, by arranging emergency short-term accommodation for people affected or displaced in the disaster affected community.

adra.org.au/impact-areas/disasters/

Phone: 1800 242 372

Centrelink

Centrelink is part of the Department of Human Services and deliver social security payments and services to Australians. Additional support may be available after a disaster.

humanservices.gov.au/individuals/centrelink

Phone: 132 850

Indigenous Support Services

Aboriginal and Torres Strait Islander Community Health Service Brisbane Ltd

Aboriginal and Torres Strait Islander Community Health Service Brisbane Ltd. can provide primary health care, and support in aged care, family, youth and child services, as well as emotional and social wellbeing to Aboriginal and Torres Strait Islander people in the wider Brisbane area.

atsichsbrisbane.org.au

Phone: 07 3240 8900

Murrigunyah Aboriginal and Torres Strait Islander Corporation for Women

Murrigunyah offers various programs and healing sessions that aim to respond positively to the cultural, social and emotional well-being of Aboriginal and Torres Strait Islander men, women, youth and families in the Logan community.

murrigunyah.org.au

Phone: (07) 3290 4254

Lifeline (Uniting Care Community)

Lifeline (Uniting Care Community) provides crisis support and counselling to individuals and communities affected by disasters by focusing on their emotional and psychosocial wellbeing. They engage and support people directly impacted by the event, as well as those indirectly affected such as extended families, business operators and personnel from other emergency services.

lifeline.org.au

Phone: 13 11 14

Multilink Community Services

Multilink Community Services provides staff or volunteers to participate in Community Recovery. In addition they will provide:

- Support strategies to keep community leaders informed about recovery services available
- Provide staff or volunteers to participate on outreach teams as required
- Support the provision of interpreting services for individuals and groups affected by the disaster
- Provision of emergency relief to people impacted by disaster if possible and required
- Provision of community support services as required e.g. Events, community managed recovery spaces, men's groups, women's groups, meetings, and information sessions
- Provide locally derived information to assist appropriate referrals for disaster affected individuals and families

multilink.org.au/

Phone: 07 3808 4463

Queensland Health – Metro South Health

Advice on Public Health and Addiction and Mental Health Services.

metrosouth.health.qld.gov.au/mental-health

Phone: 1300 MH CALL (1300 6422555)

Phone: 13 HEALTH (13 43 25 84)

Queensland Rural and Industry Development Authority (QRIDA)

QRIDA (formerly the QRAA) is a Queensland statutory authority that administers financial programs on behalf of state and federal governments, including Disaster Recovery Funding Arrangements (DRFA), when activated. Assistance programs are administered to primary producers, business, charities and not for profit organisations.

QRIDA can also provide information to disaster affected individuals and communities on services and possible financial programs.

<u>qrida.qld.gov.au/</u>

Phone: 1800 623 946

St Vincent de Paul

St Vincent de Paul provides personal support, financial and material assistance, transitional and crisis accommodation for affected persons.

- Financial assistance and / or crisis accommodation, based on the assessment of the individual's living environment and material assistance, can be provided to relieve immediate needs.
- Essential material items include bedding, mattresses, clothing, food and water in addition to white goods, may be able to be provided, if their home is structurally sound.

vinnies.org.au/

Phone: 1800 VINNIES (1800 846 643)

The Salvation Army

The Salvation Army (Salvos) aims to provide physical, emotional and spiritual support to all members of the Australian community meeting them at their point of need.

The Salvation Army will seek to support disaster affected people and emergency service workers during times of crisis with the provision of emergency catering through Salvation Army Emergency Services.

Following a disaster, The Salvation Army will also seek to support communities through the recovery process by providing holistic support that will promote the process of the rebuilding of the lives of those communities.

They may be able to support the local community with identified physical, emotional and spiritual support following community consultation. Examples may include, and are not limited to activities such as psychological first aid, chaplaincy, training, providing material and financial aid, network building, referral and connection to local services and partnerships.

salvos.org.au/need-help/disaster-recovery/

Phone: 13 SALVOS (13 72 58)



Appendix 1

Hazard Preparation Checklist

Facility or Community Organisation Details

Enter your Facility or Community Organisation name in the box below:

Date Completed:

Distribution List

To assist in updating and revising the checklist, an up-to-date list of all plan locations and persons supplied with a copy of the checklist should be included.

Copy Number	Name	Location
001		
002		
003		
004		

References and related documents

Include all documents that have a bearing on your flood, or other hazard, preparation checklist.

Document Title		

Prevention

Risk Management

It is important to identify the hazards and risks that could affect your organisation, as well as how your members, volunteers and the community may be affected.

The Logan PD Hub tool allows your organisation to view hazard overlay mapping and assists the community with planning for floods, bushfires and other disaster events.

Map of your area

Include an aerial map of your facility, using the Logan PD Hub to display the hazard overlays. Please contact the Sport and Recreation team on 3412 3412 if you need assistance.

Preparedness

Knowing your community centre has strategies in place to help cope with a natural disaster such as a flood should make it easier for your organisation to minimise losses and get back to normal with the operation of your organisation and management of your leased facility.

Read through this hazard preparation checklist and select 'Yes', 'No' or 'N/A' to find out if your organisation is prepared and identify who has responsibility for the item. If you answer 'No' to any question, you will create a list of actions to complete to ensure your organisation is as prepared for a disaster event as possible.

Communication

Have you				Responsible person/position
Registered for the Logan Early Warning Service and downloaded the app to get early alerts for potentially severe weather, flood notifications and bushfires? logan.qld.gov.au/earlywarning	YES	NO	N/A	
Identified a process to notify your stakeholders about the potential threat and cancelling all programs and events as required?	YES	NO	N/A	
When necessary, an evacuation centre may be activated and opened during a disaster event. Council will provide details of the open evacuation centres on the <u>Disaster Dashboard</u> . If asked to evacuate, residents are strongly encouraged to seek refuge with family or friends in the first instance. Remember, your centre may be required by Council to be used as an evacuation centre or Recovery Hub.	YES	NO	N/A	

Stock and Equipment

Have you				Responsible person/position
Planned a place where you can keep waste containers, chemicals and poisons safe?	YES	NO	N/A	
Organised how you will keep computers, furniture, equipment, memorabilia and stock safe?	YES	NO	N/A	
Organised how and where you can move machinery and other equipment, such as sporting and maintenance equipment, to higher ground or a safer place?	YES	NO	N/A	
Planned how you will remove perishable items from the kitchen/canteen as well as any removable equipment?	YES	NO	N/A	
Taken photographs of your equipment and stock as well as records of any identification information for insurance purposes?	YES	NO	N/A	

Infrastructure

Have you	Responsible person/position			
Accessed Logan's PD Hub to view hazard maps of your area or asked your Sport and Recreation Development Officer about maps or records for your area?	YES	NO	N/A	
Planned on disconnecting pumps and moving electrical components to higher ground?	YES	NO	N/A	
Planned on turning off electricity to the building and other site infrastructure including field lights?	YES	NO	N/A	
Considered using appropriate building materials and equipment that are less likely to be damaged and easier to clean to mitigate against flood or other damage when upgrading your amenities, canteen or other feature of your leased facility?	YES	NO	N/A	
Updated your knowledge on what to do in the event of a potential threat, particularly any localised plans and arrangements that are established for your area?	YES	NO	N/A	

Insurance

Have you				Responsible person/position
Checked whether there is adequate <u>insurance</u> to cover you in the event of a disaster, including public liability, contents and loss of income insurance?	YES	NO	N/A	
Contacted your insurance company to check if there are any specific preparations you need to make prior to a potential threat?	YES	NO	N/A	
Confirmed how to lodge an insurance claim with Council through the 'Insurance Claim for a Leased Facility' form? The form is available on Council's website on the Facility Management page.	YES	NO	N/A	

Business Documentation and Records

Have you				Responsible person/position
Located and packed your critical documentation (e.g. insurance, financial, legal and identification documents) in a portable waterproof container?	YES	NO	N/A	
Backed up your critical data to a portable storage device and stored it in a secure location?	YES	NO	N/A	

Health and Safety

Have you				Responsible person/position
Familiarised your organisation's management committee with Council's Disaster Dashboard. disaster.logan.qld.gov.au	YES	NO	N/A	
Prepared personal protective equipment for volunteers to use that may assist with damage recovery?	YES	NO	N/A	
Trained committee members, volunteers and staff in disaster response procedures as detailed in this checklist? Additional information on training staff is available on the <u>Business</u> <u>Queensland website</u> ?	YES	NO	N/A	

Organisation Continuity

Have you				Responsible person/position
Developed regular maintenance and review strategies for your Hazard Preparation Checklist and/or Business Continuity Plan?	YES	NO	N/A	
Stored a copy of your Hazard Preparation Checklist and/ or Business Continuity Plan off-site in a safe, disaster-proof location?	YES	NO	N/A	

Response

Evacuation Procedures

You need to have appropriate evacuation procedures that cater for both staff and visitors. These procedures should be stored in a place accessible to all staff or volunteers.

The objective of an evacuation plan is to provide a set of procedures to be used by site occupants in the event of a critical incident. You should:

- Start with a floor plan of the site
- · Clearly identify the location of emergency exits
- · Develop strategies for providing assistance to persons with disabilities
- · Make sure that everyone knows what to do if evacuation is necessary
- · Select and indicate a meeting place (evacuation point) away from the site
- · Test the plan on a regular basis

Monitor Council's Disaster Dashboard, disaster.logan.qld.gov.au for up to date information in relation to the potential threat.



Key Contacts

It is vital to maintain communication with Council and your key stakeholders during the disaster response and recovery process so please ensure to maintain regular contact via the key contacts detailed below:

Contact	Phone	Email
Council	3412 3412	council@logan.qld.gov.au
Sport and Recreation Development Officer		
Suppliers		
Gas / Electricity		
Phone Company		
Internet		
Security		
		1

A list of useful contacts for non-emergency matters can be located on Council's Disaster Dashboard <u>disaster.logan.qld.gov.au</u>

Recovery

Recovery is the return to your pre-disaster condition. Performing your critical activities as soon as possible after an event is your primary focus. The recovery process includes:

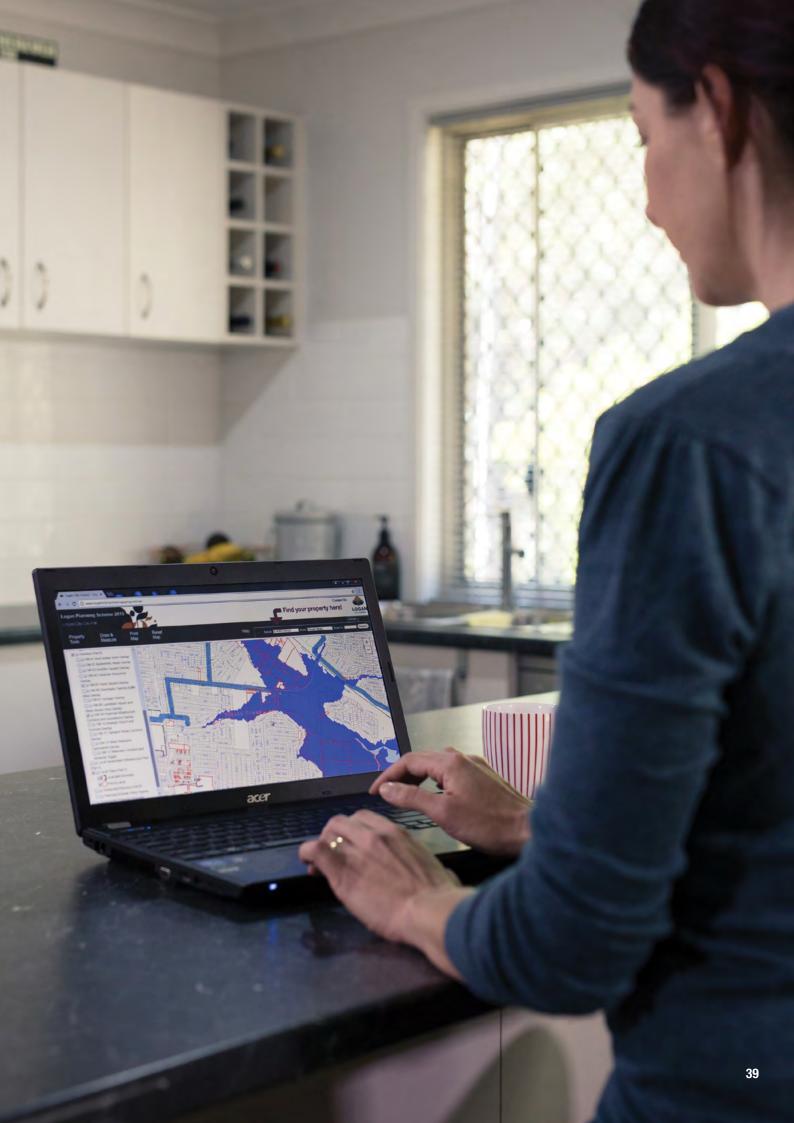
- · Developing strategies to recover your organisations' operations in the quickest possible time
- · Identifying resources required to recover your operations
- · Listing the person/s who have responsibility for each task and the expected completion date



Recovery Checklist

Recovery	Actions
Notified council (Phone 3412 3412) that your leased facility was impacted by the event?	
Notified Energex (13 19 62) if you suspect you have any fallen powerlines or damage to the electricity network?	
Immediately closed any facilities that have been damaged due to the risk of safety and/or contamination?	
Conducted an initial assessment of the leased facility to identify any damage or contamination?	
Submitted an Insurance Claim for a Leased Facility form to commence the insurance claim process for any damage to buildings or infrastructure?	
Notified your insurer of the damage, arranged an assessment and commenced the claims process for any loss of contents, income etc.?	
Ensured all volunteers and/or staff have necessary personal protective equipment and are informed of the Hazard Preparation Checklist?	
Taken pictures or video of damage to the infrastructure and club possessions as evidence for any future insurance claims?	
Commenced clean-up of the facility, providing it is safe to do so?	
Remove and discard any damaged goods that pose a health risk.	
Do not attempt or authorise any building work, including emergency repairs – contact your Sport and Recreation Development officer for assistance.	
Please note: Council may be able to assist with provision of skip bins and/or rubbish removal to assist in the immediate disaster response and clean up.	
Contacted Council following the initial clean-up to arrange professional cleaning and sanitization of any damaged infrastructure?	
Contact your Sport and Recreation Development Officer for assistance	
Maintained regular contact with your Sport and Recreation Development Officer on your organisation's recovery efforts?	
Liaised with Council to coordinate the reconnection of electricity when safe to do so and the completion of facility repairs?	
Please note: it may take some time for repairs to commence depending on the extent and scale of damage across the city.	
Communicated regularly with stakeholders, volunteers and user groups on the condition of the facility and recovery efforts?	
Contacted the State Government's Sport and Recreation Services to apply for the Sport and Recreation Disaster Recovery Program if appropriate?	
Captured lessons identified from your organisation's recovery efforts and updated your Hazard Preparation Checklist?	

Notes

































For further information contact: Logan City Council on 3412 3412 or via email at DisasterManagement@logan.qld.gov.au or visit Council's website logan.qld.gov.au/disasters





