



THE POONA COMMUNITY EMERGENCY MANAGEMENT PLAN

Introduction

An emergency incident can occur at any time, usually with little or no warning, causing major interruption and often causing threatening situations in the community. Emergency incidents have no boundaries and can spread from suburb to suburb or adjacent Local Government boundaries.

The Fraser Coast Regional Council (FCRC) is actively engaged in a wide range of emergency management activities, such as land use planning, storm water management, flood mitigation works, land management, fire prevention, building safety, road and traffic management and public health programs. During an emergency, Council may request assistance from the Poona community to support emergency services to mitigate, respond to and recover from emergency events.

The Poona Community Progress Association (PCPA) is committed to assisting the FCRC in ensuring a safe and resilient community, prioritising threat to human life, protection of the community and environment and protection of assets within the Poona community.

To assist in managing such incidents, the PCPA has identified the need for a Community Emergency Management Plan (CEMP) and a dedicated Incident Management Team (IMT).

The CEMP will ensure the Poona community has a coordinated, planned response and details the procedures and facilities required to ensure that Poona is capable of effectively managing and recovering from an incident. The CEMP needs to conform to the Fraser Coast Regional Council Local Disaster Management Plan to enable a reaction to all hazards and covers all major and minor incidents such as flood, cyclones, storm surges and bushfires to name a few. The CEMP will be developed in consultation with community members and FCRC and will be regularly reviewed.

The IMT must be a flexible structure, comprised of local volunteers with expertise, dependent on the scale and nature of the emergency, capable of responding to any emergency and have the capacity to make strategic decisions in the best interest of the community in the event of an emergency incident.

IMT members will need to participate in exercises and training in conjunction with the FCRC to ensure expertise to provide a response to small incidents in isolation, but also be the eyes and ears of the FCRC for larger incidents and provide some assistance where requested.

Purpose

The purpose of the Poona Community Emergency Management Plan (CEMP) is to establish Poona Community's role in the event of any emergency or disaster that could occur within the boundaries of or impacts upon the village of Poona. The plan outlines the local responsibilities and mechanisms to prevent, or if they occur, manage and recover from emergencies.

The objectives of the plan are to:

- Establish Poona Community's capacity to respond to emergency situations,
- Identify and fulfil community roles and responsibilities within the Fraser Coast Local Disaster Management Plan (FCRC LDMP),
- Assist Council to better support Poona by identifying risks, preparing and planning for these risks and improving the efficiency and effectiveness of response and recovery arrangements when incidents do occur,
- Facilitate the protection of Poona by identifying key natural and other hazards with a focus on preventing or reducing the effects of these hazards,
- Contribute to the preparedness and resilience of Poona,
- Implement measures to prevent or reduce both the causes and effects of emergencies, under the direction of FCRC,
- Assist to coordinate support provided within Poona from adjoining councils or agencies under the direction of FCRC resources in the response to emergencies,
- Assist the Poona community to recover following an emergency,
- Complement other local, regional, state or national planning arrangements.

This plan follows the national principles of emergency management and is structured to complement the FCRC LDMP and should be planned across four phases.

Prevention - Preparedness - Response - Recovery or PPRR

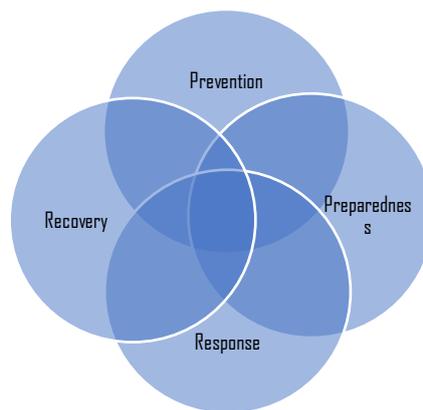


Figure 1: PPRR Relationship Diagram

As indicated in Figure 1 above, each stage of PPRR is interlinked and all phases are highly interconnected - that is, each phase influences each of the other three phases.

In other words - consider emergency management as the before, during and after.

Prevention

In relation to an emergency, means measures taken to eliminate or reduce the incidence or severity of the emergency. Prevention efforts are attempts to prevent hazards from developing into emergencies, or to reduce the effects of emergencies and to increase the resilience of the community.

Preparedness

In relation to an emergency, preparedness means arrangements made to ensure that, should an emergency occur, the resources and services needed to cope with the effect of the emergency can be mobilised and deployed efficiently.

Response

Any measures taken in anticipation of, during or immediately after an emergency to ensure that the effect of the emergency is minimised and that affected individuals are given immediate relief and support.

Recovery

The conduct of any measures (such as human, economic and environmental measures) taken during or after an emergency, being measures necessary to assist the re-establishment of Poona.

All Hazards Approach

This CEMP does not assume a particular incident or event. It is predicated on the “All Hazards” approach, as endorsed by the Emergency Management Council and Emergency Management Australia. The consequences from emergency events may be similar, regardless of the trigger for a particular event.

This CEMP has also been developed to deal with local minor incidents in the area, such as flooding or major storms, which are similar in many ways to an emergency but do not require a significant and coordinated response.

General emergency events can result from a variety of natural, biological, technological and other human causes. Emergencies can cause significant social and economic costs to the community including property and infrastructure damage, financial costs, indirect economic losses, loss of life, injuries, damage to ecosystems and loss of biodiversity, and social and cultural losses. The size, severity, timing, location and impacts of emergencies are difficult to predict, and the changing climate increases the uncertainty about future risks.

Emergency Management Responsibilities

Emergency management throughout Australia has been developed as a multi-disciplinary function across all tiers of government, as depicted in Figure 2 below. Responsibilities are delegated across all levels, but effective emergency/disaster management requires a collaborative approach between all levels of government and all levels of service providers.

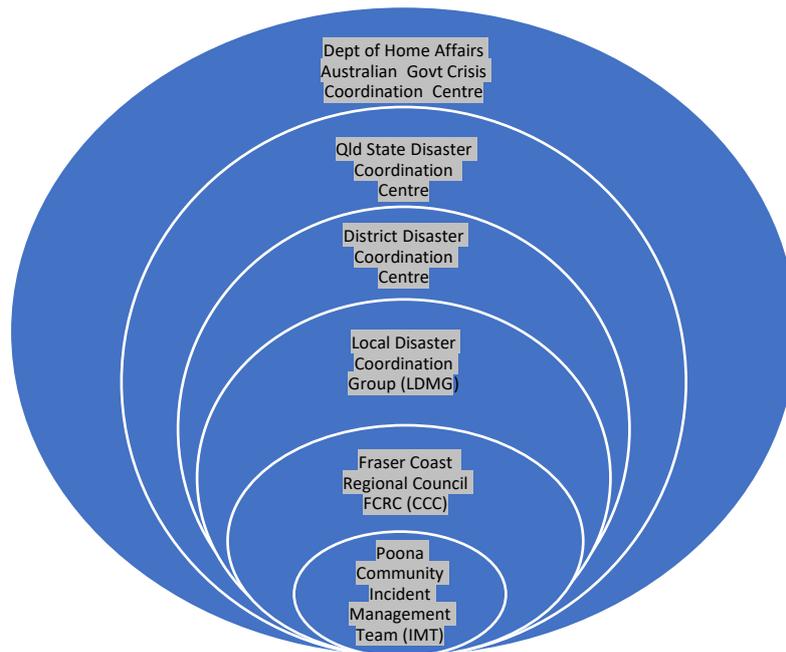


Figure 2: Emergency Management Relationship Framework

The Australian Government

The Australian Government Crisis Management Framework (the Crisis Framework) outlines the arrangements enabling the Australian Government's 'all hazards' crisis management approach. This approach is a continuum of prevention, preparedness, response and recovery. However, the focus of the Crisis Framework is near term crisis preparedness, immediate crisis response and early crisis recovery arrangements. Long term disaster risk reduction and resilience building activities are not covered in detail in this Crisis Framework. Crises may include (but are not limited to) terrorist incidents, cyber incidents, health pandemics, animal diseases, natural disasters and incidents affecting Australians and/or Australian interests overseas.

State Government Function

Emergency management arrangements in Queensland are governed by the Queensland Disaster Management Act 2003. This Act requires the State Emergency Management Committee to prepare and keep the State Emergency Management Plan (SEMP) under review. State government agencies and local governments are required to maintain effective relationships with other service agencies and equipment owners and operators to ensure that an efficient and coordinated response can be made to any emergency.

Under Queensland's disaster management arrangements, the state is divided into twenty-two districts. Each district comprises one or more Local Government areas. Each district performs the function of providing state government support when required or requested by relevant local Disaster Management Groups.

Local Government Function

Local Government plays a fundamental role in emergency management due to their strong relationship with their local community networks and knowledge of locally available resources.

Where powers exist, local governments have responsibilities, in partnership with respective state and territory governments, to coordinate incident response to contribute to the safety of wellbeing of their communities by participating in the local emergency management. Moreover, Local Government generally have a major role to play in the areas of prevention and preparedness in the event of an emergency incident. Response hubs are managed by local government and usually coordinate and work along-side various response agencies. Specific roles and responsibilities within Fraser Coast area are detailed in the Fraser Coast Regional Council's Local Disaster Management Plan (LDMP)

The LDMP is a vital tool in the management of natural disasters and man-made emergencies. The LDMP provides recommendations, guidelines, funding and human resources to assist Fraser Coast communities in developing local responses to community safety through Prevention, Preparedness, Response and Recovery.

Fraser Coast Council undertake activities as part of normal service delivery to communities. These activities often have the added benefit of risk mitigation and contribute to the Prevention and Preparedness elements of emergency planning. Some of these activities include:

- Land-use planning
- Public health measures (eg immunisation and disease control)
- Bushfire Management Planning (in conjunction with Fire Services)
- Land management
- Flood Management
- Tree management
- Road and traffic management
- Stormwater infrastructure maintenance
- Vegetation Management
- Building Safety

The Community Coordination Committee (CCC) is a formation of local Fraser Coast communities. The CCC is convened by the FCRC to provide all communities with a forum to discuss up-to-date information to assist in responding to emergencies. The Poona community is currently represented on the CCC.

Community Engagement and Education

The FCRC maintains a social media presence to deliver messages and provide accurate and up-to-date information prior to and during disaster events. Public information campaigns are conducted in partnership with the Queensland government's "Get ready" and information is distributed to communities detailing how to access on-line information including flood mapping.

The FCRC provides up-to-date information on the Disaster Dashboard, social media and the internet. The use of SEWS (Standard Emergency Warning System) or Emergency Alert telephone and SMS messaging is used to support and reinforce warning messages through broadcast media.

Sandy Straits Rural Fire Brigade

The Poona Community is supported by the Sandy Straits Rural Fire Brigade (SSRFB) located in Poona. The SSRFB reports directly to Queensland Fire and Emergency Services, who have a representative on the Fraser Coast LDMG. The SSRFB is not responsible to FCRC in a fire emergency, however, will respond to other emergencies, in accordance with directions from QFES.

Any SSRFB response will be coordinated with the Poona IMT when required.

Poona Communities Self Reliance Capability

Because of its relative isolation, the Poona Community must be proactive in developing some capability to independently respond to emergency situations to ensure the safety of the community. However, it is important to recognise while being proactive in this space, care needs to be taken to not cross the line of operational responsibility, because that may incur significant liability.

Any activities undertaken by the Poona community must be undertaken in consultation with the FCRC. Effective disaster management requires a collaborative approach with shared responsibilities and effective information exchange. This collaborative approach is central to ensuring the safety of the Poona Community.

It is extremely important that timely information is provided to FCRC to ensure that any potential risk is mitigated.

The Poona Community Emergency Management Plan will be the local management tool which assist in providing information to develop appropriate responses to emergencies. It is to be developed to complement the Fraser Coast LDMP.

Actions required using the PPRR process are as follows:

Prevention

Identify measures necessary to eliminate or reduce any incidence or severity of any emergency.

- **Emergency Risk Management**

Conduct and Emergency Risk Management process (ERM) that involves identifying and managing risks to the community from emergency events. Risk treatments can span across prevention and preparedness as well as response and recovery. Council is a key stakeholder in the ERM process because it is usually the first point of support for affected communities. The ERM process spans the following activities of establishing the scope, risk identification, analysis, evaluation and risk mitigation.

- **Bushfire Management and Prevention**

Poona residents can assist with bushfire management by ensuring all overgrown vegetation is reduced around properties through regular maintenance. The Poona Rural Fire Service (RFS) needs to be consulted prior to ensure any activities undertaken to ensure it is legal and conforms to standard practice.

Areas of concern requiring specialist action should be referred to the Poona RFS.

Maintenance activities can:

1. Prevent or inhibit the outbreak of fire on the land,
2. Prevent or inhibit the spread of fire through the land,
3. Protect property on the land from fire and
4. Minimise the threat to human life from a fire on the land.

- **Flood Mitigation**

Council has undertaken a significant amount of data capture and floodplain and flood hazard modelling over the last several years. Poona residents can assist by ensuring any drainage areas adjoining properties are not overgrown with weeds or clearing properties of rubbish that may promote flooding.

- **Residential Maintenance Program**

Promote a residential maintenance Program to ensure there are no potential missiles or objects which can injure residents or damage property in the event of an impending emergency event.

Preparedness

Preparedness includes the arrangements made to ensure that, should an emergency occur, the resources and services needed to cope with the effect of the emergency can be mobilised and deployed efficiently.

The development of this plan contributes to Council's emergency preparedness and monitoring of Weather Bureau of Meteorology (BOM) and provides information for reactive activities to be deployed when there is a storm imminent. Activities include:

- Develop and conduct random Community Response Training/Exercise Planning programs to determine response capability or areas requiring attention.
- Develop Community Guidelines to ensure the community knows what to do in the event of an emergency.
- Develop work plans and rosters for incident response teams.
- Develop a checklist of tasks to be completed if an emergency is imminent.
- Identify an area within the Poona Hall as an incident coordination centre. Identify a potential alternative if the hall is unusable.
- Ensure there are backup communication channels available to communicate with FCRC (radio, email, telephone) and conduct confirmation tests.
- Provide Templates to the community to assist in developing Home Emergency Plans. An example of this is presented as Annex A to this EMP.
- Develop a "Check your Neighbour" program to ensure that all residents are aware of impending emergencies.

- Identify any community members that may require assistance with transport or medication in case Poona is isolated.
- As requested by FCRC, establish the Poona Community Centre as a Respite centre.
- Ensure the emergency generator is fuelled and tested.
- Identify resources (personnel and materials) required to develop the evacuation centre and notify FCRC of any requirements.
- Ensure that First Aid response capacity is well resourced (personnel and materials). Liaise with FCRC and/or QAS regarding assistance.

Response

Develop response measures in anticipation of, during or immediately after an emergency to ensure that the effect of the emergency is minimised and that affected individuals are given immediate relief and support. The following actions may be necessary. While some planning may be possible, it may only be practicable to develop some responses following or during an emergency.

- Determine the most appropriate site for response coordination (in the Poona Hall or elsewhere) and advise FCRC of the situation.
- Ensure there is communication with FCRC.
- Conduct an inspection of the community to report and recommend the level of assistance, machinery or specialist equipment required from FCRC.
- Identify any members of the community that require medical assistance or assistance with damage to homes and report to the FCRC.
- Implement work plans and rosters for incident response teams from community members to assist with immediate action.
- Coordinate tasks (eg sandbagging) appropriate to the particular emergency.

Recovery

Compile a list of actions or measures necessary to assist the re-establishment of Poona. Like the actions for the Response Phase, some of the suggestions listed below may only be achievable following an emergency.

- Determine potential time frame for the community hall to be used as shelter and ensure adequate resources are available appropriate to the time frame.
- Ensure adequate resources are going to be available for the time frame.
- Maintain a duty roster to ensure coordination centre is active and operative.
- Conduct frequent surveys of the community to ensure the community is safe and identify specific ongoing requirements of medicines, scripts etc during recovery period.
- Coordinate incident response and advise FCRC of task list and resources required.
- Maintain communication channels until the Stand Down is ordered.

Maintenance of Communication Channels

Developing and maintaining communication channels is essential and must be maintained before, during and after the incident.

It of utmost importance that Poona community is aware of potential incidents and actions that must be taken. More importantly timely information updates MUST be given to the FCRC to enable appropriate response relevant to each incident.

Conclusion

It is important that any response to emergency situations is coordinated quickly. Planning MUST occur over an extended period to ensure any preventative and reactive tasks do what they are intended to do.

This Poona CEMP has been developed in conjunction with the community and the FCRC and does not presume a particular incident or event. It is predicated on the “All Hazards” approach, as recommended by the Emergency Management Council and Emergency Management Australia.

The CEMP is a live document under regular review to ensure actions and reactions are in keeping with best practice principles.

Annex A To: Poona Emergency Management Plan

Home Emergency Plan

A Home Emergency Plan is also known as a:

- Disaster preparedness plan
- Home evacuation plan
- Emergency response plan

What is a Home Emergency Plan?

Families use Emergency Plans to outline their actions in response to an emergency or natural disaster within their homes. With an established plan, each member of a household knows what to do, where to go, and who to contact in an emergency.

The key features of an Emergency Plan include:

- Household contact information
- Family member health information
- Important contacts
- Evacuation and shelter-at-home plans
- Home preparation
- Emergency items checklists

Why should I make an Emergency Plan?

Planning for potential risks and hazards speeds up your reaction time when a disaster strikes. Creating an Emergency Plan also ensures that you have the necessities to get through a tough situation. Planning should be across four phases – Prevention, Preparation, Response and Recovery

The region in which you live may be at higher risk of certain disasters or hazards than others. For example, Australia's dry and hot climate makes it prone to bushfires and extreme heatwaves. Coastal homes are at risk of cyclones hitting in the area. So, assess the potential threats in your area and plan accordingly.

It is also important to think about any physical limitations that members of your family may have. Health conditions can affect your family's ability to evacuate and take shelter. So, it helps to have a safety plan that works for everyone.

How do you write an Emergency Plan?

Consider each of the key components of an emergency preparedness plan. Collect details about your family members. Consider different emergency responses such as evacuating, sheltering at home, and preparing your house systems.

Customise Emergency Plan:

- Gather important contacts' phone numbers.
- Have relevant insurance policies handy (e.g., house or tenant insurance)
- Sketch out your home's floorplan.
- Research and decide on safe locations for your family to gather after an evacuation.

In addition to your Emergency Plan, it is also important to prepare essential items and documents (such as a first aid kit, an emergency items kit, and photocopies of IDs, insurance policies, etc.)

Last Will and Testament: Disasters may cause a sudden, unexpected loss of life. Ensure that Wills are current and can be located to control the distribution of your estate should you or your spouse suffer terminal injury.

Power of Attorney: Appoint someone to act on your behalf if you become incapacitated or otherwise unable to express your wishes.

How do I plan for a home evacuation?

An effective evacuation plan includes planned emergency exits and designated safe spaces.

Prepare a home escape route and attach it to your plan. Sketch the layout of your home (by hand or on the computer) and plan at least one or two exit options for every room in your house. Customise an escape route for various evacuation scenarios, such as blocked exits, heavy smoke, or fire in the house. If needed, prepare for exiting through windows with ladders or ropes.

Practice your evacuation plan with your family at least once every six months to a year. You may not have time to refer to your maps during an emergency, so it is critical to learn and rehearse your escape routes ahead of time.

List two locations for meeting up with family members after an evacuation:

- **Outside your home:** Choose a safe location that is outside your home but not directly beside it, such as the end of your driveway. You could also include city-designated storm shelter sites (such as community centre) that are within walking distance. However, if you identify two safe spots outside your home, be sure your family knows which meeting place is appropriate for which type of emergency.
- **Outside of Poona:** Refer to the community evacuation plans to confirm what safety measures are in place during certain emergencies. Review Councils Community dashboard for access routes, road closure etc. If needed, consider different modes of evacuation if you do not have a car or run out of fuel.

How do I plan for sheltering at home?

Severe weather, industrial accidents, or public health emergencies may call for people to shelter in place (i.e., stay indoors) until the danger recedes.

Again, it's important to assess the potential risks to your specific community and plan accordingly. Consider a safe indoor location, but where you go inside your house to wait out the danger will vary depending on the circumstances.

In your plan, add instructions for closing doors and windows to cut off ventilation if there is a nuclear or chemical accident. Learn how to insulate and heat your home safely in case of a winter power outage.

Understand and evaluate your home's mechanical systems. Knowing where valves and panels are, how to access them and when to turn them on or off is important during emergencies. Generally, hazard proofing and keeping your house systems in good repair helps avoid further problems later.

How else can my family prepare for a disaster?

It's important to involve the whole family in preparing for disasters. Conduct rehearsals for different evacuation scenarios, such as how to escape the house during a fire. Also, assign family members specific duties, such as gathering pets, performing first aid, or purifying water.

Be sure to review your plan and maintain your emergency kits regularly, at least every six months to a year.

You can also hazard-proof your home for environmental risks in your area. For instance, relocate chemical products and irreplaceable belongings that are stored in a shed, under a house in case of a flood. Check your roof and drainage regularly. Keeping your house in good repair generally helps prevent further problems later.

An Emergency Plan template will prompt you to consider the mechanical systems in your home. You should know the locations of important systems, such as electrical panels and heating systems, and how to turn them off when necessary.