

Attachment 1

LOGAN CITY COUNCIL



LOCAL DISASTER MANAGEMENT PLAN

PART -1

MANAGEMENT PLAN CONTEXT

Prepared by
Logan City Local Disaster Management Group
under the provisions of the
Disaster Management Act 2003

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1. DESCRIPTION OF LOGAN CITY

1.1 LOCALITY

Logan City is located in the heart of south-east Queensland, midway between Brisbane and the Gold Coast. It occupies a roughly rectangular area of about 35km from east to west and 15km from north to south. It has an area of around 250 square km and shares borders with five other local governments - Brisbane City to the north, Ipswich City to the west, Beaudesert Shire and Gold Coast City to the south, and Redland Shire to the east.

1.2 TOPOGRAPHY

Logan City occupies the northern side of the flood plain of the Logan River and is bisected by Scrubby Creek, the largest of Logan's northern tributaries. The western side of the City is bisected by the north-flowing Oxley Creek, a tributary of the Brisbane River. The topography is generally flat to gently undulating. Elevations range from under 2m along the Logan River at the eastern edge of the City to around 150m in the suburb of Daisy Hill in the north-east of the City.

1.3 CLIMATE

Logan City lies immediately inland from the Queensland Coast at approximately 27.6° south latitude and consequently has a moist sub-tropical climate. Rainfall is seasonal, with the heaviest rain occurring during the summer months, and the most extreme rainfall events are generally associated with tropical cyclones. Temperatures rarely exceed 35.0° C or go below 10.0° C for extended periods.

1.4 VEGETATION

Logan City has a very diverse range of natural vegetation types. There are significant examples of most habitats that remain undisturbed by development. Extensive areas have however been cleared of natural vegetation to make way for cropping and grazing, as well as for urban development.

1.5 POPULATION

Logan City had a population of 167,808 according to the National Census taken in June 2001. The most densely populated neighbourhood (as per 2001 Census) was in Rochedale South with 15,297 persons. The lowest densities are in the rural and urban fringe areas. The median age for Logan City's residents is 31 years, with 25.2% of the population under 15 years of age, and only 5.9% of the population over 65 years.

1.6 TRANSPORT

Logan City is heavily reliant on its transport links to the rest of the world. The major links are:

- a) A number of major south-east arterial roads, including the Mount Lindesay Highway, Logan Motorway, and the Pacific Highway/M1 Motorway that links it to Brisbane to the north and Gold Coast to the south. All freight into and out of the City is carried by road;
- b) Logan City has four (4) railway stations (Trinder Park, Woodridge, Kingston, and Loganlea) on the Citytrain commuter service, Gold Coast line. There are no rail freight services. The interstate rail line runs roughly north to south through the suburbs of Hillcrest, Forestdale, Boronia Heights, and Greenbank;
- c) There are no seaport, or airport facilities in the City.

1.7 INDUSTRY

Logan City has more than 7,000 businesses, and the industry in Logan is primarily focused on service, retail and manufacturing. Approximately 360 businesses export their products from Logan, and there are three (3) significant industrial estates located within Logan City.

1.8 INFRASTRUCTURE

Logan City draws its power supply from the State grid, and the major transmission lines are operated by Powerlink Queensland. There are in excess of 50 transmission line pylons located within the city.

Water supply for Logan City is provided by Brisbane Water, drawn from the Brisbane River and treated at three (3) major facilities nearby. Logan City has three (3) main water reservoirs located at Kimberley Park, Springwood, and Greenbank, as well as a number of smaller water storage facilities.

1.9 SERVICES

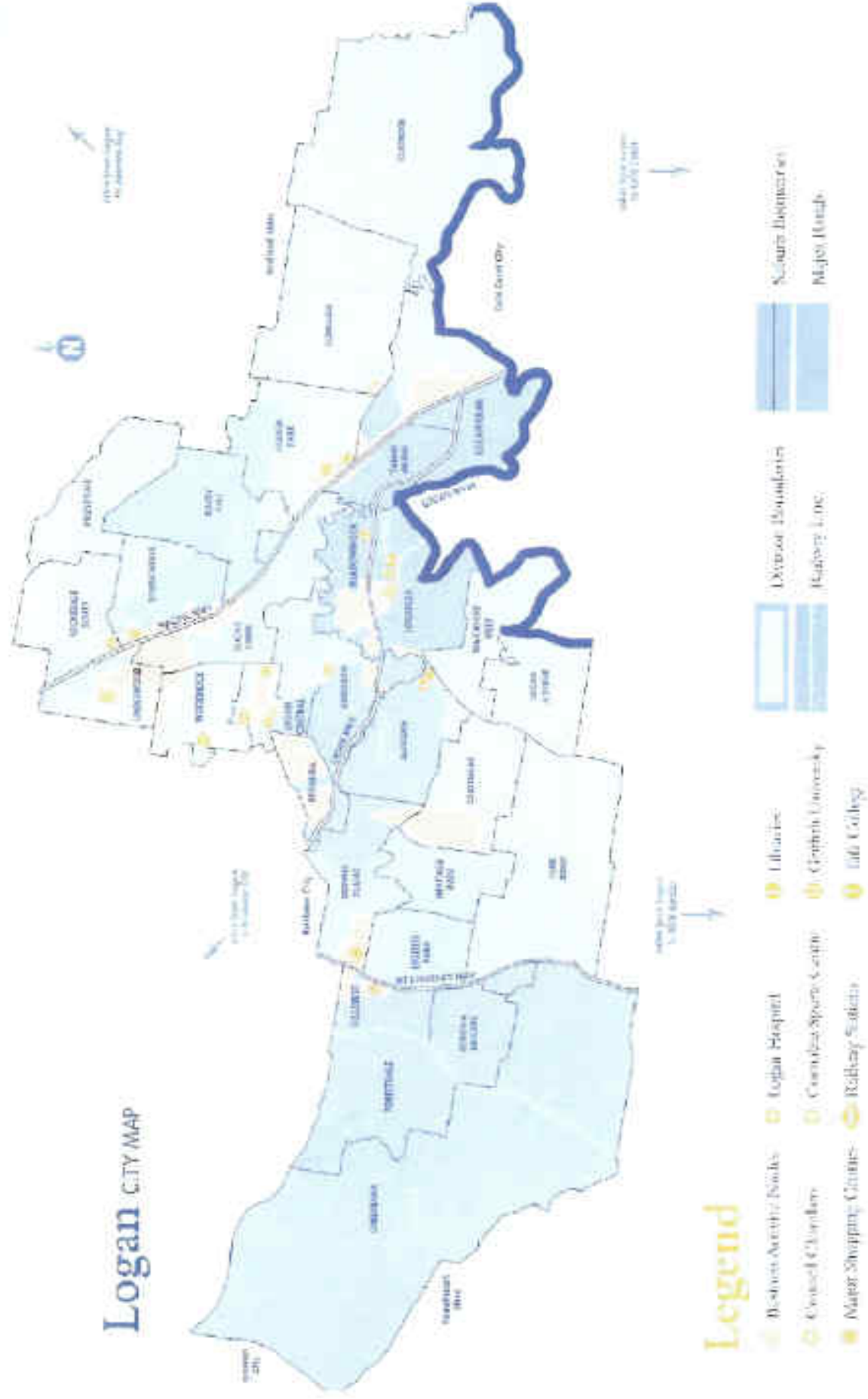
The Queensland Police Service has four (4) stations within the city's boundaries. These are located at Logan Central, Slacks Creek, Browns Plains and Loganholme. Logan Central is also home to the Logan District Police Headquarters.

The Queensland Ambulance Service has three (3) stations located within the city's boundaries, and these are located at Woodridge, Springwood, Browns Plains.

The Queensland Fire and Rescue Service has three (3) stations located within the city's boundaries and these are located at Woodridge, Loganlea, and Browns Plains.

Logan City also has one (1) public hospital, located at Armstrong Road, Meadowbrook.

2. LOGAN CITY MAP



3. THREATS TO LOGAN CITY

3.1 THE THREATS

The main threats to the City of Logan have been identified as:

- a) Flood;
- b) Storm and tempest (wind, rain, hail);
- c) Major transport accident (road, air, rail);
- d) Fire;
- e) Hazardous substances accident;
- f) Communicable diseases;
- g) Earthquakes.

3.2 ANALYSIS OF THE THREATS

3.2.1 Flood

Floods in the Logan River and its tributaries pose a moderate natural hazard risk. Flooding occurs generally each year at some time between December and April. In 1996 a new bridge was constructed at Waterford on Kingston-Beenleigh Road with a deck level of RL 11.00. The Bureau of Meteorology classifies major floods at this location as greater than RL 9.00. Slacks Creek and Scrubby Creek can cause major inconvenience and disruption to the suburbs of Kingston, Marsden, Slacks Creek, and Loganlea.

3.2.2 Storm and Tempest

Severe wind, rain and hail storms pose a low to moderate risk to the Logan community, and these do occur from time to time and could affect any part of the City. Potential exists for large scale structural damage to residences and businesses, services interruptions and economic loss to the community.

3.2.3 Major Transport Accident

- a) Road - The Pacific Highway/M1 Motorway, Mt Lindesay Highway, and the Logan and Ipswich Motorways are the main arterial roads which form part of a major road system within the City which carries a myriad of transport from heavy transports, intercity and tourist coaches, school buses to ordinary motoring traffic. Road accidents of any size and complexity may not affect a large number of residents directly but could stretch the capabilities of the emergency services.
- b) Air - The possibility of an aircraft accident is real. Flight paths of major passenger aircraft both in and out of Brisbane pass over the City each day. Aircraft accidents would extend all emergency services.
- c) Rail - The Brisbane to Sydney Railway passes through Forestdale, Hillcrest and Greenbank in the west of the City. Adjacent to the Army Camp, this area is mostly undeveloped and access could be difficult in parts. The Brisbane to Gold Coast electric passenger service passes through the residential suburbs of Woodridge, Kingston and Loganlea. The duplication of this line has minimised the possibility of accidents.

3.2.4 Fire

The rural residential areas in the east and west of the City are vulnerable to bush fire damage. Light Industrial areas at Loganholme, Slacks Creek, Kingston, Marsden and Browns Plains could pose major problems if fumes from factory fires caused evacuations of nearby residential areas.

3.2.5 Hazardous Substances Accident

There is always potential disaster while there exists the storage and/or transportation of toxic, flammable, gaseous and infectious substances. In particular the areas most vulnerable are those in the vicinity of the light industrial areas mentioned above.

3.2.6 Communicable Diseases

The outbreak of a communicable disease throughout the City could cause the health system to be taxed beyond its capacity. The threat this would pose to the community would depend on the circumstances.

3.2.7 Earthquakes

A disaster of this type which causes damage to property, essential services and perhaps loss of life could occur but the degree of threat is extremely low. Such disaster could stretch the resources of the Local Disaster Management Group (LDMG) and would more than likely require outside assistance from the District Disaster Management Group.

4. MANAGEMENT OF THREATS

The following agencies have been designated as either primary or support organisations for each of the threats. The support column is indicative only. A particular disaster will cause greater emphasis to be placed on a particular service. Specialist back-up services have not been listed but will form part of the participating support teams.

THREAT	LEAD AGENCY	SUPPORT ORGANISATIONS
Evacuation	Qld Police Service	<ul style="list-style-type: none"> • Logan City Council • State Emergency Service • Bureau of Meteorology • Qld Ambulance Service • Qld Fire and Rescue Service • Dept of Main Roads • Dept of Public Works and Housing - Q Build • Dept Communities
Flood, Storm and Tempest	Logan City Council	<ul style="list-style-type: none"> • Bureau of Meteorology • State Emergency Service • Qld Police Service • Qld Ambulance Service • Qld Fire and Rescue Service • Dept of Main Roads • Energex • Telstra • Energex Gas • Dept of Public Works and Housing - Q Build
Road Accident	Qld Police Service	<ul style="list-style-type: none"> • Qld Fire and Rescue Service • Qld Ambulance Service • Logan Hospital • State Emergency Service • Logan City Council • Dept of Main Roads • Energex
Air Accident	Qld Police Service	<ul style="list-style-type: none"> • Qld Fire and Rescue Service • Qld Ambulance Service • Logan Hospital • State Emergency Service • Logan City Council • Airservices Australia • Energex
Rail Accident	Qld Police Service	<ul style="list-style-type: none"> • Qld Fire and Rescue Service • Qld Ambulance Service • Logan Hospital • State Emergency Service • Logan City Council • Qld Rail • Dept of Main Roads • Energex

THREAT	LEAD AGENCY	SUPPORT ORGANISATIONS
Rural Fire	Qld Fire and Rescue Service	<ul style="list-style-type: none"> • Qld Police Service • Qld Forestry Service • Qld Ambulance Service • State Emergency Service • Logan Hospital • Logan City Council • Energex
Urban Fire	Qld Fire and Rescue Service	<ul style="list-style-type: none"> • Qld Police Service • Qld Ambulance Service • State Emergency Service • Logan Hospital • Logan City Council • Energex • Telstra
Hazardous Chemical Accident	Qld Fire and Rescue Service	<ul style="list-style-type: none"> • CHEM Unit • Qld Police Service • Qld Ambulance Service • State Emergency Service • Logan Hospital • Logan City Council • Energex
Communicable Diseases	Queensland Health	<ul style="list-style-type: none"> • Logan City Council • Logan Hospital • Qld Ambulance Service • Qld Police Service • State Emergency Service
Earthquake	Logan City Council	<ul style="list-style-type: none"> • Qld Police Service • Qld Fire and Rescue Authority • Qld Ambulance Service • State Emergency Service • Dept of Main Roads • Qld Rail • Logan Hospital • Dept of Public Works and Housing - Q Build • Dept of Defence • Government Undertaker • Energex • Telstra • Energex Gas

5. OPERATIONAL RESPONSIBILITIES

This section defines the respective responsibilities of organisations involved in disaster management activities to ensure effective support during operations. The responsibilities shown below are to be regarded as indicative only. Circumstances may require that further responsibilities could be bestowed upon a support authority by the primary organisation that is managing a particular disaster.

ORGANISATION	ROLES AND RESPONSIBILITIES
Logan City Council	<ul style="list-style-type: none"> • Establishment of the Logan City Disaster Co-ordination Centre; • Public warnings and advice; • Collection and interpretation of meteorological warnings and data; • Establish and maintain Logan City recorded flood information; • Protection, maintenance and restoration of water and sewerage services; • Monitor water quality; • Assessment and control of chemical pollution of water supply; • Maintenance of drainage systems; • Assessment and safety of damaged buildings; • Assessment of emergency housing; • Assessment of emergency shelter sites; • Sign posting, barricading and road maintenance; • Road closures as required; • Clearance of debris; • Establishment, monitor and maintenance of all refuse disposal sites; • Co-ordination of clean-up of private dwellings; • Assistance in animal control; • Provision of animal records; • Monitor safe disposal of dead animals; • Preservation and advice on public health and hygiene matters; • Assistance in vaccination programs; • Vermin and vector control; • Monitor sewerage, waste water and hazardous waste disposal; • Monitor safety of food supplies; • Assist medical response with Queensland Health; • Provide personnel, plant and equipment as necessary; • Maintain effective liaison with District Level Disaster Authorities.
Queensland Health	<ul style="list-style-type: none"> • Command, control and co-ordination of medical resources; • Epidemiological investigation of diseases, contacts and carriers; • Public health advice and warnings; • Psychological and counselling services; • Medical and health care for disabled persons.
Bureau of Meteorology	<ul style="list-style-type: none"> • Flood warning authority; • Severe weather warnings.
Queensland Police Service <ul style="list-style-type: none"> - Logan - Slacks Creek - Browns Plains - Loganholme 	<ul style="list-style-type: none"> • Law and order; • Traffic control; • Crowd control; • Control of evacuation, including registrations; • Co-ordinate rescue of trapped/stranded persons; • Security of specific areas; • Road blocks and diversions;

ORGANISATION	ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Control of disaster victim identification and emergency mortuary facilities where required; • Tracing of persons; • Augmenting emergency communications; • Investigations of offences and accidents; • Assistance with stock destruction; • Control of crime threatened site; • Control of search operations; • Stock control movement; • Assistance on request, with stock and infected material tracing.
State Emergency Service	<ul style="list-style-type: none"> • Provide management system for the employment of public volunteers for use within SES; • Co-ordination of volunteer resources from local community; • Assistance in rescue of trapped/stranded persons; • Assistance in community information services; • Augment emergency communication; • Establishment of short term community welfare services; • Temporary repair to damaged private dwellings or other essential buildings; • Assist police in traffic control, evacuations, warnings, etc; • Provision of emergency lighting; • Establishment of field communication centre at the request of Incident Commander; • Provision of field welfare facilities; • Provision of trained search personnel; • Augment field search and rescue equipment as required; • Marking of wreckage as requested by Incident Commander; • Provision and erection of initial tentage for Field Triage/Treatment Point or Morgue; • Assist in clean-up and recovery operations.
Queensland Ambulance Service	<ul style="list-style-type: none"> • Initial treatment and pre-hospital care of casualties; • Initial triage of casualties; • Transportation of injured.
Energex	<ul style="list-style-type: none"> • Control of electrical hazards; • Restoration of power.
Telstra	<ul style="list-style-type: none"> • Emergency telecommunications; • Restoration of Telstra facilities.
Dept of Main Roads Queensland Rail	<ul style="list-style-type: none"> • Assistance in tracing of animal livestock products being transported; • Halting, off loading and disinfecting of transportation vehicles as required; • Advice on vehicle detour routes; • Provision of heavy earthmoving equipment and personnel as required; • Control and operation of railway, plant and equipment as required; • Clearance of debris and setting up barricades on State Controlled Roads or Rail System.

ORGANISATION	ROLES AND RESPONSIBILITIES
Logan Hospital	<ul style="list-style-type: none"> • Provision of Site Medical Officer or Site Medical Teams as required; • On site field triage of casualties; • On site emergency treatment.
Government Undertaker Dept of Public Works and Housing - Q Build	<ul style="list-style-type: none"> • Removal of deceased persons. • Provision of engineering and logistical requirements to damaged areas; • Supplementary accommodation in schools for evacuation centres.
QES Chem Unit	<ul style="list-style-type: none"> • Technical and chemical advice; • Personnel and equipment to assist QFRS.
Energex Gas	<ul style="list-style-type: none"> • Control of gas hazards; • Restoration of gas supply.
Beenleigh Air-Sea Rescue	<ul style="list-style-type: none"> • Provision of personnel and equipment.
Qld Forestry Service	<ul style="list-style-type: none"> • Provision of State Forestry maps; • Provision of personnel and equipment.
Careflight, and Department of Emergency Services Helicopter Rescue Service	<ul style="list-style-type: none"> • Assist with transportation of personnel and equipment; • Assist with transportation of patients.
Queensland Fire and Rescue Service	<ul style="list-style-type: none"> • Safety of persons in relation to fire prevention, fighting and recovery; • Control of fire in designated fire zone; • Control and clean up of hazardous materials, spillage/release; • Extrication of trapped persons; • Advice and directions on public safety/evacuation from fire/hazardous materials danger zone; • Assistance in the provision of clean up facilities particularly pumping and hose down; • Advice on carcass burning conditions; in exotic animal disease outbreaks; • Fire safety of carcass burning activities; • Provision of decontamination facilities; • Provision of specialist personnel and equipment.
Airservices Australia	<ul style="list-style-type: none"> • Activate Civil Aviation Disaster Plan; • Provision of on-site teams; • Provision of information regarding aircraft type, fuel, passenger lists, numbers, etc; • Provide post accident investigation.

6. CONCEPT OF OPERATIONS

Efficient command and control is the essential pre-requisite to the successful co-ordination of resources in Disaster Management operations. This concept of operation is based on four (4) phases - ALERT, STANDBY, ACTIVATION AND STAND DOWN.

These phases may be summarised as follows:

PHASE	ACTION
Alert	<ul style="list-style-type: none"> • Chairman receives advice of impending threat from: <ul style="list-style-type: none"> - A Control Authority; or - A warning agency (Chairman advises Control Authority); • Chairman advises Executive Officer; • Executive Officer informs relevant Primary and Support Agencies; • Executive Officer puts Disaster Co-ordination Centre on Alert if warranted.
Standby	<ul style="list-style-type: none"> • Control Authority advises Chairman that assistance under the Local Disaster Management Plan might be required; • Chairman implements Local Disaster Management Plan, authorises Executive Officer to activate the Disaster Co-ordination Centre to minimum staff level; • Executive Officer informs relevant Primary and Support Agencies and places unit on standby; • Liaison Officers report to the Disaster Co-ordination Centre; • Chairman contacts and briefs District Disaster Co-ordinator on situation.
Activate	<ul style="list-style-type: none"> • Control Authority advises Executive Officer that assistance is required; • The Chairman directs the Executive Officer to escalate the Disaster Co-ordination Centre to required staff level (and activates unit if required); • Liaison Officers advise respective organisations to respond; • The response will be as per the appropriate sub-plan; • Chairman liaises with the District Disaster Co-ordinator as required.
Stand down	<ul style="list-style-type: none"> • Control Authority advises Executive Officer that assistance is no longer required; • Executive Officer advises Liaison Officers and arranges time and location for debriefing; • Primary and Support Agency personnel are debriefed and stood down on completion of final tasks; • Final reports completed and distributed by various agencies in accordance with relevant Standing Orders and Operating Procedures.

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7. IMPLEMENTATION OF THE PLAN

The authority to activate the Logan City Local Disaster Management Group is vested in the Mayor of the City of Logan or a nominated Councillor acting in that capacity and hereinafter referred to as the Chairman.

The chairman can implement the plan on receipt of:

- a) A warning of an impending threat which in the opinion of the Chairman would require a co-ordinated community response; or
- b) A request from a Primary Organisation for assistance under the Logan City Local Disaster Management Plan (refer to activation flow chart).

The control of the disaster response is to be the responsibility of the relevant Lead Agency.

Support required by the Lead Agency, upon implementation of the plan, will be co-ordinated at the Disaster Co-ordination Centre if activated.

Refer to City of Logan Disaster Co-ordination Centre Standard Operating Procedures:

8. QUEENSLAND DISASTER MANAGEMENT STRUCTURE

8.1 SUMMARY

The Queensland Disaster Management System is fully described in the State Disaster Management Plan. However a summary of the key elements of this system are detailed in the following paragraphs.

The Queensland Disaster Management System operates on three (3) distinct levels. These are:

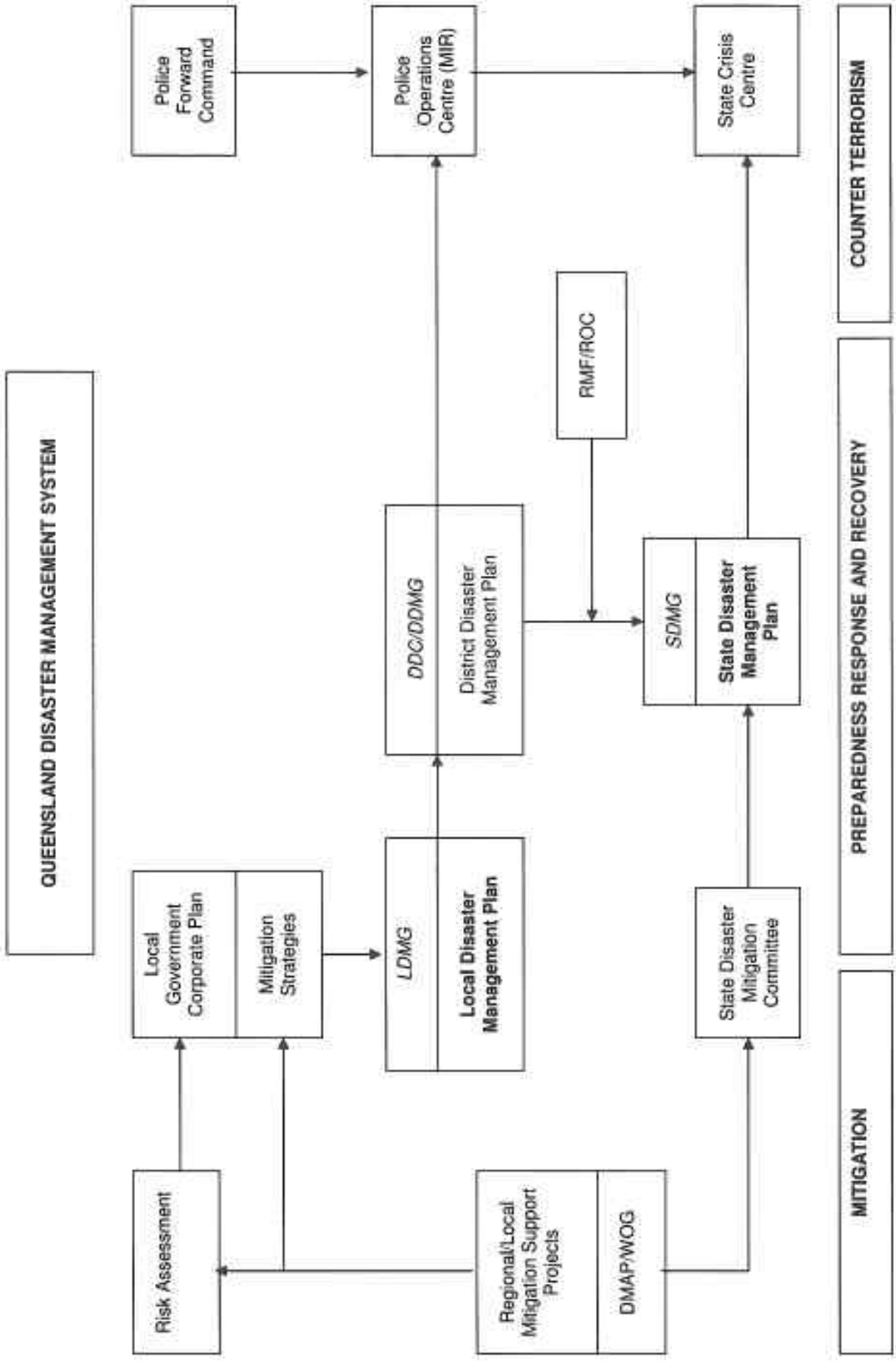
- a) Local Government;
- b) Disaster District; and
- c) State Government.

A fourth level, The Commonwealth, is also included in our Disaster Management System recognising that Queensland may need to seek Commonwealth support in times of disaster.

Each of these levels within the State Disaster Management System has as its basis a committee structure supported by a disaster co-ordination centre. These committees and co-ordination centres are activated when required to manage and co-ordinate support for disaster stricken communities. When not activated, these committees meet to prepare for and practice their role within the Disaster Management System.

Flowchart of Structure (*see next page*) depicts the Queensland Disaster Management System and the linkages and connectivity for plans and planning purposes.

9. FLOWCHART OF STRUCTURE



10. LOCAL GOVERNMENT DISASTER MANAGEMENT STRUCTURE

Disaster management is a vital part of the core business of the Shire/City/Community as part of its responsibility to provide a safe and healthy environment. It is important that Council is overtly supportive of the process, both philosophically and materially, in order to promote disaster management to participating organisations and the public generally. Accordingly, elected members and senior executive personnel have a leading role in the disaster management strategies for the Shire/City/Community.

10.1 LOCAL DISASTER MANAGEMENT GROUP (LDMG)

The composition of the Logan City Local Disaster Management Group (LDMG) shall be:

- Chairman - His Worship the Mayor
- Deputy Chairman - Councillor Division 3, Logan City Council
- Executive Officer - Director of City Works, Logan City Council
- Secretary - Disaster Management Co-ordinator, Logan City Council
- Members -
 - Director of Development, Health and Environment
 - Programming Engineer, Infrastructure Management Branch
 - State Emergency Service, Logan City - Local Controller
 - Queensland Police Service Superintendent, Logan District Office
 - Queensland Fire and Rescue, Area Director
 - Queensland Ambulance Service Area Director, Beenleigh
 - Logan Hospital, Director of Emergency Medicine
 - Emergency Management Queensland, Area Director
 - Telstra Team Leader, Browns Plains
 - Energex Asset Manager, South Coast
 - Department of Communities, Community Support Services

Membership of the LDMG shall mean and include the person acting in the capacity of any of the above members or the delegate of the member as the case may be.

10.2 FUNCTIONS OF THE LOCAL DISASTER MANAGEMENT GROUP

- a) To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
- b) To develop effective disaster management, and regularly review and assess disaster management;
- c) To help the local government for its area to prepare a local disaster management plan;
- d) To identify, and provide advice to the relevant district group about support services required by the local group to facilitate disaster management and disaster operations in this area;
- e) To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- f) To manage disaster operations in the area under policies and procedures decided by the State group;
- g) To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- h) To identify, and co-ordinate the use of, resources that may be used for disaster operations in the area;
- i) To establish and review communications systems in the group and with the relevant district group, for use when a disaster happens;
- j) To ensure information about a disaster in the area is promptly given to the relevant district group;

- k) To perform other functions given to the group under the Disaster Management Act, 2003; and
- l) To perform a function incidental to a function mentioned in any of the sub-paragraphs above.

10.3 OPERATING PROCEDURES FOR THE LOCAL DISASTER MANAGEMENT GROUP

Operating procedures for the Local Disaster Management Group including issues such as the frequency of meetings, meeting venues, procedures for the activation of the group in response to events, and other issues pertaining to the group's activities is contained in Part Five of the plan - Administrative and Operational Procedures.

11. EXERCISES

Periodically the Logan City Local Disaster Management Group carries out table top exercises on various scenarios to assess the procedures in this document. Following a full analysis of the events, the Main Plan and Sub Plans are enhanced accordingly.

The following schedule is a record of table top exercises undertaken by the Committee:

DATE	LOCATION	NAME/SCENARIO	DESCRIPTION
14/10/93	Logan City Council	'Exercise Logan' Flooding.	Identify deficiencies in the Main Plan and the Flooding, Evacuation, Welfare Sub Plans.
15/05/96	Logan City Council	'Exercise Waterless' Major disruption to portable water supply due to spread of Blue/Green Algae bloom in five (5) major dams. Simultaneous outbreak of possible Ebola virus.	Controlled by Counter Disaster Services and involved twelve (12) local authorities within five (5) Disaster Districts in south-east Queensland. Tested the adequacy of the Co-ordination Centre, staffing arrangements, administration kits and communications.
30-31/10/96	Logan City Council Logan Police HQ	'Exercise Downtown' Major explosion at Logan Hyperdome.	Controlled by Counter Disaster Services. Involved six (6) Disaster Districts each with own explosion. Co-ordination Centre placed on standby. Disaster Control was at DDCC. Control Authority of incident was Logan Police.
14/05/98	Logan City Council	'Focus 98' Earth tremors, coupled with a major flooding from a rain depression.	Prepared by Disaster Management Unit. Members asked to examine events affecting their organisation in response to community needs. Control Authority was Logan City Council who also had to analyse continual operation of the Co-ordination Centre.
31/12/98	Logan City Council	Y2K	Combined effort of local councils and State Government in preparation for a technological disaster.
26/06/01	Logan City Council	Exercise 'Evaporation' Storage of contaminated industrial waste products. Ruptured drums containing chemicals found in Brisbane River leading up to contaminated milk.	Controlled by Counter Disaster Services. Involved three (3) Disaster Districts and six (6) local authorities. Tested both groups to validate contact lists. Identify all outside agencies and check adequate communications, such as hospitals, state health, tests and sampling authorities.

12. CITY OF LOGAN DISASTER CO-ORDINATION CENTRE

Upon activation of this plan by the Chairman of the LDMG, the command and control, ie the management of the disaster situation, will be overseen at the City of Logan Disaster Co-ordination Centre.

The LCDCC will be established at either the Logan City Council Administration Centre or other nominated site.

The Executive Officer will be responsible for:

- a) The activation of the Co-ordination Centre;
- b) The operation of the Co-ordination Centre;
- c) Staffing the Co-ordination Centre at the required level;

12.1 RECEIPT OF WARNINGS

Warnings of a natural disaster (eg, cyclone, floods, etc) will be issued in the first instance by the Bureau of Meteorology to the Director of City Works of Logan City Council and Officer in Charge, Logan Police District Headquarters. The Director of City Works (Executive Officer) and the Officer in Charge, Logan Police Headquarters, are to ensure the information is forwarded to the Chairman of the Logan Local Disaster Management Group. In the event of a man made disaster for which a warning would not be issued by the Bureau of Meteorology, the designated control authority is to advise the Chairman of the Logan City Local Disaster Management Group.

12.2 WARNING - DISTRIBUTION

Upon the implementation of this plan, all public warnings will be distributed through the Disaster Co-ordination Centre upon recommendation of the relevant control authority and on the authorisation of the Chairman.

12.3 PUBLIC INFORMATION

The distribution to the public of contacts or telephone numbers for disaster information, will be the responsibility of and at the discretion of the Chairman. Refer Clause 234.

12.4 REPORTING

All response organisations are to submit regular situation reports to the Disaster Co-ordination Centre.

The Executive Officer is to collate reports received and supply regular Situation Reports to the Chairman.

12.5 REQUESTS FOR ASSISTANCE

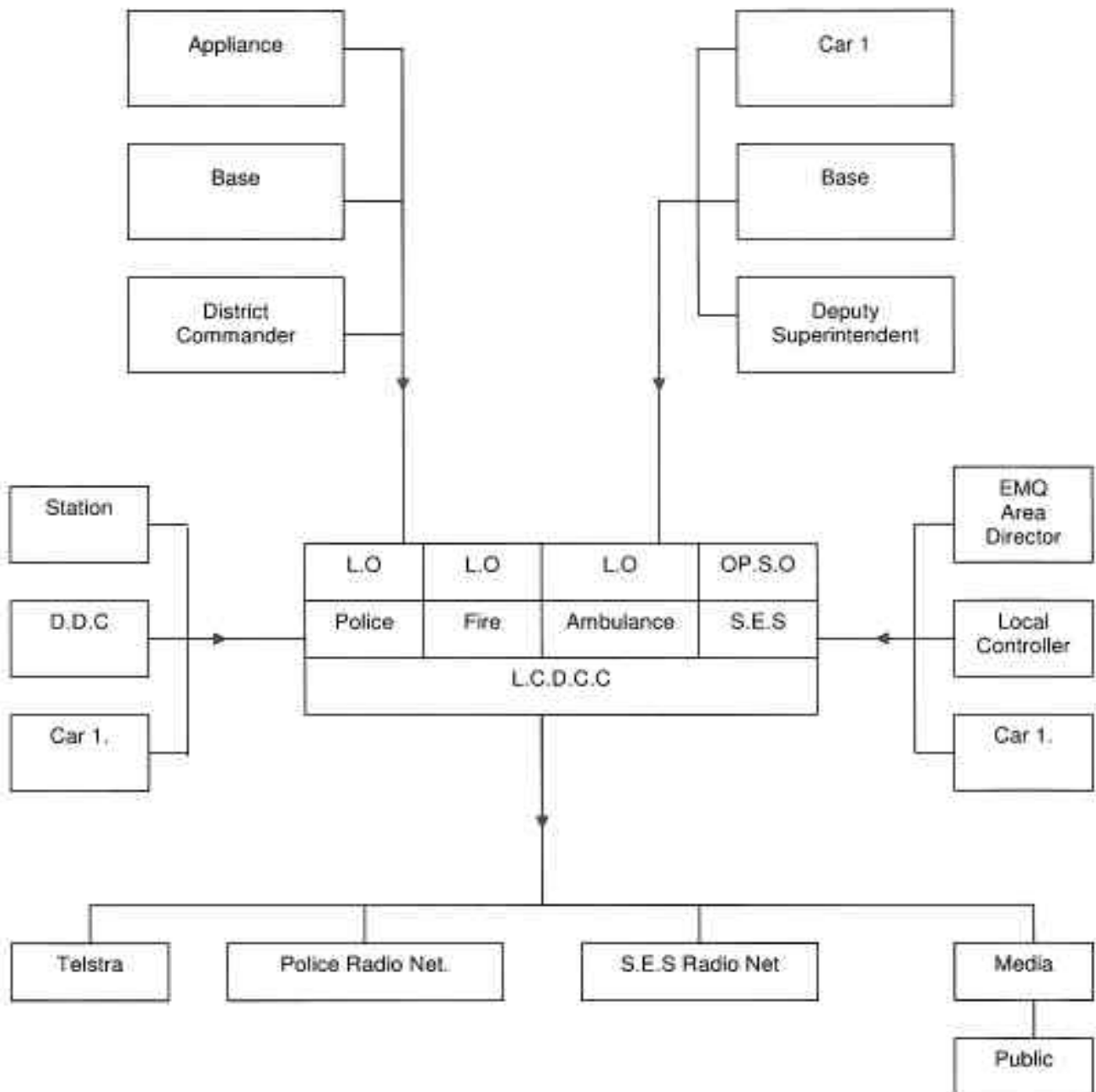
Any requests for assistance from outside Logan City are to be made by the Chairman. Such requests are to be forwarded by the Chairman to the Logan District Disaster Co-ordinator.

12.6 CONFERENCE PROTRACTED OPERATIONS

Should damage or disruption be to such an extent that operations are to continue over a number of days, the policy of daily meetings with officers in charge of control authorities and support organisations will be implemented for the purpose of co-ordinating effort and establishing priorities.

12.7 COMMUNICATIONS

Primary and Support Organisations have their own internal radio networks, and are connected to the Co-ordination Centre by a Liaison Officer from each organisation who is stationed at the Disaster Co-ordination Centre. A typical radio network showing example network sub-stations and involving several organisations is shown below:



13. PUBLIC EDUCATION AND PUBLIC INFORMATION

Public education and public information are two (2) separate functions within the context of the Plan.

13.1 PUBLIC EDUCATION

This is an ongoing awareness programme conducted by the Department of Emergency Services, the Media, Local Authorities, and several Statutory Services through the Local Disaster Management Group. Included in this programme are the following:

- a) Publications explaining cyclone/storm, etc. preparedness and emergency procedures;
- b) Preparation of media releases explaining cyclone/storm etc. preparedness and emergency procedures;
- c) Publications prepared by Statutory Services detailing the measures that should be taken to prevent, minimise and deal with the effects of emergency situations;
- d) Ongoing media campaign to encourage the public to 'be aware'.

13.2 PUBLIC INFORMATION

Public information is that information which is passed on to the public prior to, during, and after a disaster, such as warnings and direction. Logan City Council's Marketing & Communication Branch has the responsibility for the dissemination to the public of disaster management information as directed by the Chairman, Local Disaster Management Group.

When this plan is activated, the Chairman is the official source of public and media information. All outside media enquiries are to be directed to the Chairman. The Chairman is to arrange for media briefings and interviews with key personnel.

13.3 MEDIA OUTLETS

Radio - Most Brisbane radio stations both AM and FM strive to present the best information for the public through this outlet. Logan City's Community Radio 101FM would have the most airtime available to broadcast continuous information if the need arose.
Ph: 3808 8101
Fax: 3808 7787

Television - All Brisbane TV Stations.

Newspapers - Albert and Logan News Ph: 3341 1211 or 3287 2733
The Reporter Ph: 3807 4555
The Courier Mail and The Sunday Mail Ph: 3252 6011

LOGAN CITY COUNCIL



LOCAL DISASTER MANAGEMENT PLAN

PART - 6B

OPERATIONAL AND ADMINISTRATIVE PROCEDURES
WELFARE SUB-PLAN

Prepared by
Logan City Local Disaster Management Group
under the provisions of the
Disaster Management Act 2003

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1. WELFARE SUB-PLAN

1.1 AIM

To provide and co-ordinate management disaster welfare response operations at a local level to support the immediate welfare needs of disaster-affected persons within the Logan Community as the first stage towards management of its own recovery in the local government area of the City of Logan

1.2 SCOPE OF DISASTER MANAGEMENT WELFARE SUB-PLAN

The Sub-plan recognises the clear role of the City of Logan Disaster Management Welfare Sub-Committee in overseeing.

- Implementation and co-ordination of the welfare response actions necessary for the City of Logan given the emergent welfare needs of disaster affected persons immediately after the impact of the disaster or their displacement, through the acquisition and mobilisation of local resources; and
- Provision by member agencies of the requisite range of specific welfare response services, primarily targeting emergency evacuation shelter centres.

The Sub-plan is designed on the basis that each agency would establish and bolster their networks and alliances to maximise their capacity to implement their functional roles through their own initiative. It is therefore acknowledged that the sub-plan provides the underlying framework for co-ordination the counter disaster welfare response, while respecting the autonomy of each agency to develop its own internal arrangements (plans) in achieving the objectives of the sub-plan.

This Sub-plan further reinforces Council's responsibility to effectively plan for disasters in accordance with the requirements of the *Disaster Management Act 2003*. To this effect, it forms an integral component of the **City of Logan Local Disaster Management Plan** and particularly interfaces with the **City of Logan Disaster Management Public Health Sub-Plan**, which has both a response and recovery focus, and the **City of Logan Disaster Management Evacuation Sub-Plan**.

NOTE:

The recovery phase sites beyond the general scope of this sub-plan and is stamped by significant State Government roles and responsibilities. This Sub-plan provides neither a framework for recovery or for directly supporting State Government agencies in their recovery role. Recovery support undertaken by the Sub-Committee agencies, whether requested or otherwise, would be their own decision and would generally occur outside of the ambit of this sub-plan.

NOTE:

Agencies specifically tasked to perform disaster management operational support activities may be reimbursed for eligible expenditure under any activated Natural Disaster Relief Arrangements. If no NDRA funding is activated then each agency meets its own costs.

1.3 AUTHORITY

This Sub-plan has been prepared by of the City of Logan Disaster Management Welfare Sub-Committee under the authority of the City of Logan Local Disaster Management Group in support of the City of Logan Local Disaster Management Plan.

1.4 ORGANISATION FOR CONTROL

1.4.1 Organisation of Disaster Management Welfare Support at Local Level

The Sub-committee shall oversee:

- i. Implementation and co-ordination of the welfare response actions necessary for the City of Logan given the emergent welfare needs of disaster affected persons immediately after the impact of the disaster or their displacement, through the acquisition and mobilisation of local resources; and
- ii. Provision by member agencies of the requisite range of specific welfare response services, primarily targeting emergency evacuation shelter centres.

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NOTE:

Beyond 24-48 hours, it is likely that **district** level counter disaster arrangements would be activated. As the disaster response mode shifts from welfare response to **recovery**, Natural Disaster Relief Arrangements (NDRA) would probably be activated. Department of Communities may activate the Logan District Community Recovery Committee. Department of Housing and Lifeline are also on this Committee, as is O-Build which would also have lead agency status re emergency supply and building and engineering services.)

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER FOR GOVERNMENT CONTACT REGISTER.

1.4.2 City of Logan Disaster Management Welfare Sub-Committee

See Section 1.5 of this Sub-plan.

1.4.3 Local SES Controller (Logan City)

The experience and knowledge inherent to the Logan City SES in Disaster Operations with the City of Logan means that the Local SES Controller is positioned to support Logan City Council in the overall provision of disaster management welfare support services, including personnel and material resources, on behalf of the Logan City SES.

NOTE:

Volunteers not affiliated with the sub-committee member agencies can be mobilised by the SES in relation to its own operations in accordance with its Standing Operating Procedures.

1.4.4 Chief Welfare Officer

Appointed by the Local SES Controller (Logan City), the Chief Welfare Officer is an important link in facilitating the disaster management welfare response operations on behalf of the Logan City SES.

1.4.5 Structure of Responsibility

FUNCTIONAL TASKS	PRIMARY/CO-ORDINATING AGENCY	PRIMARY SUPPORT AGENCIES
EMERGENCY EVACUATION SHELTER	Logan City SES (establishment and management) / Logan City Council (site selection and access)	
MATERIAL AID CATERING	Society of St Vincent de Paul Salvation Army	Logan City SES (Food supply provision support for mass catering) / Logan City Council (Safety of food/water supplies; food/water supply provision support)
REGISTRATION AND INQUIRY	Old Police Service	Australian Red Cross
INDIVIDUAL AND FAMILY SUPPORT		Chaplaincy Australia / Logan Hospital - Dept of Social Work / Lifeline
INFORMATION SERVICES	Logan City Council	
FIRST AID	Old Ambulance Service	

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NOTE:

All tasks performed are underpinned by:

- a) **Impact assessment** of the disaster, undertaken through inter-agency liaison arrangements;
and
- b) Appropriate **resource management** of staff and volunteers.

1.4.2 City of Logan Disaster Management Welfare Sub-Committee Agencies - Complementary Support to each-other

	SES	LCC	SALVATION ARMY	AUST RED CROSS	LIFELINE	QLD POLICE SERVICE	ST VINCENT DE PAUL SOCIETY	QAS	LOGAN HOSPITAL - DEPT OF SOCIAL WORK	CHAPLAINCY AUSTRALIA
EMERGENCY SHELTER	✓✓✓	✓✓✓								
MATERIAL AID	✓						✓✓✓			
CATERING	✓✓	✓✓	✓✓✓				✓			
REGISTRATION AND INQUIRY	✓			✓✓		✓✓✓				
INDIVIDUAL AND FAMILY SUPPORT			✓		✓✓				✓✓	✓✓
INFORMATION SERVICES		✓✓✓							✓	
FIRST AID	✓							✓✓✓		

- ✓✓✓ Primary/Co-ordinating Agency
- ✓✓ Primary Support Agency
- ✓ Other Complementary Support Capability

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1.5 LOGAN CITY DISASTER MANAGEMENT WELFARE SUB-COMMITTEE

1.5.1 Chairperson

Either of the City of Logan Council representatives on the City of Logan Disaster Management Welfare Sub-Committee or (the Logan City Council Department of Development, Health and Environment representative or Council Disaster Management Co-ordinator) shall chair all meetings of the City of Logan Disaster Management Welfare Sub-Committee.

1.5.2 Membership

The following agencies are represented on the Welfare Sub-Committee:

- i. Logan City State Emergency Service
- ii. Logan City Council - Department of Development, Health and Environment, Department of Community Services and Department of City Works
- iii. Logan City Salvation Army
- iv. Australian Red Cross (Logan District)
- v. Queensland Ambulance Service (South Eastern Region)
- vi. Logan Hospital (Dept of Social Work)
- vii. Society of St Vincent de Paul
- viii. Chaplaincy Australia
- ix. Queensland Police Service

REFER CITY OF LOGAN DISASTER MANAGEMENT WELFARE SUB-COMMITTEE REPRESENTATIVES (AS PER LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

1.5.3 Meetings

Ordinary meetings of the City of Logan Disaster Management Welfare Sub-Committee shall be called at not less than three (3) month intervals at the direction of the Chairman or at the request of the Mayor of Logan.

1.6 ACTIVATION OF THE SUB-PLAN

On the direction of the Chairman of the City of Logan Local Disaster Management Group or his delegate, the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee shall activate the City of Logan Disaster Management Welfare Sub-Committee in whole or part, as necessary.

At the earliest, the number, condition and needs of disaster affected persons and possible emergency evacuation routes/sites has to be determined.

REFER TO KEY VULNERABLE SECTORS (PEOPLE WITH SPECIAL NEEDS) WITHIN THE CITY OF LOGAN (AS PER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN-CONTACT REGISTER).

REFER TO COUNCIL'S COMPARATIVE, DEMOGRAPHIC AND COMMUNITY PROFILES.

Activation will involve the following sequences:

1.6.1 Alert

Upon receipt of warning from the Chairman of the Logan City Local Disaster Management Group that a disaster may occur or has occurred, the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee (in consultation with the SES Local Controller or Chief Welfare Officer) will advise each Primary Agency (Primary Co-ordinating and Primary Support Agencies - see Section 1.4.5 of the sub-plan) and, through their respective representatives or their delegate(s), appropriate support agencies.

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REFER CITY OF LOGAN DISASTER MANAGEMENT WELFARE SUB-COMMITTEE REPRESENTATIVES AND CITY OF LOGAN DISASTER MANAGEMENT WELFARE SUB-PLAN PERSONNEL WITH FUNCTIONAL RESPONSIBILITIES (AS PER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

1.6.2 Standby

As the threat or the effects of the disaster become imminent, each primary agency representative or delegate as contacted and, if appropriate, agency liaison officers, may report to the Disaster Management Welfare Co-ordination Centre as designated (see Section 1.7 of the sub-plan), or if this is not possible, maintain appropriate communication in lieu of attendance at the Centre. Liaison officers should have their own means of communication.

The Chairperson of the City of Logan Disaster Management Welfare Sub-Committee shall maintain consultation with the SES Local Controller or Chief Welfare Officer during this period.

Primary Agency representatives shall instigate the communication necessary with support agencies pertaining to their relevant functional responsibility area.

1.6.3 Activation

Each organisation shall carry out their functional tasks in accordance with the Sub-plan's 'Organisation for Control' arrangements and requirements as specified, during the standby phase and as determined throughout the action phase.

Each organisation shall action as per their own Standing Operating Procedures.

1.6.4 Stand-down

Upon advice from the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee, each organisation will stand-down according to their Standing Operating Procedures.

1.7 DISASTER MANAGEMENT WELFARE CO-ORDINATION CENTRE

The Disaster Management Welfare Co-ordination Centre may be located at or adjacent to the **Disaster Co-ordination Centre** (located in the Logan City Council Administration Centre unless an alternative is necessary, from which co-ordination of disaster management welfare support activities and personnel may occur).

The following are therefore considered potential areas for co-ordinating disaster management welfare support operations:

- a) Logan City Council Administration Centre, Wembley Road, Logan Central.
- b) SES Headquarters, Winnetts Road, Daisy Hill.
- c) Emergency Shelter (Evacuation) Centre Buildings (REFER LOGAN CITY COUNCIL EMERGENCY SHELTER (EVACUATION) CENTRE BUILDING MANUAL (DOC ID 1669964))

NOTE:

The progress and outcomes of the disaster and the ability of the Sub-Committee agencies to communicate with each other may impact on the capacity or need to establish a Disaster Welfare Co-ordination Centre. These factors may however influence the establishment of such centres at different emergency points within Logan City.

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1.8 CO-ORDINATION/LIAISON ARRANGEMENTS

1.8.1 Liaison Officers

Sufficient Sub-committee and if necessary, other support agency liaison officers, are to be capable of providing immediate advice to the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee at the **Disaster Co-ordination Centre (DCC)** or if this not feasible or practical, through appropriate means of communication. The advice shall relate to the capabilities and current status of resources pertaining to their organisation, related functional support areas and the commitment of resources from their respective constituencies. They are responsible for briefing their own agency on the progress of operations and should have authority to commit resources.

1.8.2 Request for Assistance

All requests for assistance which fall outside the scope of the Sub-plan will be forwarded by the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee or his/her delegate, following consultation with the Local SES Controller or Chief Welfare Officer, to the Chairman of the Logan Local Disaster Management Group or his/her delegate.

1.8.3 Dealing with 'Civilian' Volunteers

SES procedures, Logan City SES will co-ordinate the registration of 'civilian' volunteers to assist in disaster relief operations. 'Civilian' volunteers accepted and registered by the SES will be supervised and directed by the SES with tasks appropriate to their knowledge and skills:

The SES will not be responsible for the registration of 'civilian' volunteers who wish to directly support other primary agencies. It will be the responsibility of the respective primary agency to accept or refuse assistance and register these 'civilian' volunteers in terms of their own organisation's policies and procedures.

1.8.4 Operational Direction

Over the disaster management welfare support operation, the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee, in consultation with the Local SES Controller or Chief Welfare Officer, will institute at least daily meetings of the City of Logan Disaster Management Welfare Sub-Committee, or alternative communication arrangements, for the purpose of maintaining co-ordination and establishing operational priorities.

1.8.5 Reporting

In consultation with each sub-committee agency as relevant, the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee, in consultation with the Local SES Controller or Chief Welfare Officer, will report as necessary on the Sub-Committee's progress and ongoing needs of disaster affected persons and groups, as identified, to the City of Logan Local Disaster Management Group.

1.9 DEBRIEFING

As soon as practicable after the completion of the disaster management welfare support operation, the Chairperson of the City of Logan Disaster Management Welfare Sub-Committee, in consultation with the SES Local Controller or Chief Welfare Officer, shall convene an operational debriefing conference whereby all agencies which participated in the implementation of the City of Logan Disaster Management Welfare Sub-Plan shall be represented in order to assess the adequacy of the Sub-plan and recommend any appropriate revisions thereof.

This debriefing shall encompass the process of **critical incident stress debriefing**, as part of requisite duty of care (including occupational health and safety) requirements.

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1.10 FUNCTIONAL RESPONSIBILITIES

1.10.1 Catering

- i. Mass feeding of homeless and evacuees;
- ii. Assistance in providing meals for patients in emergency hospitals;
- iii. Provision of meals for emergency service personnel/volunteer relief workers;
- iv. Co-ordination of the bulk supply of food and utensils for mass feeding within the disaster affected area; and
- v. Activation of catering sub-plan.

NOTE:

Consideration to be given to special dietary requirements, infant feed schedules, etc.

NOTE:

These responsibilities are to be complemented by overall Development, Health and Environment Department's responsibilities covering safety of food and water supplies, safe and applicable waste disposal and washing facilities, appropriate food hygiene training/monitoring/advice. In this respect the Sub-plan interfaces with the **City of Logan Disaster Management Public Health Sub-Plan**.

Primary/Co-ordinating Agency: - LOGAN CITY SALVATION ARMY

Primary/Support Agency:

- Safety of food and water supplies
- Food and water supply support: **LOGAN CITY COUNCIL**
- Food supply support for mass catering: **LOGAN CITY SES**

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

1.10.2 Registration and Inquiry

- i. Co-ordination, undertaking and collating of registration, through completion of the National Registration and Inquiry System (NRIS) registration form, of individuals passing through the hands of emergency welfare response/evacuation personnel etc (excluding hospitals).
- ii. The answering of inquiries regarding safety and welfare of individuals/evacuees and assistance in reuniting families.
- iii. Compilation of authoritative data regarding the number and location of evacuees of the disaster and the services and facilities needed for their care.
- iv. Entering the NRIS registration form data onto the QPS data system through the NRIS.
- v. Uploading registration data to the NRIS so that interstate enquiries about a Queensland event can be satisfied from interstate inquiry points.

Primary/Co-ordinating Agency: QUEENSLAND POLICE SERVICE

Primary Support Agency: AUSTRALIAN RED CROSS (LOGAN DISTRICT)

NOTE:

Under the co-ordination of the Police, the Australian Red Cross (Logan District) would primarily undertake this role as defined within the ambit of this Sub-Plan. Logan City SES would provide further support if required.

NOTE:

Multicultural Community Services Inc, Access Services Inc and the Ethnic Communities Council of Logan (**REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER**) and contact through Logan City Council's Linguistic Skills Register (**Doc ID: 2084591**) may provide relevant interpreter services.

(REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER REFER APPENDIX 6B-2 - NRIS REGISTRATION & ENQUIRY FORMS).

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1.10.3 Material Aid

- i. The collection, processing and distribution of clothing or emergency covering to victims of disaster via bulk issues to the centres or sites of emergency shelter or piece meal issues to individuals in the disaster area.
- ii. The collection and distribution of essential and basic household and personal items to people displaced by a disaster.
- iii. The collection and provision of bedding ie, mattresses, sleeping bags, pillows, blankets, etc to the victims of disaster via issues to the centres or sites of emergency shelter or piece meal issues to individuals in the disaster area.

Primary/Co-ordinating Agency: SOCIETY OF ST VINCENT DE PAUL

NOTE:

Under DACC arrangements, tents and stretchers and other key facilities/equipment may be able to be requisitioned from or via the Army. Logan City SES may provide further support if available.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

1.10.4 Accommodation - Emergency Evacuation Shelter

REFER TO LOGAN CITY SES EMERGENCY SHELTER CENTRE MANAGEMENT MANUAL.

- i. The allocation, provision and management of emergency shelter (evacuation) centres or, where and when necessary, outdoor evacuation camp sites, when threatened by a disaster or when a disaster is imminent, with particular emphasis on evacuees with special needs.
- ii. Liaison to ensure the following facilities/functionalities/services associated with the emergency shelter, as far as possible:
 - The emergency shelter is large enough to accommodate significant numbers of people, while avoiding overcrowding;
 - The emergency shelter is in safe areas not likely to be threatened by the disaster;
 - Adequate and appropriate sleeping, cooking and food handling and storage, washing, toilets, ablution, refuse storage and disposal, ventilation, parking and administrative facilities and special facilities for aged/disabled are available or are rapidly established as far as possible;
 - A safe and adequate water supply is available;
 - The emergency shelter possesses some means of adequate communication;
 - Access to and from the emergency shelter is safe and adequate for large numbers of cars, trucks, etc;
 - The emergency shelter is structurally safe (through further liaison with Q-Build and Council's Building Surveyors and Engineers) and sanitary;
 - The emergency shelter area is, where and when necessary, provided with adequate temporary accommodation units eg, tents (outdoors);
 - Provision of accommodation maintenance services, repairs, etc;
 - Safe shelter is provided for pets, as far as practical.

NOTE:

The responsibility for providing accommodation is to be complemented by overall Council responsibilities (particularly it's Development, Health and Environment Department) covering suitability of emergency housing and emergency shelter. In this respect, the Sub-Plan interfaces with the **City of Logan Disaster Management Public Health Sub-Plan.**

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Primary/Co-ordinating Agencies: LOGAN CITY STATE EMERGENCY SERVICE/LOGAN CITY COUNCIL

NOTE:

The Logan City State Emergency Service will undertake the lead role in the overall establishment and management of emergency evacuation shelter arrangements as per SES guidelines and procedures. Logan City Council is primarily responsible for site selection and access and management support.

NOTE:

Under DACC arrangements, tents, stretchers and other key facilities/equipment may be able to be requisitioned from or via the Army. Logan City SES may provide further support if necessary.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER LOGAN CITY COUNCIL EMERGENCY SHELTER (EVACUATION) CENTRE BUILDINGS MANUAL (DOC ID: 1669964).

REFER APPENDIX 6B-1 - LOGAN PARKS DIRECTORY - POSSIBLE EMERGENCY ASSEMBLY POINTS OR CAMP SITES.

1.10.5 Individual and Family Support

The co-ordination of:

- i. Provision of care and concern as well as a professional trauma response as needed to disaster affected victims.
- ii. Care of special needs cases or groups such as unattached young children, elderly and disabled people.
- iii. Provision of trauma debriefing to emergency services personnel and voluntary relief workers where not provided by their own organisation.
- iv. Provision of services of a spiritual and pastoral nature to disaster affected victims, as requested.

Primary/Support Agencies: LOGAN HOSPITAL - DEPARTMENT OF SOCIAL WORK / CHAPLAINCY AUSTRALIA / LIFELINE SOUTHERN COUNSELLING SERVICES

NOTE:

Chaplaincy Australia is the primary agency for spiritual and pastoral services. Their role is non-denominational.

NOTE: The Logan Hospital Department of Social Work would be directly involved with health service clients. Special needs cases etc may also require liaison with such agencies as Mental Health (Old Health), Disability Services, Department of Child Safety, etc.

NOTE:

The 'Salvo Care Line' may be another source of support.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

1.10.6 Information Services

Ensuring the co-ordinated provision of accurate, timely and consistent information, to affected individuals and families, including those located at emergency evacuation shelter, in relation to the following criteria:

- Past What has happened, known extent of affected area, rescue and welfare and public health effects to date and any other important related information;

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- Present** Likely course of events for the next 12 to 48 hours (approximate), welfare services available including establishment of emergency shelter centres, progress on establishment of Dept of Communities' services such as community recovery services and disaster relief assistance schemes, public health advice and any other important related information;
- Future** Timetable for return to homes, damage assessment, closure of the emergency shelters, location of Dept of Communities' centres for obtaining assistance and access or transport arrangements thereto and any other important related information, disaster appeals information (see **Doc ID 2327584** for Logan City Council's policy position adopted on 23/09/03, Minute No 285/2003).

NOTES:

The techniques for distributing more formal information to the community and the media and the content of that information shall be assessed in collaboration with Logan City Council's Marketing and Communications Branch and co-ordinated through the City of Logan Local Disaster Management Group.

- Logan City Council shall collaborate with other agencies implicated in the disaster management welfare response operations, as necessary.
- Efforts should be made to ensure multilingual information if this is practical.
- Multilink Community Services Inc, Access Services Inc and the Ethnic Communities Council of Logan (**REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER**) and contacts through Logan City Council's Linguistic Skills Register (Doc ID 2084591) may provide relevant interpreter services.
- If feasible, provision may be made for directing disaster affected people to various recovery services. However, this is not a core role under the auspices of this Sub-Plan.
- This section inter-relates with **Section 1.8.15 of the City of Logan Disaster Management Public Health Sub-Plan.**
- Council's Department of Community Services reviews and maintains listings of an array of emergency/crisis relief contacts in Logan (**Doc ID 1651883**). These are kept at its front counter.

Primary/Co-ordinating Agency: LOGAN CITY COUNCIL

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

1.10.7 First Aid

- i. First aid for cases of illness and injury
- ii. Recording relevant data relating to disaster affected persons treated and referring such information to the Queensland Police Service (QPS).

Primary/Co-ordinating Agency: QUEENSLAND AMBULANCE SERVICE (AREA OFFICE - BEENLEIGH)

NOTE:

St John Ambulance may still be contacted for possible assistance. (See "Other Non-Government Agency Emergency Contacts" of Contact Register below).

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

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APPENDIX 6B-1

LOGAN PARKS DIRECTORY - POSSIBLE EMERGENCY ASSEMBLY POINTS OR CAMP SITES

APPENDIX 6B-1

LOGAN PARK DIRECTORY - POSSIBLE EMERGENCY ASSEMBLY POINTS OR CAMP SITES

PARK	UBD REFERENCE	TOILETS	TOILETS WHEELCHAIR	SHADED PICNIC SHELTER	BARBEQUE WOOD	BARBEQUE ELECTRIC	DOG OFF-LEASH AREA
BORONIA HEIGHTS							
Boronia Bushland Reserve Conlan Street	UBD 259 P10	X	X	X	X		
Highland Park Eugene Street	UBD 259 N5			X			X
Tovey Park Parklands Drive	UBD 259 L9			X	X		
BROWNS PLAINS							
Forestglen Park Parkland Ave	UBD 240 J16	X	X	X		X	
Waller Park Waller Road	UBD 240 H18	X	X				
CARBIDOOK							
Skidders Park Skidders Road	UBD 264 P4	X	X	X	X		
CRESTMead							
Brabham Park Brabham Street	UBD 261 D10			X			
Crestmead Park Gimlet Street	UBD 261 J9	X	X	X	X		X
Pinnington Park Pinnington Street	UBD 261 E8			X			
DAISY HILL							
Daisy Hill Forest Reserve, Daisy Hill Road	UBD 223 D19	X	X	X	X		
Parkway Park Parkway Road	UBD 242 R7			X			
FORESTDALE							
Lincoln Green Park Lincoln Green Dr	UBD 239 H16	X	X	X	X	X	
Paradise Park Paradise Road	UBD 239 E15			X	X		
GREENSBANK							
Bellevue Park Carlton Road	UBD 259 J13			X	X		
HERITAGE PARK							
Isle of Ely Park Isle of Ely Drive	UBD 260 H8			X			X
Millwood Park Millwood Street	UBD 260 L5			X			
HILLDREST							
Silvertop Park Silvertop Street	UBD 240 A17			X		X	
Sweetgum Park Sweetgum Street	UBD 239 P17			X	X		
KINGSTON							

PARK	UBD REFERENCE	TOILETS	TOILETS WHEELCHAIR	SHADED PICNIC SHELTER	BARBEQUE WOOD	BARBEQUE ELECTRIC	DOG OFF-LEASH AREA
Anzac Park Jacaranda Ave	UBD 242 A14	X		X	X		
Ashton Park Ashton Street	UBD 241 N12			X	X		
Augustus Park Queens Road	UBD 242 F12			X			
Bega Park Bega Road	UBD 241 P18			X	X		X
Eridani Park Eridani Ave	UBD 241 M15	X	X	X	X		
Gould Adams Park Kingston Road	UBD 242 C17	X	X	X	X		
Veryan Park Veryan Street	UBD 242 A11			X			
LOGAN CENTRAL							
Logan Gardens Civic Court	UBD 241 N10	X	X	X		X	
Wembley Falls Park Wembley Road	UBD 241 P7						
LOGAN HOLME							
Alexander Clark Park Dewar Drive	UBD 263 P13	X	X	X	X		X
Chantilly Park Excalbur Road	UBD 264 E4				X		
Kiewa Park Kiewa Drive	UBD 263 J11			X		X	
Tudor Park Clarks Road	UBD 263 L9	X	X	X	X		
LOGAN ILLA							
Evergreen Park Evergreen Ave	UBD 262 G7	X	X	X	X		
Sturdee Park Sturdee Street	UBD 262 G1			X		X	
MARSDEN							
Havenbah Park Browns Plains Road	UBD 261 R6	X	X	X			
J J Smith Park Princess Street	UBD 241 P19	X	X	X	X		
Pauline Park Pauline Street	UBD 261 P3			X			
MEADOWBROOK							
Edenlea Park Edenlea Drive	UBD 242 N18			X			
Loganlea Picnic Grounds Golf Course Drive	UBD 242 P13	X		X	X	X	
Riverdale Park Armstrong Road	UBD 262 R1	X	X	X	X	X	X
PRIESTDALE							
Underwood Park Underwood Road	UBD 222 P10	X	X	X	X	X	X

PARK	UBD REFERENCE	TOILETS	TOILETS WHEELCHAIR	SHADED PICNIC SHELTER	BARBEQUE WOOD	BARBEQUE ELECTRIC	DOG OFF-LEASH AREA
Underwood Lagoon Underwood Road	UBD 222 Q10				X		
REGENTS PARK							
Regents Park Bennett Drive	UBD 240 G19	X		X		X	X
ROCHEDALE SOUTH							
Passerine / Parfrey Park Parfrey Road	UBD 222 K11						
SHALER PARK							
Adelong Park Adelong Road	UBD 243 L13			X			
Cornubia Adventure Park Cornubia Park Drive	UBD 243 P18			X			
Homestead Park Jodie Street or Trinette Street	UBD 243 H8			X	X	X	X
Kimberley Forest Park Chay Street	UBD 243 P8			X			
Koolan Park Koolan Court	UBD 243 K9			X			
Lissadell Park Lissadell Street	UBD 243 P13			X			
SLACKS CREEK							
Mabel Park Paradise Road	UBD 242 G7	X	X	X		X	X
Reserve Park Lake Road	UBD 242 F3	X		X	X	X	
SPRINGWOOD							
Barbaralla Park Barbaralla Drive	UBD 222 J20	X	X	X			
Magellan Park Raleigh Street	UBD 242 L2			X		X	
Springwood Park Cinderella Drive	UBD 222 H15	X	X	X		X	
TANAH MERAH							
Hanlon Park Kinta Street	UBD 263 J5			X			
Tansey Park Tansey Drive	UBD 263 G4						
UNDERWOOD							
Brookvale Park Brookvale Drive	UBD 221 Q15			X		X	
Charles Barton Park Fermont Drive	UBD 221 R7	X	X	X		X	
Concourse Park The Concourse	UBD 221 N14			X		X	
Springvale Park Springvale Circuit	UBD 221 R15						X
WATERFORD WEST							

PARK	UBD REFERENCE	TOILETS	TOILETS WHEELCHAIR	SHADED PICNIC SHELTER	BARBEQUE WOOD	BARBEQUE ELECTRIC	DOG OFF-LEASH AREA
Lancaster Park Chambers Flat Road	UBD 262 D3	X	X	X		X	
Tygun Lagoon & Park Tygun Road	UBD 262 J12	X	X	X		X	
WOODRIDGE							
Albert Park Hague Street	UBD 241 N3	X		X			
Ewing Park Netball Drive	UBD 241 Q4	X	X	X		X	X
Oates Park Oates Avenue	UBD 241 K4			X		X	
Woodridge Adventure Park Kingston Road	UBD 242 B3	X					

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APPENDIX 6B-2

NATIONAL REGISTRATION AND INQUIRY SYSTEM (NRIS) REGISTRATION AND INQUIRY FORMS

APPENDIX 6B-2

NATIONAL REGISTRATION AND INQUIRY SYSTEM (NRIS) REGISTRATION AND INQUIRY FORMS (Samples)

NRIS National Registration

Disaster Code

PLEASE PRINT CLEARLY IN BLOCK LETTERS USING BLACK OR BLUE PEN

Place of Registration		Date DD/MM/YYYY	/ /	Time (24 hr)	
-----------------------	--	--------------------	-----	-----------------	--

*Family Name	
--------------	--

*Given Names	Date of Birth/Age	*Gender M/F	*Hosp Y/N	Deceased Y/N

*Home Address	
---------------	--

*Town/Suburb		*State		*Postcode	
--------------	--	--------	--	-----------	--

Country	
---------	--

Phone		Mobile	
-------	--	--------	--

*Intended Destination	
-----------------------	--

*Town/Suburb		*State		*Postcode	
--------------	--	--------	--	-----------	--

Country	
---------	--

Phone		Mobile	
-------	--	--------	--

*PERMISSION TO RELEASE INFORMATION <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	<small>OF PERSON BEING REGISTERED</small>
---	-----------	---

Notes:

Registration Recorded by		Registrar's Initials	
--------------------------	--	----------------------	--

Distribution to State Inquiry Centre:	Computer Entered (Initials) <input type="checkbox"/>
<input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Recorn <input type="checkbox"/> Other	Date <input type="text"/> / <input type="text"/> / <input type="text"/> Time <input type="text"/>

Privacy: This information will be used by Police and Emergency Services to manage the emergency account for evacuated people and ensure next of kin can be notified in cases of serious injury. With your permission, information will also be made available to friends and relatives who inquire about your welfare and whereabouts.

* Mandatory Field

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NRIS National Inquiry

Disaster Code

PERSON BEING SOUGHT	Date DD/MM/YYYY	/ /	Time (24 HR)
Is this your first inquiry for the person sought? <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Family Name			

Given Names	Age	Gender M/F

Home Address			
Town/Suburb		State	Postcode
Country			
Phone		Mobile	

PERSON MAKING INQUIRY

*Family Name		Given Name	
Address			
Town/Suburb		*State	Postcode
Country			
Phone		Mobile	
Email			
Relationship to Persons Sought			

Notes:

Inquiry Recorded by		Recorder's Initials	
Distribution to State Inquiry Centre:		Computer Entered (Initials)	<input type="checkbox"/>
<input type="checkbox"/> Recom	<input type="checkbox"/> In person	Date	/ /
<input type="checkbox"/> Fax	<input type="checkbox"/> Email	Time	
<input type="checkbox"/> Phone	<input type="checkbox"/> Other		

* Mandatory Field

LOGAN CITY COUNCIL



LOCAL DISASTER MANAGEMENT PLAN

PART - 6C

OPERATIONAL AND ADMINISTRATIVE PROCEDURES
PUBLIC HEALTH SUB-PLAN

Prepared by
Logan City Local Disaster Management Group
under the provisions of the
Disaster Management Act 2003

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1. PUBLIC HEALTH SUB-PLAN

1.1 AIM

To provide and co-ordinate disaster management public health response and recovery services at a local level to assist in meeting the public health needs of disaster-affected persons within the Logan community towards the management of its own recovery in the local government area of the City of Logan, including the provision of such services in support of a disaster occurring outside the City where so authorised.

1.2 SCOPE OF THE SUB-PLAN

The Sub-Plan recognises the clear role of the City of Logan Local Disaster Management Group in overseeing:

- a) The implementation and co-ordination of the public health response and recovery services necessary for the City of Logan through the acquisition and mobilisation of local resources; and
- b) The provision by supporting units of the requisite range of specific public health response and recovery services.

The Sub-Plan acknowledges public health contributions in enabling a return to normality or at least self-sufficiency, and supporting individuals, families and communities to attain a proper level of functioning.

The more immediate needs in this regard are within the realms of the Sub-Plan, but the attainment of these goals generally requires more protracted recovery arrangements stamped by significant State Government roles and responsibilities and Natural Disaster Relief Arrangements.

Greater State Government responses will also be implemented as an extension of traditional responsibilities eg, co-ordination of disease outbreak investigation and control.

The Sub-Plan is designed on the basis that each supporting unit would establish and bolster their networks and alliances to maximise their capacity in implementing their functional roles through their own initiatives. It is therefore acknowledged that the Sub-Plan provides the underlying framework for co-ordinating public health response and recovery services, while respecting the autonomy of each supporting unit to develop its own internal arrangements (plans) in achieving the aims of the Sub-Plan.

This Sub-Plan further reinforces Council's responsibilities to effectively plan for disasters in accordance with the requirements of the *Disaster Management Act 1975*. To this effect, it forms an integral component of the **City of Logan Local Disaster Management Plan** and particularly interfaces with the **City of Logan Local Disaster Management Welfare Sub-Plan** and **Local Disaster Management Evacuation Sub-Plan**.

1.3 AUTHORITY

This Sub-Plan has been prepared under the authority of the City of Logan Local Disaster Management Group in support of the City of Logan Local Disaster Management Plan.

1.4 ORGANISATION FOR CONTROL

1.4.1 Organisation of Local Disaster Management Public Health Support

1.4.2 Structure of Responsibility

FUNCTIONAL RESPONSIBILITIES	PRIMARY/CO-ORDINATING UNITS	SUPPORTING UNITS
Communicable Disease Control	<p>Queensland Health Brisbane South Population Health Unit (BSPHU) (disease investigation and control)</p> <p>Logan City Council Department of Development, Health and Environment (DDHE) (immunisation)</p> <p>Dept of Primary Industries (zoonotic diseases control)</p>	<p>Logan City Council Department of Development, Health and Environment (DDHE) (disease investigation and control)</p> <p>Dept of City Works/Logan City SES (clean-up support)</p>
Safety of Food Supplies	<p>Logan City Council (DDHE) (food safety control)</p>	<p>Qld Health BSPHU (food safety control support)</p>
Safety of Water Supplies	<p>Logan City Council Logan Water (safe water supply)</p>	<p>Logan City Council DDHE</p> <p>Qld Health BSPHU (disease investigation support and water quality)</p>
Safe Sewage and Waste Water Disposal	<p>Logan City Council Logan Water (sewerage system maintenance and sewerage disposal)</p>	<p>Logan City Council DDHE (sanitation control including on-site sewerage facilities)</p> <p>Qld Health BSPHU (disease investigation support)</p> <p>Environmental Protection Agency (EPA) (environmental protection)</p>
Safe Solid Waste (Refuse) Disposal	<p>Logan City Council Logan Waste Services (solid waste disposal/waste collection contract management)</p>	<p>Logan City Council DDHE (sanitation control)</p> <p>EPA (advice)</p>
Safe Hazardous Materials Disposal	<p>Logan City Council DDHE Dept of City Works (monitoring and disposal)</p>	<p>EPA/Chem Unit/QFRS/QH-BSPHU (hazardous materials advice and disposal)</p>
Vermin and Vector Control	<p>Logan City Council DDHE (disinfestation)</p>	<p>Qld Health BSPHU (disease investigation support)</p>

FUNCTIONAL RESPONSIBILITIES	PRIMARY/CO-ORDINATING UNITS	SUPPORTING UNITS
Suitability of Emergency Housing and Rehabilitation	Department of Housing (access facilitation, assessment) Logan City Council DDHE Logan Water Logan Waste Services Department of City Works (site identification, assessment, safety and sanitation control)	Q-Build (assisting Logan City Council on request re building safety and building works)
Suitability of Emergency Shelters	Logan City SES (establishment and management) Logan City Council DDHE Logan Water Logan Waste Services Department of City Works (site identification, access, assessment, safety and sanitation control)	Logan City Council (management support) Q-Build (assisting Logan City Council on request re site safety and building works) Qld Health BSPHU (public health advice)
Safe Storage of Human Remains	Queensland Police (co-ordination control)	Logan City Council/QH BSPHU (accessing facilities)
Safe Disposal of Dead Animals	Logan City Council Logan Waste Services (disposal) DDHE (collection and disposal co-ordination)	Dept of Primary Industries (advice and assistance)
Impounding of Animals	Logan City Council DDHE (impounding and storage)	Dept of Primary Industries/RSPCA (advice and assistance)
General Advice on Public Health Matters	Logan City Council DDHE Logan Waste Services Logan Water Marketing and Communication	Qld Health BSPHU (disease prevention and control advice)

NOTE:

All tasks performed are underpinned by:

- impact assessment of the disaster, undertaken through inter-unit liaison; and
- availability and appropriate management of resources (staff, volunteers and material).

The particular circumstances of the disaster may result in some interchange of responsibility status amongst response units and additional response units identified for action.

1.4.3 Public Health Response/Recovery Units - Complementary Support to Each Other

Responsibilities	LCC Dept of DHE	LCC Logan Water	LCC Logan Waste Services	LCC Marketing and Communication	LCC Dept of City Works	Old Health BSPHU	Dept of Housing	EPA/Chem Unit/QFRS	Old Police	Q-Build	SES	DPI
Communicable Disease Control	✓				✓	✓					✓	
Safety of Food Supplies	✓					✓						
Safety of Water Supplies	✓	✓				✓						
Safe Sewerage and Waste Water Disposal	✓	✓										
Safe Solid Waste (Refuse) Disposal	✓		✓									
Safe Hazardous Materials Disposal	✓					✓		✓				
Vermin and Vector Control	✓											
Suitability of Emergency Housing and Re-habitation	✓	✓	✓		✓		✓			✓		
Suitability of Emergency Shelters	✓	✓	✓		✓					✓		
Safe Storage of Human Remains	✓					✓			✓			
Safe Disposal of Dead Animals	✓		✓									✓
Impounding of Animals	✓											✓
General Advice on Public Health Matters	✓	✓	✓	✓		✓						

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NOTES:

1. Disaster Management Public Health Response
 - i. Implementation and coordination of public health response services necessary for the City of Logan given the emergent public health needs of disaster affected persons immediately after the impact of the disaster or their displacement, through the acquisition and mobilisation of local resources; and
 - ii. provision of the requisite range of specific public health response services, primarily targeting emergency shelters in the initial stages.

2. Disaster Management Public Health Recovery
 - i. Public health response and recovery services will intertwine. As the disaster management mode shifts from response to recovery, Council will remain significantly involved in the provision of public health services. If required, Queensland Health may also provide public health support through the ambit of their disaster management plans.

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1.5 ACTIVATION OF THE SUB-PLAN

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

1.5.1 Deciding on the needs

The following is a list of events/situations which need to be taken into account when making a decision on whether to activate:

- i. Seriousness of disaster;
- ii. Geographical extent of disaster;
- iii. Projected duration of hazards;
- iv. Presence of continuing hazards;
- v. Prevailing/forecasted weather conditions;
- vi. Major problems impacting on public health -
 - Disrupted food/water supply;
 - Contaminated food/water supply
 - Disrupted waste (liquid and solid) disposal systems;
 - Disrupted sewerage services
 - Disrupted power supply
 - Disrupted communication system;
 - Disrupted transport system;
- vii. Viability of shelter;
- viii. Viability and conditions of essential services;
- ix. Anticipated number of persons requiring evacuation/shelter.

At the earliest, the number and condition of disaster affected persons eg, morbidity, mortality/properties/utilities and related vulnerabilities and possible emergency evacuation routes/shelters need to be assessed and determined.

REFER TO LOGAN CITY COUNCIL'S COMPARATIVE, DEMOGRAPHIC AND COMMUNITY PROFILES.

REFER TO KEY VULNERABLE SECTORS (PEOPLE WITH SPECIAL NEEDS) WITHIN THE CITY OF LOGAN (AS PER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER)).

1.5.2 Decision to Activate

Upon the direction of the Chairman of the City of Logan Local Disaster Management Group or his/her delegate, the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegates shall activate the public health response and recovery role.

1.5.3 Activation Stages

i. Alert

Upon the receipt of warning from the Chairperson of the City of Logan Local Disaster Management Group that a disaster may occur or has occurred, the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) shall advise each relevant Primary/Co-ordinating and Primary Support Unit (see Section 1.4 of the Sub-Plan) and, through their respective representatives or their delegate(s), appropriate, support agencies.

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ii. Standby

The Standby Stage commences when the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) notifies that the threat or the effects of the disaster have become imminent. Each primary/co-ordinating unit's representative or delegate as contacted and, if appropriate, the unit liaison officer may report to the **Disaster Co-ordination Centre (DCC)** as designated, or if this is not possible, maintain appropriate communication in lieu of attendance at the Centre. (See Section 1.6 - Co-ordination Venue).

iii. Activation

At the Disaster Co-ordination Centre, the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) shall co-ordinate the activation of public health support services, in consultation with all relevant primary/co-ordinating and primary support units.

Each unit shall carry out their responsibilities in accordance with the Sub-Plan's 'Organisation for Control' arrangements and requirements as specified, during the standby stage and as determined throughout the action stage.

Each unit shall action as per the Standard Operating Procedures relevant to their unit.

iv. Stand-down Stage

Upon advice from the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment, or their delegate(s), each unit shall stand down according to the Standard Operating Procedures relevant to their unit.

NOTE:

The decision-making process here considers:

- Whether the combat emergency role has concluded;
- Whether the immediate needs of disaster affected persons have been fulfilled;
- The level to which the needs of the disaster affected community have been satisfied and the pursuance of recovery arrangements beyond the auspices of the City of Logan Local Disaster Management Group; and
- Activation of district level disaster recovery arrangements.

1.6 CO-ORDINATION/LIAISON ARRANGEMENTS

1.6.1 Co-ordination Venue

The co-ordination of disaster management public health response and recovery services will occur at the **Disaster Co-ordination Centre (DCC)** located in the Logan City Council Administration Centre, second level, south wing (150 Wembley Road, Logan Central), unless an alternative is necessary, for example, an emergency shelter. If this is not possible, appropriate communication will remain vital.

REFER LOGAN CITY COUNCIL EMERGENCY SHELTER (EVACUATION) CENTRE BUILDINGS MANUAL (DOC ID: 1669964).

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NOTES:

1. Depending on the progress and outcomes of the disaster, Disaster Management Public Health Co-ordination Centres may need to be set up at different emergency points within Logan City.
2. Should the disaster escalate to a level or should public health hazards heighten to such a state requiring Queensland Health's response, Queensland Health would establish and co-ordinate its own disaster relief services. This shall occur in liaison with the Chairperson or Executive Officer of the Logan City Local Disaster Management Group and the Director of Development Health & Environment or their delegates and Queensland Health.

1.6.2 Representatives/Liaison Officers

Group member/unit representatives/liaison officers shall be capable of providing immediate advice to the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) through the **Disaster Co-ordination Centre (DCC)** (through direct attendance, or if this is not possible, via appropriate communication) on the current status and capability of their resources and the commitment of their resource support. They must have the authority to commit and mobilise resources and they are responsible for briefing their own units on the progress of the service support.

1.6.3 Request for Assistance

All requests for assistance which fall outside the scope of the Sub-Plan will be forwarded by the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) to the Chairperson of the City of Logan Local Disaster Management Group or his/her delegate.

1.6.4 Dealing with 'Civilian' Volunteers

In accordance with Logan City SES procedures, Logan City SES will co-ordinate the registration of 'civilian' volunteers to assist in disaster relief operations. 'Civilian' volunteers accepted and registered by the SES will be supervised and directed by the SES with tasks appropriate to their knowledge and skills.

The SES will not be responsible for the registration of 'civilian' volunteers who wish to directly support other primary agencies. It will be the responsibility of the respective primary agencies to accept or refuse assistance and register these 'civilian' volunteers in terms of their organisation's policies and procedures.

1.6.5 Operational Meetings

Over the disaster management public health support operation, the Executive Officer of the City of Logan Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) shall institute at least daily meetings of personnel involved in public health response/recovery services, or alternative communication arrangements, for the purpose of maintaining co-ordination, direction and establishing operational priorities.

1.6.6 Reporting

The Executive Officer of the City of Logan Local Disaster Management Group and the Director of Development, Health and Environment or their delegate(s) shall report, as necessary, on the progress and on-going needs of disaster affected persons/groups, as identified, and public health response/recovery services to the City of Logan Local Disaster Management Group.

1.7 DEBRIEFING

As soon as practicable after the completion of the disaster management public health support operations, the Executive Officer of the City of Logan Local Disaster Management Group or the Director of Development, Health and Environment or their delegate(s) shall convene a debriefing

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conference whereby all units which participated in the implementation of the City of Logan Disaster Management Public Health Sub-Plan shall be represented in order to assess the adequacy of the Sub-Plan and recommend any appropriate revisions thereof.

This debriefing shall encompass the process of **critical incident stress debriefing (CISD)**, as part of requisite duty of care (including occupational health & safety) requirements.

1.8 FUNCTIONAL RESPONSIBILITIES

1.8.1 General

The City of Logan Disaster Management Public Health Sub-Plan is designed to cover responsibilities, resources, relationships and review of specific public health aspects in the response and recovery stages of disaster management. The functions during these stages are considered to be an extension of normal duties and are summarised as follows:

- i. To facilitate the initial assessment of the disaster affected area and co-ordinate public health surveillance teams;
- ii. To facilitate the provision of safe shelters food, water, waste disposal, sewerage services and disease control, including the provision of immunisation;
- iii. To implement temporary or preventative public health measures including public health advice to control or mitigate threats to public health in the affected community.
- iv. To advise the Chairman of the City of Logan Local Disaster Management Group on relevant public health matters and needs during the course of disaster management operations.
- v. To provide trained personnel for other local governments in a disaster at the request of those affected local governments;

REFER TO APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS.

REFER TO LOGAN CITY BUSINESS DIRECTORY FOR RESOURCES SUPPLY CONTACT LISTINGS AND APPENDIX 6C-3 - POSSIBLE REQUIRED RESOURCE TYPES.

REFER TO PUBLIC HEALTH EMERGENCY MANAGEMENT KIT REQUIREMENTS (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK).

1.8.2 Responsibilities of Executive Officer

Responsibilities of the Executive Officer of the City of Logan Local Disaster Management Group, either separately or through the Director of Development, Health and Environment and the Director of Logan Enterprises or their delegate(s) are:

- i. To activate and co-ordinate the implementation of the City of Logan Local Disaster Management Public Health Sub-Plan;
- ii. To co-ordinate assessment of disaster affected areas including the co-ordination of public health surveillance teams;
- iii. To co-ordinate other specific tasks as required;
- iv. To establish a Public Health administration area in the Disaster Co-ordination Centre;
- v. To register all staff involved in the Disaster Management Public Health Sub-Plan implementation in accordance with Standard Operating Procedures;
- vi. To ensure, through liaison with the Logan Hospital's Department of Social Work, Chaplaincy Australia and/or Lifeline representatives and any other relevant agencies, that appropriate CISD is available for all staff involved in the Disaster Management Public Health Sub-Plan implementation;

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- vii. To advise and liaise with the Chairperson of the City of Logan Local Disaster Management Group, the Local SES Controller and Chief Welfare Officer, the Police Co-ordinator, Queensland Health, and all other public health, environmental protection and welfare support agencies involved during the course of counter disaster management operations;
- viii. To liaise with Queensland Health Brisbane South Population Health Unit (QHBSPHU) and Council's Medical Officer of Health in setting up communicable disease control support measures and assisting the medical response;
- ix. Upon request, to co-ordinate the provision of relevant trained personnel to other local governments affected by the disaster;
- x. To act as the spokesperson on the implementation of the Disaster Management Public Health Sub-Plan;
- xi. To stand-down the implementation of the Disaster Management Public Health Sub-Plan.

1.8.3 Communicable Disease Control

REFER TO QLD HEALTH SOUTHERN ZONE PUBLIC HEALTH UNIT NETWORK EMERGENCY MANAGEMENT PLAN.

REFER TO:

- a) **QUEENSLAND HEALTH FOODBORNE ILLNESS OUTBREAK MANAGEMENT GUIDELINES;**
- b) **COMMUNICABLE DISEASES CONTROL MANUAL;**
- c) **CONTROL OF COMMUNICABLE DISEASES PROTOCOL MANUAL; AND**
- d) **STATE OF QUEENSLAND MULTI-AGENCY RESPONSE PLAN TO CHEMICAL, BIOLOGICAL, RADIOLOGICAL, INCIDENTS AND SUPPORTING FUNCTIONAL PLANS.**

The Department of Development, Health and Environment, through the Director of Development, Health and Environment or his/her delegate and Medical Officer of Health (MOU), shall liaise closely with Queensland Health - Brisbane South Population Health Unit (QHBSPHU) over the requisite public health response.

Should emergency immunisation or provision of immunoglobulin be deemed appropriate, QHBSPHU shall be set up to source supplies and administer programs accordingly. The Director of Environmental Health Services (QHBSPHU) would initially liaise with the QHBSPHU Public Health Medical Officer.

Council's Director of Development, Health and Environment or his/her delegate shall collaborate with QHBSPHU in regard to disease outbreak control. Emergency Shelters shall be monitored for any noticeable trends.

The Director of Development, Health and Environment or his/her delegate shall collaborate with QHBSPHU and the Marketing and Communications Manager regarding giving public health advice to the public.

Liaison with the Environmental Protection Agency (EPA), QHBSPHU and Logan Waste Services in regard to infectious waste collection and disposal shall be a priority, particularly if Logan Hospital is affected by the disaster.

Teams shall also be set up to facilitate and advise on the disinfection of buildings if required.

Such teams, particularly at the shelter sites, shall arrange the sourcing of disinfectants, cleaning agents, etc, if necessary, through welfare agencies.

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The **core functions** may include the following:

- i. To co-ordinate immunisation programs in liaison with Qld Health;
- ii. To source and monitor quarantine areas in liaison with Qld Health;
- iii. To sample suspected infectious substances for analysis and examination;
- iv. To carry out epidemiological investigations in liaison with Qld Health and collect and delineate contact information, including collecting and compiling medical based information to gauge increased rate of incidence of disease/infection;
- v. To co-ordinate and supervise infectious waste collection, transport and disposal;
- vi. To co-ordinate terminal and concurrent disinfection of buildings, bedding, clothing etc in liaison with Qld Health where necessary;
- vii. To co-ordinate the provision of disinfectants, cleaning agents and antiseptics and information on the same (possibly including MSDS's);
- viii. To co-ordinate the provision of public health advice (see **Section 1.8.15** of Sub-Plan).

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS:

- a) **COUNCIL PROCEDURES FOR SEWERAGE INUNDATION RESPONSE;**
- b) **DISINFECTION PROCEDURES (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK).**

1.8.4 Safety of Food Supplies

Teams of EHOs shall be set up to screen damaged or donated food to assess their safety for human consumption.

This would generally be at the emergency shelters or at relevant distribution points.

Their role shall include the supervision of food safety control associated with mass feeding (including feeding areas and food handlers). This shall include food handling including food storage and preparation, personal hygiene, sanitation, advice at billets, feeding at emergency hospitals and catering for emergency personnel/volunteer relief workers.

Their role would complement Salvation Army's lead role in food supply and mass feeding (see under **City of Logan Disaster Management Welfare Sub-Plan** below).

The **core functions** may include the following:

- i. To provide assessment and guidance for the clean up of all food outlets to assure safe food operations;
- ii. To monitor required standards for all food outlets;
- iii. To oversee the supply of adequate, safe food (including rejection and disposal of damaged or spoilt foods) for mass feeding;
- iv. To provide oversight and standards for the use of salvaged food and disposal of unsafe or potentially hazardous food;
- v. To determine siting and suitability of emergency catering arrangements including the provision of food storage facilities such as refrigeration units, food preparation facilities, washing-up facilities, dining facilities and sanitation matters;

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- vi. To ensure that food supplies for mass feeding are from safe sources and are handled safely (including storage, preparation and distribution);
- vii. To inspect food areas, equipment, appliances and utensils for cleanliness;
- viii. To audit cleaning procedures;
- ix. To screen food handling personnel;
- x. To evaluate the condition of perishable foods and provide safe storage of those foods found to be safe;
- xi. To brief food handlers on safe and appropriate food handling techniques;
- xii. To advise public and emergency workers, including food caterers on general health matters relating to personal hygiene, appropriate food handling techniques and cleaning procedures;
- xiii. Co-ordinate to provision of public health advice (see **Section 1.8.15** of Sub-Plan).

NOTES:

Integration between Safety of Food Supplies and Mass Catering

It is important that the functions of Council's Department of Development, Health and Environment and the Logan City Salvation Army are integrated as follows:

City of Logan Disaster Management Public Health Sub-Plan

- Representatives of the Department of Development, Health and Environment shall be primarily responsible for supervising and monitoring the safety of food supplies within the relief areas and maintaining that role throughout the response and immediate recovery phases.

City of Logan Disaster Management Welfare Sub-Plan

- The Salvation Army shall be primarily responsible for ensuring the provision of food and water into the relief areas and that food reaches peoples' mouths, with a key parameter for this responsibility being that the food supplies are safe.
- Both entities, as well as the Logan City SES have relevant contacts in their respective Disaster Management Response Plans to facilitate safe mass catering. The Salvation Army and SES also have formalised arrangements in place with bulk food suppliers.

Catering at Emergency Shelters

Effective catering within emergency shelters depends on the effective assessment of food safety, including food storage/handling/preparation/cooking/distribution facilities and practices, personal hygiene and general sanitation which primarily depends on the appropriate provision and use of safe water supply, washing facilities, ablution facilities, refuse/waste water/sewage collection/storage/disposal and ventilation facilities.

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER TO APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS:

- a) **FOOD PREMISES PROFORMA (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK);**
- b) **PRECAUTIONS AND PROCEDURES FOR RECOVERING WATER DAMAGED FOODS.**

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1.8.5 Safety of Water Supplies

Water supply impacts on food safety and sanitation issues, therefore, liaison between the Department of Development, Health and Environment and Logan Water is essential.

Ongoing liaison with Logan Water would provide key information relating to the status of water supply infrastructure and people potentially affected by disruption to services. Repair of such services would be a priority, particularly in relation to the Logan Hospital and for QFRS fire fighting purposes.

Subject to feedback from Logan Water regarding safety of reticulated supplies, selected EHOs, Logan Water officers and other officers, shall source alternative supplies and methods of supply, such as dedicated drinking water cartage vehicles and packaged water. Alternative supplies would still require scrutiny for water quality although simple advice may suffice regarding private sources, eg wells.

At any stages, water sampling and testing may be warranted.

Engaging the community in promulgating public health advice with respect to water storage, treatment and prevention of contamination would be a priority.

Selected officers shall be involved in ensuring alternative supplies to reach relevant emergency shelters, if necessary.

The **core functions** may include the following:

- i. To repair water reticulation infrastructure;
- ii. To ensure water supply to essential services, eg Logan Hospital;
- iii. To select and maintain a safe bulk water supply via a combination of monitoring, sampling and analysis;
- iv. To monitor bulk water storage, transport, allocation and treatment;
- v. To inspect water cartage vehicles;
- vi. To source and advise on alternative sources of water including for bulk water transport;
- vii. To ascertain prevailing situations and the need for water treatment;
- viii. To advise the public on water storage and treatment and prevention of contamination (see **Section 1.8.15** of the Sub-Plan).

NOTE:

Logan Water on-call officer kits contain relevant emergency contacts, procedures and technical data, eg population statistics, water supply maps.

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER TO LOGAN WATER ENVIRONMENTAL MANAGEMENT SYSTEM EMERGENCY PROCEDURES.

REFER APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS:

- a) **PROCEDURES FOR EMERGENCY WATER TREATMENT (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK);**
- b) **WATERBORNE ILLNESS OUTBREAK/INCIDENT INVESTIGATION REPORT FORM; AND**

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c) WATER SUPPLY SOURCES PROFORMA (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK).

1.8.6 Safe Sewage and Waste Water Disposal

These functions would primarily involve the servicing of emergency shelters. Officers allocated to shelter duties shall monitor ongoing collection and disposal requirements, arrange servicing through nightsoil contractors and suppliers of portable systems (including liaison with the Council's depots for Council supplies).

Ongoing liaison with Logan Water would provide key information relating to the status of sewerage systems and people potentially affected by disruption to services. (Note: All identified potential emergency shelter centre buildings in Logan are seweraged).

Identification of on-site sewerage facilities and damaged plumbing and drainage and their respective condition may be a public health requirement. Surveillance teams primarily involving Council's plumbing and drainage personnel and EHOs, could be required to examine sites prior to rehabilitation in non-sewered areas.

The environmental health consequences of widespread contamination due to failure of major sewerage transportation, treatment and disposal infrastructure/facilities in the event of a disaster would require a collaborative response effort, possibly involving also the EPA.

The **core functions** may include the following:

- i. To ensure safe sanitary collection, treatment and disposal of human waste, waste water and animal waste;
- ii. To ensure safe clean ups of major sewage spills and inundations;
- iii. To locate, inspect and provide guidance for maintaining septic tanks (including desludging) and other relevant on-site sewerage facilities;
- iv. To inspect repairs to plumbing and drainage;
- v. To source and provide alternative systems including for the elderly/disabled;
- vi. To co-ordinate the provision of public health advice (see **Section 1.8.15** of the Sub-Plan).

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER TO LOGAN WATER ENVIRONMENTAL MANAGEMENT SYSTEM EMERGENCY PROCEDURES.

REFER APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS:

- a) ALTERNATIVE METHODS OF SEWAGE DISPOSAL (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK);**
- b) MAINTENANCE OF LATRINES.**

1.8.7 Safe Solid Waste (Refuse) Disposal

Director of Development, Health and Environment or his/her delegate shall establish co-ordination arrangements with Logan Waste Services which in turn would negotiate with its waste collection contractor for service.

Depending on its capabilities, the collection contractor could service this function and Logan Waste Services would oversee the service being provided.

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Council's Browns Plains SmartTIP and Carbrook Waste Transfer Station would be the first options for disposal, but alternative disposal sites may need to be ascertained.

However, if the disaster had adversely impacted or disrupted the collection contractor's capabilities, Logan Waste Services may seek services from relevant organisations. In addition, resources, including supervisory and monitoring personnel, have to be available for the operation of the aforesaid Landfill/Transfer Station.

Review of the day-to-day specific needs shall be addressed by the Logan Waste Services Manager or his/her delegate and Logan Waste Services Overseer on an 'as need' basis.

Waste disposal teams shall be set up to co-ordinate the removal of putrescible matter, where necessary, from buildings and households and the setting up of 'transfer stations' at strategic points.

Teams set up for the screening of donated and damaged foods shall arrange for the disposal of rejected foods.

Emergency sheltersurveillance teams shall determine waste collection and disposal needs and liaise accordingly with Logan Waste Services' collection contractor through the Logan Waste Services Manager.

The **core functions** may include the following:

- i. To co-ordinate and monitor waste collection and disposal procedures such as burial, incineration or other methods approved by the Director for Development, Health and Environment and Director of Logan Enterprises or their delegate(s) in liaison with the EPA, etc as necessary and to co-ordinate the response with Logan Waste Services' collection contractor;
- ii. To supervise the removal and disposal of spoil or rejected foods from households, food premises, food warehouses, cold stores, cool rooms, ice works, for instance, and other affected premises where necessary;
- iii. To identify suitable alternative waste disposal sites;
- iv. To ensure an adequate supply of waste containers for the relief areas including for people being relocated back onto their properties;
- v. To deploy waste collection/disposal teams to monitor relief areas including emergency shelters, deal with customer requests and remove putrescible matter from buildings, such as damaged buildings and those affected by power failure where necessary;
- vi. To co-ordinate the provision of public health advice (see **Section 1.8.15** of the Sub-Plan).

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS.

- a) **ALTERNATIVE METHODS OF REFUSE DISPOSAL (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK).**

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1.8.8 Safe Hazardous Materials Disposal

REFER TO THE STATE OF QUEENSLAND MULTI AGENCY RESPONSE PLAN TO CHEMICAL, BIOLOGICAL, RADIOLOGICAL INCIDENTS AND SUPPORTING FUNCTIONAL PLANS.

The Department of Development, Health and Environment and Logan Waste Services in particular shall liaise with the Environmental Protection Agency (EPA) and Queensland Fire and Rescue Service (QFRS) who may in turn liaise with the Chemical Emergency Management Unit (Chem Unit) in ascertaining the safe collection, transport and disposal of hazardous materials, including wastes, on an 'as need' basis.

Further liaison may be necessary with QHBSPHU in the event of particular bio-hazards.

The greater potential role for Council would be in liaising with companies to cease production and remove hazardous material storages from affected or potentially affected areas or protect storages if they cannot be relocated. EMOs/EHOs could be involved in making direct contact with companies as far as opportunities permit in addition to arranging relevant communication through the media (via Council's Marketing and Communications Branch). Similar information could also be conveyed in regard to domestic storages.

Relevant databases held by Council, Division of WH&S, EPA and QFRS would be vital intelligence for response.

The **core functions** may include the following:

- i. To liaise and assist with CHEM Unit, EPA and QHBSPHU on the safe disposal of hazardous materials including wastes (eg, toxic, chemical, pathological, radioactive) including the safe temporary storage and disposal of post emergency hazardous waste;
- ii. To liaise with companies to cease production of hazardous materials, if necessary, and remove hazardous material storages that may contaminate the environment and/or affect human health;
- iii. To co-ordinate the provision of public health advice (see **Section 1.8.15** of the Sub-Plan).

NOTE:

Protocols have been established within Council for initial responses to spillage/release of materials causing contamination or threat of contamination on land or waterways.

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER TO APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS.

- (a) **CITY OF LOGAN SPILL REPORTING AND ACTION PROTOCOL.**
- (b) **LOGAN CITY COUNCIL POLLUTION RESPONSE MANUAL.**

1.8.9 Vermin and Vector Control

The Director of Development, Health and Environment or his/her delegate shall establish vector control teams of which the Department of Development, Health and Environment's Queens Road Depot staff shall be integrally involved.

Specific vector/vermin control equipment and supplies are kept at the Depot and inventories maintained (**Doc ID 2417609**). Further equipment may be held at the Council Works Depot at Marsden.

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Public health surveillance teams formed shall monitor affected areas and emergency shelters, deal with customer requests and control vermin/vector problems as required.

This matter would interrelate with waste collection and disposal considerations, control of food storage and drainage and damage assessment of sewerage systems and on-site sewerage facilities.

The **core functions** may include the following:

- i. To co-ordinate a surveillance and management program for the control of vermin/vector in the affected areas and emergency shelters;
- ii. To eliminate sources of food, water and harbourage for vermin/vectors;
- iii. To co-ordinate the provision of public health advice (see **Section 1.8.15** of the Sub-Plan).

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

1.8.10 Suitability of Emergency Housing and Re-habitation

'Emergency Housing' may include motels, relocatable home parks, including caravan parks. The Department of Housing may also facilitate access of accommodation through its networks.

Damage assessment and repair would be a collaborative effort across Council's Building Surveyors and Engineers and possibly Q-Build. Surveillance teams shall be formed as necessary.

This aspect may be undertaken as part of a wider *recovery* process, eg debris clean up.

The **core functions** may include the following:

- i. To liaise with the Department of Housing in facilitating the provision and allocation of safe and sanitary temporary emergency housing (including granny flats, caravans, etc);
- ii. To assess and inspect damaged houses to ascertain suitability for re-habitation and the need for temporary emergency housing;
- iii. To ensure safe building demolition and removal of dangerous trees;
- iv. To assess the suitability of temporary emergency housing;
- v. To co-ordinate temporary toilets, showers and laundry facilities and the disposal of wastes from same, if required;
- vi. To ensure the provision of Energex or portable power if required;
- vii. To ensure the provision of a safe and adequate water supply, if required;
- viii. To ensure the provision of suitable and sufficient water receptacles, if required;
- ix. To inspect and assess the suitability of repaired houses with respect to re-habitation;
- x. To facilitate the return to homes by co-ordinating the provision of essential services like waste storage and disposal, sewerage and sillage disposal facilities including liaising with the Department of Housing;
- xi. Co-ordinate the provision of public health advice (see **Section 1.8.15** of the Sub-Plan).

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

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REFER TO APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS:

- a) **DAMAGED PREMISES SURVEY FORM;**
- b) **DAMAGED DOMESTIC PREMISES PROFORMA (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK);**
- c) **FLOOD DAMAGED BUILDINGS PROFORMA (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK);**

COUNCIL'S PROCEDURES FOR SEWAGE INUNDATION RESPONSE

1.8.11 Suitability of Emergency Shelters

REFER TO LOGAN CITY SES EMERGENCY SHELTER CENTRE MANAGEMENT MANUAL.

This aspect may also be considered in conjunction with activation of the **City of Logan Disaster Management Evacuation Sub-Plan**.

'Emergency Shelter' includes any form of emergency accommodation for the provision of short term shelter for people evacuated but excludes temporary emergency housing as indicated in Section 8.9 above.

'Emergency Shelters' can be Emergency Shelter (Evacuation) Centre Buildings or emergency assembly points or camp sites (often in Council parks) temporarily established for the evacuated population.

Immediate decision making concerning suitable sites would be dependent on incoming data. However, Council's current **Manual of Emergency Shelter (Evacuation) Centre Buildings (Doc ID 1669964)** and **Appendix 6B-1 of the City of Logan Local Disaster Management Welfare Sub-Plan - Logan Parks Directory** would accelerate the assessment process as to where people can be evacuated.

The above information sources provide a basis for determining how many persons can be sheltered and what further facilities would be available to them from a public health perspective.

Depending on the number of sites required for emergency shelter, officers can be deployed to those areas to support their management or called in to oversee or arrange public health aspects of provision of services and basic necessities, maintain site surveillance, investigate illness and outbreaks, assist in certain welfare responses eg, material aid as necessary, provide public health advice and information.

Structural safety assessments would be a collaborative effort across Council's Building Surveyors and Engineers and possibly Q-Build.

The **core functions** may include the following:

- a) To ensure that:
 - i. The emergency shelter is large enough to accommodate significant numbers of people, while avoiding overcrowding;
 - ii. The emergency shelter is in safe areas not likely to be threatened by the disaster;
 - iii. Adequate and appropriate sleeping, bathing, laundry, catering (including food storage, handling, preparation, cooking, distribution, etc), washing, ablution, refuse storage/disposal, lighting, ventilation, toilet, parking and administrative facilities and special facilities for aged/disabled are available or are rapidly established as far as possible;
 - iv. A safe and adequate power and water supply is available;
 - v. The emergency shelter possesses some effective means of communication;

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- vi. Access to and from the emergency shelter is safe and adequate for large numbers of cars, trucks, etc;
- vii. The emergency shelter is structurally safe and sanitary;
- viii. The emergency shelter site is, where and when necessary, provided with adequate temporary accommodation units eg, tents, caravans (outdoors);
- ix. Provision of accommodation maintenance services, repairs, etc (including the desludging of septic tanks and pit latrines, if applicable);
- x. Safe shelter provided for pets is kept in a sanitary condition.
- b) To co-ordinate waste collection and disposal for the shelter;
- c) To carry out surveillance of buildings for the prevention/control of vermin and vectors;
- d) To investigate any illness or suspected food poisoning outbreak;
- e) To co-ordinate the provision of public health advice. (see **Section 1.8.15** of the Sub-Plan).

NOTE:

- The responsibility for providing safe emergency shelter is to be complemented by overall functional responsibilities. In this respect, the Sub-Plan also interfaces with the **City of Logan Local Disaster Management Welfare Sub-Plan**.
- The Logan City State Emergency Service will undertake an active role in the overall establishment and management of emergency shelter in accordance with SES guidelines and procedures. Logan City Council may provide management support.

REFER CITY OF LOGAN EMERGENCY SHELTER (EVACUATION) CENTRE BUILDINGS MANUAL (DOC ID 1669964) AND APPENDIX 6B-1 OF CITY OF LOGAN DISASTER MANAGEMENT WELFARE SUB-PLAN - LOGAN PARKS DIRECTORY - POSSIBLE EMERGENCY ASSEMBLY POINTS OR CAMP SITES.

REFER APPENDIX 6C-1- UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

REFER TO APPENDIX 6C-2 - RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS:

- a) **ALTERNATIVE ABLUTION SYSTEMS (AIEH PUBLIC HEALTH DISASTER RESPONSE HANDBOOK).**

1.8.12 Safe Storage of Human Remains

The role of the Department of Development, Health & Environment is limited in this area but assistance in respect of accessing temporary morgue facilities may be requested from the Qld Police. Such assistance would not involve handling. Services may be provided by Forensic Pathology - Qld Health Scientific Services. Q-Build may be requested for assistance.

The **core function** may include the following -

- To respond to Qld Police requests in relation to accessing temporary morgue facilities, ie, cool rooms, mobile refrigeration units.

REFER APPENDIX 6C1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

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1.8.13 Safe Disposal of Dead Animals

The Director of Development, Health and Environment or his/her delegate shall establish co-ordination arrangements with Logan Waste Services which in turn would negotiate with its waste collection contractors to collect dead animals.

Servicing of the contract in this regard would be overseen by Logan Waste Services.

The Browns Plains SmartTIP and Carbrook Waste Transfer Station would be the first options for disposal.

The **core functions** may include the following:

- i. To supervise Council's contractor(s) to collect and dispose of dead animals;
- ii. To advise on the means of disposal after consultation with the Department of Primary Industries, if necessary (for example, where deaths of animals have resulted from outbreaks of animal diseases);
- iii. To co-ordinate the provision of public health advice (see **Section 1.8.15** of Sub-Plan).

NOTE:

- Response to outbreaks of animal diseases not currently in Australia would be subject to *Old VetPlan* and *Co-ordination Arrangements for the State Counter Disaster Organisation Support to DPI in the Event of an Outbreak of Emergency Animal Disease in Queensland*.

1.8.14 Impounding of Animals

The Director of the Department of Development, Health & Environment or his/her delegate shall establish animal impounding teams. Council's Queens Road Depot will be the first option as an impounding area. Advice and assistance may need to be sought from the DPI and RSPCA and any reputable private animal shelters and handlers.

The **core functions** may include the following:

- To deploy animal impounding teams to impound stray animals, particularly those causing a threat to public health and safety risks;
- To manage identified animal impounding areas, including those that may be practically established at an emergency shelter site;
- To identify suitable alternative animal impounding areas;
- To co-ordinate the provision of public health advice, (see **Section 1.8.15** of the Sub-Plan).

**REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.
REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.**

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1.8.15 General Advice on Public Health Matters

NOTE:

This section also integrates with **Section 1.10.6 - Information Services** of the **City of Logan Disaster Management Welfare Sub-Plan**.

- i. Logan City Council shall ensure the co-ordinated provision of accurate, timely and consistent information to affected individuals and families, including those located to emergency housing and emergency shelters, and affected businesses in relation to public health matters including the following:
 - Maintenance of personal and community health;
 - Control of animal stock and domestic pets (possibly in liaison with DPI and RSPCA);
 - Examination of vaccines if affected by a power shortage (eg, those stocks with Council, medical clinics and private hospitals);
 - Immunisation needs including any emergency clinics provided;
 - Sanitation techniques;
 - Clean up and disposal of debris, refuse and unwholesome/left-over foods;
 - The minimisation of waste and public health nuisances;
 - Safe handling of asbestos waste and other hazardous materials;
 - The provision and use of disinfectants, cleaning agents and antiseptics;
 - Safe food handling practices;
 - Treatment of water including sterilisation for drinking;
 - Alternative water supplies;
 - Plumbing, drainage and building repair;
 - Pest, vermin and mosquito control;
 - Safety issues (eg, protection for caravans in high winds and swimming in polluted waters);
 - Notification to Council of public health problems including spills and inundation events, etc;
 - Donation issues and criteria including information on disaster appeals.

NOTES:

- The techniques for distributing more formal information to the community and the media and the contents of that information shall be assessed in collaboration with Logan City Council's Marketing and Communication Branch and co-ordinated through the City of Logan Local Disaster Management Group.
- Logan City Council shall collaborate with other agencies implicated in the response and recovery process, as considered necessary.
- Efforts should be made to ensure multilingual information, if this is practical.
- Council's Department of Community Services reviews and maintains listings of an array of emergency/crisis relief contacts in Logan (**Doc ID: 1651883**). These are kept at its front counter at the Logan City Council Administration Centre.

REFER APPENDIX 6C-1 - UNITS WITH FUNCTIONAL RESPONSIBILITIES.

REFER CITY OF LOGAN LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER.

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REFER TO COUNCIL'S BOOKLET, 'PREPARING FOR NATURAL DISASTERS - A GUIDE FOR RESIDENTS LIVING IN LOGAN CITY'.

REFER TO RELEVANT PUBLIC HEALTH ADVISORY PROFORMAS (DOC ID: 2445773 - CYCLONES AND FLOODS; DOC ID: 2449443 - BUSHFIRES; DOC ID: 2449506 - CLEAN UP/DAMAGE REPAIR PROCEDURES INVOLVING ASBESTOS (FIBRO) SHEETING; AND QLD HEALTH GUIDANCE NOTE - ASBESTOS).

REFER TO LOGAN WATER ENVIRONMENTAL MANAGEMENT SYSTEM EMERGENCY PROCEDURES - CONTAMINATED WATER SUPPLY - DRINKING WATER WARNINGS.

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APPENDIX 6C-1

UNITS WITH FUNCTIONAL RESPONSIBILITIES

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UNITS WITH FUNCTIONAL RESPONSIBILITIES

COMMUNICABLE DISEASE CONTROL

- Queensland Health Brisbane South Population Health Unit (BSPHU)
- LCC Department of Development, Health and Environment
- LCC Logan Water

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts - (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFETY OF FOOD SUPPLIES

- LCC Department of Development, Health and Environment
- Queensland Health BSPHU

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFETY OF WATER SUPPLIES

- LCC Logan Water
- LCC Department of Development, Health and Environment
- Qld Health BSPHU

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts - (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFE SEWERAGE AND WASTE WATER DISPOSAL

- LCC Logan Water
- LCC Department of Development, Health and Environment
- Qld Health BSPHU
- Environmental Protection Agency

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFE SOLID WASTE (REFUSE) DISPOSAL

- LCC Logan Waste Services
- LCC Department of Development, Health and Environment
- Environmental Protection Agency

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFE HAZARDOUS MATERIALS DISPOSAL

- LCC Department of Development, Health and Environment
- LCC Department of City Works
- Environmental Protection Agency (EPA)
- Queensland Fire and Rescue Service (QFRS)

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- Department of Emergency Services - Chem Unit
- Queensland Health - BSPHU

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

VERMIN AND VECTOR CONTROL

- LCC Department of Development, Health and Environment
- Qld Health BSPHU

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SUITABILITY OF EMERGENCY HOUSING AND REHABILITATION

- LCC Department of Development, Health and Environment
- Department of Housing
- LCC Department of City Works
- LCC Logan Water
- LCC Logan Waste Services
- Q-Build

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SUITABILITY OF EMERGENCY SHELTERS

- LCC Department of Development, Health and Environment
- LCC Department of City Works
- LCC Logan Water
- LCC Logan Waste Services
- Qld Health BSPHU
- Q-Build

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFE STORAGE OF HUMAN REMAINS

- Queensland Police
- LCC Department of Development, Health and Environment
- Qld Health BSPHU

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

SAFE DISPOSAL OF DEAD ANIMALS

- LCC Logan Waste Services
- LCC Department of Development, Health and Environment
- Department of Primary Industries

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

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IMPOUNDING OF ANIMALS

- LCC Department of Development, Health and Environment
- Department of Primary Industries
- RSPCA

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

GENERAL ADVICE ON PUBLIC HEALTH MATTERS

- LCC Marketing and Communication Branch
- LCC Department of Development, Health and Environment
- LCC Department of City Works
- LCC Logan Water
- LCC Logan Waste Services
- Qld Health - BSPHU

Refer to respective City of Logan Local Disaster Management Group members and relevant Council Department/Branch contacts and State Government Agency contacts (REFER LOGAN CITY LOCAL DISASTER MANAGEMENT PLAN - CONTACT REGISTER).

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APPENDIX 6C-2

RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS

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APPENDIX 6C-2

RELEVANT REFERENCES TO OPERATING PROCEDURES/INSTRUCTIONS/GUIDELINES AND PROFORMAS

1. Logan City Council's Procedure for Sewerage Inundation Response (Doc ID 2734178)
2. Precautions and Procedures for Recovering Water Damaged Foods (Doc ID 2449716)
3. Waterborne Illness Outbreak/Incident Investigation Report Form (Doc ID 2447690)
4. Maintenance of Latrines (Doc ID 2449735)
5. Damaged Premises Survey Form (Doc ID 2447922)
- 6A. City of Logan Spill Reporting & Action Protocol (Doc ID 1749834)
- 6B. Logan City Council Pollution Response Manual (Doc ID 2592980)
7. Public Health Emergency Management Kit Requirements
8. Disinfection Procedures
9. Water Supply Sources Proforma
10. Procedures for Emergency Water Treatment
11. Alternative Methods of Refuse Disposal
12. Alternative Methods of Sewrage Disposal
13. Food Premises Proforma
14. Damaged Domestic Premises Proforma
15. Flood Damaged Buildings Proforma
16. Alternative Ablution Systems
17. Disposal of Dead Stock Procedure

Refer to 'AIEH Public Health Disaster Response Handbook for Environmental Health Officers'

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APPENDIX 6C-3

POSSIBLE REQUIRED RESOURCE TYPES

APPENDIX 6C-3

POSSIBLE REQUIRED RESOURCE TYPES

1. Accommodation - Motels etc
2. Bottled Water Suppliers
3. Camping Equipment Suppliers
4. Chlorine/Chlorinator Suppliers
5. Cleaning Supplies Providers
6. Cool room Hire
7. Disinfectant Suppliers
8. Drainers
9. Dry Pail Suppliers
10. Electrical Appliance Suppliers
11. Electricians
12. Food Preparation and Cooking Appliances and Equipment Suppliers
13. Food Suppliers/Outlets
14. Gas Appliances and Equipment Suppliers
15. Heating Appliances/Systems Suppliers
16. Laboratories
17. Lighting Suppliers
18. Medical Practitioners
19. Nightsoil Collectors

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LOCATIONS OF KEY ORGANISATIONS

20. Party Hire
21. Pest Control Services and Pesticide Suppliers
22. Pharmacies
23. Plumbers and Gasfitters
24. Portable Toilet Suppliers
25. Power Generator Suppliers
26. Refrigerated Trucks and Transport Services
27. Refrigeration Unit Suppliers
28. Septic Tank Maintenance Contractors
29. Septic Tank Manufacturers
30. Tanks and Tank Equipment Suppliers
31. Vaccine Suppliers
32. Veterinarians
33. Waste Container Suppliers
34. Waste Transporters
35. Waste Treatment and Disposal Facilities
36. Waste Treatment Suppliers
37. Water Boilers
38. Water Transporters