

EVACUATION PLANNING

Sub-Plan to the Fraser Coast Disaster Management Plan



Fraser Coast
REGIONAL COUNCIL

Updated June 2023

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Authority to Plan

This plan is developed by Fraser Coast Local Disaster Management Group under the provisions of the Disaster Management Act 2003 Section 57 (1) and in line with the Evacuation: Responsibilities, Arrangements and Management Manual (M.1.190; 2018).

Approval

Endorsed by Fraser Coast Disaster Management Group



George Seymour

Chairman

Fraser Coast Disaster Management Group

Date: 29-11-23

Approved and adopted by Fraser Coast Regional Council



George Seymour

Mayor

Fraser Coast Regional Council

Date: 29-11-23

Amendments and Review

This sub plan will be reviewed as required by [Section 59 of the Disaster Management Act 2003](#), with relevant amendments made and distributed.

Approved amendments to the sub plan will be circulated as per the distribution and contacts lists, which are maintained by the Fraser Coast Regional Council on behalf of the LDMG.

Document Control

Amendment Control and Version Register

The controller of the document is the Fraser Coast Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Fraser Coast Local Disaster Coordinator,
Fraser Coast Regional Council,
Po Box1943,
Hervey Bay Qld 4655

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the local government.

Amendment Register

Amendment		Plan Updated	
Version	Issue Date	Author	Reason for Change
2306360	31/07/2013	Mal Churchill	Initial version
2306360	July 2015	Mal Churchill	Minor updates
3840119	June 30, 2019	Warren Bridson Consulting	Revised content and structure to reflect current planning practices
3840119	June 2020	Warren Bridson	Change of Chair
	Mar 2023	Jane Shannon	Review and Update

Distribution

This sub plan is not publicly available and is not for distribution and/or release to persons or agencies other than those identified in the Fraser Coast Local Disaster Management Plan.

1. Governance

1.1 Purpose

This evacuation sub-plan is to outline the arrangements, at a local level, for the implementation of an evacuation of at-risk persons during an emergency or disaster event, within the Fraser Coast Local Disaster Management Group (LDMG) area of responsibility.

This plan will support the LDMG to:

- Provide an understanding of evacuation planning in a disaster management context
- Identify the legislated authority for evacuation
- Identify key strategies for each stage of the evacuation process (Decision, Warning, Withdrawal Shelter & Return).

1.2 Authority

This plan forms a sub plan to the Fraser Coast Local Disaster Management Plan and is developed under the authority of the [Disaster Management Act 2003](#).

This sub plan will be managed in accordance with the administration and governance processes outlined within the Fraser Coast Local Disaster Management Plan including approval, document control, distribution and review.

1.3 Activation

This evacuation sub-plan will be activated by the Fraser Coast LDMG where the movement of at-risk persons to a safer location is required. The Fraser Coast LDMG will oversee the evacuation process.

The K’Gari Sub Plan will be activated in conjunction with this plan where the movement of at-risk persons to a safer location is required.

2. Introduction

Evacuation involves the planned and coordinated movement of persons from an unsafe or potentially unsafe location to a safer location and their eventual return home. It is a strategy that can mitigate the adverse effects of a disaster on a community. It is important to articulate that the process of evacuation is not considered to be complete until all stages have been implemented.

Local Government

Local government in close consultation with the LDMG are best placed to conduct evacuation planning prior to the onset of an event through their local knowledge, experience, community understanding and existing community relationships.¹

Local Capability

The LDMG may identify those resources available at the local level and/or local capability that will be inadequate for specific evacuation volumes. In these instances, assistance should be sought from the DDMG and where requirements exceed the DDMG, the DDMG should seek assistance from the Queensland Disaster Management Committee (QDMC).

¹ Queensland Fire and Emergency Services (2018). Evacuation: Responsibilities, Arrangements and Management - Manual.1.190, p4.

3. Evacuation Planning

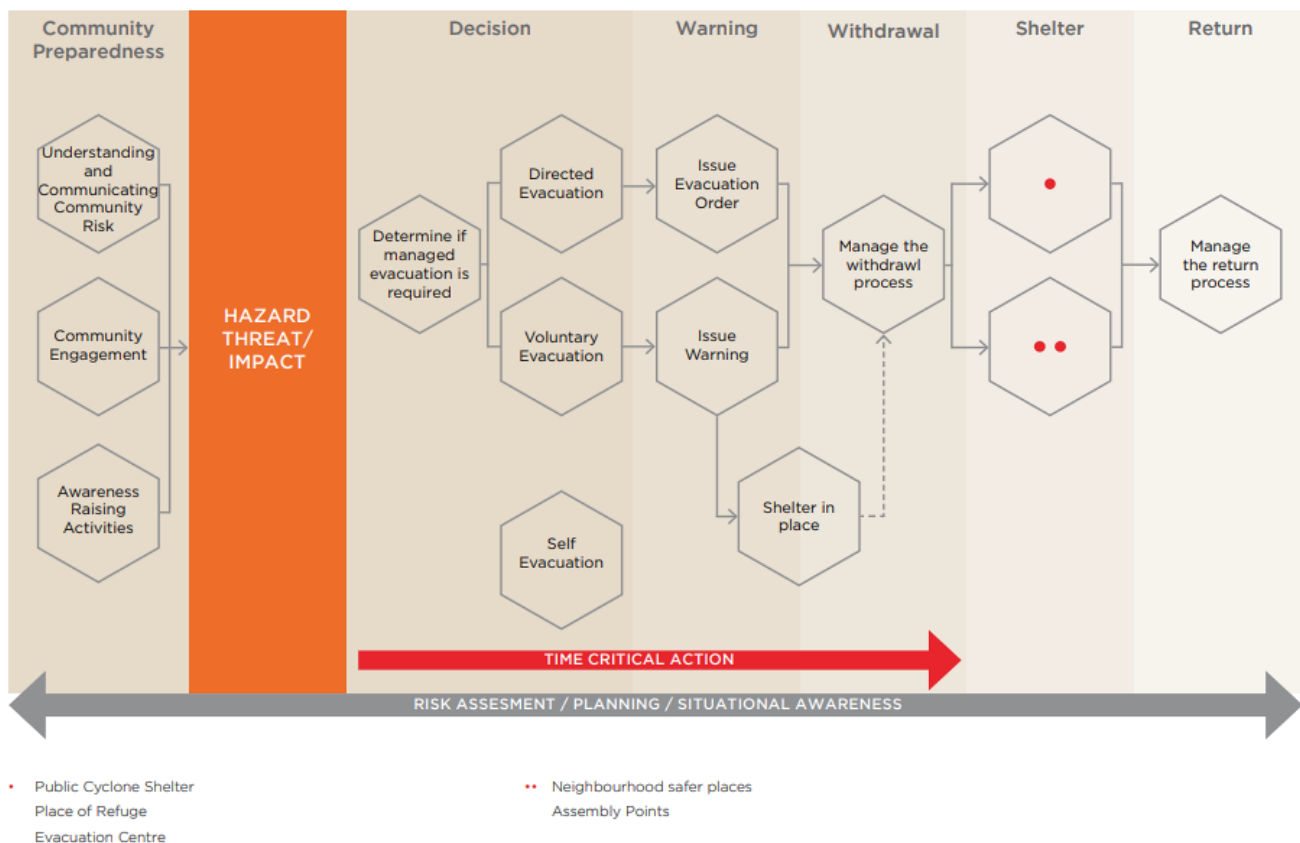
A community that is prepared for an event is more likely to respond quickly and effectively and become more resilient for the future.

Evacuation planning involves both the deliberate and immediate planning approaches, as described in [Section 4.3 of the QLD Disaster Management Guideline](#). Planning and preparing for evacuation are an important process, it allows time to consider possible scenarios and documents an agreed approach to the management and coordination of an evacuation through consultation with a broad range of specialised stakeholders.

Evacuation is a hazard mitigation strategy and risk reduction activity that lessens the effects of an emergency or disaster on a community. Evacuation is defined in [QLD Disaster Management Guideline](#) to mean “The planned movement of persons from an unsafe or potentially unsafe location to a safer location and their eventual return.”²

The most likely events that will instigate an evacuation scenario due to impact and risk are cyclone, severe storm, major flooding, bushfire, loss of facilities (long-term).

The following diagram illustrates the entire spectrum of the evacuation process and is based on the [Australian Institute for Disaster Resilience National evacuation planning handbook](#). It highlights the need for planning at every stage and when preparing the community. An evacuation is not considered to be complete until each stage has been implemented.



Queensland Evacuation Process³

² https://www.qld.gov.au/_data/assets/pdf_file/0032/359465/QLD-Disaster-Management-Guideline.pdf

³ https://www.qld.gov.au/_data/assets/pdf_file/0032/359465/QLD-Disaster-Management-Guideline.pdf

Evacuation from one's property is the last resort option. Residents deemed "at risk" will be encouraged to move from the emergency/disaster area and seek accommodation with family or friends or alternative commercial accommodation. If necessary, evacuees may be relocated to an evacuation centre with access to welfare support facilities.

Some evacuations will need to be phased to ensure that vulnerable groups can be evacuated in time and to avoid congestion. Phasing may be by area or by the needs of the groups.

Evacuation may be undertaken in the following ways stated in the [QLD Disaster Management Guideline - https://www.disaster.qld.gov.au/](https://www.disaster.qld.gov.au/)

3.1 Self-evacuation

Self-evacuation is the self-initiated movement of people to safer places prior to, or in the absence of official advice or warnings to evacuate.

Some people may choose to leave early even in the absence of a hazard but based on a forecast.

Safer places may include sheltering with family or friends who may live in a safer building or location. Self-evacuees manage their own withdrawal including transportation arrangements. People are encouraged to evacuate early if they intend to evacuate.

3.2 Voluntary (or Recommended) Evacuation

An individual can choose to self-evacuate prior to an announcement of either a LDMG coordinated voluntary evacuation or District Disaster Coordinator (DDC) directed evacuation. Exposed persons who may be impacted by an impending hazard are encouraged to commence evacuation voluntarily.

Voluntary evacuation of exposed persons may also be coordinated and implemented by the LDMG in close consultation with the DDC. It is recommended that evacuation sub-plans consider documenting the management strategies and operational arrangements for a voluntary evacuation.

3.3 Directed (or Mandatory) Evacuation

The LDMG/LDC has no legislative authority to invoke an evacuation. For this reason, the LDMG will act as a support role to the lead agency.

In Queensland, three main Acts exist that can be used to direct an evacuation:

[The Disaster Management Act 2003](#)

Section 64 Declaration - The decision to order a directed evacuation during an event lies with the Maryborough District Disaster Coordinator to make a request through to the appropriate minister for approval to declare a disaster situation if a disaster has happened, is happening or is likely to happen, in the disaster district. This decision should be made in close consultation with the Fraser Coast Local Disaster Coordinator and base on pre-planning undertaken by the Fraser Coast LDMG.

Section 77 (c) General Powers - Under a Disaster Situation declaration, the Queensland Police Service and other persons declared by the DDC, as Disaster Officers can use powers provided to evacuate persons or animals from the declared disaster area or part of the area.

[The Fire and Emergency Services Act 1990](#)

Evacuation for events that fall within the statutory authority of Queensland Fire and Emergency Service (QFES), the Fire and Emergency Services Act 1990 can be used.

Section 53(2) (k) Powers of authorised officer in dangerous situations an authorised fire officer may require any person not to enter or remain within a specified area around the site of the danger.

[The Public Safety Preservation Act 1986](#)

Section 5 Declaration of an emergency situation - Only a Senior Officer of the Queensland Police Service or a Terrorist Emergency Officer (Section 8PB) can use the *Public Safety Preservation Act 1986* (PSPA) to enforce an evacuation by declaring an emergency situation or terrorist emergency.

There will be occasions when it may be assessed that people would be safer to stay and shelter in place. Depending on the nature of the hazard, measures such as staying indoors, closing windows, and monitoring public messaging can be taken to reduce vulnerability.

3.4 Considerations

There are often many complex issues to be considered in making this decision and it may need to be made in the absence of all the desired information. The decision-making process needs to be as simplified as possible and clear and informed.

The considerations listed below are examples and should only be used as prompts.

- Is evacuation the best option?
- Are there other alternatives?
- Is it possible to evacuate?
- Has a risk assessment been undertaken to inform the decision to evacuate?
- Will it be a staggered evacuation?
- Have any special arrangements for vulnerable people been considered?

The following factors should be considered when planning evacuations:

Decision time

The time required to make an informed decision to evacuate. This calculation should include mobilisation and deployment of resources.

Warning Time

The time taken to advise the community of the evacuation. This warning time would effectively overlap into the withdrawal phase as public messages continue to be conveyed. Consider the time required to develop and implement an Emergency Alert campaigns during the 'warning' phase.

Withdrawal Time

The time taken for at risk persons to travel to a safer location. The withdrawal time is the total of the leave time, the travel time and time past-a-point.

- Leave time - the time people take to secure the home and prepare to leave
- Travel time - the time taken by a person or vehicle to travel from the evacuation zone to the safe zone
- Clearance time - time past-a-point - the time taken for all people being evacuated to pass a point on the evacuation route
- Shelter time - time for people and response crew to take shelter at a safer location

3.5 Population Exposed

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

In 2021, 11,996 people (or 10.8% of the population) in Fraser Coast Regional Council reported needing help in their day-to-day lives due to disability. This data identifies people who report a need for assistance due to a 'profound or severe core activity limitation' due to a long-term health condition, disability or old age. This population is defined as people who need assistance in their day to day lives with any or all the following activities – self-care, body movements or communication – because of a disability, long-term health condition, or old age.

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

- Critical facilities such as hospitals
- Aged care facilities (such as community service organisations, retirement villages)
- Schools and childcare centres
- Persons with a disability or special needs
- Socio-economic capacity of areas
- Persons from specific groups such as homeless persons, house bound people
- Isolated communities
- Temporary/transient populations and tourists (tourists, motel guests, seasonal workers)
 - Lack of Transport
- Pet ownership Service animals such as seeing-eye dogs and hearing dogs should always be evacuated with their owners; pets may only be evacuated if permission is granted by the LDMG.

For more information refer to [The Prevention, Preparedness, Response and Recovery Disaster Management Guideline](#).

3.6 Evacuation Timelines

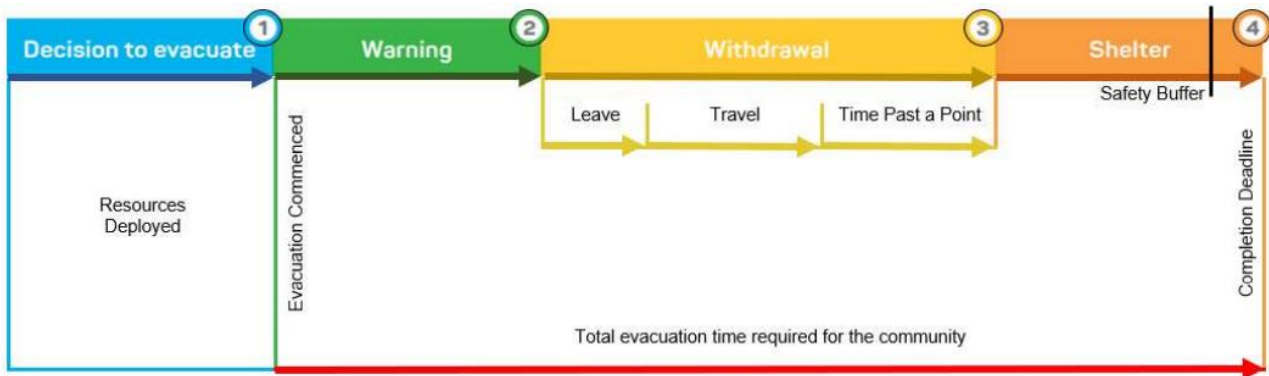
An important factor to be considered when planning for evacuations is the time required to undertake an evacuation safely and effectively. A timeline to map the steps in an evacuation process has the advantage of showing the critical links between the predicted impact time, the decision to evacuate, and the many factors that will determine the time taken to complete the withdrawal.

Any evacuation should be completed before it becomes unsafe and consideration given, where possible, to issue evacuation orders during daylight hours.

For example:

- **Storm Surge** - In the early stages of a storm tide event. As the forecast accuracy increases, the time available to evacuate diminishes rapidly.
- **Cyclone** - Before wind conditions prohibit outside movement t (i.e. regular wind gusts to 100 kilometres per hour)
- **Fire** – Encourage people in high-risk bushfire areas (in catastrophic conditions) to leave early.

The timeline is developed graphically to clearly indicate the time requirements for each phase of the evacuation process. The timeline displays the phases of evacuation, decision points and other considerations that will inform the evacuation process. The resultant timeline can be used to illustrate the actions necessary, when actions are to be commenced, and timeframes for their completion.



Timelines to be developed for each event considering:

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

3.7 Communication

The Fraser Coast Council Communication Team will coordinate public information and messaging as requested by the LDC. To ensure a broad distribution and communication of warning messages a variety of dissemination methods will be utilised to cover differing demographics, geographic locations and compensate for the time of day.

The **Fraser Coast Communication Sub Plan** outlines these methods along with primary responsibility for issuing/conveying warning messages, remembering that the primary intent of issuing a warning to evacuate is to protect life. Warning messages should also be repeated on a regular basis to ensure maximum coverage to the exposed population.

3.8 Communicating with the Vulnerable population

Persons may be considered vulnerable if it is determined that upon receiving an evacuation message, they will not or cannot comply with evacuation directions.

In the planning stage and once a decision to evacuate has been made, the LDMG is encouraged to determine the best approach to engage with vulnerable people within the impact zone.

Hospitals, Nursing Homes, Retirement Villages and Aged Care Facilities are expected to develop and maintain their own evacuation plans. Aged care homes must be accredited under the Accreditations Standards for Residential Aged Care to receive public subsidies. Accreditation Standard 4.6 (Fire, Security, and other Emergencies) requires all aged care services to have emergency management plans and protocols in place including options or arrangements for relocation or evacuation. Where possible, facility operators shall be contacted to ensure that they are aware of any pending or imminent threat.

Service providers are in regular contact with their clients and have pre-existing relationships with them and contact lists which will assist in communicating emergency messages and information.

Schools and Child Care Facilities

The safety of students and staff of these facilities is the responsibility of the Department of Education for public schools and the relevant owner/provider for private facilities.

It is expected that all such facilities develop and maintain appropriate emergency plans.

Most childcare services are approved and regulated by the National Quality Framework.

These include Kindergarten, Long day care, Outside school hours care and Family Day care.

Other services, regulated under the *Education and Care Services Act 2013* include:

- limited hours care, funded by the Queensland Government
- occasional care - certain budget based funded services that receive financial assistance under the Budget Based Funding Program and that do not receive the Australian Government Child Care Benefit
- early childhood education and care services that are also disability services funded under the *Disability Services Act 2006 (Qld)*
- stand-alone services regulated under the *Education and Care Services Act 2013*.

The Education and Care Services Act is regulated by the Department of Education.

It is expected that all such facilities develop and maintain appropriate emergency plans.

Where possible the Department of Education and other relevant facility operators shall be contacted to ensure that they are aware of any pending or imminent threat.

CALD Groups

In the event of a disaster/emergency requiring evacuation, consideration must also be given to the requirements of CALD Groups. A list of key contacts for CALD groups should be maintained for disaster management purposes.

3.9 Tourism

Proprietors of tourist facilities and accommodation facilities are responsible for patrons and staff of their facilities and are expected to develop their own emergency plans.

Where possible facility operators shall be contacted to ensure that they are aware of any pending or imminent threat.

The LDMG may be required to assist with the provision of emergency shelter and relocation if such facilities are required to be evacuated.

3.10 Evacuation route capacity

The capacity of evacuation routes will vary depending on road conditions such as normal, enhanced, disrupted and blocked. A consistent formula is applied for calculating travel times for all road classes.

Route Condition	Capacity (people per hour per lane)
Normal – Fine weather with normal traffic control	600 (assumes travel speed 40kph)
Enhanced – Emergency response agencies intervene to increase route capacity. Traffic management strategies may include traffic-controlled intersections, contra flow, banning vehicles towing caravans and trailers.	800 (assumes travel speed 50kph)
Disrupted – Heavy rain with possible vehicle breakdowns, traffic accidents, landslips, minor flooding across road etc.	300 (assumes travel speed 20 kph)
Blocked – Route is closed by flood waters, impact of fire or large-scale landslip etc., an alternative route of means of transport may be required.	10 (assumes travel speed 5kph)

4. Stages of Evacuation

4.1 Decision to Evacuate

Planning for Evacuation, before or during an event, should follow the steps outlined in Chapter 3 Evacuation Planning and using the [Evacuation Planning Checklist](#).

Although evacuation is considered an important element of emergency response which may be effective in many situations, there will be occasions when it may be assessed that people would be safer to stay and *shelter in place*. This will of course depend on the nature of the hazard.

The decision to evacuate may also be made by residents who feel at risk and may choose to self-evacuate without advice from emergency services or the LDMG. In such instances the LDMG would request that people self-evacuating, register with or advise the LDMG of their decision.

In many cases people will choose to evacuate to friends and family, but it may be necessary to provide evacuation support for some people who have nowhere safe to go.

Decision to evacuate

Decision makers analyse event intelligence and assess the necessity to evacuate people exposed to a range of hazards.

Warning

Disaster event conditions and appropriate actions required are conveyed to the public.

Withdrawal

Exposed people are moved from a dangerous or potentially dangerous area to a safer location.

Shelter

Refuge and basic needs for evacuees are provided in evacuation facilities and safer locations.

Return

The disaster area is assessed and managed, with a planned return of evacuees.

4.2 Warnings

Information needs to be communicated to the community when exposed areas have been identified, the location of safer areas has been determined and the decision to evacuate “at risk” members of the community has been made.

An evacuation warning must be structured to provide timely and effective information to the public. The effectiveness of the evacuation will largely depend on the quality of the warning. Factors which may influence the effectiveness of the warning include time, distance, visual evidence, threat characteristics and sense of urgency demonstrated by the emergency services. For example, the more immediate the threat, the greater the readiness of people to accept and appropriately react to the warning.

The [Evacuation Planning Checklist](#) can be used to assist with Warnings. Further information on communication with the public and specific information on Emergency Alerts is contained in the Fraser Coast LDMG Communications Sub Plan.

At a local level, the release of information to the media and community regarding the emergency, and associated threats, will be the responsibility of the Chairperson of the Local Disaster Management Group or his delegate.

4.3 Withdrawal

The withdrawal stage involves the safe and efficient process of relocating community members from hazardous or potentially hazardous environments to safer areas.

Assisted evacuation will include those persons without the means to evacuate themselves to a place of safety. While many residents without their own transport will evacuate with friends or neighbours, arrangements are necessary to accommodate those requiring transport assistance.

- Facilities managing vulnerable people are required to implement their own evacuation plans and move their residents to a safer location.

- Evacuees with special needs may require personalised transport such as taxis or special carriage vehicles.
- The LDCC will manage arrangements for the transport of persons with special needs.
- QAS may be requested to assist transporting the most vulnerable.
- Evacuees who are mobile but require transportation will be instructed to move to evacuation bus pick up points along designated bus routes.

The movement of evacuees to areas outside of the Fraser Coast region would be coordinated jointly at Local and District coordination centres and may involve state level involvement. District Requests for Assistance should be initiated as early as possible as positioning of state resources may take several hours to days to occur.

Evacuation routes will be planned in consultation with the Queensland Police, QFES and other agencies depending on the hazard.

Community messages will be issued advising on road conditions and evacuation routes. Refer to the LDMG Communications Sub Plan.

Prior to the issue of an evacuation order or advice, consideration will need to be given to the development of a Traffic Management Strategy, to ensure the coordinated and orderly movement of traffic/people including the need for signage and appropriate resources.

- During a directed evacuation many people in threatened areas will self-evacuate using their own vehicle. They will be encouraged to evacuate early, as traffic congestion is anticipated.
- Evacuees will be instructed to monitor the situation for updates on evacuation activities.
- Information on evacuation procedures and routes will be included on the Council Disaster Dashboard, Web Site and Social Media.
- Residents not in storm tide threatened zones are to be directed to 'Shelter in Place' unless they believe the condition of their residence is unlikely to withstand the cyclonic affects. Several residents will self-evacuate despite having adequate protection.

4.4 Shelter

It is the responsibility of the individual to assess the current situation, determine their needs and decide whether shelter in place is a viable option for them. Finding alternative accommodation away from the exposed area (motel, hotel, family and friends) may be a valid and safer option). Evacuation Centres should be considered as a last resort.

Neighbourhood Safer Places

A Neighbourhood Safer Place (NSP) is a local open space or building where people may gather, as a last resort, to seek shelter from a bushfire. Use of an NSP may be a contingency plan when:

- An individual's Bushfire Survival Plan has failed
- The plan was to stay but the extent of the fire means that the home cannot withstand the impact of the fire and therefore the home is not a safe place to shelter
- The fire has escalated to an 'extreme' or 'catastrophic' level and evacuation to the Neighbourhood Safe Place is the safest option

The main purpose of an NSP is to provide some level of protection to human life from the effects of a bushfire. The following limitations may need to be considered:

- Firefighters may not be present as they will be fighting the main fire front elsewhere.

- NSPs do not cater for animals or pets.
- NSPs do not provide meals or amenities.
- NSPs may not provide shelter from the elements, particularly flying embers.

Evacuation Centres

- The FC LDMG has gathered information regarding facilities that may be suitable for Evacuation Centres. This information is provided in Guardian IMS and will be made public on the Dashboard when they are opened.
- The FC LDMG will not nominate any facility as an Evacuation Centre until their suitability has been determined according to the criteria detailed in the Evacuation Centre Management Sub Plan.

Details of the Neighbourhood Safe Places shall be provided by QFES to the LDCC during a bushfire event and those details can be given to the community as detailed in the Information and Warnings Sub Plan and in the Bushfire Support Plan.

Pets

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

Fraser Coast Regional Council's Animal Management officers will work with the Evacuation Centre Managers to manage pets and animals that may be brought to evacuation centres.

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

Some evacuees may require accommodation for their pets and consideration of the following is required:

- Pets and animals to be separately accommodated for hygiene and safety reasons
- Assistance/companion animals for people with disabilities and how these animals can be accommodated with their owners within separate quarters at the evacuation centre.
- Some people will refuse to evacuate if they are not permitted to bring and remain with their pets.
- FCRC may establish an animal management facility at the Maryborough Showgrounds to accommodate pets/animals that cannot be managed by evacuees.
- If evacuees are transported out of the area, they will be encouraged to leave their pets with friends/relatives or with the council animal management facility.

Pets when referenced within this sub plan refer to household domestic pets only. The LDMG will not be responsible for the evacuation of livestock. The primary responsibility for livestock will rest with the livestock owner.

4.5 Return

The decision to return should be made after the following issues have been assessed and addressed (*the list below should be used as a prompt only*):

- Absence of the hazard and the possibility of its return
- Safety of buildings and structures
- Safety of transport infrastructure
- Availability of schools and workplaces
- Operation of utilities; power, water, gas, sewerage, and communications
- Public health
- Security of remaining damaged or unsafe areas
- Availability of support services and infrastructure

Return Strategy

Once it is determined that areas are safe for return, a return strategy is to be developed to outline the arrangements necessary to plan and implement an organised return and how that process will be coordinated and managed. The return strategy should address, but is not limited to the following:

- Specific areas deemed safe for return
- Security of damaged, unsafe structures or infrastructure
- Detailed return advice to evacuees
- Transportation requirements.

Annexure A: Evacuation Timelines for Cyclone and Storm Tides

Time Before Onset	Warning	Comments
48 Hours	Information bulletin may be issued	LDMG Alerted Media advisories for event preparedness issued regularly.
48-24 Hours	Warning issued to FC LDMG	LDCC may be activation to an appropriate level. Transport Management Cell established and prepared for Managed Evacuation. Voluntary Evacuation advisory for affected areas to be implemented
24 Hours	Warning Issued	Directed evacuation decision considered.
24- 20 Hours	Preliminary Storm Tide Warning issued to FC LDMG	Directed evacuation decision must be finalised and implemented. Public advice continues.
12 Hours	Storm Tide Warning issued to FC LDMG	Standby time with first estimate of the storm tide height. Public tropical cyclone advices continue Coordinate Directed Evacuation operations.
3 Hours	Storm Tide Warning issued to FCRC LDMG	Evacuation complete. Emergency services withdrawn.
Zero Hours	Storm Tide Warning issued to FC LDMG	All sheltered or evacuated. 80k/h winds arrive on coast. Public tropical cyclone advice continues.
Plus 3 Hours		Landfall of cyclone centre. Public tropical cyclone advice continues.

Annexure B: Evacuation Timelines for Flooding

Time Before Onset	Warning	Comments
48 Hours	Information bulletin may be issued	LDMG Alerted Media advisories for event preparedness issued regularly.
48-24 Hours	Issued Standby and Preliminary warnings Warning issued to FCRC LDMG	LDCC may activate to appropriate level Evacuation Committee established and prepared for Directed Evacuation. Voluntary Evacuation advisory for affected areas to be implemented
24 Hours	Warning Issued	Directed evacuation decision considered.
24- 20 Hours	Preliminary Warning issued to FCRC LDMG	Directed evacuation decision must be finalised and implemented. Public advice continues.
12 Hours	Warning issued to FCRC LDMG	Standby time with first estimate of the flood height. Coordinate Directed Evacuation operations. Information & Warnings advice continue
3 Hours	Warning issued to FCRC LDMG	Evacuation complete. Emergency services withdrawn.
Zero Hours	Warning issued to FCRC LDMG	All evacuated and sheltered. Public flood warnings continue.
Plus 3 Hours		Public flood warnings continue.

Annexure C: Evacuation Strategy

The following table outlines a pre-determined evacuation strategy for a range of threats and associated risks identified in the Risk Assessment Studies.

THREAT	AREAS AT RISK	EVACUATION METHOD	SAFER LOCATION	EVACUATION ROUTE	ESTIMATED EVACUATION TIMEFRAME	TRANSPORT ISSUES
MODERATE FLOODING	As per flood maps	Voluntary	Family and friends Evacuation Centres	As per Evacuation Route Map	Unknown	
MAJOR FLOODING	As per flood maps	Voluntary or directed	Family and friends Evacuation Centres	As per Evacuation Route Map	12 - 18 hours	
TROPICAL CYCLONE CATEGORY 1 & 2	Total LG area	Shelter in Place	n/a	n/a	n/a	
TROPICAL CYCLONE CATEGORY 3	Total LG area	Voluntary	Family and friends	As per Evacuation Route Map	12 to 18 hours	
TROPICAL CYCLONE CATEGORY 4 & 5	Total LG area	Voluntary and directed	Family and friends	As per Evacuation Route Map	12 to 18 hours	For special needs evacuees
STORM TIDE	Coastal Storm Tide Zones	Voluntary and directed	Family and friends	As per Evacuation Route Map	12 to 18 hours	For special needs evacuees
SEVERE WEATHER (FLASH FLOODING, DAMAGING WINDS,	Total LG area	Shelter in Place	n/a	n/a	n/a	n/a
BUSHFIRE	As per Bushfire Risk Map	Directed	Bushfire Safe Locations Evacuation Centres	As per Evacuation Route Map	3 to 4 hours	n/a
EARTHQUAKE	Total LG area	Directed	Open spaces, suitable buildings Evacuation Centres		3 to 4 hours	Roads and bridges may be damaged
CHEMICAL SPILL	Rail and Road corridors	Directed	Safe locations Evacuation Centres		1 to 2 hours	n/a

1. Estimated evacuation timeframe is derived from the Timelines outlined under Decision to Evacuate.

2. Severe Weather: Includes any non-tropical cyclone conditions for example East Coast Lows.

Annexure D: Potential Evacuation Centres

The use of buildings as evacuation centre will be determined by the hazard, the suitability of the location, the suitability of the building for the hazard, and the facilities that are available for use by the evacuees.

The decision to use or not use any of these buildings will be made by the Local Disaster Management Group following recommendations from the Evacuation Committee. Only then will the community be advised what locations are going to be used as evacuation centres. Templates for these media messages are contained in the Information and Warnings Template Document and stored in Guardian.

Full details of these potential evacuation centres, including the address, contact person, the facilities in the building and the number of evacuees that can be housed **can be found in the Evacuation Centre Management Sub Plan as an Annexure.**

The following locations have been identified and assessed by Fraser Coast Regional Council officers as potential places of refuge and evacuation centres.

- Hervey Bay Baptist Church
- Hervey Bay Community Centre
- Hervey Bay PCYC
- Maryborough & District Hockey Association Hall
- Maryborough Showgrounds & Equestrian Park
- Maryborough Town Hall
- Granville Community Hall
- Maaroom Community Hall
- Poona Centenary Hall
- Tiaro Memorial Hall

Annexure E: Road Infrastructure and traffic systems checklist

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

Action	Responsible Agency/Officer
Roadblocks and diversions - Closure of inbound roads - Closure of access to evacuated areas or roads	FCRC QPS SES DTMR (if applicable)
Signage - use of standard signage to clearly mark evacuation routes - use of “continue to safer location” signs to indicate that the signage will cease, and that the evacuee is outside the exposed area	FCRC QPS DTMR (if applicable)
Contra flow (applicable only if safety mechanisms to contra flow operation exist) - reversal of traffic flow on designated roads to increase movement away from exposed areas	FCRC QPS SES DTMR (if applicable)
Managed intersections - increase of traffic flow away from exposed areas - rapid egress of emergency vehicles and transport providers back into at risk areas	FCRC QPS SES DTMR (if applicable)

Annexure F: Storm Tide Warning – Response System

Tropical Cyclone Storm Tide Warning - Response System Handbook

Storm Tide Warning - Response System

Storm Tide = Storm Surge + Normal Tide + Wave Setup

Although the warning issue timeline is based on the forecast onset of 100 km/h wind gusts, a more flexible approach is adopted in practice to avoid conducting directed evacuations at night.

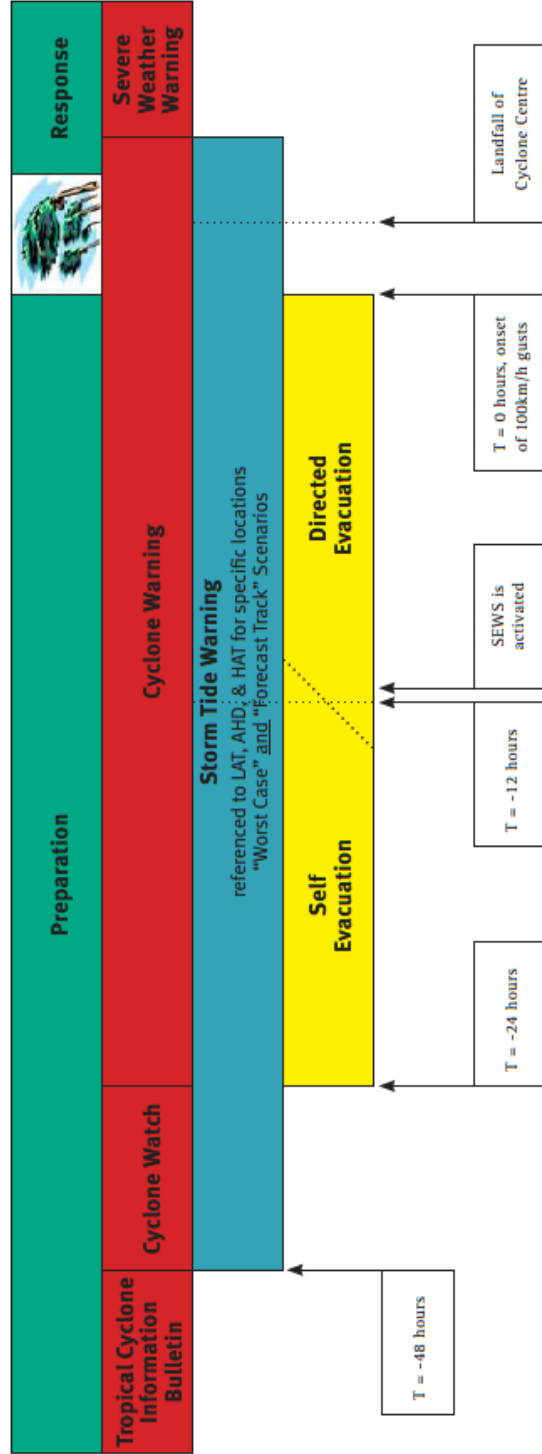
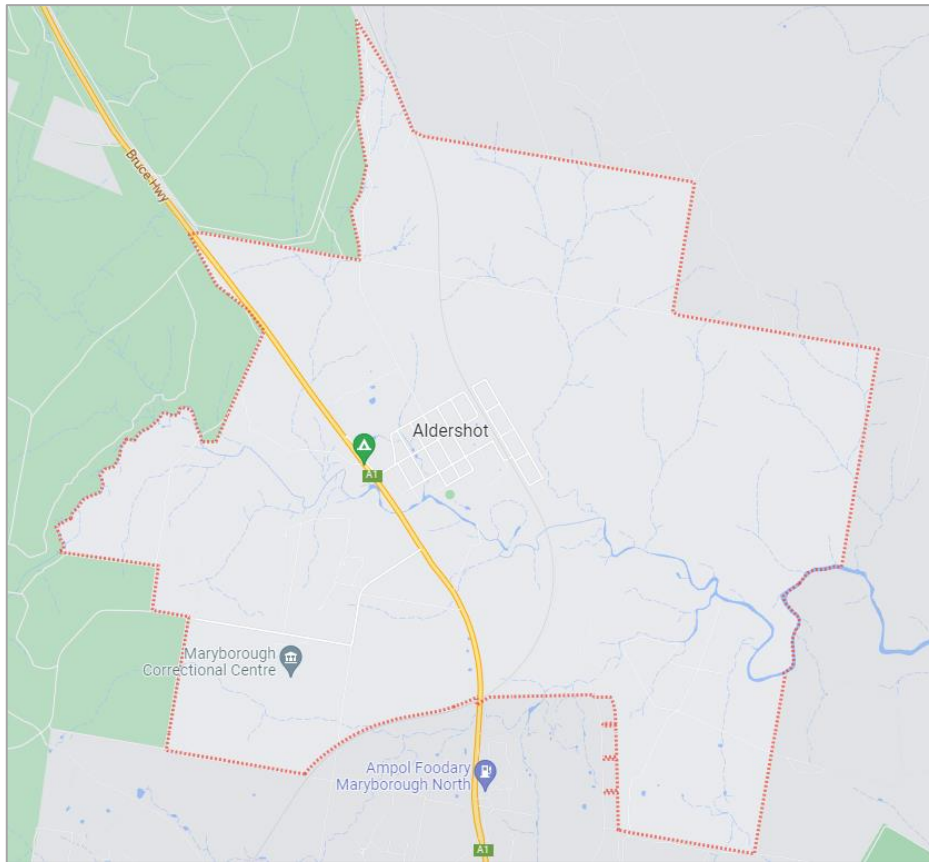


Figure 5: Storm Tide Warning Response System Timeline

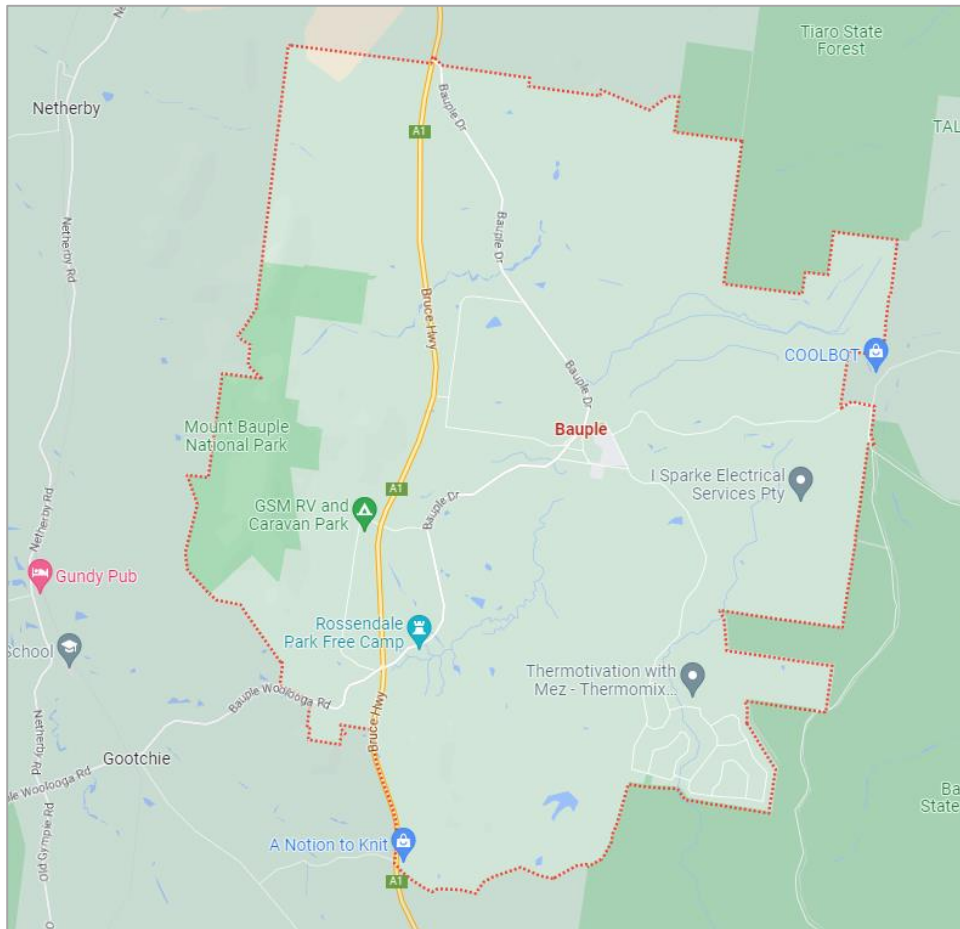
Annexure G: Community Profiles

Aldershot



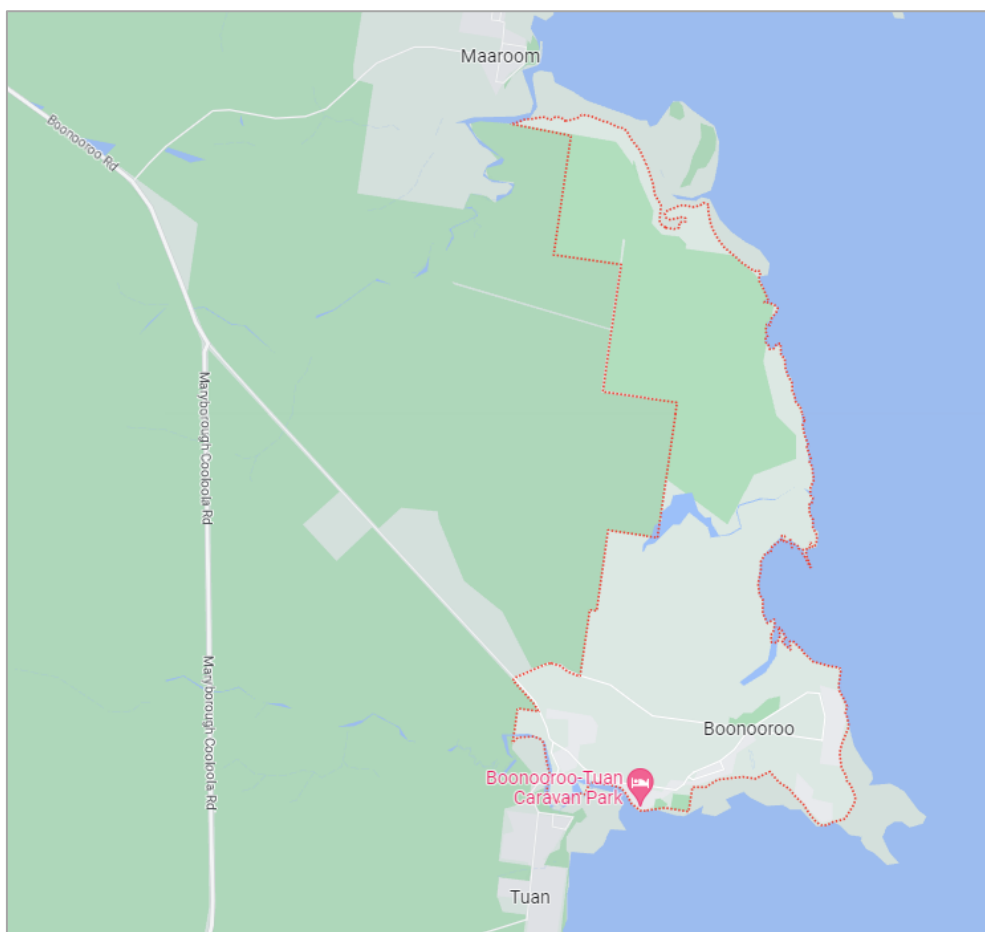
Community Hall	Aldershot & District Community Assoc. Inc. 2 Vaughan Street, Aldershot, QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	* Generator
Population	1,311 (2021 Census)			
Contacts	Aldershot Rural Fire Brigade, 12 Murray Street, Aldershot Ph: 07 4122 0337 Ph: 0427 103 321			
	Local Police: 07 4123 8100 Policelink: 131 444			
	SES: 132 500			
	Ambulance: 07 4199 7404 or 131 233			
	Maryborough Hospital: 4122 8222			
	Ergon Faults: 132 296 Customer Service: 131046			

Bauple



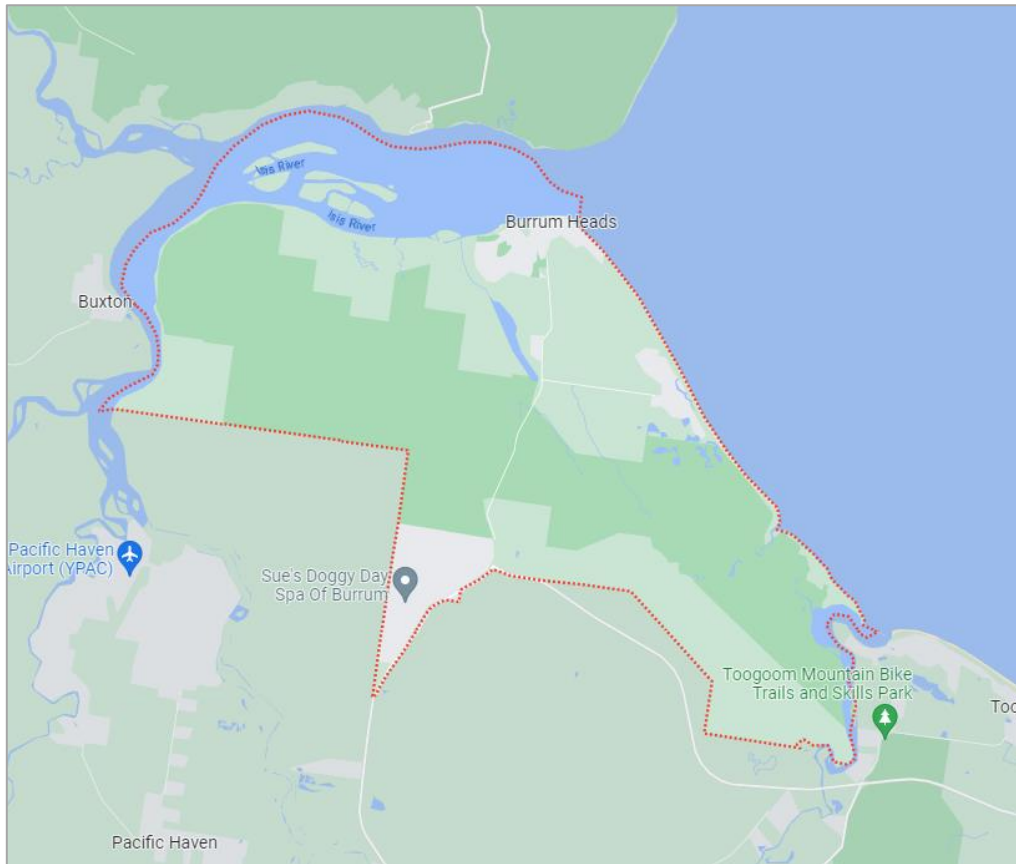
Community Hall	Q150 Bauple and District Recreation Ground, 18 Forestry Road, Bauple, QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Generator
Population	745 (2021 Census)			
Contacts	Bauple Rural Fire Brigade, 3 Stottenville Rd (Cnr Mill Street) QLD Ph: 07 4122 0337 Email: bauplerfb@gmail.com			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500			
	Ambulance: 07 4199 7404		or 131 233	
	Maryborough Hospital: 4122 8222			
	Ergon Faults: 132 296		Customer Service: 131046	

Boonooroo



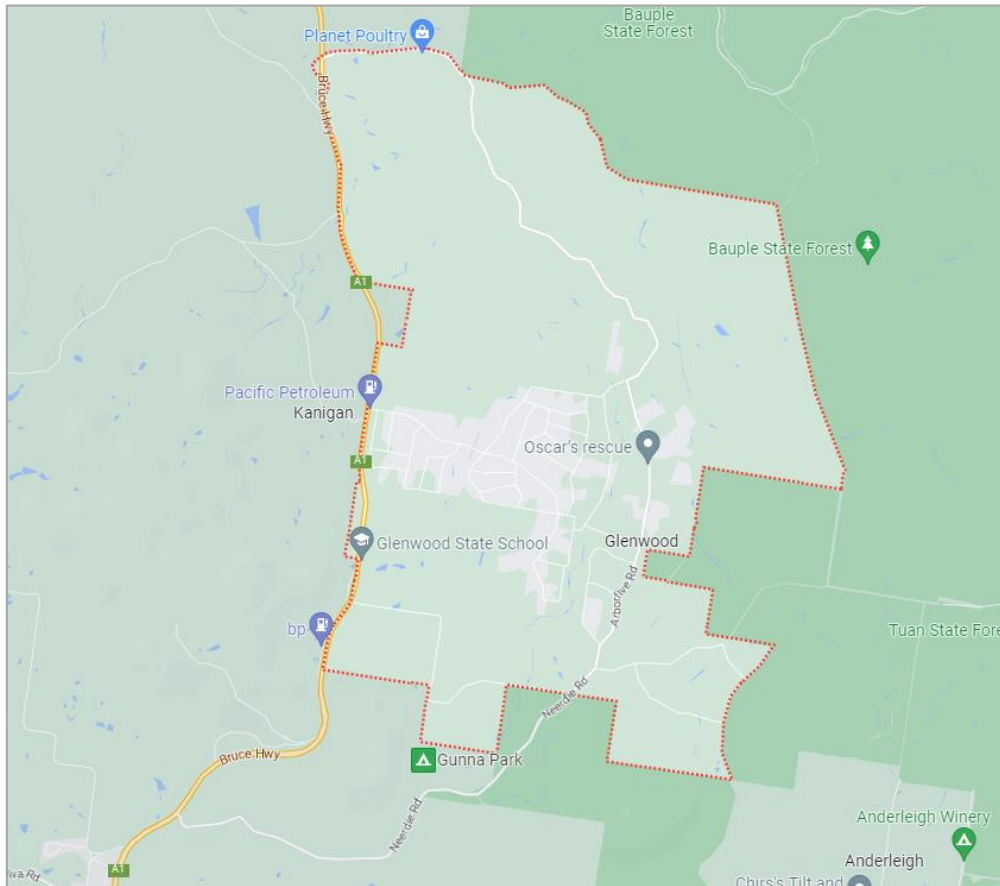
Community Hall	Boonooroo Hall, Eckert Road, Boonooroo			
	✓ Place of Refuge	✗ Defibrillator	✓ First Aid Kit	✗ Generator
Population	371 (2021 Census)			
Contacts	Sandy Strait Rural Fire Brigade, 7 Snapper Drive, Poona, QLD Ph: 07 4122 0337 (07) 4129 8986 sandystraitsrfb@bigpond.com Local Police: 07 4123 8100 Policelink: 131 444 SES: 132 500 Sandy Strait Shed 55 Eckert Road, Boonooroo, QLD Ambulance: 07 4199 7404 or 131 233 Maryborough Hospital: 4122 8222 Ergon Faults: 132 296 Customer Service: 131046 Sandy Strait Coast Guard, 126 Eckert Rd, Boonooroo PH: 07 4129 8141 VMR Hervey Bay 07 4128 9666			

Burrum Heads



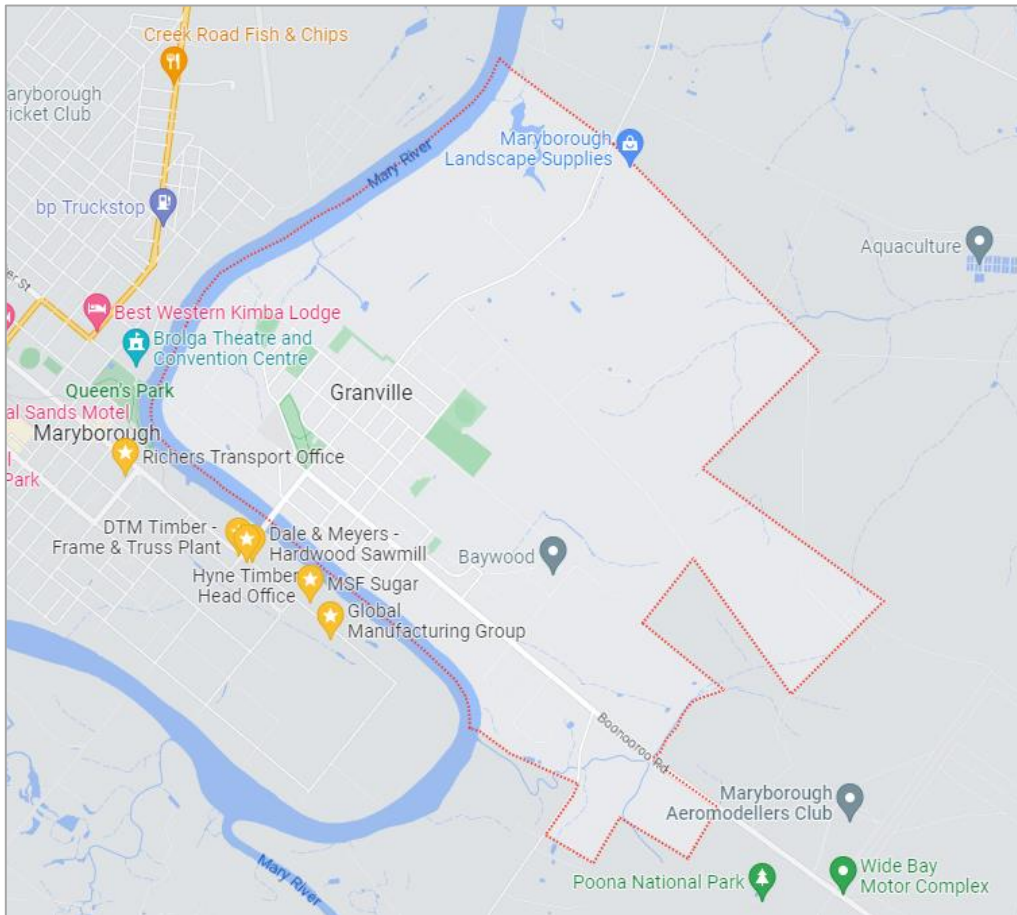
Community Hall	Burrum Heads Community Centre			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Generator
Population	2,538 (2021 Census)			
Contacts	Burrum Heads Rural Fire Brigade			
	34 Bushnell Road Burrum Heads, QLD, Australia 4659			
	Ph: 07 4122 0337 Mobile: 0458 680 426			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500 223 Burrum Heads Road, Burrum Heads			
	ses.burrumheads.4659@gmail.com			
Ambulance: 07 4199 7404		or 131 233		
Maryborough Hospital: 07 4122 8222				
Hervey Bay Hospital: 07 4325 6666				
Ergon Faults: 132 296		Customer Service: 131046		

Glenwood



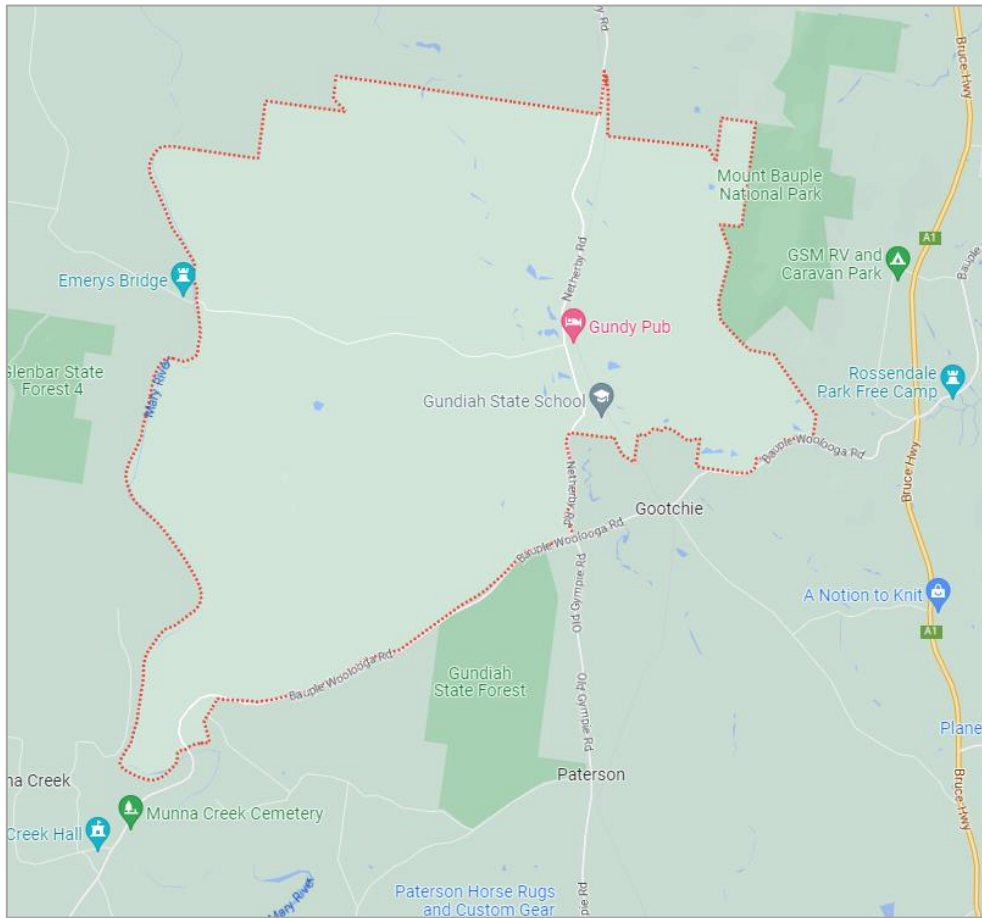
Community Hall	Glenwood Community Hall			
	✓ Evacuation Centre	✓ Defibrillator	✓ First Aid Kit	✓ Portable Generator
Population	2,137 (2021 Census)			
Contacts	Burrum Heads Rural Fire Brigade 34 Bushnell Road Burrum Heads, QLD, Australia 4659 Ph: 07 4122 0337 Mobile: 0458 680 426			
	Local Police: 07 4123 8100 Policelink: 131 444			
	SES: 132 500 223 Burrum Heads Road, Burrum Heads ses.burrumheads.4659@gmail.com			
	Ambulance: 07 4199 7404 or 131 233			
	Maryborough Hospital: 07 4122 8222 Hervey Bay Hospital: 07 4325 6666			
	Ergon Faults: 132 296 Customer Service: 131046			

Granville



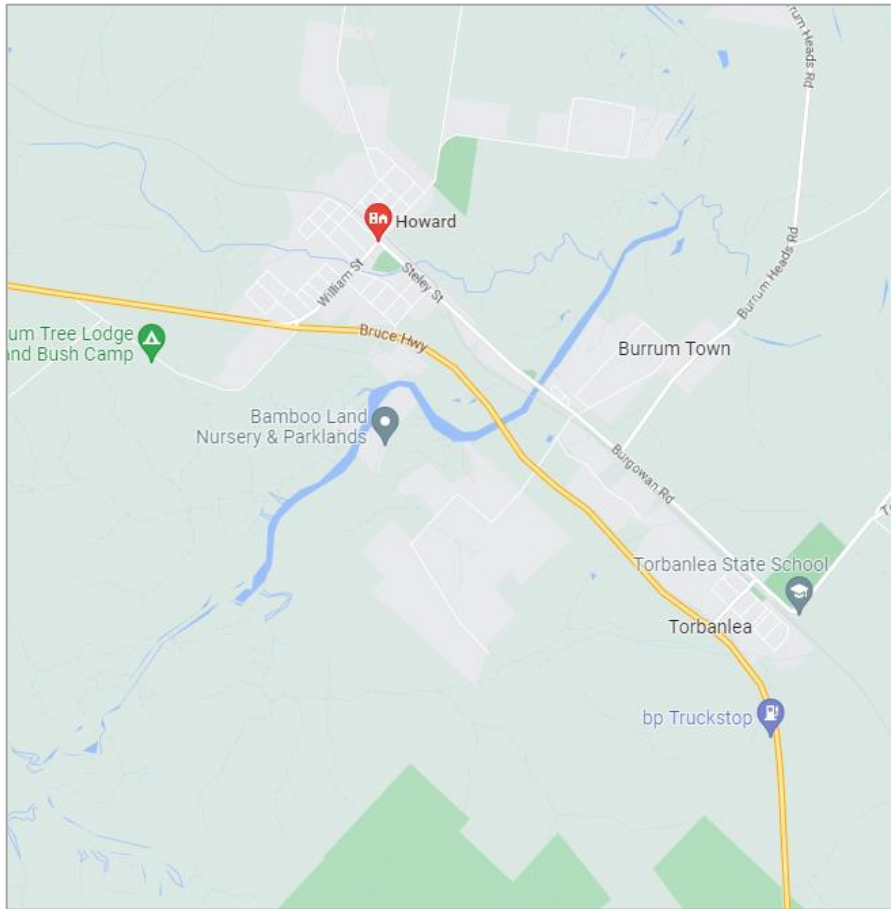
Community Hall	Granville Hall located beside Brendan Hansen Park on Cambridge Street, Granville			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Portable Generator
	Granville Hockey Club, Emergency Services Complex (when activated) 103-113 Steindl Street, Granville.			
Population	2,532 (2021 Census)			
Contacts	Maryborough Fire & Rescue Station Ph: 07 4122 0380 PH: 4190 4801			
	Local Police: 07 4123 8100		Policelink: 131 444	
	Maryborough SES: 132 500 Reed Ave, Maryborough, QLD			
	Ambulance: 07 4199 7404		or 131 233	
	Maryborough Hospital: 07 4122 8222 Gympie Hospital: 07 5489 8444			
	Ergon Faults: 132 296		Customer Service: 131046	

Gundiah



Community Hall	Gundiah Memorial Hall, 6 Main St, Gundiah, QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Portable Generator
Population	89 (2021 Census)			
Contacts	Gundiah Rural Fire Brigade 341 Netherby Road, Gundiah QLD 4650 Ph: 07 4122 0337 Ph: 4129 3244			
	Local Police: 07 4123 8100 Policelink: 131 444			
	SES: 132 500 ses.tiaro@gmail.com 6 Copenhagen Street, Tiaro, QLD			
	Ambulance: 07 4199 7404 or 131 233			
	Maryborough Hospital: 07 4122 8222 Gympie Hospital 07 5489 8444			
	Ergon Faults: 132 296 Customer Service: 131046			

Howard



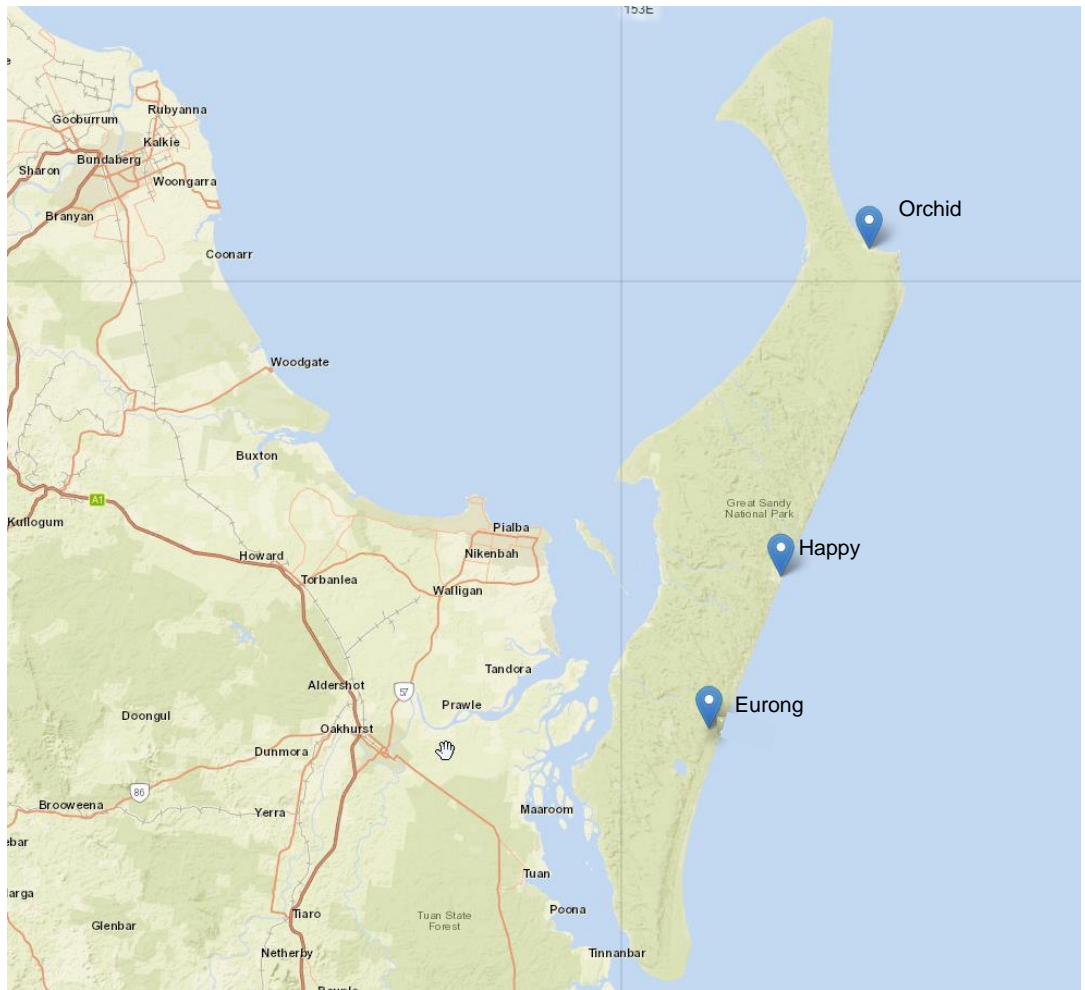
Community Hall	Howard Community Centre 56 Steley St, Howard, QLD			
	✓ Evacuation Centre	✓ Defibrillator	✓ First Aid Kit	✓ Generator
Contact	info@howardcommunitycentre.org.au PH: 4129 0996			
Population	2,235 (2021 Census) including Torbanlea			
Contacts	Howard Torbanlea Rural Fire Brigade Steley St, Howard, QLD, Australia 4659 Ph: 07 4122 0337 Mobile: 0498 674 073			
	Local Police: 07 4123 8100 Policelink: 131 444			
	SES: 132 500 Thomas St, Howard QLD			
	Ambulance: 07 4199 7404 or 131 233			
	Maryborough Hospital: 07 4122 8222 Hervey Bay Hospital: 07 4325 6666			
	Ergon Faults: 132 296 Customer Service: 131046			

Maaroom



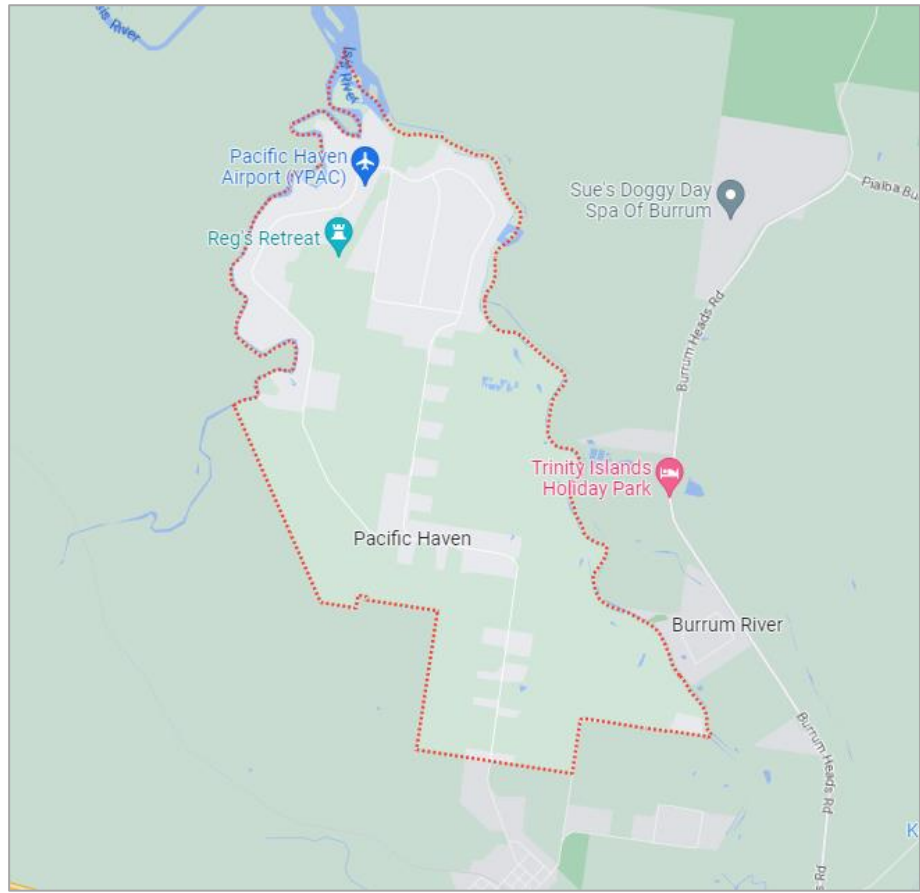
Community Hall	Maaroom Community Hall			
	Granville Road, Maaroom QLD 4650			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Portable Generator
Population	247 (2021 Census)			
Contacts	Sandy Strait Rural Fire Brigade, 7 Snapper Drive, Poona, QLD			
	Ph: 07 4122 0337 (07) 4129 8986			
	sandystraitrffb@bigpond.com			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500 Sandy Strait Shed 55 Eckert Road, Boonooroo, QLD			
	Ambulance: 07 4199 7404		or 131 233	
	Maryborough Hospital: 4122 8222			
Hervey Bay Hospital: 07 4325 6666				
Ergon Faults: 132 296		Customer Service: 131046		
VMR Hervey Bay 07 4128 9666				

Orchid Beach, Eurong and Happy Valley (K'Gari)



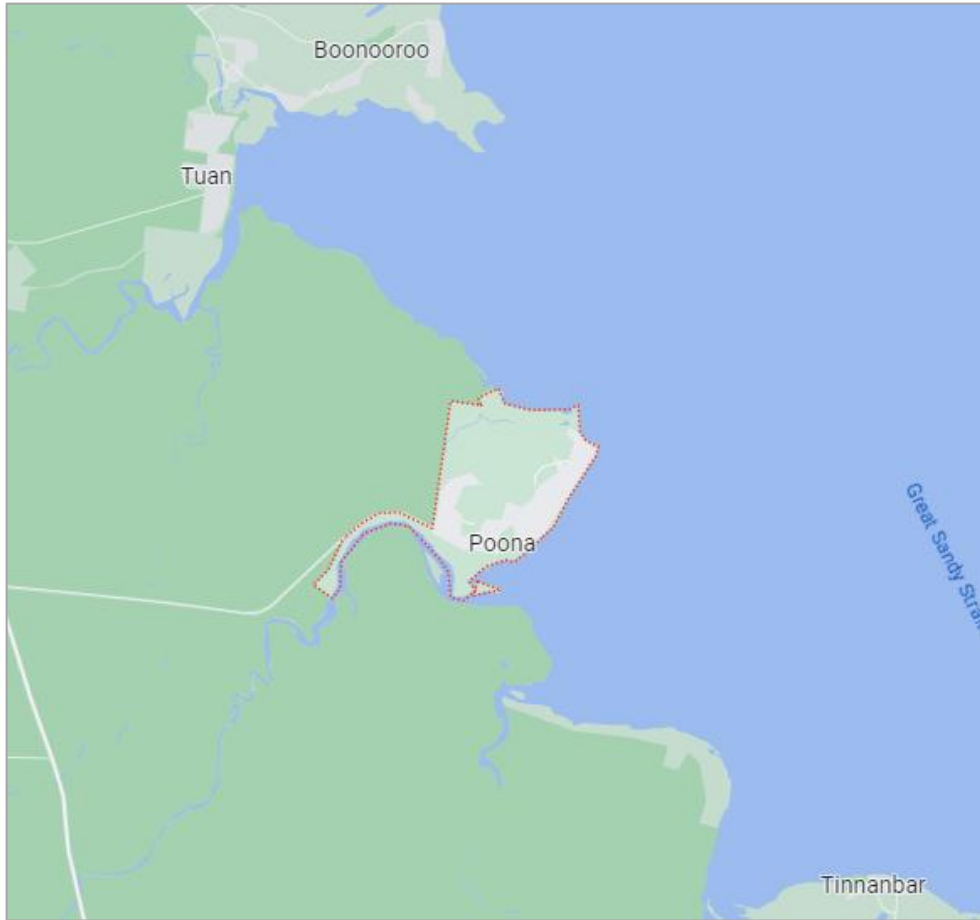
Population	152 (2021 Census) of Fraser Island
Contacts	<p>There is a Rural Fire Brigade Shed in each of the township areas, Eurong, Happy Valley, Orchid Beach, and Kingfisher Bay. If there is bushfire in the National Park, please ring 000, or alternatively 112.</p> <p>Local Police Eurong: 07 4123 7911 Policelink: 131 444 SES: 132 500</p> <p>Ambulance: 07 4199 7404 or 131 233</p> <p>Maryborough Hospital: 4122 8222 Hervey Bay: 07 4325 6666</p> <p>Ergon Faults: 132 296 Customer Service: 131046</p>

Pacific Haven



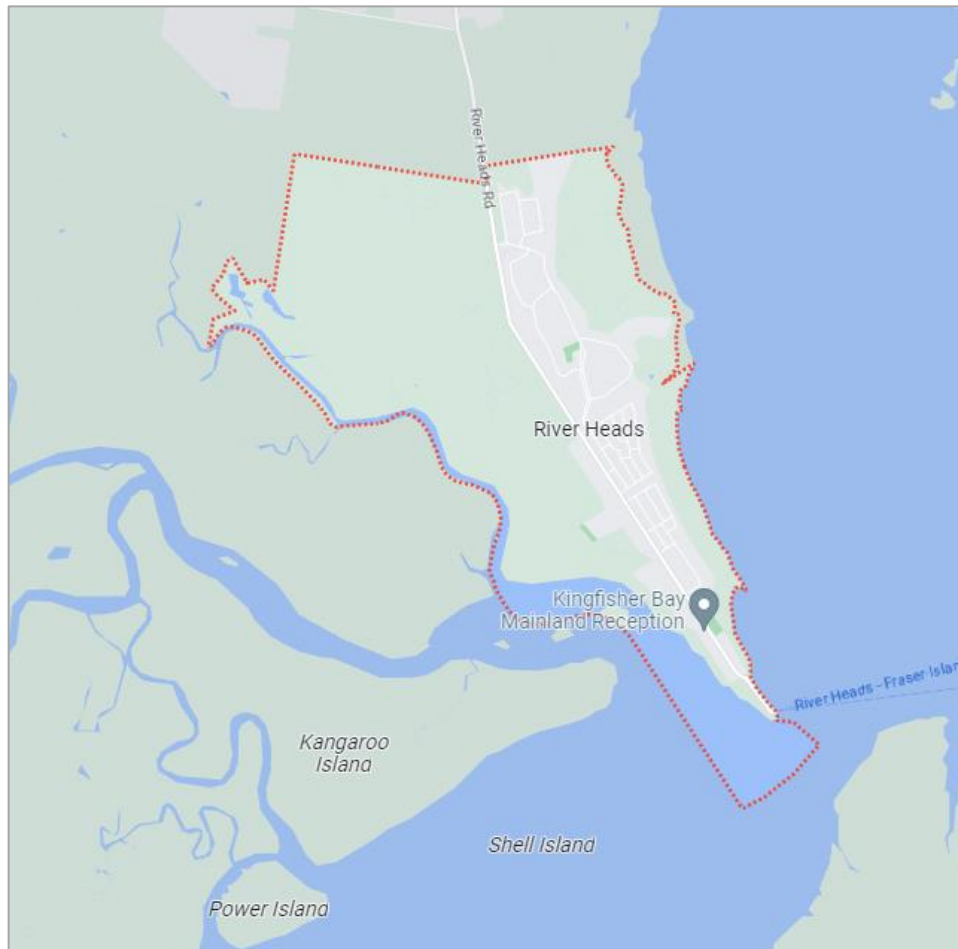
Closest Community Hall	Howard Community Centre 56 Steley St, Howard, QLD			
	✓ Evacuation Centre	✓ Defibrillator	✓ First Aid Kit	✓ Generator
Contact	PHEAG Pacific Haven Emergency Awareness Group			
Population	778 (2021 Census)			
Contacts	Howard Torbanlea Rural Fire Brigade			
	Steley St, Howard, QLD, Australia 4659			
	Ph: 07 4122 0337 Mobile: 0498 674 073			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500			
	Ambulance: 07 4199 7404		or 131 233	
Maryborough Hospital: 07 4122 8222				
Hervey Bay Hospital: 07 4325 6666				
Ergon Faults: 132 296		Customer Service: 131046		

Poona



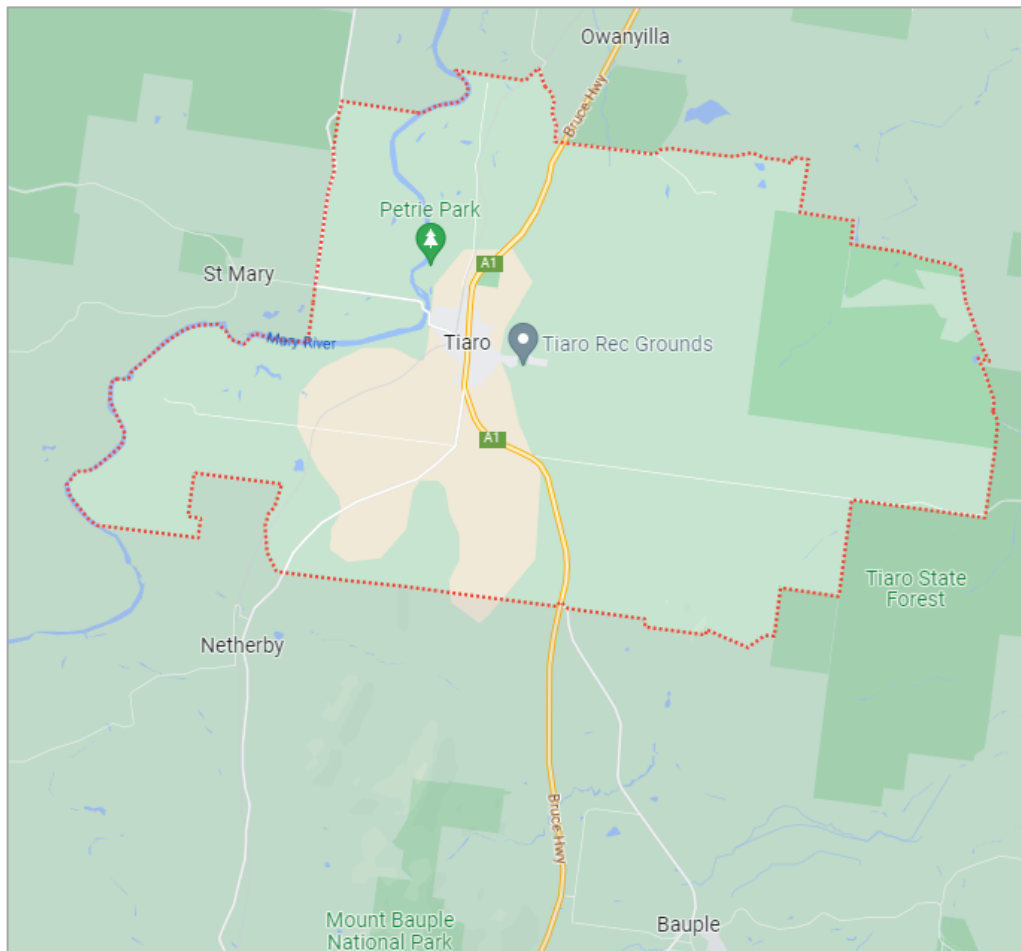
Community Hall	Poona Community Hall			
	9 Snapper Drive, Poona QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Portable Generator
Population	576 (2021 Census)			
Contacts	Sandy Strait Rural Fire Brigade, 7 Snapper Drive, Poona, QLD Ph: 07 4122 0337 (07) 4129 8986 sandystraitrffb@bigpond.com Local Police: 07 4123 8100 Policelink: 131 444 SES: 132 500 Sandy Strait Shed 55 Eckert Road, Boonooroo, QLD Ambulance: 07 4199 7404 or 131 233 Maryborough Hospital: 4122 8222 Ergon Faults: 132 296 Customer Service: 131046 Sandy Strait Coast Guard, 126 Eckert Rd, Boonooroo PH: 07 4129 8141			

River Heads



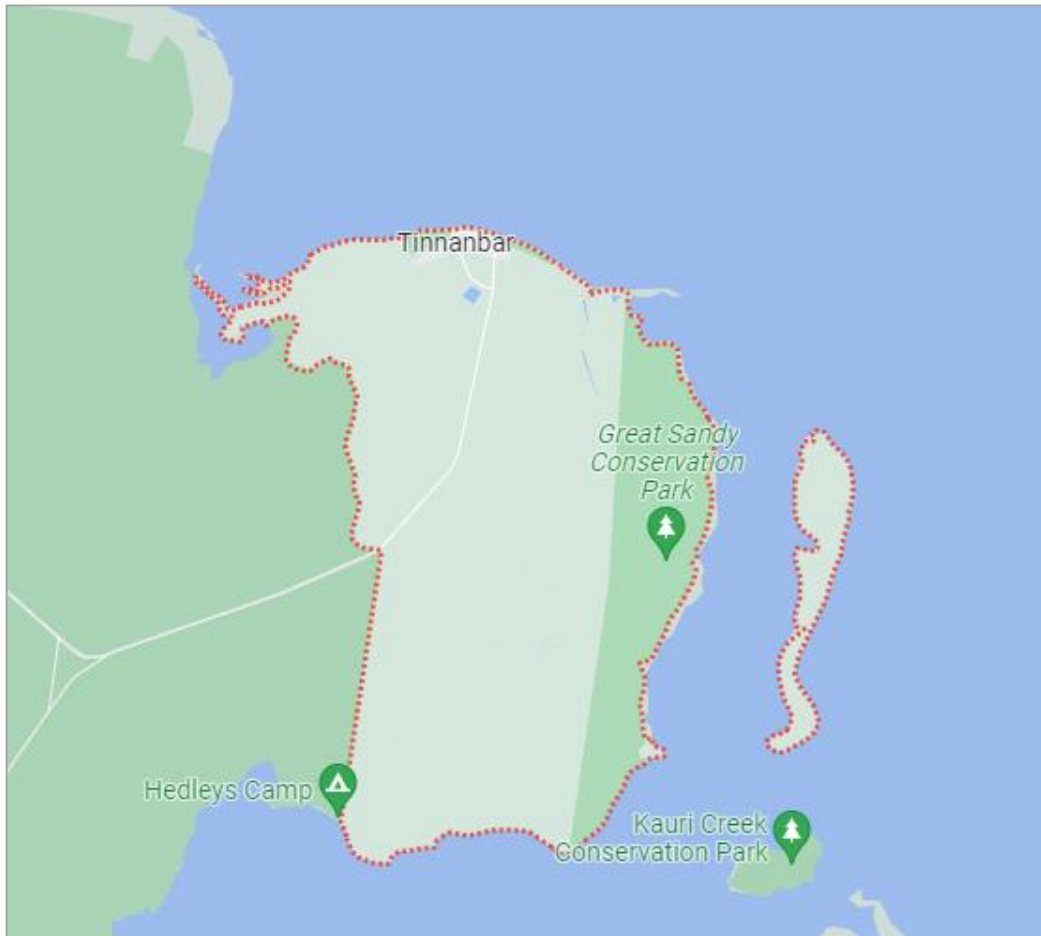
Community Hall	River Heads Community Hall			
	45 Ariadne Street, River Heads QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Fit for Generator
Population	2044 (2021 Census)			
Contacts	River Heads Rural Fire Brigade, 1 Mclvor St, River Heads, QLD			
	Ph: 07 4122 0337 (07) 4125 7897			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500			
	Ambulance: 07 4199 7404		or 131 233	
	Maryborough Hospital: 07 4122 8222			
Hervey Bay Hospital: 07 4325 6666				
Ergon Faults: 132 296		Customer Service: 131046		

Tiaro



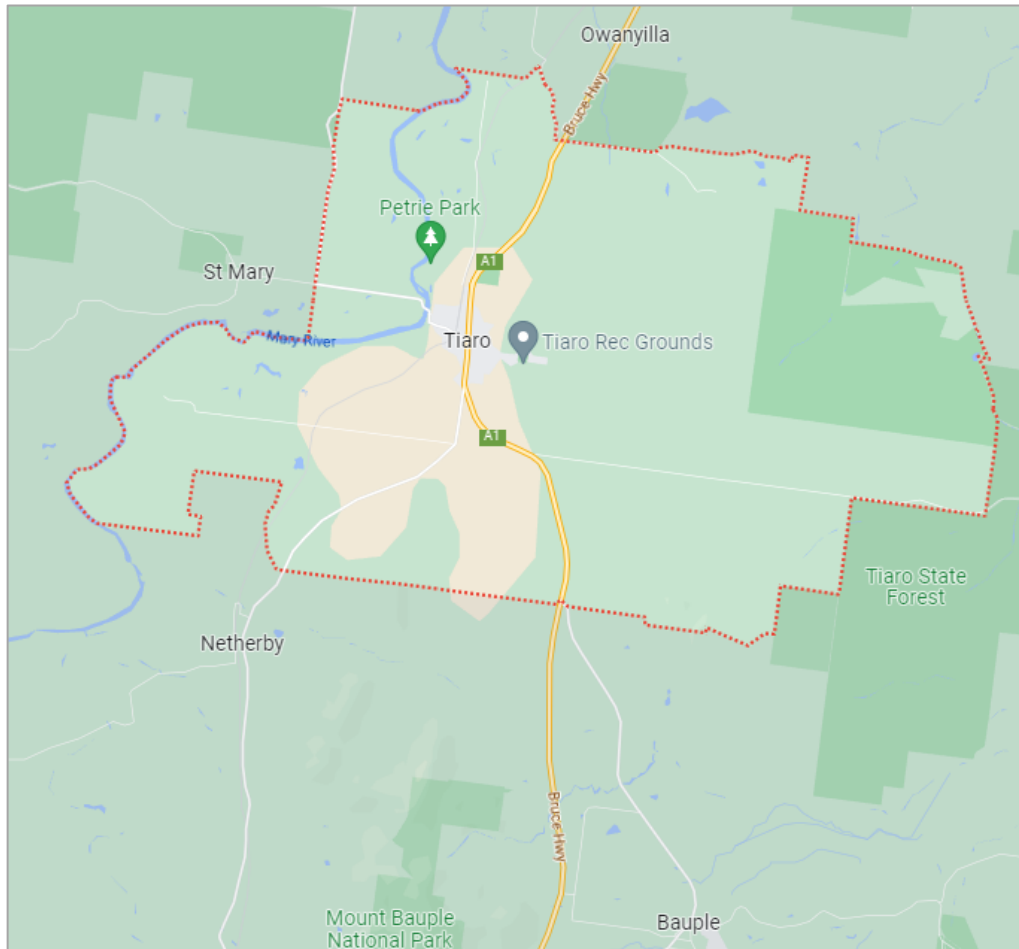
Community Hall	Tiaro Memorial Hall			
	Cnr Mayne Street and Forgan Terrace, Tiaro, QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Generator
Population	778 (2021 Census)			
Contacts	Tiaro Rural Fire Brigade, Ph: 07 4122 0337 0438 211 383			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500			
	Ambulance: 07 4199 7404		or 131 233	
	Maryborough Hospital: 07 4122 8222			
	Ergon Faults: 132 296		Customer Service: 131046	

Tinnanbar



Nearest Community Hall	Poona Community Hall 9 Snapper Drive, Poona QLD			
	✓ Place of Refuge	✓ Defibrillator	✓ First Aid Kit	✓ Portable Generator
Population	64 (2021 Census)			
Contacts	Tinnanbar Rural Fire Brigade Ph: 07 4122 0337			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500 Sandy Strait Shed 55 Eckert Road, Boonooroo, QLD			
	Ambulance: 07 4199 7404		or 131 233	
	Maryborough Hospital: 4122 8222			
	Ergon Faults: 132 296		Customer Service: 131046	
	Sandy Strait Coast Guard, 126 Eckert Rd, Boonooroo PH: 07 4129 8141			

Toogoom



Community Hall	Toogoom Community Hall CNR O'Regan Creek Rd and, Toogoom Rd, Toogoom QLD 4655			
	✓ Place of Refuge	✓ Defibrillator	*First Aid Kit	* Generator
Population	2596 (2021 Census)			
Contacts	Toogoom Rural Fire Brigade, 53 Shellcot Street, Toogoom QLD Ph: 07 4122 0337			
	Local Police: 07 4123 8100		Policelink: 131 444	
	SES: 132 500			
	Ambulance: 07 4199 7404		or 131 233	
	Hervey Bay Hospital: 07 4325 6666			
	Ergon Faults: 132 296		Customer Service: 131046	

Appendix A: Evacuation of Council Owned Caravan Parks

General Information

This Action Plan is designed to minimise the risks to caravan park patrons without impeding a ‘whole of community’ evacuations that may also be taking place. This *Evacuation Action Plan* is for the response required to evacuate caravan parks under the jurisdiction of Fraser Coast Regional Council.

The caravan parks are at risk from storm tide inundation because of their coastal locations. The three Hervey Bay parks (Torquay, Scarness and Pialba) lie within the **RED** storm tide zone which indicates that there is a very high possibility that these parks will experience storm tide flooding.

Burrum Heads Caravan Park lies in the **YELLOW** zone, indicating likely inundation from storm tides 2 – 4 metres above HAT.

All four Council caravan parks are within the defined ‘Tsunami Risk Area’ and the parks are at risk of inundation and/or damage from a tsunami. This assumption applies more with tsunamis originating from the north, as a level of protection will be afforded to mainland communities due to the location of Fraser Island if a tsunami comes from a southerly direction. Tsunami and storm surge events from a northerly direction could compound because of a ‘funnelling’ effect between the southern end of the Great Barrier Reef and the northern tip of Fraser Island.

Objectives

To ensure that appropriate and timely warnings are provided to assist preparations if an evacuation of the caravan parks is required.

- ensure that patrons of the Torquay, Scarness, Pialba and Burrum Heads Caravan Parks receive factual information on predicted weather events to enable voluntary self-evacuation
- ensure one central point of contact is established (Local Disaster Coordinator) who will be responsible for providing factual and relevant advice to Managers of all Council caravan parks in times of weather events or other incidents
- ensure that caravan park Managers have taken appropriate action with park patrons and actions are reported back to the Local Disaster Coordinator
- In the event of a voluntary or directed evacuation, all caravan parks are to be vacated by patrons prior to the predicted arrival of the hazard

Torquay Beachfront Tourist Park

The Torquay Caravan Park is situated on Charlton Esplanade at Torquay between Fraser Street and Mack’s Road. This location has direct access to the beach on the northern / eastern side of the park, and to Charlton Esplanade as the southern / western boundary. Charlton Esplanade is the primary access/egress route, with Fraser Street and Mack’s Road providing secondary access/egress.

Large trees, including large figs, populate the whole of the park area. These will be of concern in a ‘wind event’ that would be associated with cyclones or lows and may cause safety concerns for people and property.

Facilities at the Torquay Caravan Park include two toilet/shower blocks with laundries included, two covered camp kitchens and two covered BBQ areas, a Managers residence and office. The Torquay Park has the capacity for 100 caravans and during the highest risk time, from December to February, would be close to full capacity.

There are no permanent residents at Torquay Caravan Park and all caravans are mobile.

High tide mark at the Torquay Caravan Park



Scarness Beachfront Tourist Park

The Scarness Caravan Park is situated on Charlton Esplanade at Scarness between Queen Street and Tavistock Street. This location has direct access to the beach on the northern / eastern side of the park, and to Charlton Esplanade as the southern / western boundary. Charlton Esplanade is the primary access/egress route, with Queens Street, Denman’s Camp Road and Frank Street all providing secondary access/egress.

Large trees, including large figs, populate the whole of the park area. These will be of concern in a ‘wind event’ that would be associated with cyclones or lows and may cause safety concerns for people and property.

Facilities at the Scarness Caravan Park include three toilet/shower blocks, with laundries included in two of the blocks, two covered camp kitchens, Manager’s residence, office and games room. The Scarness Park has the capacity for 120 caravans, and during the highest risk time, from December to February, would be close to full capacity.

There are no permanent residents at Scarness Caravan Park and all caravans are mobile.

High tide mark at the Scarness Caravan Park



Pialba Beachfront Tourist Park

Pialba Beachfront Tourist Park is situated on Charlton Esplanade at Pialba between Beach Road and Main Street. This location has direct access to the beach on the northern/eastern side of the park, and to Charlton Esplanade as the southern/western boundary. Charlton Esplanade is the primary access/egress route, with Beach Road, Thomas Street and Main Street all providing secondary access/egress. Between the park and Charlton Esplanade there is a roadside drain that has a history of flooding during excessive rain events.

Pialba Caravan Park contains a number of very large Moreton Bay fig trees along the southern boundary of the park. These will be of concern in a 'wind event' that would be associated with cyclones or lows and may cause safety concerns for people and property.

Facilities at the Pialba Park include four toilet/shower blocks, three with laundry facilities, one covered camp kitchen, two covered BBQ areas, a Manager's residence, and a reception office and games room. The Pialba Caravan Park has the capacity for 160 caravans, and during the highest risk time, from December to February, would be close to full capacity.

There are no permanent residents at Pialba Caravan Park and all caravans are mobile.

High tide mark at the Pialba Caravan Park



Burrum Heads Beachfront Tourist Park

Burrum Heads Caravan Park is divided in two by a suburban street (Burrum Street) which runs through the middle of the park in an east/west direction. The park is bounded to the north by the Esplanade, which adjoins the Burrum and Isis Rivers (estuary) but only provides pedestrian access/egress. The park is exposed to the direct influences of easterly and north-easterly generated events. The merging of the Burrum and Isis Rivers can increase risks if both are in flood. The Burrum River also must cope with the influx of flood waters from the Cherwell River, a reasonably short distance upstream. Vehicular access/egress to and from the northern section of the park is provided via Burrum Street and then Burrum Heads Road, with access to the southern section of the park via Burrum Street or via Howard Street and then Burrum Heads Road.

Large trees, including large figs, populate the whole of the park area. These will be of concern in a 'wind event' that would be associated with cyclones or lows and may cause safety concerns for people and property.

Facilities at the Burrum Heads Park include two toilet/shower blocks, one with laundry facilities, one covered camp kitchen, a covered BBQ area, a Manager's residence and a reception office. The Burrum Heads Caravan Park has the capacity for 100 caravans, and during the highest risk time, from December to February, would be close to full capacity.

There are no permanent residents at Burrum Heads Caravan Park and all caravans are mobile.

High tide mark at the Burrum Heads Caravan Park



Response Actions

Preparation Trigger – Stage 1 (> 12 hours from event)

The Bureau of Meteorology (BOM) provides information on weather events. Warnings will be broadcast on ABC radio, television and on the BOM website www.bom.gov.au, and messages are sent to key personnel in the Disaster Management system.

In the event of a cyclone, BOM will broadcast warnings on radio and update reports on its website www.bom.gov.au, as soon as a cyclone has been categorised and named. As many Queensland's cyclones form in the north of the State it could be 2-3 days before the impact may be felt on the Fraser Coast.

It is during this time that the Local Disaster Coordinator will advise the park managers to notify their patrons that a cyclone warning is current.

Dependant on the category of the cyclone, it may be prudent for the Local Disaster Coordinator to suggest voluntary self-evacuation at this time so that patrons can take caravans, boats, trailers etc. with them.

It may also be prudent to advise park patrons that if they don't voluntarily evacuate and are later directed to evacuate under a "directed evacuation order", it may not be possible to take their caravans, boats, trailers etc. with them at that time.

The Local Disaster Coordinator will monitor the warnings from BOM and update the caravan park Managers with that information.

Caravan Park Managers Preparatory Actions

Actions	Tasks	Responsible Person	Completed V
Action 1.	Notify all park patrons of impending threats	Caravan Park Manager	
Action 2.	Print out resident visitor list with names and contact numbers	Caravan Park Manager	
Action 3.	Print out contact details for all vital services e.g. emergency services, plumbers, electricians, RACQ, tow trucks etc.	Caravan Park Manager	
Action 4.	Ensure Basic First Aid Kit is available	Caravan Park Manager	
Action 5.	Save all information on computer to back up disc/USB stick and pack to be taken off site	Caravan Park Manager	
Action 6.	Open gates to enable ease of leaving (if applicable)	Caravan Park Manager	
Action 7.	Use BOM site for information to answer enquiries www.bom.gov.au/products/IDR083.loop.shtml#skip	Caravan Park Manager	
Action 8.	Listen to ABC Local Radio updates, or other radio channels	Caravan Park Manager	
Action 9.	Monitor Fraser Coast Facebook page, Disaster Dashboard and Council's website for updates	Caravan Park Manager	
Action 10.	Ensure sandbags are ready to place in toilets to avoid sewerage reflux	Caravan Park Manager	
Action 11.	Store documents in the safest and most secure location available	Caravan Park Manager	
Action 12.	Ensure all portable outdoor furniture, bins and other loose items are stored within buildings or safely secured	Caravan Park Manager	
Action 13.	Ensure patrons who require assistance e.g. without transport, disabled etc. have made the arrangements for their evacuations	Caravan Park Manager	

Preparation Trigger – Stage 2 (< 12 hours from event)

If a severe weather event is likely to impact the Fraser Coast, the BOM will upgrade its warnings for the region at least 12 hours prior to expected impact. If a cyclone is a category 3 or higher, the Local Disaster Management Group may give the voluntary evacuation notifications early to allow time for the evacuations. If necessary, a **'directed evacuation order'** may be given which is a lawful direction from the Police and must be complied with.

Local Disaster Management Group Actions – Council

Actions	Tasks	Responsible Person	Completed ✓
Action 1.	The Local Disaster Coordinator should ‘strongly recommend’ voluntary self-evacuation	Local Disaster Coordinator	
Action 2.	Council’s Media Officers will provide the Local Disaster Coordinator with a media release regarding evacuations	Communications and Media Team	
Action 3.	The media release is to be relayed by park Managers to all park patrons, to ensure consistency of information	Caravan Park Managers	
Action 4.	When requested by the Local Disaster Coordinator, all caravan park Managers will ‘strenuously recommend’ all patrons to voluntarily self-evacuate the parks	Caravan Park Managers	
Action 5.	The Local Disaster Coordinator may ask the District Disaster Coordinator to declare a disaster situation and authorise a ‘directed evacuation order’ for Council’s caravan parks	Local Disaster Coordinator	
Action 6.	If a patron refuses to evacuate, they must be advised that Council and the Park Managers will take no responsibility for their safety or their property	Caravan Park Managers	
Action 7.	If a ‘directed evacuation’ occurs patrons are to be advised they may not be able to take their caravans, boats, trailers etc. along the evacuation routes	Caravan Park Managers	
Action 8.	Patrons are to be advised that a ‘directed evacuation order’ is a lawful direction and must be complied with	Caravan Park Managers	
Action 9.	No persons will be allowed to re-enter any caravan park until a ‘damage assessment’ has been conducted on the site, and to including unsafe trees		

Evacuation Planning Checklist

Action	Responsible Agency Officer /	Specific Information	Status
Decision to Evacuate			
<p>Consider the specific circumstances of the event and review/refine the Evacuation Strategy considering:</p> <ul style="list-style-type: none"> • advice from relevant authorities on severity, arrival and impact area • the applicability of pre-determined vulnerable zones and modification of existing or development of additional maps as required. • the nature of the “at risk” population • the capacity of proposed evacuation routes to support rapid egress given the specific event related conditions • the suitability of safer locations • the requirements of special needs persons and associated actions • specific transport issues • the availability of appropriate resources to effectively manage all aspects of the evacuation 			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Consider all aspects with particular emphasis on the time required to complete the evacuation and the lead time available. Conduct a local risk assessment. Is evacuation the most suitable option?</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Decide on the type of evacuation being contemplated</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Define the timeframe for conduct of evacuation if pre-impact</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Determine the amount of external assistance that may be required to effect evacuation</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Advise DDC that evacuation decision has been made and make a request for assistance, if required</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Recommend to DDC that directed evacuation is required</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed

Action	Responsible Agency Officer /	Specific Information	Status
Resources			
Ensure adequate copies of evacuation zone maps for operational teams (FCRF GIS, IntraMaps, SDCC SAP)			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Check current and predicted status of evacuation routes			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Populate Evacuation Order templates with relevant information including affected zones and sequence of evacuation. Hold pending approval for release. See Information & Warnings Templates			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Confirm and ready warning mechanisms			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Where transportation will be required, review Transport Strategy			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Refine traffic management strategy and stage traffic control devices at locations if necessary			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Confirm evacuation centres, arrange opening, manning of centres and test of communication system back to LDCC			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Activate Evacuation Centre Management Sub-plan			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Where warning mechanisms will include door knocking, mobile public address systems etc. refine grid/locality system to ensure coverage			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Warnings			
Upon authorisation for release, issue voluntary evacuation advice to exposed population			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Provide notice to “at risk” persons to evacuate			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Receive authorisation for directed evacuation from DDC, if required			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Issue directed evacuation order to the “at risk” persons			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Provide evacuation teams with written order to be provided to members of public			<input type="checkbox"/> Assigned

Action	Responsible Agency Officer /	Specific Information	Status
			<input type="checkbox"/> Completed
Withdrawal			
Activate traffic management strategy			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Activate door to door evacuation teams			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Activate transport strategy			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure evacuation messages continue to be conveyed to public.			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Consider the needs of the identified vulnerable population			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Provide regular situation reports on evacuation to DDMG			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure regular reporting from field teams of completed tasks			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Implementation of security strategy for evacuated areas			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Shelter			
Identify locations suitable for use as Evacuation Centres			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure evacuation centre management is in accordance with Evacuation Centre Management Sub Plan			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Request and maintain a record of evacuees at evacuation centres. Use programs such as NRIS			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Return			
Determine areas that are safe for return with consideration of the following issues: <ul style="list-style-type: none"> • results of damage assessment • health and safety issues • functioning of utilities; power, water, sewerage and communications 			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed

Action	Responsible Agency Officer /	Specific Information	Status
<ul style="list-style-type: none"> status of repair; clearing and re-opening of roads 			
<p>Review and modify the Return Strategy, addressing:</p> <ul style="list-style-type: none"> specific areas deemed safe for return security of damaged, unsafe structures or infrastructure detailed return advice to evacuees transportation requirements 			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Advise DDMG of Return Strategy being implemented</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Issue information on return strategy for evacuees. Distribute return advice to Evacuation Centres. Tailor advice to vulnerable populations</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Release appropriate information to returning evacuees on reactivation of utilities, damage repairs, clean up and debris removal, process for human/social recovery support services</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Maintain security controls for those areas that cannot be safely reoccupied</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Ensure the coordination of temporary housing for evacuees unable to return to their residences</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Close evacuation centres</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<p>Complete final situation report on evacuation and stand down Evacuation Committee, if this committee has been established</p>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed